

GLENCOE CITY COUNCIL MEETING MINUTES
FEBRUARY 6, 2017
7:00 P.M.

Mayor Wilson called the regular meeting of the city council to order at 7:00 p.m. Members present: Schrupp, Neid, Alexander, Robeck and Ziemer. Others present: City Administrator Larson, Ass't City Administrator Ehrke, City Attorney Winters, Finance Director Trippel, Public Works Directors Schreifels and Voigt, Police Chief Raiter and Fire Chief Grack.

PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

CONSENT AGENDA: Councilor Ziemer entered the motion to approve the consent agenda as presented. Councilor Alexander seconded the motion. All members voted in favor.

A. Approve the minutes of the regular meeting of January 17, 2017.

B. Approve the following building permits:

1. Derrick Johnson, 1417 Elsie Dr.; Plumbing Permit; Buildout Permit
2. Scott Rae, 1427 Greeley Ave N; Front Steps
3. Grand Meadows, 1420 Prairie Ave; Garage Addition
4. Rukhan Gazi, 812 14th St E; Remodel
5. Maria Martinez, 1411 12th St E; Mechanical Permit
6. Marie Jansen, 611 Basswood St W; Mechanical Permit
7. Rice Builders, 3301 11th St E; Fire Alarm System
8. Sarah Arandia, 405 12th St E; Re-side
9. Common Cup Thrift Store, 712 ½ 11th St E; Build out
10. Starkey Labs, 2915 10th St E; Sprinkler heads
11. Casey's Retail, 2101 10th St E; Sign Permit
12. Ryan Freitag, 1326 DeSoto Ave N; Mechanical Permit
13. Margaret Nemec, 114 8th St E; Re-side
14. Brian Bielke, 1515 Ford Ave N; Window Replacement
15. William Weide, 1412 Baxter Ave N; Re-roof

C. Approve the following licenses:

1. VFW, Club On Sale & Sunday Liquor License Renewal
2. Main Street Sports Bar; On-Sale & Sunday Liquor License Renewal

PUBLIC HEARINGS:

A. 7:05 P.M. PUBLIC HEARING ORDINANCE NO. 597 MINOR SUBDIVISION

Mayor Wilson opened the hearing. City Administrator Mark Larson stated that the purpose of this ordinance is to simplify the process of platted property to be re-subdivided and split into smaller lots.

There being no public input a motion to close the hearing was entered by Member Schrupp, second by Member Alexander. All members voted in favor.

The motion to approve the second reading of Ordinance No. 597 was entered by Councilor Schrupp with Councilor Neid entering the second. All members voted in favor.

B. 7:10 P.M. PUBLIC HEARING ORDINANCE NO. 598 GRHS ANNEXATION

Mayor Wilson opened the hearing. The 7 acre parcel which the city owns is needed to be annexed into the city for the Glencoe Regional Health Services expansion project. There being no public input Councilor Ziemer enter the motion to close the hearing. Councilor Schrupp seconded. All members voted in favor. Councilor Schrupp then entered the motion approving the second reading of Ordinance No. 598. Councilor Neid seconded. All members voted in favor.

C. 7:15 P.M. PUBLIC HEARING ORDINANCE NO. 599 PREDATORY OFFENDERS

Mayor Wilson opened the hearing. City Attorney Jody Winters explained that no law exists that exempts offenders if they are living with family members so we deleted the family exception. There being no public input, Councilor Alexander motioned to close the hearing. Councilor Schrupp seconded. All members voted in favor. Councilor Schrupp then motioned approval of the second reading of Ordinance No. 599. Councilor Neid seconded. All members voted in favor.

D. SET PUBLIC HEARING ON WASTE WATER TREATMENT PLANT FACILITY PLAN - FEBRUARY 21, 2017 AT 7:30 P.M. RESOLUTION NO. 2017-04

Mayor Wilson said the Finance Committee Meeting reviewed this facility plan at their regular meeting. It is recommended to set the public hearing on the Waste Water Treatment Plant Facility Plan by resolution. Discussion led to Councilor Schrupp introducing the following resolution to set the public hearing for February 21, 2017 at 7:30 p.m.:

**RESOLUTION NO. 2017-04
CALLING FOR HEARING WASTE WASTER TREATMENT PLANT FACILITY PLAN**

WHEREAS, on July 7, 2016, the council approved an agreement for Short Elliott Hendrickson Inc. (SEH[®]) to prepare a report, entitled "Wastewater Treatment Facilities Plan, Glencoe Wastewater Treatment Facility" dated February 2017, and

WHEREAS, the proposed wastewater treatment upgrades will consist of:

- Improvements to the main wastewater lift station
- New preliminary treatment building
- Demolition of trickling filters and intermediate clarifiers
- Improvements to activated sludge system
- Addition of chemical phosphorus removal
- Improvements to existing final clarifiers

- New filters and UV disinfection
- Improvements to solids handling process

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

1. The council will consider the report and proposed upgrades at a public to be held on the 21st day of February, 2017, at the Glencoe City Center at 7:30 p.m. and the city administrator shall give mailed and published notice of such hearing and improvement as required by law.

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

BIDS AND QUOTES:

A. RESOLUTION NO. 2017-05 TO APPROVE PLANS & SPECIFICATIONS AND SET BID OPENING FOR BAXTER AVENUE PROJECT

Justin Black of SEH, presented project scope, time line, phasing plan for the project. Estimated project cost of the improvements is \$5,694,100 which includes alternate of Elliott Avenue. Proposed financing and assessment policy and estimated assessment rates were reviewed.

Questions concerned including 12th Street. Seneca has requested water main replacement. Councilor Robeck wants to put this project on hold.

Discussion led to Councilor Ziemer introducing the following resolution:

RESOLUTION NO. 2017-05
APPROVING PLANS AND SPECIFICATIONS AND ORDERING
ADVERTISEMENT FOR BIDS

WHEREAS, pursuant to resolutions passed by the council on October 3, 2016, and December 19, 2016, the consulting engineer retained for the purpose has prepared plans and specifications for the construction of the **2017 Baxter Avenue Project**, and has presented such plans and specifications to the council for approval;

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

1. Such plans and specifications, a copy of which is attached hereto and made a part hereof, are hereby approved.
2. The City Administrator shall prepare and cause to be inserted in the official paper an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published as required by law, shall specify the work to be done, and shall state that bids will be received by the City Administrator until 10:00 a.m. on Thursday, March 9, 2017, at which time they will be publicly opened

in the council chambers of the Glencoe City Hall by the City Administrator and engineer, will then be tabulated, and will be considered by the council at 7:00 p.m. on Monday, March 20, 2017, in the council chambers of the Glencoe City Hall. Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the council on the issue of responsibility. No bids will be considered unless sealed and filed with the City Administrator and accompanied by a cashier's check, bid bond, or certified check payable to the clerk for 5 percent of the amount of such bid.

Councilor Robeck seconded the motion. Upon a roll call vote members voting in favor were Ziemer, Alexander, Neid and Schrupp. Councilor Robeck voted no. Whereupon said resolution was adopted and approved.

REQUESTS TO BE HEARD:

A. ECONOMIC DEVELOPMENT PROPOSAL

Assistant City Administrator Dan Ehrke reviewed the proposal of the Economic Development Committee. The property owner at 1311 Hennepin Avenue has expressed interest in the city purchasing the property. It is zoned B-1 and abuts the City's parking lot on the corner of Hennepin and 13th Street. These two lots combined would be large enough to accommodate a commercial development making it a viable redevelopment location.

The concept is to have the City establish a Tax Increment Financing District using the tax increment from the future development to offset City's costs to redevelop the site.

At this time it is recommended that an appraisal of the property be conducted to identify a fair market value.

Councilor Alexander entered the motion to proceed with an appraisal for 1311 Hennepin Avenue for \$400.00. Councilor Neid seconded. All members voted in favor.

B. HOUSING STUDY

Assistant City Administrator Dan Ehrke presented the proposal for an updated comprehensive housing study as recommended by the Economic Development Committee. The Committee believes conducting this study is a key step to encourage residential growth (single and multi-family housing) for Glencoe's long-term economic vitality. Meetings with developers has resulted in the developers needing more information on Glencoe's housing market for evaluating development opportunities. One important step of this process is an economic analysis where major employers are contacted to forecast short and long term employment.

Four Minnesota firms were contacted for proposals which ranged from a low of \$7,000.00 to a high of \$30,650.00.

Discussion concerned the cost of the study and what information is actually usable and how it is used from the study.

Councilor Robeck then entered the motion to move ahead with the housing study with Admark Resources, Inc. for a fee of \$7,000.00. Second by Councilor Ziemer. All members voted in favor.

C. REAPPOINT SARAH DOMORADSKI TO PARK BOARD

Motion to reappoint Sarah Domoradski to the Park Board was entered by Councilor Neid and seconded by Councilor Ziemer. All members voted in favor.

D. COMPARABLE WORTH REPORT

City Administrator Mark Larson presented the Comparable Worth Report that was completed and sent to the State in January every three years as required.

Motion approving the Comparable Worth Report made by Councilor Ziemer and second by Councilor Neid. All members voted in favor.

E. SEH AGREEMENT FOR PROFESSIONAL SERVICES 2017

Justin Black, SEH reviewed for the council the 2017 Agreement for Professional Services. Services to be provided on an hourly basis not to exceed \$50,000.00 for general engineering, architectural or other consulting services as needed and requested by the City.

Councilor Alexander motioned approval of the General Services Agreement with SEH for 2017 not to exceed \$50,000. Councilor Schrupp seconded the motion. Members voting in favor, Schrupp, Neid, Alexander and Ziemer. Robeck voted no. Motion carried.

ITEMS FOR DISCUSSION: None

ROUTINE BUSINESS:

PROJECT UPDATES: None

ECONOMIC DEVELOPMENT: None

PUBLIC INPUT: Confusion regarding City Charter. Charter is on the web as well as all chapters of the codified ordinances.

REPORTS: Mayor Wilson received a letter from a please resident – happy with services provided by the city, pleased with city staff and that there is lots of significant industry located in the city.

CITY BILLS: Councilor Schrupp motioned to approve payment of the city bills. Councilor Robeck seconded. All members voted in favor.

ADJOURN: Mayor Wilson called for adjournment at 8:21 p.m. Councilor Alexander entered that motion with Councilor Robeck seconding. All members voted in favor.