

GLENCOE CITY COUNCIL MEETING MINUTES
APRIL 4, 2016
7:00 P.M.

Mayor Wilson called the regular meeting of the Glencoe City Council to order at 7:00 p.m. Members present: Schrupp, Ziemer, Perschau, Robeck and Dietz. Also present: City Administrator Mark Larson, City Attorney Jody Winters, Finance Director Trippel, Public Works Directors Schreifels and Drew and Police Chief Raiter.

PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

CONSENT AGENDA

Motion to approve the consent agenda as present by Councilor Schrupp, second Councilor Robeck. All members voted in favor.

- A. Approve the minutes of the regular meeting of March 21, 2016.
- B. Approve the following building permits:
 - 1. Miller Mfg.; Mechanical Permit
 - 2. Willis Herrman, 303 16th St W; Mechanical Permit
 - 3. David Swanson, 1420 Owen Ave N; Plumbing Permit
 - 4. Earl Dammann, 201 13th St W; Re-roof
 - 5. Travis LaFontaine, 1221 13th St E; Fence
 - 6. Gene Moske, 705 9th St E; House demolition
 - 7. First Lutheran Church, 1031 14th St E; House demolition
 - 8. Dennis Davis, 210 Pleasant Ave N; Mechanical Permit
- C. Approve the following licenses:
 - 1. Glencoe Softball Assoc.; 3.2 On Sale License Renewal
- D. Firefighter Oath of Office

PUBLIC HEARINGS:

A. 7:15 P.M. HEARING ON PROPOSED ASSESSMENTS FOR 2016 ARMSTRONG AVE PROJECT

Mayor Wilson opened the public hearing. Justin Black of SEH reviewed the scope of the project, costs and funding sources, assessment policy, rates, period and interest rate. Residents were told to read through the Notice of Hearing on Proposed Assessment they received as it provides information on the assessment breakdown and payment information. Construction to begin approximately April 25th and substantial completion date is October 31st. Construction will be done in phases with residents being updated weekly of progress.

Several residents affected by the project took the opportunity to present their concerns and ask questions regarding the assessed amounts, the assessment policy, what payment options are available.

1. RESOLUTION NO. 2016-13 ADOPTING ASSESSMENT

Councilor Perschau introduced the following resolution adopting the assessment for the 2016 Armstrong Avenue Improvement Project:

RESOLUTION NO. (2016-13) RESOLUTION ADOPTING ASSESSMENT

WHEREAS, pursuant to proper notice duly given as required by law, the council has met and heard and passed upon all objections to the proposed assessment for the **Armstrong Avenue Improvements Project**, which includes improvements on the following streets:

- Armstrong Avenue from 7th Street to 13th Street/Trunk Highway (TH) 22
- Baxter Avenue from vacated 5th Street to 7th Street
- 7th Street from Armstrong Avenue to Chandler Avenue (TH 22)
- 12th Street from Armstrong Avenue to Baxter Avenue
- Crossing of 13th Street/TH 22 at Armstrong Avenue
- Storm sewer and ponding improvements along Lindbergh Trail, Chandler Avenue, and vacated 5th Street

by construction of sanitary sewer, water main, storm sewer, stormwater ponding, concrete curb and gutter, aggregate base, bituminous street surfacing, sidewalk, turf restoration, and miscellaneous items required to properly complete the improvements, and has amended such proposed assessment as it deems just.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF GLENCOE, MINNESOTA:

1. Such proposed assessment, as amended, a copy of which is attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefited by the improvement in the amount of the assessment levied against it.
2. Such assessment shall be payable in equal annual installments, including principal and interest, extending over a period of 15 years, the first of the installments to be payable on or before the first Monday in January 2017, and will bear interest at a rate of 3.5 percent per annum from the date of the adoption of this assessment resolution. To the first installment shall be added interest on the entire assessment from the date of this resolution until December 31, 2017. To each subsequent installment when due shall be added interest for one year on all unpaid installments.
3. The owner of any property so assessed may, at any time prior to certification of the assessment to the County Auditor-Treasurer on November 1, 2016, pay the whole of the assessment on such property to the office of the City Administrator, and no interest shall be charged if the entire assessment is paid by October 31, 2016; and he may, at any time thereafter, pay to the City Administrator the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in

which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the succeeding year.

4. The City Administrator shall forthwith transmit a certified duplicate of this assessment to the County Auditor-Treasurer to be extended on the property tax lists of the county. Such assessment shall be collected and paid over in the same manner as other municipal taxes.

Councilor Ziemer seconded. Upon a roll call vote members Schrupp, Dietz, Ziemer and Perschau voted in favor. Councilor Robeck voted no. Whereupon said resolution was adopted and approved.

BIDS AND QUOTES: NONE

REQUESTS TO BE HEARD:

A. THIRD READING ORD. 592 AMENDING ACCESSORY BUILDING SIZE

Councilor Ziemer motioned to approve the third reading of Ordinance 592 amending the accessory building size. Councilor Perschau seconded the motion. All members voted in favor.

B. THIRD READING ORD. 593 ADDING CODE 501 TO CHAPTER 5 –LAND USE CONTROL- MINNESOTA BUILDING CODE CHANGES

Motion by Councilor Schrupp to approve the third reading of Ordinance 593 adding to the municipal code for code changes to update automatically to the Minnesota Building Code. Second by Councilor Dietz. Members voting in favor, Schrupp, Dietz, Ziemer and Perschau. Robeck voted no. Motion carried.

C. ACCEPT RETIREMENT OF PUBLIC WORKS DIRECTOR MIKE DREW

Mayor Wilson read the letter submitted by Mike Drew who is retiring September 29th. Members expressed their appreciation for his years of service to the city and the community. Councilor Robeck motioned approval of the retirement of Public Works Director Mike Drew. Councilor Schrupp seconded the motion. All members voted in favor.

D. 1. APPROVE JOB DESCRIPTION FOR ASSISTANT CITY ADMINISTRATOR-
MARKETING & COMMUNITY DEVELOPMENT

City Administrator Mark Larson reviewed the job description presented to the Finance Committee for the position replacing the Event Coordinator and Economic Development contract with the Chamber. This supervisory position's duties and responsibilities include community and economic development, communications and marketing and city center facility management.

Chamber Board representative Joe Paumen read a statement waiving the 30 day notice needed by the Chamber to terminate the contract for economic development services. Discussion led to a motion approving the job description for Assistant City Administrator-Marketing and Community Development by Councilor Perschau, second by Councilor Dietz. All members voted in favor.

2. APPOINT ASSISTANT CITY ADMINISTRATOR-MARKETING AND COMMUNITY DEVELOPMENT

The appointment of Dan Ehrke was then recommended for the position. City Administrator Mark Larson shared that after reaching out to Mr. Ehrke seeking input on the job description change, Dan Ehrke expressed interest in the position and submitted his resume. Further discussions were held with Councilors Dietz, Ziemer and Mayor Wilson and Mr. Ehrke was interviewed for the position resulting in the recommendation to appoint him to the position.

Councilor Ziemer motioned to approve the appointment of Dan Ehrke as Assistant City Administrator-Marketing and Community Development. Second by Councilor Perschau. All members voted in favor.

ITEMS FOR DISCUSSION:

A. REMINDER - BOARD OF REVIEW-APRIL 5TH AT 11:00 A.M. HISTORIC ROOM

Councilors Robeck, Dietz, Ziemer and Perschau will be in attendance.

B. PRE-CONSTRUCTION MEETING FOR ARMSTRONG AVENUE PROJECT – TUESDAY, APRIL 5TH, 1:00 P.M., SOUTH BALLROOM

Meeting with contractors and city personnel and SEH.

ROUTINE BUSINESS:

PROJECT UPDATES: 1) Judd Ave between 10th and 11th Street will be completed in late June. 2) Ives Avenue will close this week for the jail construction project. 3) Chief Raiter – beware of telephone caller scams 4) Permit for a 30” pipe to be submitted to BCWD for the NE Drainage project.

ECONOMIC DEVELOPMENT: None

PUBLIC INPUT: None

REPORTS: None

CITY BILLS: Councilor Perschau motioned to approve payment of the city bills. Second by Councilor Schrupp. All members voted in favor.

ADJOURN: Mayor Wilson called for adjournment at 8:26 p.m. Councilor Robeck motioned with Councilor Dietz seconding. All members voted in favor.

