

GLENCOE CITY COUNCIL MEETING MINUTES
JANUARY 2, 2018
7:00 P.M.

Mayor Wilson called the final business meeting for 2017 of the City Council to order at 7:00 p.m. Members present: Neid, Ziemer, Alexander and Schrupp. Member Robeck was absent. Also present: City Administrator Mark Larson, City Attorney Mark Ostlund, Finance Director Trippel, PWDs Voigt and Schreifels, Fire Chief Grack and Police Chief Raiter.

PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

CONSENT AGENDA FOR **2017** BUSINESS

Member Ziemer entered the motion to approve the consent agenda as presented for 2017 business. Member Schrupp seconded. All members present voted in favor.

- A. Approve the minutes of the regular meeting of December 18, 2017
- B. City Liquor Store Bills for 2017

ADJOURN: Motion to adjourn this portion of the meeting by Member Schrupp with Member Neid seconding. All members present voted in favor.



2018 ORGANIZATIONAL MEETING MINUTES
JANUARY 2, 2018

Mayor Wilson called the organizational meeting for 2018 business to order.

VOTE FOR VICE PRESIDENT OF CITY COUNCIL

The first order of business was to elect a vice president of the council. Councilor Schrupp motioned for Councilor Alexander to continue in this role. Councilor Neid seconded. All members present voted in favor.

A. DESIGNATE DEPOSITORY OF CITY FUNDS

Security Bank & Trust Co. for City of Glencoe

Councilor Neid entered the motion to designate Security Bank and Trust as the depository of city funds. Councilor Ziemer seconded. All members present 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.

Councilor Ziemer motioned with Councilor Schrupp seconding to designate regular meeting nights and times as stated. All members present voted in favor.

C. SET PRICES FOR RENTAL EQUIPMENT AND PART-TIME LABOR FOR 2018

Councilor Neid motioned to set prices for rentals and part time labor as presented. Councilor Ziemer seconded. All members present voted in favor.

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

Councilor Ziemer motioned to approve the following appointments as recommended by the Mayor. Councilor Schrupp seconded. All members present voted in favor.

- a. Cemetery Commission – Re-appoint Sherri Stamps
- b. Airport Commission – Re-appoint Russ Runck
- c. Light & Power Commission – Re-appoint Greg Copas
- d. Library Board – Open Position
- e. Park Board – Open Position
- f. Planning & Industrial Commission – Open Position

E. PERSONNEL & LEGISLATIVE, FINANCE & STRATEGIC PLANNING COMMITTEES

Councilor Schrupp motioned approval of committee meetings date and times and members as stated. Councilor Ziemer seconded. All members present voted in favor.

- a. **PERSONNEL & LEGISLATIVE COMMITTEE** meets the 2nd Monday of each month at 4:00 p.m.; Councilor Alexander, Councilor Robeck, Councilor Neid
- b. **FINANCE & STRATEGIC PLANNING COMMITTEE** meets the 4th Wednesday of each month at 4:00 p.m.; Mayor Wilson, Councilor Ziemer, Councilor Schrupp

F. LIAISONS

Councilor Neid motioned for approval of the following liaison appointments. Councilor Schrupp seconded. All members present voted in favor.

- a. Park Board – Cory Neid
- 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. Airport Commission – Milan Alexander
- g. Fire Department - Randy Wilson
- h. Liquor Store - Randy Wilson
- i. Police Department - Randy Wilson
- j. Administration – Randy Wilson
- k. Economic Development Committee – Allen Robeck
- l. Senior Citizens – Allen Robeck

CONSENT AGENDA

Councilor Neid motioned approval of the consent agenda as presented. Councilor Ziemer seconded. All members present voted in favor.

- A. Approve the following building permits:
 - 1. Kirk Miller, 2106 Judd Ave N; Mechanical Permit
 - 2. Wanda Schwanke, 1526 Newton Ave N; Mechanical Permit

PUBLIC HEARINGS: None Scheduled

BIDS AND QUOTES:

A. OFFICIAL NEWSPAPER BID FOR 2018 PRINTING

The bid from the McLeod Chronical was reviewed. Proposed is \$7.50 per column inch for legal printing for the City of Glencoe and \$5.25 per column inch for camera ready.

Motion by Councilor Ziemer and second by Councilor Alexander to accept bid as proposed. All members present voting in favor.

B. BID AWARD HENNEPIN AVENUE ADA IMPROVEMENTS PROJECT BY RESOLUTION NO. 2018-01

Bids were received on December 20th at 10:00 a.m. Bids ranged from high of \$515,575.30 to a low of \$358,310.56. The Engineer’s estimate was \$355,946.30. The low bid was submitted by R & R Excavating, Inc.

Councilor Alexander entered the following resolution awarding bid to low bidder and moved for its adoption:

RESOLUTION NO. 2018-01
ACCEPTING BID

WHEREAS, pursuant to an advertisement for bids for the construction of the **Hennepin Avenue (TH 22) ADA Improvement Project**, bids were received, opened and tabulated according to law, and the following bids were received complying with the advertisement:

<u>Contractor</u>	<u>Total Bid</u>
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R & R Excavating, Inc. Hutchinson, MN	\$358,310.56
Nielsen Concrete LLC Kasota, MN	\$387,362.20
Kuechle Underground, Inc. Kimball, MN	\$479,112.35
Ram Excavating, Inc. Winsted, MN	\$508,410.00
Duininck, Inc. Prinsburg, MN	\$515,575.30

AND WHEREAS, it appears that R & R Excavating, Inc. of Hutchinson, Minnesota, is the lowest responsible bidder,

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

1. The mayor and city administrator are hereby authorized and directed to enter into a contract with R & R Excavating, Inc. of Hutchinson, Minnesota, in the name of the City of Glencoe, Minnesota, for the construction of the **Hennepin Avenue (TH 22) ADA Improvement Project**, according to the plans and specification therefore approved by the city council and on file in the office of the city administrator.
2. The city administrator is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except that the deposits of the successful bidder and the next lowest bidder shall be retained until a contract has been signed.

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

REQUESTS TO BE HEARD:

A. COOPERATIVE AGREEMENT WITH MCLEOD COUNTY TO CONSTRUCT MORNINGSIDE AVENUE FROM 11TH STREET TO 16TH STREET

City Administrator Mark Larson reviewed the Cooperative Agreement with McLeod County to construct Morningside Avenue from 11th Street to 16th Street in 2019 which McLeod County has approved. Funding for the City's \$1.2 million share will be from Municipal State Aid currently banked with the State of Minnesota and from cash advance of Municipal State Aid funds for up to 5 years. State bonding bill funds were appropriated for \$2.75 million in 2017.

Discussion and questions concerned the property owners south of the railroad tracks enduring higher traffic counts. Two of the homes will be acquired due to the drainage issues on those properties.

Councilor Ziemer entered a motion to approve the Cooperative Agreement with McLeod County to construct Morningside Avenue. Mayor Wilson called for a second. None was entered. Motion failed.

B. APPOINT CAPTAIN POSITION

Chief Raiter informed the council that the process for hiring Captain Bienfang's replacement began in October of 2017. One internal candidate was interviewed and five external candidates. It is recommended to appoint Tony Padilla to the position of Captain. He currently serves as Chief of Police in Gaylord, MN.

Councilor Schrupp entered the motion to appoint Tony Padilla as Captain of the Glencoe Police Department. Councilor Ziemer seconded the motion. All members present voted in favor.

ITEMS FOR DISCUSSION: None

ROUTINE BUSINESS:

PROJECT UPDATES: None

ECONOMIC DEVELOPMENT: None

PUBLIC INPUT: None

REPORTS: None

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

CLOSE MEETING TO DISCUSS REAL ESTATE: Motion to close the meeting by Councilor Neid and second by Councilor Ziemer. All members present voted in favor.

Motion to re-open by Member Neid, second by Member Schrupp. All voted in favor.

ADJOURN: Motion to adjourn by Schrupp and second by Alexander. All voted in favor.

Mark D. Larson
City Administrator

ATTEST:

Randy Wilson
Mayor