

## **WORK SESSION MINUTES**

Tuesday, September 5, 2023  
5:30pm to 6:31pm

Council Members Present: Jon Hawkinson, Matt Baumgartner, Blanca Ferguson, George Ebbers and Landon Padrnos.

Others present: Elizabeth Torkelson, City Administrator; Jason Krumheuer, Police Chief; Pamela Whitmore, Interim City Attorney; Ross Okins, Renville County Register; Antonio Rosell, Community Design Group; Jasmine Miller, Deputy Clerk.

Antonio Rosell, Community Design Group, provided an update on the Comprehensive Plan Project.

## **REGULAR MEETING MINUTES**

Tuesday, September 5, 2023

### **CALL TO ORDER AND DETERMINATION OF A QUORUM**

The Regular Meeting of the City Council of the City of Olivia, Minnesota, was called to order by Mayor Hawkinson at 6:32 P.M.

Council Members Present: Jon Hawkinson, Matt Baumgartner, Blanca Ferguson, George Ebbers and Landon Padrnos.

Others present: Elizabeth Torkelson, City Administrator, Jason Krumheuer, Police Chief; Pamela Whitmore, Interim City Attorney; Ross Okins, Renville County Register; Antonio Rosell, Community Design Group; Jasmine Miller, Deputy Clerk.

### **PUBLIC FORUM**

Mayor Hawkinson temporarily suspended the regular meeting and opened the public forum at 6:32 P.M.

No public comments were offered so Mayor Hawkinson reopened the regular meeting at 6:33 P.M.

### **AGENDA**

**Motion by Baumgartner, second by Ebbers:** to approve the agenda as presented. Motion passed unanimously.

### **PROCLAMATIONS**

Mayor Hawkinson proclaimed September 2023 as Suicide Awareness Month and Prostate Cancer Awareness Month.

### **CONSENT AGENDA**

**Motion by Padrnos, second by Ferguson:** to move the West Central Fire Department Association Mutual Aid Agreement to discussion/business item. Motion passed unanimously. **Motion by Padrnos, second by Baumgartner:** to move Marco Server Upgrade to discussion/business item. Motion passed unanimously. **Motion by Ferguson, second by Baumgartner:** to approve the Consent Agenda as amended. Motion passed unanimously.

- Regular Meeting Minutes of August 21, 2023
- Resolution 2023-82, Joint Powers Agreements between the State of Minnesota and the City of Olivia on Behalf of its City Attorney and Police Department
- August Disbursements
- Resolution 2023-83, Authorizing 2023 ARPA Funds Transfer
- Resolution 2023-84, Authorizing a 2023 Additional Transfer
- Resolution 2023-85, Authorizing a 2023 Additional Transfer
- Marco Server Upgrade
- Contractor's Application for Payment #8 from Hjerpe Contracting, Inc.
- Contractor's Application for Payment #1 from M.R. Paving & Excavating, Inc.
- Amended 2023 West Central Fire Department Association Mutual Aid Agreement
- Resolution 2023-86, Electric Load Shedding Policy

## **DISCUSSION / BUSINESS ITEMS**

### Attorney RFP

**Motion by Ebbers, second by Ferguson** to: submit two separate RFP's, one for civil and one for criminal, representing the City of Olivia. Motion passed unanimously.

Torkelson asked the Council for direction on requesting RFPs for attorney services. Hawkinson stated that he was in favor of soliciting attorney services for civil and criminal separately adding that if a firm can provide both to the City they are welcome to submit an RFP for both.

### Amended 2023 West Central Fire Department Association Mutual Aid Agreement

**Motion by Baumgartner, second by Padrnos:** to approve the Amended 2023 West Central Fire Department Association Mutual Aid Agreement. Motion passed unanimously.

Baumgartner shared a concern with the charges, questioning if there was an error in the document. Seehusen informed the Council that the original agreement stated additional firefighter hourly rate was \$15, and the amended agreement presented shows the change in attachment 3 as a \$25 charge.

### Marco Server Upgrade

Torkelson shared that Marco informed that City that Microsoft will stop supporting the 2012 server starting in October, meaning they will not support us. A server upgrade is required. Baumgartner asked if it went out for competitive bid. Torkelson confirmed that it had not gone out for bid as we are currently under contract with Marco. Baumgartner suggested signing a short-term contract while we look for a better deal. Hawkinson shared that he referenced industry professional, specifically a competitor of Marco and they felt that it was in line with an appropriate bid. Ebbers agreed that Marco is competitive. Baumgartner suggested Torkelson get quotes to prove that the City is getting a good value. Hawkinson added that server quotes can take a couple of months and reminded Council that this was time sensitive. Council discussed the possibility of cloud storage. Council directed Torkelson to negotiate with Marco and pursue a short-term contract.

No additional items or new business items were presented.

**REPORTS**

Emergency Management Coordinator Job Posting

Torkelson informed Council that the open position was posted internally for 10 days, and if there are no qualified applicants the position will be open to the public.

No additional reports were presented.

**ADJOURNMENT**

**Motion by Padrnos, second by Ebbers:** to adjourn the meeting at 6:57 P.M. Motion passed unanimously.

Attest:   
\_\_\_\_\_  
Jon Hawkinson, Mayor

  
\_\_\_\_\_  
Elizabeth Torkelson, City Administrator