

GLENCOE CITY COUNCIL MEETING MINUTES  
DECEMBER 3, 2018  
7:00 P.M.

Mayor Wilson called the regular meeting of the city council to order at 7:00 p.m. Members present: Schrupp, Alexander, Robeck, Neid and Ziemer. Also present: City Administrator Mark Larson, City Attorney Ostlund, Finance Director Trippel, Ass't City Administrator Ehrke, PWDs Schreifels and Voigt, Police Chief Raiter.

PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

CONSENT AGENDA

Motion to approve consent agenda as presented entered by member Robeck, second by member Neid. All members voted in favor.

- A. Approve the minutes of the regular meeting of November 19, 2018.
  
- B. Approve the following building permits:
  - 1. Kirt Groe, 1402 Birch Ave N; Window Replacement, Partial Basement Finish, Plumbing Permit
  - 2. Lang's Meat Market, 820 12<sup>th</sup> St E; Plumbing Permit
  - 3. Marco Ramirez, 1501 12<sup>th</sup> St E; Deck
  - 4. Ameritrust, 1213 12<sup>th</sup> St E; Re-roof
  - 5. Ameritrust, 1809 Judd Ave N; Re-roof
  - 6. Nick Cohrs, 1819 11<sup>th</sup> St E; Plumbing & Mechanical Permits
  - 7. Helen Harrison, 1521 McLeod Ave N; Re-roof
  
- C. Approve the following licenses:
  - 1. Go For It Gas, 415 Chandler Ave N; Tobacco License Renewal
  - 2. Super America, 2309 9<sup>th</sup> St E; Tobacco License Renewal
  - 3. Coborn's, 2211 11<sup>th</sup> St E; Tobacco License Renewal

PUBLIC HEARINGS:

A. 7:15 P.M. TRUTH IN TAXATION HEARING

City Administrator Mark Larson reviewed the proposed levy, general fund budget and debt services and special levies. The General Fund/Ad Valorem levy is proposed to be \$1,577,000 with debt service and special levy total \$968,145.00 for a total of \$2,545,145.00. This reflects an overall increase from 2018 of 6.804%. The McLeod County Auditor informed the City that the City's tax rate dropped. Further discussion on the budget will be held at the next council workshop. Mayor Wilson opened the public hearing. There being no public input a motion to close the hearing was entered by Councilor Robeck. Second by Councilor Neid. All members voted in favor.

**B. SET PUBLIC HEARING FOR JANUARY 7, 2019 AT 7:15 P.M. TO RECEIVE PUBLIC INPUT IN THE POLICE DEPARTMENT BODY CAMERA POLICY**

Motion to set the public hearing for January 7, 2019 at 7:15 p.m. to receive public input on the Police Department Body Camera Policy entered by Member Robeck with second by Member Ziemer. All members voted in favor.

Chief Raiter stated that this is a necessary step as cameras are to be purchased in 2019.

**BIDS AND QUOTES:** None Scheduled

**REQUESTS TO BE HEARD:**

**A. APOLLO DEVELOPMENT REQUEST FOR TAX ABATEMENT**

Assistant City Administrator Ehrke presented the request for tax abatement by Apollo Development to build a hotel in Glencoe. EDC took the request under consideration and passed a motion unanimously recommending that the City Council approve the tax abatement request for 15 years for an estimated annual property tax of city portion of \$43,808.50.

The tax abatement would help to advance the project and help secure the required 40% of its development costs for a 55 unit hotel and secure a loan for the remaining project costs. All permit fees are responsibility of the developer.

Dave Harchenko of Apollo Development presented an overview on the actual hotel project.

Councilor Alexander entered a motion approving the 15 year request for tax abatement to be capped at the first year valuation for the City portion only of the property taxes. Councilor Robeck seconded. All members voted in favor.

**B. PURCHASE AGREEMENT WITH MCLEOD COOPERATIVE POWER**

City Attorney Ostlund reviewed for the council and public the purchase agreement with McLeod Coop Power to purchase land in the Industrial Park to build a new facility for a purchase price of \$211,000.

Discussion led to a motion by Member Schrupp to authorize the Mayor and City Administrator to execute the agreement with McLeod Coop Power. Councilor Ziemer seconded. All members voted in favor.

**C. SUPPLEMENTAL LETTER AGREEMENT WITH SEH FOR CONSTRUCTION MANAGEMENT**

Jessica Hedin of SEH, presented the information for the Glencoe Phosphorus Project Construction Management Services. The Supplemental Letter Agreement authorizes and describes the scope, schedule, and payment conditions for the consultant's work on the project. Fee for said services is estimated and not to exceed \$1,594,000. Invoicing will reflect actual project hours only.

The project includes significant construction phasing as the WWTP must remain operating during the estimated 33 months of construction. The funding agencies mandate the oversight levels on the project and the RPR must be on site during all construction activities. Wage compliance monitoring is required. SEH's knowledge of the plant and staff helps reduce the efforts and cost related to the project.

Councilors had concerns regarding competitiveness of SEH's fees. The MPCA acts as the overseer and has reviewed project. The engineering rate comparison presented showed SEH fees in the lower range.

SEH advocated on City's behalf to secure grants and funding.

Motion by Councilor Ziemer to authorize the City Administrator to execute the Supplemental Letter Agreement for Construction Administration Services related to the Glencoe Phosphorus Project at the Wastewater Treatment Facility for a fee not to exceed \$1,594,000. Councilor Schrupp seconded the motion. Members voting in favor, Neid, Schrupp, Ziemer and Alexander. Robeck entered a no vote. Motion carried.

#### D. PROPOSAL FOR CONSTRUCTION TESTING

Jessica Hedin, SEH reviewed the Proposal for Construction Testing Services for the Glencoe Phosphorus Project. Braun Intertec Corporation submitted the proposal to furnish the services required for an estimated amount of \$120,659.00. The actual costs of their services will be based on actual units or hours expended to meet the requirements of the project documents.

The project requires an independent contractor for the construction testing services. Braun Intertec will contract directly with the City of Glencoe for the services. \$204,000 was budgeted in the project for these services.

Councilor Ziemer entered the motion to approve Braun Intertec as the construction testing contractor for the Glencoe Phosphorus Project. Councilor Alexander seconded. All members voted in favor.

#### E. INSURANCE AGENT OF RECORD FOR LEAGUE OF MINNESOTA CITIES INSURANCE TRUST

City Administrator Mark Larson inquired of the League of Minnesota Cities Insurance Trust of the process of making an agent change for the city's insurance. Terry Jones retired and Professional Insurance Providers was sold earlier this year with no notification to the City.

Independent Agent Kevin Post of Atlas Insurance was contacted to see if he was interested in providing insurance services for the City of Glencoe.

Atlas Insurance provided a request to become our agent of record for property, excess liability and liquor liability coverages for a service fee of 6%. The City will deal directly with LMCIT for Workers Compensation Insurance.

Discussion led to a motion by member Alexander to accept the request of Atlas Insurance to become the Agent of Record for a fee of 6%. Member Robeck seconded the motion. All members voted in favor.

ITEMS FOR DISCUSSION:

A. POLICE DEPARTMENT POLICY NUMBER 3.10 REVISION-DOMESTIC ABUSE RESPONSE & ARREST

Police Chief Raiter reviewed the policy revisions regarding Domestic Abuse Response and Arrest. The policy was revised to include nonconsensual dissemination of private sexual images.

MN Board of Peace Officers Standards and Training mandates policies and department is audited annually by the board to make sure required policies are in force.

Councilor Schrupp entered the motion to approve the policy revision. Councilor Alexander seconded. Voting in favor, Neid, Ziemer, Alexander and Schrupp. Robeck entered a no vote. Motion carried 4 to 1.

ROUTINE BUSINESS:

PROJECT UPDATES: None

ECONOMIC DEVELOPMENT: The apartment construction should be complete in early summer 2019.

McLeod Coop Power closed on the AgriFleet building last Friday. Lazy Loon Brewery is the new owner.

McLeod Coop Power will be marketing their facility on Ford Avenue soon.

PUBLIC INPUT: None

REPORTS: None

CITY BILLS: Motion to approve payment of the city bills entered by Councilor Alexander and second by Councilor Neid. All voted in favor.

ADJOURN: Mayor Wilson called for adjournment at 8:18 p.m. Member Robeck entered the motion with Member Alexander seconding. All voted in favor.