

GLENCOE CITY COUNCIL MEETING MINUTES
SEPTEMBER 6, 2016
7:00 P.M.

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

PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

CONSENT AGENDA

Motion and second to approve the consent agenda as presented by Members Ziemer and Dietz. All members voted in favor.

A. Approve the minutes of the regular meeting of August 15, 2016.

B. Approve the following building permits:

1. 90 - Over the Counter Permits –Reroof/Reside/Window Replacement
2. Brian O'Donnell, 806 10th St E; Commercial Reroof
3. GRHS, 1805 Hennepin Ave N; Remodel & Mechanical Permit
4. Raff Holdings, 507 12th St E; Commercial Reroof
5. Ken Kroells, 400 Edgewood Dr; Roof Repair

C. Approve the following licenses:

1. Excel Exteriors, Oakdale, MN- Solicitor Permit
2. Capital Construction, LLC, Burnsville, MN- Solicitor Permit

PUBLIC HEARINGS:

A. 7:30 P.M. BAXTER AVENUE PUBLIC HEARING

Mayor Wilson opened the hearing at 7:30 p.m. Justin Black of SEH, presented approximately 20 block project details for sanitary sewer and services, water main, water services, storm sewer, concrete curb and gutter, sidewalk, aggregate base, bituminous surfacing, mill and overlay, turf restoration. Estimated project cost of the improvements is \$5,575,000. Proposed financing and assessment policy and estimated assessment rates were reviewed.

Public comment included objection to the Minnesota State Statute 429 requiring minimum of 20% of cost to be assessed to property owners in the project area for financing projects with General Obligation Bonds, but no funding options were given by those opposing the special assessments.

Motion to close the hearing by Member Dietz, second by Member Ziemer. All members voted in favor.

BIDS AND QUOTES:

A. QUOTE TO TEAR DOWN HOUSE AT 307 DESOTO AVENUE NORTH

PWD Schreifels presented three quotes to tear down the house located at 307 DeSoto Ave N. The quotes ranged from a high of \$12,450.00 to a low of \$6,585.00.

Motion to approve the low quote of Ken's Excavating in the amount of \$6,585 by Councilor Dietz and second by Councilor Robeck. All members voted in favor.

REQUESTS TO BE HEARD:

A. SUPPLEMENTAL LETTER AGREEMENT WITH SEH TO PREPARE PHASE 2 – PAVEMENT MANAGEMENT PLAN

Justin Black, SEH, reviewed the proposal for Capital Improvements Plan-Project Area 2. This area includes a project preliminarily identified for improvement in 2018, referred to as the North Central Storm Sewer Project, addressing drainage and flooding issues.

The proposal cost is not to exceed \$15,600 for the services to prepare a final report outlining recommended improvements and approximate costs and will be used as a planning tool for future street and utility needs.

Discussion led to Councilor Perschau motioning to approve the supplemental letter agreement with SEH for \$15,600.00. Councilor Schrupp seconded. Members voting in favor, Schrupp, Dietz, Perschau and Ziemer. Robeck voted no. Motion carried.

B. SUPPLEMENTAL LETTER AGREEMENT WITH SEH TO PREPARE FEASIBILITY REPORT AND TOPOGRAPHICAL SURVEY ON THE CENTRAL STORM SEWER PROJECT

Justin Black, SEH, presented the proposal for Feasibility Report for Central Storm Sewer Project which includes a topographic survey. The report will identify preliminary pipe sizing, street width, and potential sidewalk locations, along with other preliminary construction details of the project. Information gathered will be used to develop more detailed cost estimates to allow for preparation of a preliminary assessment roll. Total fees of the proposal are not to exceed \$55,000.00.

Discussion concerned tabling until the petition to Buffalo Creek Water Shed District is reviewed and approved. The Mayor sees the need to proceed with the improvements as laid out in plans to provide residents with long term solutions to localized flooding.

Councilor Ziemer motioned to approve the supplemental letter agreement with SEH not to exceed \$55,000.00 to prepare a feasibility report and topographical survey for the Central Storm Sewer public improvement project. Councilor Dietz seconded. Members voting in favor, Perschau, Ziemer, Dietz and Schrupp. Robeck voted no. Motion carried.

C. 2017 PRELIMINARY LEVY

Councilor Ziemer introduced the following resolution approving the 2017 Preliminary Tax Levy as reviewed at the Finance Committee meeting:

RESOLUTION NO. (2016-32)
RESOLUTION SETTING PRELIMINARY 2017 TAX LEVY

WHEREAS, the Department of Revenue has set September 30th, 2016 as the deadline for certifying 2017 Preliminary tax levies; and,

WHEREAS, the City Administrator has provided the City Council with the preliminary 2017 City General Fund and Debt Service Budgets, which includes a recommended Ad Valorem Tax Levy.

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

1. That the following sums of money be levied for the current year, collectable in 2017, upon taxable property in the City of Glencoe, for the following purposes:

GENERAL

| | |
|------------------------------|----------------|
| General Fund/Ad Valorem Levy | \$1,506,000.00 |
|------------------------------|----------------|

DEBT SERVICE/SPECIAL LEVY

| | |
|-------------------------------------|---------------------|
| 11 th Street/Morningside | \$100,000.00 |
| 1997 McLeod Ave/NC Holding Pond | \$105,000.00 |
| 1999 Aquatic Center | \$ 77,000.00 |
| 2003 CSAH #3 | \$ 48,000.00 |
| 2010 City Center | \$125,000.00 |
| 2014 Street Improvement | \$130,000.00 |
| 2015 Lincoln Park Project | \$147,000.00 |
| 2016 Armstrong Ave Project | <u>\$ 34,000.00</u> |
| | \$766,000.00 |

| | |
|-------|----------------|
| TOTAL | \$2,272,000.00 |
|-------|----------------|

2. That the City Administrator is hereby instructed to transmit a certified copy of the levy to the County Auditor of McLeod County, Minnesota by September 30, 2016.
3. This is a decrease over the 2016 tax levy.
4. That the Truth in Taxation hearing is set for December 5, 2016 at 7:15 p.m.; continuation hearing is set for December 19, 2016 at 7:05 p.m.

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

D. APPOINT SARAH DOMORADZKI TO PARK BOARD

Motion to appoint Sarah Domoradzki to the Park Board by Member Dietz, Second by Member Schrupp. All members voted in favor.

E. RESOLUTION NO.2016-29 TRANSFERRING BOARD OF APPEAL AND EQUALIZATION TO MCLEOD COUNTY

Councilor Schrupp motioned to approve the following resolution transferring the City of Glencoe Local Board of Appeal and Equalization power to McLeod County:

RESOLUTION NO. 2016-29
A RESOLUTION TRANSFERRING THE CITY OF GLENCOE LOCAL BOARD OF APPEAL AND EQUALIZATION POWERS TO MCLEOD COUNTY

WHEREAS, annually, in April the City Council holds a local Board of Appeal and Equalization hearing for property owners wishing to appeal the Market value assigned to their property, and
WHEREAS, the City Council desires to transfer those powers to McLeod County and
NOW THEREFORE BE IT RESOLVED, that the City of Glencoe transfers its Local Board of Appeal and Equalization Powers to McLeod County.

Councilor Perschau seconded the motion. Upon a roll call vote all members voted in favor. Whereupon said resolution was adopted and approved.

F. RESOLUTION NO. 2016-30 TO ACCEPT GRANT AGREEMENT WITH MNDOT FOR MASTER PLANNING \$12,327.50

Councilor Dietz motioned to approving the following resolution authorizing the Mayor and City Administrator to execute the grant agreement with MNDOT Aeronautics for \$12,327.50 to conduct the Master Plan update for the City of Glencoe. 90% funding is from the FAA, 5% funding is from the State and the City has a 5% local match.

RESOLUTION NO. 2016-30
AUTHORIZATION TO EXECUTE MINNESOTA DEPARTMENT OF TRANSPORTATION GRANT AGREEMENT FOR AIRPORT IMPROVEMENT EXCLUDING LAND ACQUISITION

It is resolved by the City of Glencoe as follows:

1. That the state of Minnesota Agreement No. 1026289, "Grant Agreement for Airport Improvement Excluding Land Acquisition," for State Project No. A4301-32 at the Glencoe Municipal Airport is accepted.

Councilor Perschau seconded the motion. Upon a roll call vote Members Schrupp, Dietz, Perschau and Ziemer voted in favor. Member Robeck voted no as he does not want the City putting any more money into the airport. Whereupon said resolution was adopted and approved.

G. CITY ATTORNEY COMPENSATION

The City Attorney's office is requesting an increase of their hourly rate for civil and criminal prosecutions from \$125.00 to \$145.00 for a period of 4 years.

Discussion led to a motion by Member Schrupp to approve the increase in hourly pay for the City Attorney services to \$145.00. Councilor Dietz seconded. Members Schrupp, Dietz, Ziemer and Perschau voted in favor. Member Robeck voted no. Motion carried.

H. RESOLUTION NO. 2016-31 APPROVING STATE OF MINNESOTA JOINT POWERS AGREEMENTS WITH CITY OF GLENCOE ON BEHALF OF IT CITY ATTORNEY AND POLICE DEPARTMENT

Councilor Dietz motioned approval of the following resolution allowing access to the systems and tools available over the State's criminal justice data communications network:

RESOLUTION NO. 2016-31 RESOLUTION APPROVING STATE OF MINNESOTA JOINT POWERS AGREEMENTS WITH THE CITY OF GLENCOE ON BEHALF OF ITS CITY ATTORNEY AND POLICE DEPARTMENT

WHEREAS, the City of Glencoe on behalf of its Prosecuting Attorney and Police Department desires to enter into Joint Powers Agreements with the State of Minnesota, Department of Public Safety, Bureau of Criminal Apprehension to use systems and tools available over the State's criminal justice data communications network for which the City is eligible. The Joint Powers Agreements further provide the City with the ability to add, modify and delete connectivity, systems and tools over the five year life of the agreement and obligates the City to pay the costs for the network connection.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Glencoe, Minnesota as follows:

1. That the State of Minnesota Joint Powers Agreements by and between the State of Minnesota acting through its Department of Public Safety, Bureau of Criminal Apprehension and the City of Glencoe on behalf of its Prosecuting Attorney and Police Department, are hereby approved.

2. That the Chief of Police, James Raiter, or his or her successor, is designated the Authorized Representative for the Police Department. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the City's connection to the systems and tools offered by the State.

To assist the Authorized Representative with the administration of the agreement, the Sergeant is appointed as the Authorized Representative's designee.

3. That the, City Attorney, Jody Winters, or his or her successor, is designated the Authorized Representative for the Prosecuting Attorney. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the City's connection to the systems and tools offered by the State.

To assist the Authorized Representative with the administration of the agreement, the Assistant City Attorney is appointed as the Authorized Representative's designee.

4. That Randy Wilson, the Mayor for the City of Glencoe, and Mark Larson, the City Administrator, are authorized to sign the State of Minnesota Joint Powers Agreements.

Councilor Schrupp seconded. Upon a roll call vote all members voted in favor. Whereupon said resolution was adopted and approved.

ITEMS FOR DISCUSSION:

A. LIGHT & POWER COMMISSION UPDATE-IN LIEU OF TAX CONTRIBUTION

Dave Meyer, Manager, updated council on the Light and Power Commissions approval to increase the in lieu of taxes payment annual payment of \$87,500 by \$2,500 for each of the next five years.

In addition to this cash contribution, the Commission pays one half the cost of street light usage costs. The conservation improvement program has allowed them to replace lights with LED tubes in city buildings at no cost to the city.

Their office remodel and upgrade is complete. Engines have be upgraded to EPA requirements. Spruce Ridge partnership working well – 30% of City energy is generated at the site.

B. LINCOLN PARK TURF RESTORATION AND TREE PLANTING

All trees are planted in the Lincoln Park area. Yet to be approved is seeding over existing turf and weed control and fertilization for the turf restoration completion.

C. ARMSTRONG AVENUE PROJECT UPDATE

Rain has delayed the project. When the area becomes workable – next phase to get underway – boring under railroad tracks.

D. MN SPECT UPDATE

Kandis Hanson, MN SPECT Relationship Manager, gave an overview of services provided by MNSpect. Recently the State granted authority to provide plan review and inspection of all public buildings and state-licensed facilities to MNSpect, keeping all permit revenue for these projects of large magnitude with the community.

ISO scores for MN Spect are a Class3/3 which is best result given in the state of Minnesota. This results in benefits to client cities of reduced insurance premium rates.

ROUTINE BUSINESS:

PROJECT UPDATES:

- TC& W closing on land purchase soon.
- GRHS to do a presentation at Planning and Industrial Commission regarding future long term care improvements

- Councilor Schrupp asked Commissioner Krueger for an update on Judd Avenue completion date – he did not have any information to provide at this time
- PWD Schreifels informed council of on-going small projects underway in the city-catch basin repairs, sink hole repairs, etc.

ECONOMIC DEVELOPMENT: None

PUBLIC INPUT: No additional input

REPORTS: None

CITY BILLS: Motion to approve payment of city bills by Member Schrupp, second by member Ziemer. All members voted in favor.

ADJOURN: Mayor Wilson called for adjournment at 8:35 p.m. Councilor Dietz entered the motion with Councilor Robeck seconding. All members voted in favor.

Mark D. Larson
City Administrator

ATTEST:

Randy Wilson
Mayor