

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

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

PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

CONSENT AGENDA FOR **2015** BUSINESS

Motion by Schrupp, second by Robeck to approve consent agenda as presented for 2015 business. All members voted in favor.

- A. Approve the minutes of the regular meeting of December 21, 2015.
- B. City Liquor Store Bills for 2015

ADJOURN: Motion to adjourn final 2015 business meeting by Councilor Ziemer, second Councilor Dietz. All members voted in favor.



2016 ORGANIZATIONAL MEETING AGENDA
JANUARY 4, 2016

A. DESIGNATE DEPOSITORY OF CITY FUNDS: Security Bank & Trust Co. for City of Glencoe

Motion by Member Perschau, second by Member Schrupp to designate Security Bank and Trust Co. for depository of city funds. All members voted in favor.

B. DESIGNATE REGULAR MEETING NIGHTS & TIME OF CITY COUNCIL MEETINGS

First and Third Mondays at 7:00 p.m. Except for Holidays On Following Tuesday.

Motion by Councilor Dietz, second by Councilor Robeck to designate regular meeting nights as stated. All members present voted in favor.

C. SET PRICES FOR RENTAL EQUIPMENT AND PART-TIME LABOR FOR 2016

Motion by Councilor Schrupp, second by Councilor Ziemer setting 2016 rental equipment and part time labor prices as presented with the additional recommendation of City Administrator Mark Larson that pool pass prices be increased to \$130 for family pass and \$65 for individual pass.. Members Schrupp, Dietz, Ziemer & Perschau voted in favor. Member Robeck voted no. Motion carried.

ADMINISTRATION

Election Judges	\$12.50 per hour
Part-Time Employees	Up to \$15.00 per hour
Mileage	Federal Rate

PARK DEPARTMENT

Shelter Rental	\$65/day/shelter #4,5 (tax \$4.47) \$75/day/shelter #1 & 3 (tax \$5.16) \$85/day/shelter #A (tax \$5.84) \$120/day/shelter #2 (tax \$8.25)
Warming House Rental	\$35/2 hr. limit
Aquatic Center Rental	\$100/hour + \$15 add'l guard+tax
Seasonal Family Rate (5 members)	\$130 (tax \$8.94)
Seasonal Individual Rate	\$65 (tax \$4.47)
Daily Rate	\$6.00
Children 0-4	\$2.00
Oscar Olson Park Field Rental Rate	

Sand Volleyball		\$50/team/season
Soccer Fields		\$100/team/season or \$10/game
	\$80/day/tournament	\$200/weekend/tournament
Oak Leaf Park Field Rental Rate		
Softball Field		\$100/team/season or \$10/game
	\$80/day/tournament	\$200/weekend/tournament
Sand Volleyball		\$50/team/season
Baseball		\$100/team/season
		\$25 Light Fee/game
Flag Football		\$100/team/season
Frisbee Golf	\$80/day/tournament	
Park Development Fee for Single Family Lot		\$800.00
In-Lieu of Land Fee (7% of Development)		\$6500.00 per acre

POLICE DEPARTMENT

Non-armed Police Officer/Security		\$15 to \$30 per hour
Uniformed Armed Police Officer		\$50 per hour
Licensed Part-time Armed Police Officer		\$19 per hour
Vehicle Registration & Drivers License Check		\$4.00 per check
Police Call False Alarms		\$25 per alarm
Copies of Police Reports		\$4.00/1st page, \$.25/additional
Video Copies	DVD's	\$25 per incident
Prisoner/Mental Health Transports		\$40 per + Federal Rate
Storage/Impounded Vehicle		\$20 per day
Parking Ticket		\$25.00
Snowbird Citations		\$50.00
Nuisance Citations		\$100.00
Storage/Fire Arms		\$1.00/day/firearm

STREET DEPARTMENT

Labor rate/Employee		\$50/hr normal hours
		\$100/hr overtime hours
Shop Rate		\$95/hour
Aerovator & Tractor		\$130/hour
Roller with Operator		\$70 per hour
Grass Mower with Operator		\$110 per hour
Small Grass Mower with Operator		\$70 per hour
Street Sweeper with Operator		\$110 per hour
Leaf Vacuum & operator		\$110 per hour
Front End Loader with Operator		\$110 per hour
Street Painter with Operator		\$70 per hour + paint
Operator & Truck, 6 cu. yd.		\$80 per hour
Snowblower with Operator		\$110 per hour
Vactor with Operator		\$120 per hour
Wood Chipper with Operator		\$110 per hour
Pick-up with Plow and Operator		\$60 per hour
Bobcat		\$85 per hour
Sanding Salt		market cost
Labor for Additional Employees		\$75 per hour
Snow Hauling Fee paid to Haulers-Commercial		\$75 per hour
Operator & Truck, 6 cu.yd.with Plow		\$85 per hour
Operator & Truck, 6 cu. yd.with Sander		\$85 per hour + sand

WWTP

Sewer Rodder Jetter with Operator		\$110 per hour
Residential Septage at WWTP		\$110 per 1,000 gal.
Sludge/Vacuum Truck with Operator		\$110 per hour
Extra Operator (After Hours)		\$100 per hour
Sewer Availability Charge		\$1250/\$250 Residential
Sewer Rate		\$7.00/1,000 gals or \$.0524/cu.ft.
Sewer Monthly Service Charge		\$9.00/month/unit
Sump Pump Permit		\$15 per year

WATER DEPARTMENT

Water Availability Charge		\$1850/\$250 Residential
Water On Charge		\$22.50
Water Off Charge		\$22.50
Construction Water Fee		\$36.00
Water Meter Installation-Residential		\$325.58
Sales Tax		\$22.38
Labor		\$70 + \$4.81 tax
	Total	\$422.77
Bulk Water		\$7.55/1000 gal + \$7.00 fill chg 500 gal min or \$.0565/cu.ft.
Water Rate		\$5.75/1,000 gal or \$.0430/cu.ft.
Water Monthly Service Charge		\$9.50/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 per month
Service Plus Plan		\$1.50 per month
Tap Machine		\$30 per tap + hourly rate

FIREDEPARTMENT

Fire Department Trucks		\$500 Initial Call
333 Aerial Truck		\$250/hour
331 1500 gal/minute Pumper		\$250/hour
335 1750 gal/minute Pumper		\$250/hour
337 2000 gal Tanker		\$100/hour
332 Grass Rig		\$50/hour
336 Rescue Van		\$100/hour
338 3000 gal Tanker		\$100/hour
339 Water Rescue Van		\$50/hour
334 Air Van		\$50/hour
Kabota 4x4		\$50/hour

D. APPOINTMENTS MADE BY THE CITY COUNCIL AS RECOMMENDED BY MAYOR WILSON

Councilor Robeck motioned approval of the following appointments with Councilor Dietz seconding the motion. All members voted in favor.

- a. Cemetery Commission – Re-appoint Gary Ziemer
- b. Airport Commission – Re-appoint Daris Remus
- c. Light & Power Commission – Re-appoint Roger Hilgers
- d. Library Board – Re-appoint Amanda Streufert
- e. Park Board – Re-appoint Lawrence Winter – open position of Kenny Fillbrandt
- f. Planning & Industrial Commission – Re-appoint Greg Ettl
- g. City Center Board – 2 open positions

E. PERSONNEL & LEGISLATIVE, FINANCE & STRATEGIC PLANNING COMMITTEES

Member Ziemer motioned to set the following meetings as stated. Councilor Perschau seconded the motion. All members voted in favor.

- a. **PERSONNEL & LEGISLATIVE COMMITTEE** meets the 1st Wednesday of each month at 4:00 p.m.; Councilor Perschau, Councilor Robeck, Councilor Dietz
- b. **FINANCE & STRATEGIC PLANNING COMMITTEE** meets the 4th Wednesday of each month at 4:00 p.m.; Mayor Wilson, Councilor Ziemer, Councilor Schrupp

F. LIASIONS

Councilor Robeck motioned to approve liasions as stated. Councilor Dietz seconded. All members voted in favor.

- a. Park Board – Kevin Dietz
- b. Library – Allen Robeck
- c. Light & Power Commission - John Schrupp (Full Appt)

- d. Planning & Industrial Commission – Gary Ziemer
- e. Cemetery Commission – Gary Ziemer (Full Appt)
- f. Chamber of Commerce – Kevin Dietz
- g. Airport Commission – Dan Perschau (Full Appt)
- h. Fire Department - Randy Wilson
- i. Liquor Store - Randy Wilson
- j. Police Department - Randy Wilson
- k. Administration – Randy Wilson
- l. Economic Development Committee – Dan Perschau
- m. City Center Board – Gary Ziemer (Full Appt)
- n. Senior Citizens – Allen Robeck

G. APPOINT VICE PRESIDENT OF COUNCIL

Motion by Perschau to appoint Councilor Schrupp as Vice President of Council. Councilor Ziemer seconded. All members voted in favor.

CONSENT AGENDA

Motion by Councilor Robeck to approve consent agenda as presented. Councilor Dietz seconded the motion. All members voted in favor.

A. Approve the following building permits:

- 1. Lloyd Thurn, 1329 13th St E; Demolition Permit
- 2. Dave Wilkins, 1521 Greeley Ave N; Remodel bathroom
- 3. Tim Eischens, 714 9th St E; Mechanical Permit
- 4. Kirstin Jones, 207 9th St E; Mechanical Permit
- 5. Bill Husted, 104 Pleasant Ave N; Mechanical Permit
- 6. Maria Martinez, 808 DeSoto Ave N; Plumbing Permit

B. Approve the following licenses:

- 1. Happy Hour Inn, 815 11th St E; Tobacco, Video Game, Music Machine License Renewal

PUBLIC HEARINGS: None Scheduled

.BIDS AND QUOTES:

A. OFFICIAL NEWSPAPER BID FOR 2016 PRINTING

City Administrator Mark Larson reviewed the bid for legal printing for City of Glencoe for 2016.

Councilor Robeck motioned to accept the bid of the McLeod County Chronicle for 2016 legal printing at \$4.62 per column inch for camera ready and \$6.93 per column inch for all other legal printing services. Councilor Schrupp seconded the motion with all members present voting in favor.

REQUESTS TO BE HEARD:

A. REQUEST FOR ENGINEERING FOR AIRPORT SERVICES

The FAA requires that the City request submittals of Statements of Qualifications (SOQ) from engineering consultant firms to oversee capital improvements at the Glencoe Municipal Airport for a five-year contract period.

City Administrator Mark Larson has sent out the request to 6 airport engineering firms for consideration including SEH. Submittal response deadline February 18, 2016.

Councilor Robeck voiced his thoughts on the expense of the city engineering services and inquired about pursuing other engineering firms or create an in-house position for an engineer. Mayor Wilson stated this can be discussed further at a Personnel and Legislative Committee meeting.

B. FUNDING HISTORIC SOCIETY REQUEST

Mayor Wilson and City Administrator Mark Larson continued the discussion between the City and McLeod County Historical Society regarding \$6,000 funding

requested of the City of Glencoe to help fund a grant writing position at the County Historical Society that would assist the GHPS in obtaining grants. State Statute does not allow a city to donate funds to go directly into the operations of the Historic Society. Funding is allowed for specific projects. A meeting was held with the local group and Lori Pickell-Stangel of the McLeod County Historical Society explaining our position. We currently have a contractual arrangement with the Glencoe Chamber to provide grant writing for the City. Motion to table the request for further discussion was made by Councilor Dietz, second by Councilor Perschau. All members voted in favor.

ITEMS FOR DISCUSSION:

A. STORM WATER RATE FOR MS4

Public Works Director Schreifels addressed the Council concerning Storm Water issues and the additional pressure on staff for requirements of being an MS4 storm sewer community.

To fund an additional position for the Water and Waste Water Departments there would be a need to increase the Storm Water Fee. The Finance Committee will take this under consideration at the January meeting.

B. ARMSTRONG AVENUE PROJECT OPEN HOUSE – JANUARY 6TH

Open house this Thursday- 1 p.m. to 2:30 p.m. and 6 p.m. to 7:30 p.m. for residents affected by the upcoming Armstrong Avenue Improvement Project.

C. 2015 YARD WASTE PROGRAM

Public Works Director Schreifels presented information from Creekside concerning the Yard waste program. Total tons of yard waste and brush cleaned out was 1,135 for 2015 with a fee of \$7,863.75. The City is responsible for 50% which is reimbursed by the County. Site monitoring costs are incurred by the City.

ROUTINE BUSINESS:

PROJECT UPDATES: House demolition for 1329 13th St E basically complete. Flooding of ice rink underway – working on opening for this Saturday.

ECONOMIC DEVELOPMENT: Chamber President Barbara Woida updated the council on her training status for McLeod for Tomorrow and that the Chamber has joined the EDAM.

PUBLIC INPUT: None

REPORTS: Mayor Wilson read “thank you” from Stan Adrian.

CITY BILLS: Motion and second to approve payment of the city bills by Members Perschau and Dietz. All members voted in favor.

ADJOURN: Mayor Wilson called for adjournment at 7:40 p.m. Councilor Robeck motioned with Councilor Ziemer seconding to adjourn. All members voted in favor.

ATTEST:

Mark D. Larson
City Administrator

Randy Wilson
Mayor