

GLENCOE CITY COUNCIL MEETING MINUTES  
JANUARY 3, 2012  
7:00 P.M.

Mayor Wilson called to order the final meeting of 2011 at approximately 7:00 p.m. with the following members present: Perschau, Adamietz, Copas, Schrupp and Ziemer. Also in attendance: City Administrator Mark Larson, City Attorney Jody Winters, Finance Director Trippel, Public Works Director Schreifels, Park Superintendent Drew and Police Chief Raiter.

PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

CONSENT AGENDA FOR 2011 BUSINESS

Councilor Perschau motioned to approve the consent agenda as presented. Councilor Ziemer seconded the motion with all members voting in favor. Motion carried.

- A. Approve the minutes of the regular meeting of December 19, 2011.
- B. City Liquor Store Bills for 2011.

ADJOURN

Councilor Copas motioned to adjourn the final meeting of 2011 with Councilor Adamietz seconding the motion. All members voted in favor. Motion carried.

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ORGANIZATIONAL MEETING MINUTES  
January 3, 2012

Mayor Wilson called to order the organizational meeting for 2012 business with the above mentioned members in attendance.

A. DESIGNATE DEPOSITORY OF CITY FUNDS

Councilor Copas motioned to designate the following as depositories for city funds with Councilor Perschau seconding the motion. All members voted in favor. Motion carried.

- 1. Security Bank and Trust Co. for City of Glencoe, Light and Power Commission
- 2. First Minnesota Bank for City of Glencoe and Light and Power Commission
- 3. Mid Country Bank for City of Glencoe and Light and Power Commission

B. DESIGNATE REGULAR MEETING NIGHTS AND TIME OF CITY COUNCIL MEETINGS- First and Third Mondays at 7:00 p.m. Except for Holidays On Following Tuesday.

Councilor Ziemer motioned to designate council meeting nights and times as stated above with Councilor Adamietz seconding the motion. All members voted in favor. Motion carried.

C. SET PRICES FOR RENTAL EQUIPMENT AND PART-TIME LABOR FOR 2012.

Councilor Adamietz motioned to set rental equipment and part time labor for 2012 with correction for Water Department fill charge at \$7.00. Councilor Perschau seconded the motion with all members voting in approval. Motion carried.

**PRICES FOR RENTAL RATES, EQUIPMENT & LABOR RENTAL & PART-TIME LABOR**

**EQUIPMENT & LABOR RENTAL & PART-TIME LABOR**

**2012**

**ADMINISTRATION**

Election Judges	\$10.00 per hour
Part-Time Employees	Up to \$15.00 per hour
Mileage	Federal Rate

**PARK DEPARTMENT**

Shelter Rental		\$65.00/day/shelter #1,3,4,5 (tax \$4.47)
		\$75.00/day/shelter #2 & A (tax \$5.16)
Warming House Rental		\$35.00/2 hr. limit
Aquatic Center Rental		\$100.00/hour + \$15.00 add'l guard+tax
Resident Seasonal Family Rate (5 members)		\$125.00(tax \$8.59)
Resident Seasonal Individual Rate		\$60.00 (tax \$4.13)
Daily Rate		\$6.00
Children 0-4		\$2.00
Non-Resident Seasonal Family Rate (5 members)		\$150.00 (tax \$10.31)
Non-Resident Seasonal Individual Rate		\$80.00 (tax \$5.50)
Oscar Olson Park Field Rental Rate		
Sand Volleyball		\$50.00/team/season
Soccer Fields		\$100.00/team/season or \$10/game
	\$80.00/day/tournament	\$200.00/weekend/tournament
Oak Leaf Park Field Rental Rate		
Softball Field		\$100/team/season or \$10/game
	\$80.00/day/tournament	\$200/weekend/tournament
Sand Volleyball		\$50.00/team/season
Baseball		\$100.00/team/season
		\$25.00 Light Fee/game
Flag Football		\$100.00/team/season
Aerovator & Tractor		\$120.00/hour
Park Development Fee for Single Family Lot		\$800.00
In-Lieu of Land Fee (7% of Development)		\$10,000.00 per acre

**POLICE DEPARTMENT**

Non-armed Police Officer/Security	\$15.00 to \$30.00 per hour
Uniformed Armed Police Officer	\$50.00 per hour
Licensed Part-time Armed Police Officer	\$19.00 per hour



Sales Tax	\$22.38
Labor	\$70.00 + \$4.81 tax
	\$422.77
Bulk Water	\$7.55/1000 gal + \$7.00 fill chg 500 gal min or \$.0565/cu.ft.
Water Rate	\$3.90/1,000 gal or \$.0291/cu.ft.
Water Monthly Service Charge	\$2.00/mo./unit
Fire Tag Seal	\$30.00 per site
Fire Protection Service Lines	
Under 4" Pipe	\$4.00 per month
4" Pipe Construction	\$8.00 per month
6" Pipe Construction	\$12.00 per month
8" Pipe Construction	\$16.00 per month
10" Pipe Construction	\$20.00 per month
Service Plus Plan	\$1.50 per month
Tap Machine	\$30.00 per tap + hourly rate

#### **FIRE DEPARTMENT**

Fire Department Trucks	\$500.00 Initial Call
333 Aerial Truck	\$250/hour
331 1500 gal/minute Pumper	\$250.00/hour
335 1750 gal/minute Pumper	\$250.00/hour
337 2000 gal Tanker	\$100.00/hour
332 Grass Rig	\$50.00/hour
336 Rescue Van	\$100.00/hour
338 3000 gal Tanker	\$100.00/hour
339 Water Rescue Van	\$50.00/hour
334 Air Van	\$50.00/hour
Kabota 4x4	\$50.00/hour

#### **D. APPOINTMENTS MADE BY THE CITY COUNCIL**

Councilor Perschau motioned to approve appointments made by the city council as stated. Councilor Adamietz seconded the motion. All members voted in favor. Motion carried.

- a. Cemetery Commission – Marlene Robeck
- b. Airport Commission – Open Seat
- c. Light and Power Commission – Everette Bratsch
- d. Library Board- Amanda Struefert
- e. Park Board – Mary Stoltenberg/Tim Kaczmareck
- f. Planning and Industrial Commission-Open Seat
- g. City Center Board – Open Seat
- h. GRHS Board Confirmation- Steve Olmsted

#### **E. PERSONNEL & LEGISLATIVE, FINANCE & STRATEGIC PLANNING COMMITTEES**

Councilor Schrupp motioned to approve the following committees with the time change for the meetings to 4:00 p.m. Councilor Ziemer seconded the motion with all members voting in favor. Motion carried.

- a. Personnel and Legislative Committee meets the 1<sup>st</sup> Wednesday of each month at 3:30 p.m.; Councilor Perschau, Councilor Adamietz, Councilor Copas.
- b. Finance & Strategic Planning Committee meets the 4<sup>th</sup> Wednesday of each month at 3:30 p.m.; Mayor Wilson, Councilor Ziemer, Councilor Schrupp

#### E. LIAISONS

Councilor Copas motioned to approve the liaison appointments as follows with Councilor Adamietz seconding the motion. All members voted in favor. Motion carried.

- a. Park Board – Greg Copas
- b. Senior Citizens – Lori Adamietz
- c. Library – Lori Adamietz
- d. Light and Power Commission – John Schrupp
- e. Planning and Industrial Commission – Greg Copas
- f. Cemetery Commission – Gary Ziemer
- g. Chamber of Commerce – Gary Ziemer
- h. Airport – Dan Perschau
- i. Fire Department- Randy Wilson
- j. Liquor Store – Randy Wilson
- k. Police Department – Randy Wilson
- l. Administration – Randy Wilson
- m. Economic Development Committee – Dan Perschau

#### CONSENT AGENDA

Councilor Ziemer motioned to approve the consent agenda as presented with Councilor Perschau seconding the motion. All members voted in favor. Motion carried.

- A. Approve the following building permits:
  1. Travis Beste, 1421 Chandler Ave N; Interior Drain Tile
  2. David Mackowick, 1406 10<sup>th</sup> St E; Deck
  3. David Smith, 335 Interwood Dr; Window Replacement
  4. Midwest Porcine Recovery, 3413 11<sup>th</sup> St E; Concrete Floor & Plumbing Permit
  5. Will Freberg, 2608 9<sup>th</sup> St E; Door Replacement
  6. Wells Fargo, 905 & 907 Pryor, 906 & 908 Pleasant Ave; Remodel
  7. Miller Mfg. 1400 13<sup>th</sup> St E; Awning

PUBLIC HEARINGS: None Scheduled

#### BIDS AND QUOTES:

##### A. SET BID OPENING FOR OFFICIAL NEWSPAPER

Councilor Ziemer motioned to set the bid opening for the official newspaper for January 13, 2012 at 12:00 noon at City Hall. Councilor Adamietz seconded the motion with all members voting in favor. Motion carried.

## REQUESTS TO BE HEARD

### B. PARK SHELTER RECOMMENDATION

Park Superintendent Mike Drew and Park Board member Paul Lemke came before the council with further information regarding shelter #2 in Oak Leaf Park. This shelter is not usable, as stated at an earlier council meeting, due to corner posts rot problem. Costs and options to repair, replace, remove were discussed by the Park Board and these were presented to the council for further review.

Time is an issue to make a decision as this shelter is used every weekend. It is the desire of the Park Board that the gifted monies not be used and funding should come from the park improvement fund. This is not a budgeted item so council felt that we will need to use monies available to accomplish the replacement of this shelter as soon as possible.

Matching fund grants will be pursued to cover some of the costs and donations could be sought as another source of funding the replacement of the shelter.

An engineer and local commercial contractor have been consulted by the Park Board to design a shelter for most favorable use.

Discussion was on going and led to Councilor Schrupp motioning to accept a minimum bid of \$100.00 to move the shelter and take ownership of the structure. Usable items in the shelter will be removed by city staff. Councilor Perschau seconded the motion with all members voting in favor.

### C. PARK PLANNING CONTRACT WITH SEH

Park Superintendent Mike Drew and Park Board member Paul Lemke presented the proposal for a preliminary master plan that examines the feasibility of expanding and enhancing seasonal camping facilities and their related impacts at Oak Leaf Park as prepared by SEH. Engineering service fees to accomplish the planning and design process were stated to range from \$7,500 to \$11,000.

Council members all had a say in areas of concern with how to accomplish this request. Gifted monies need to be matched with grant monies, a list of prioritized projects from the Park Board was requested, and expand scope of the study to include the whole park system not just campground creation and layout. Service fees to prepare the master plan to be paid by what fund and is there matching grant monies for these service fees to draft the plan.

It was concluded that a plan has to be in place to make grant requests feasible. The Mayor suggested sending this to the Finance Committee to discuss further. The Park Board will be invited to the January 25<sup>th</sup> Finance Committee Meeting to be held at 5:00 p.m. This will be a workshop with the joint committee attendance to discuss options for a new shelter and what monies to spend to get a shelter built in a timely manner and how to proceed with park layout plans.

#### D. EMERGENCY WATER CONTRACT WITH SENECA FOODS

Public Works Director Schreifels informed the council of the recommendation of the DNR of the need to update the City of Glencoe's emergency water contract with Seneca Foods for the usage of their wells for emergency water back up for the City.

Council discussion regarded the need to clarify language issues in the contract presented. Discussion led to Councilor Schrupp motioning to present a re-draft of the contract with corrections made at a future council meeting. Councilor Copas seconded the motion with all members voting in favor. Motion carried. City Attorney Winters will make corrections to the contract.

#### ITEMS FOR DISCUSSION:

##### A. CHARTER COMMISSION MEETING SET

City Administrator Mark Larson stated that the first Charter Commission meeting would be held in the Council Chambers on February 2, 2012 at 7:00 p.m. The legal services of Flaherty and Hood will be present as consultants to the process as they have experience in charter language and process. Commission members have been given a copy of the Charter to prepare for the meetings.

#### ROUTINE BUSINESS

##### PROJECT UPDATES:

Park Superintendent Drew informed the council that city staff has been working on the pond in Oak Leaf Park. Trees are being removed and brush has been burned. Hopefully this will open up pond for air movement and make it desirable in appearance and more usable.

Attempts to flood the rink have proved mute due to our winter weather or lack thereof. Park Superintendent Mike Drew looked for council input as to how to proceed with warming house hours and whether or not to continue to try flooding the rink. It was decided to give it a bit more time and bring back the issue for further discussion at the next council meeting.

ECONOMIC DEVELOPMENT: None presented

PUBLIC INPUT: None presented

REPORTS: None presented

##### CITY BILLS:

Councilor Schrupp motioned to approve payment of the city bills with Councilor Adamietz seconding the motion. All members voted in favor. Motion carried.

##### ADJOURN:

Councilor Adamietz motioned to adjourn the meeting with Councilor Schrupp seconding the motion. All members voted in favor. Meeting adjourned.

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Mark D. Larson  
City Administrator

ATTEST:

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Randal Wilson  
Mayor