

GLENCOE CITY COUNCIL MEETING MINUTES

APRIL 16, 2018

7:00 P.M.

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

PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

CONSENT AGENDA

Motion to approve consent agenda with exception of approval of McLeod County fence permit made by Member Schrupp and second by Member Ziemer. Voting in favor: Schrupp, Alexander, Neid and Ziemer. Robeck entered a no vote. Motion carried. Fence permit will be discussed as the city would like this recycling site moved out of the downtown area. Concerns also included MS4 violation on the current site.

A. Approve the minutes of the regular meeting of April 2, 2018.

B. Approve the following building permits:

1. Tim Halligan, 1414 Cedar Ave N; Remodel
2. Glen Knoll Properties, 1702 Fir Ave N; New Mobile Home
3. Glen Knoll Properties, 710 15th St W; Mobile home
4. Glen Knoll Properties, 609 Ash St W; Mobile home
5. Glen Knoll Properties, 604 Ash St W; Mobile home
6. Seneca Foods; Re-roof
7. Amy Bargmann, 645 1st St E; Exterior Doors
8. Louise Carlson, 2102 9th St E; Re-side, Windows
9. Deb Blazinski, 2104 9th St E; Re-side, Windows
10. Ron Mathison, 2106 9th St E; Re-side
11. Dale Engelmann, 2108 9th St E; Re-side
12. Brenda Cruz, 1026 Pryor Ave N; Mechanical Permit
13. Craig Foley, 1411 Chandler Ave N; Plumbing Permit
14. Bill Weide, 1605 10th St E; Roof garage
15. Damian Amberg, 1125 Taylor Ave N; Egress Window
16. McLeod County, 8282 10th St E; Fence
17. RDV Companies, 905 11th St E; Re-roof
18. Fashion Interiors, 2108 10th St E; Re-roof
19. Steven Jaster, 925 Ford Ave N; Re-roof
20. Greg Wedin, 105 12th St E; Mechanical Permit

C. Approve the following licenses:

1. Pla-Mor Ballroom; Dance License Renewal

PUBLIC HEARINGS:

A. 7:00 P.M. HEARING ON TIF DISTRICT 19 FOR PANTHER HEIGHTS APARTMENT PROJECT

Shannon Sweeney of David Drown Associates, reviewed the TIF Plan for the Panther Heights Multi-Family Residential Project. A housing increment district would enable the City to capture new City, County and School property taxes associated with new development that occurs on the site for a term of up to 26 years. This housing TIF District has been determined to provide sufficient revenue to pay off bonds issued to fund \$327,000 in land acquisition and site development costs along with reimbursing the developer \$36,000 annually in property taxes for a period of 15 years.

Restrictions that would need to be met by the developer would include either 20% of the units must be rented to families below 50% of area median income; or 40% of the units must be rented to families below 60% of area median income. These restrictions are imposed by Statute and must be certified annually to the City by the developer. The TIF plan includes a second phase so that the City would not be required to modify the TIF Plan as a result of the proposed expansion.

Mayor Wilson opened the public hearing for comment. No input was given.

Councilor Robeck motioned to close the public hearing. Councilor Neid seconded. All members voted in favor.

No action was required of the council at this time.

B. 7:15 P.M. HENNEPIN AVENUE PROJECT ASSESSMENT HEARING

Chris Knutson, SEH, reviewed the assessments for the 2018 Hennepin Avenue Project. \$79,708.00 will be assessed over 15 years at 4% interest. Total project cost is at \$455,209 with MNDOT contributing \$251,000.

Mayor Wilson opened the hearing for public comment. No input was given.

Councilor Ziemer motioned to close the hearing. Councilor Neid seconded. All members voted in favor.

Councilor Ziemer introduced the following resolution and called for its adoption:

RESOLUTION NO. 2018-07

RESOLUTION ADOPTING ASSESSMENT

WHEREAS, pursuant to proper notice duly given as required by law, the council has met and heard and passed upon all objections to the proposed assessment for the **Hennepin Avenue (TH 22) ADA Improvement Project**, which includes improvements on the following streets:

- Hennepin Avenue (TH 22) from 11th Street to 13th Street.

by construction of water main, water services, sanitary sewer services, storm sewer, concrete curb and gutter, sidewalk, aggregate base, concrete and bituminous street surfacing, turf restoration, and miscellaneous items required to properly complete the improvements, and has amended such proposed assessment as it deems just.

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

1. Such proposed assessment, as amended, a copy of which is attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefited by the improvement in the amount of the assessment levied against it.
2. Such assessment shall be payable in equal annual installments, including principal and interest, extending over a period of 15 years, the first of the installments to be payable on or before the first Monday in January 2019, and will bear interest at a rate of 4.0 percent per annum from the date of the adoption of this assessment resolution. To the first installment shall be added interest on the entire assessment from the date of this resolution until December 31, 2019. To each subsequent installment when due shall be added interest for one year on all unpaid installments.
3. The owner of any property so assessed may, at any time prior to certification of the assessment to the County Auditor-Treasurer on November 1, 2018, pay the whole of the assessment on such property to the office of the City Administrator, and no interest shall be charged if the entire assessment is paid by October 31, 2018; and he may, at any time thereafter, pay to the City Administrator the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the succeeding year.
4. The City Administrator shall forthwith transmit a certified duplicate of this assessment to the County Auditor-Treasurer to be extended on the property tax lists of the county. Such assessment shall be collected and paid over in the same manner as other municipal taxes.

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

BIDS AND QUOTES:

A. CENTRAL STORM PROJECT

1. AWARD BID BY RESOLUTION

Justin Black, SEH, stated for the council that six bids were received for the Central Storm Sewer Project on March 22, 2018 at 10:00 a.m. The bids ranged from a high of \$7,195,111.15 to a low bid of \$5,297,614.21. The Engineer's estimate was \$5,814,084.80. R & R excavating, Inc. of Hutchinson submitted the low bid.

Councilor Neid introduced the following resolution accepting the bid and awarding the bid to the low bidder and moved for its adoption:

RESOLUTION NO. 2018-08

ACCEPTING BID

WHEREAS, pursuant to an advertisement for bids for the construction of the **Central Storm Sewer 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>
R & R Excavating, Inc. Hutchinson, MN	\$5,297,614.21
Wm. Mueller & Sons, Inc. Hamburg, MN	\$5,762,503.33
Ryan Contracting Co. Elko, MN	\$6,482,058.00
S.M. Hentges & Sons, Inc. Jordan, MN	\$6,490,579.78
Quam Construction Co, Inc. Willmar, MN	\$7,007,702.80
Duininck, Inc. Prinsburg, MN	\$7,196,111.15

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 Central Storm Sewer 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 Ziemer seconded. Upon a roll call vote members Schrupp, Alexander, Ziemer and Neid voted in favor. Robeck voted no. Whereupon said resolution was adopted and approved.

3. AUTHORIZE SUPPLEMENTAL AGREEMENT FOR CONSTRUCTION ENGINEERING

Scope of work includes construction administration, construction staking, construction observation and record drawings.

Motion by Member Schrupp to authorize the Mayor and City Administrator to execute the Supplemental Letter Agreement with SEH for Construction for hourly not-to-exceed

\$683,000. Second by member Neid. Members voting in favor, Neid, Ziemer, Alexander and Schrupp. Robeck voted no. Motion carried.

The City will contract with Braun Intertec directly for the testing services in the amount of \$64,644.

These costs as proposed are included in the overall project cost.

4. FUNDING FOR PROJECT

City Administrator Mark Larson reviewed the 20 year funding scenario for this \$7,115,000 project. \$2,255,000 is tax levy supported. \$2,950,000 is storm sewer funds supported. \$730,000 will be specially assessed to property owners directly affected by the improvements. \$435,000 supported by WTP funds. \$745,000 will be provided by sanitary sewer funds. Levy will need to be increased \$100,000 annually and the Storm Water Rate raised from \$7.50 to \$12.50 per month.

No action taken at this time.

5. EASEMENT AGREEMENT WITH RYAN VOSS

City Administrator Mark Larson reviewed the agreement for a perpetual easement for municipal drainage and utility purposes for the Central Storm Sewer Project on property owned by Ryan and Nicole Voss.

Motion by Councilor Alexander and second by Councilor Ziemer to approve the easement agreement as prepared for the Central Storm Sewer Project. All members voted in favor.

6. LINE LICENSE WITH TCW RAILROAD

- a) CROSSING PERMIT 471.9-201801001 FOR SANITARY SEWER
- b) CROSSING PERMIT 471.9-201801002 FOR STORM SEWER

Licenses will permit underground storm sewer pipe and underground sanitary sewer pipe under the track.

Councilor Ziemer motioned, Councilor Neid seconded, to authorize the Mayor and City Administrator to execute the Line Licenses with TCW Railroad at a cost of \$1,250 per agreement. All members voted in favor.

REQUESTS TO BE HEARD:

A. PLANNING COMMISSION RECOMMENDATIONS

- 1. SPECIAL USE PERMIT REQUEST CHRIST LUTHERAN TO EXTEND THEIR SPECIAL USE PERMIT FOR PORTABLE CLASSROOMS AT 1820 KNIGHT AVE N.

Councilor Robeck entered the motion to approve the 5 year extension of the Christ Lutheran Special Use Permit for portable classrooms. Councilor Neid seconded. All members voted in favor.

2. SPECIAL USE PERMIT REQUEST OF ERIK DUVALL TO MOVE A HOUSE TO A VACANT LOT LOCATED AT 1304 SUNRISE DR.

Councilor Robeck motioned to approve the special use request to move in a house to a vacant lot at 1304 Sunrise Drive. Councilor Alexander seconded. All members voted in favor.

3. FINAL PLAT – PANTHER HEIGHTS 3RD ADDITION

Councilor Alexander motioned to approve the final plat of Panther Heights 3rd Addition to be filed and recorded after the annexation is approved by the State of Minnesota. Councilor Ziemer seconded. All members voted in favor.

B. THIRD READING ORD. NO. 600 – PANTHER HEIGHTS ANNEXATION

Councilor Neid motioned with Councilor Ziemer seconding the approval of the third reading of Ordinance No. 600 for annexation of Panther Heights 3rd Addition. All members voted in favor.

C. THIRD READING ORD. NO. 601- POLIFKA ANNEXATION

Councilor Robeck motioned with Councilor Neid seconding the approval of the third reading of Ordinance No. 601 for annexation of Polifka property. All members voted in favor.

D. THIRD READING ORD. NO. 602 – CROSS CONNECTIONS

Councilor Ziemer motioned with Councilor Robeck seconding the approval of the third reading of Ordinance No. 602 for the elimination of cross connections. All members voted in favor.

E. ORIGIN AND DESTINATION STUDY

John Rodeberg, SEH, reviewed the results of the Origin and Destination Study commissioned by MNDOT. The study focused on TH 22. Results showed an average daily traffic of 5100 vehicles per day, total heavy commercial of 690 trucks per day and total commercial devices was 10,265 Southeast bound trips. The study showed 28% of trips are destined in the City of Glencoe. 59% of the trips are through trips destined to the east of the City. 3% of the trips are destined to continue along TH 22 to the south.

6100 total trips were in the analysis. Approximately 32% to 41% followed the designated TH 22 and 54% of the trips use TH 22 to connect with Morningside to access US 212.

This traffic trend information provides insights as to number of vehicles with Glencoe as a destination or if traveling through and heading elsewhere. The

information helps with areas that are safety concerns for amount of traffic on the routes.

F. GLENCOE COMPREHENSIVE TRANSPORTATION PLAN WITH MNDOT & MCLEOD COUNTY

MNDOT wants a more detailed study of the traffic trends in Glencoe to address safety and accessibility concerns and issues. Areas of focus will include TH 22 connectivity, US Hwy 212 intersection safety, and review of the transportation infrastructure as a whole in the community. The study cost will be approximately \$150,000 and as this is a partnership study, MNDOT asks local partners to contribute 10% to fund the study. The City of Glencoe and McLeod County would need to contribute a total of \$15,000.

Councilor Schrupp entered the motion to contribute \$7500 contingent on McLeod County contributing their share of \$7500. Councilor Ziemer seconded. All members voted in favor.

ITEMS FOR DISCUSSION:

A. COALITION OF GREATER MN CITIES LEGISLATIVE HEARING

City Administrator Mark Larson and Councilor Alexander testified at a legislative bonding hearing for the need for additional dollars for funding of WWTP.

ROUTINE BUSINESS:

PROJECT UPDATES: PWD Voigt gave a report on the plowing of streets after recent 18 inch snow event that happened over the weekend. Alleys will be plowed.

ECONOMIC DEVELOPMENT: None

PUBLIC INPUT: Wes Olson had a suggested site for the McLeod County recycling containers at 8th and Armstrong. The State owns the property he suggested.

REPORTS: None

CITY BILLS: Motion to approve payment of the city bills by Councilor Neid, Councilor Alexander seconded. All members voted in favor.

CLOSE MEETING: Motion to close the regular meeting for real estate negotiations by member Ziemer and second by member Neid. All members voted in favor.

Motion to re-open regular meeting by Member Schrupp, second by Member Ziemer. All present voted in favor.

ADJOURN: Motion to adjourn by member Schrupp and second by member Ziemer. All members present voted in favor.