

GLENCOE CITY COUNCIL MEETING MINUTES  
MAY 15, 2017  
7:00 P.M.

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

PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

CONSENT AGENDA

Motion and second to approve consent agenda as presented by Members Alexander and Neid. All members voted in favor.

- A. Approve the minutes of the regular meeting of May 1, 2017.
- B. Approve the following building permits:
  - 1. Tammy Bullock, 1306 Elm Ave N; Fence
  - 2. Marco Ramirez, 1501 12<sup>th</sup> St E; Re-roof
  - 3. Rogelio Estrada, 1422 Ford Ave N; Re-roof
  - 4. Thomas Schmidt, 1511 Baldwin Ave N; Re-roof
  - 5. MN Dot, 310 & 320 13<sup>th</sup> St W; Re-roof
  - 6. Marco Arandia, 1206 10<sup>th</sup> St E; Re-roof
  - 7. Shawn Gildea, 1406 Elm Ave N; Re-roof
- C. Approve the following licenses:
  - 1. Casey's General Stores 801 13<sup>th</sup> St and 2101 10<sup>th</sup> St; 3.2 Off-sale liquor license renewal

PUBLIC HEARINGS:

A. 7:15 P.M. PUBLIC INFORMATION MEETING- WELL HEAD PROTECTION PLAN

Mayor Wilson opened the public information meeting. Jeff Ledin, SEH shared the purpose for a Well Head Protection Plan. It is tool to prevent drinking water from becoming polluted by managing potential sources of contamination in the area which supplies water to a public well. A WHP plan is required by all community public water supply systems. WHP planning is a two part process. The City of Glencoe has now completed Part 1: Delineate wellhead protection area (DWSMA) and drinking water supply management area- assess well vulnerability. Computer model used to generate recharge areas. Part 1 model was approved.

There was no public input so Mayor Wilson called for a motion to close the public information meeting. Councilor Schrupp entered that motion with Councilor Alexander seconding. All members voted in favor.

Karen Voz, MDH, reviewed the next step –Part 2 WHPP which includes inventory of potential contaminant sources in the DWSMA and develop management activities to protect the aquifers.

## BIDS AND QUOTES:

### A. SOIL BORING QUOTES

John Rodeberg, SEH presented the quotes for Geotechnical Services for soil borings for various projects for the City of Glencoe. The low quote was from Braun Intertec in the amount of \$42,773.00

Councilor Robeck motioned to approve the low quote of Braun Intertec. Councilor Neid seconded. All members voted in favor.

### B. BAXTER AVENUE PROJECT CHANGE ORDER NO. 2

John Rodeberg, SEH presented Change Order No. 2 for the 2017 Baxter Avenue in the amount of \$54,813.50. The change order is for 11<sup>th</sup> Street from Chandler Avenue to DeSoto Avenue on south side of Glencoe Light and Power Commission. It involves the reclaim, bituminous overlay, intermittent curb replacement, tree removal etc. The Light and Power Commission approved the project and the cost will be split 50/50 by the City and Commission.

Councilor Alexander motioned approval of Change Order No. 2 with Glencoe Light and Power and City sharing the \$54,813.50 cost 50/50. Councilor Ziemer seconded the motion. All members voted in favor.

## REQUESTS TO BE HEARD:

### A. SPECIAL USE PERMIT/MINOR SUBDIVISION REQUEST OF GLENCOE PROGRESSIVE PARTNERS

A copy of the North Country 7 covenants was presented at the Planning Commission meeting held on May 11<sup>th</sup>. The covenant signed by Glencoe Progressive Partners requires a 4/5 vote of property owners to allow for additional townhomes. The Planning Commission tabled any further discussion on this Special Use Permit Request. The city explained to Glencoe Progressive Partners the process allowed by the covenant language. The City is not required to take any action on this request.

### B. VARIANCE PERMIT REQUEST OF WALTER & CARMEN PATINO, 1322 13<sup>TH</sup> ST E, TO ALLOW BUSINESS SIGN IN R-3 ZONE.

The Planning Commission approved a variance permit for a sign on an R-3 zoned property owned by Walter & Carmen Patino who run a business out of their home at 1322 13<sup>th</sup> St E. The sign is not to exceed 4 feet x 6 feet.

Discussion led to Councilor Schrupp motioning approval of the variance permit request to place a sign not to exceed 4 foot x 6 foot sign on property zoned R-3 at 1322 13<sup>th</sup> St E. Councilor Neid seconded. All members voted in favor.

#### C. PETITION TO REMOVE SIDEWALK –BAXTER AVENUE BETWEEN 12<sup>TH</sup> & 13<sup>TH</sup> ST E

Public Works Director Gary Schreifels presented the request of four property owners to remove sidewalk along their property on Baxter Avenue between 12<sup>th</sup> & 13<sup>th</sup> Street. The petition to remove the sidewalk was signed by the property owners as required. The property owners will incur all removal and restoration costs. The City will allow the sidewalk concrete removed to be hauled to the City yard waste site demo pile. Motion to grant approval of the petition to remove sidewalk as presented by Member Alexander and second by Member Schrupp. All members voted in favor.

#### D. CITY ATTORNEY TRANSITION

Current City Attorney Jody Winters has been appointed McLeod County judge by Governor Dayton. She will commence her duties as judge June 12, 2017. It is recommended to appoint the current Assistant City Attorney Mark Ostlund as City Attorney to handle real estate issues and civil questions and to appoint Amber Donley as Assistant City Attorney to handle prosecution files. Motion by Councilor Neid, second by Councilor Robeck to approve appointments for City Attorney and Assistant City Attorney as stated. All members voted in favor.

#### ITEMS FOR DISCUSSION:

##### A. ARMSTRONG AVENUE PROJECT UPDATE

John Rodeberg, paving crews on site, project moving along well. Expected to open this Thursday or Friday or sooner-weather permitting. Punch list is being worked on.

##### B. BAXTER AVENUE PROJECT UPDATE

John Rodeberg, SEH- Chard has several crews on site and project is on schedule.

##### C. YARD WASTE SITE

Hours were discussed at length. Councilor Alexander would like to see it open every day 8 a.m. to 8 p.m. and staffed 5 p.m. to 8 p.m. and install surveillance cameras. The Mayor wants expanded hours with staff on site but sees no need to be open 12 hours a day and not manned.

It was asked of the City Attorney whether or not camera video footage can be used to prosecute violations occurring at the site. Does the city have an ordinance in place or is there a statute enforcing the use of camera footage?

Light and Power Commission owns the land. Discussions should be held with that entity if want gate open 7 days a week. Costs need to be submitted to purchase cameras and pay additional wages and is the current staff available or willing to work every day.

Public Works Director Voigt stated the public is used the current hours and that cameras are no substitute for having the site manned. There have been no issues at the site with the current manned hours.

Councilor Alexander made a motion to have the yard waste site open 7 days a week, 8 a.m. to 8 p.m. and staffed 5 p.m. to 8 p.m. daily and to install surveillance cameras.

Seconded by Councilor Robeck. Voting in favor, Robeck and Alexander. Voting no, Neid, Ziemer and Schrupp. Motion failed.

It was decided to have city staff work on costs to man additional hours, cameras for the site and to have a discussion with the owner of the property.

#### ROUTINE BUSINESS:

**PROJECT UPDATES:** Mayor – Lincoln Park Project grass seeding needs to get wrapped up in a timely manner

Hennepin Avenue Project- MN Dot to approve plan and get agreement signed before July 1, 2017. Bidding for project is at least a month out. MN Dot will be contributing an additional \$141,000 for a total of \$241,000 to the project.

**ECONOMIC DEVELOPMENT:** EDC working with developer for redeveloping of Helen Baker School site. Information should be available at next council meeting.

**PUBLIC INPUT:** None

**REPORTS:** None

**CITY BILLS:** Motion to approve payment of city bills entered by Member Schrupp with second by Member Neid. All members voted in favor.

**ADJOURN:** Mayor Wilson called for adjournment at 8:15 p.m. Councilor Robeck entered that motion with Councilor Schrupp seconding. All members voted in favor.