

GLENCOE CITY COUNCIL MEETING MINUTES
OCTOBER 19, 2020
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, Robeck, Alexander and Lemke. Also present: City Administrator Mark Larson, Assistant City Administrator Lynn Neumann, Finance Director Trippel, Public Works Directors Schreifels, Voigt, Police Chief Raiter.

PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

CONSENT AGENDA

Motion to approve the consent agenda as presented entered by Councilor Robeck and seconded by Councilor Neid. Motion carried in a 5 to 0 vote.

- A. Approve the minutes of the regular meeting of October 5, 2020.
- B. Approve the following building permits:
 - 1. Craig Allison, 1410 Birch Ave N; Garage
 - 2. Stephanie Rizzio, 911 15th St E; Remodel
 - 3. Terrapin Estates, 2017 10th St E; Interior Demolition, sign permits
 - 4. Peter Adelsen, 1921 15th St E; Egress Window
 - 5. Thrivant, 929 12th St E; Sign Permit
 - 6. Weelborg Chevrolet, 2305 10th St E; Sign Permit
 - 7. Frank Romano, 1415 Birch Ave N; Mechanical Permit
 - 8. Russ Bass, 405 17th St E; Re-side
 - 9. David Yurek, 1709 Ives Ave N; Re-roof
 - 10. Margret Koester, 1127 11th St E; Re-roof
 - 11. Russell Pierson, 105 Interwood Dr; Re-roof
 - 12. Scott Waibel, 105 Douglas Dr; Window Replacement
- C. Approve the following licenses:
 - 1. Kwik Trip, 3.2 Off Sale Liquor License Renewal

PUBLIC HEARINGS:

A. 7:15 P.M. PUBLIC HEARING –DELINQUENT BILLS OWED TO CITY

Mayor Wilson opened the hearing at 7:15 p.m. The delinquent bills were presented. Three residents have delinquent balances.

Mayor Wilson called for public input. There being none, he called for a motion to close the hearing. Councilor Neid entered that motion with Councilor Schrupp seconding. All members voted in favor.

Councilor Schrupp entered the following resolution and moved for its adoption:

RESOLUTION NO. 2020-23
RESOLUTION CERTIFYING COLLECTION OF DELINQUENT BILLS WITH 2021
TAXES

WHEREAS, certain properties have incurred costs to the City of Glencoe that have not been paid; and
WHEREAS, published and written notice has been sent to each property owner; and
WHEREAS, the City of Glencoe has held a public hearing regarding the payment of said bills:

NOW THEREFORE, BE IT RESOLVED by the City of Glencoe that:

- 1) The City Administrator is hereby authorized to certify to the County Auditor for collection with 2021 taxes those amounts owed to the City of Glencoe.
- 2) That those delinquent accounts are as follows:
 - A. William Lewis, PID 22 075 0250 \$155.03
 - B. Miguel Cruz, PID 22 050 1220 \$300.00
 - C. Jennifer Meyer-Peterson, PID 22 050 1480 \$203.85

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

**B. SET PUBLIC HEARING ON ADA TRANSITION PLAN FOR
NOVEMBER 2, 2020 AT 7:05 P.M.**

Brody Bratsch, SEH, presented a power point of the ADA Transition Plan. This plan is required as part of the Americans with Disabilities Act process in order to receive federal funding. The self-evaluation identified and evaluates pedestrian facilities in public rights-of-way. This includes pedestrian ramps and crossings, sidewalks, trails and parking lots. The goal is to correct non-compliant facilities when reconstruction occurs or alteration thresholds are met. The process schedule begins with this presentation. There will be a comment period and public hearing. Councilor Schrupp motioned to set the public hearing on the Americans with Disabilities Act Transition Plan for November 2, 2020, at 7:05 p.m. Councilor Lemke seconded. Motion carried in a 5 to 0 vote.

BIDS AND QUOTES:

A. 2021 CITY EMPLOYEE HEALTH INSURANCE WITH MEDICA

City Administrator Mark Larson presented the renewal option for employee health insurance with Medica for 2021. The plan is for Medica Choice Passport 5500-25%. It is a maximum liability plan, which means when the claims are lower than the established maximum liability, the City will receive 80% of the surplus back. This plan will save the city \$13,200 in premiums with the opportunity for more savings if the employees are healthy. Councilor Alexander motion to approve the renewal option with Medica as presented. Councilor Schrupp seconded. All members vote in favor.

REQUESTS TO BE HEARD:

A. APPOINT WASTE WATER OPERATORS

City Administrator Mark Larson gave an overview of the interview process to fill the two waste water operator positions. 19 applications were received. Nine of the applicants were interviewed by City Administrator, Public Works Director Schreifels, Water Supervisor Schmitt and Waste Water Supervisor VonBerge. It is recommended to appoint Jason Oelfke and Zac Pedersen to the open positions created by the retirement of Jerome Jasken and the resignation of Derek Palmer.

Councilor Alexander entered that motion and Councilor Schrupp seconded. All members voted in favor.

B. USE OF SIDEWALKS –CITY ATTORNEY

City Attorney Mark Ostlund provided a letter addressing the proposed ordinance change allowing bicycle traffic on city sidewalks.

It was recommended to have further discussion at the next council workshop November 9th..

C. SUPPLEMENTAL LETTER AGREEMENT WITH SEH FOR TELECOMMUNICATION SERVICES

City Administrator Mark Larson presented the supplemental letter agreement proposal specific to providing plan review and observation services related to telecommunication site development and upgrades at our facilities.

The cost associated with the plan review of our water tower telecommunications will be paid by the city's lessee's on the water towers for a fee of \$8,600.

Councilor Lemke motioned to authorize the Mayor and City Administrator to execute the Supplemental Letter Agreement with SEH as presented. Councilor Neid seconded. Motion carried 4 to 1 with Councilor Robeck entering the no vote.

D. COMPREHENSIVE PLAN ADVISORY COMMITTEE

City Administrator Mark Larson made the recommendation to appoint a Comprehensive Plan Advisory committee to include members of the Downtown Revitalization Committee and the five members of the Planning and Industrial Commission. Discussion led to also having a Park Board member serve and Sarah Domoradski was selected.

Discussion and further recommendations led to a motion by member Schrupp to have members of the DRC, Planning Commission and Park Board member Sarah Domoradski serve on the Comprehensive Plan Advisory Committee. Councilor Lemke seconded. Motion carried in a 4 to 1 vote with Neid entering the no vote.

ITEMS FOR DISCUSSION:

A. MNSPECT- BUILDING CODE OFFICALS

Scott Qualle gave a quarterly update to the council. Consistency with inspectors doing inspections has been improved upon. Opportunities for contractors to participate in continuing education are offered annually.

B. CARES ACT UPDATE

City Administrator Mark Larson updated the council on the purchases yet to be completed for the balance of the CARES Funds.

ROUTINE BUSINESS:

PROJECT UPDATES: Airport project complete. Pool decking concrete complete. Leaf vac service continues. Residents are to please put leaves at curb the night before their pick up.

ECONOMIC DEVELOPMENT: None

PUBLIC INPUT: None

REPORTS: Councilor Lemke commended the Fire Department for their response to the fire at Sam's Tire earlier this week.

Mayor Wilson commended Chief Raiter on his great leadership and 28 years of service on the police department. Chief Raiter is retiring at the end of October.

CITY BILLS: Motion to approve payment of the city bills entered by Councilor Schrupp, second by Councilor Neid. All members voted in favor. CARES Funding purchases spread sheet will be e-mailed to the council members.

ADJOURN: Mayor Wilson called for adjournment at 7:47 p.m. Councilor Neid entered that motion with Councilor Robeck seconding. All members voted in favor.