

GLENCOE CITY COUNCIL MEETING MINUTES
TUESDAY, JANUARY 19, 2021
7:00 P.M.

Mayor Voss called the regular meeting to order at 7:00 p.m. Members present: Olson, Lemke, Neid, Schrupp and Robeck via phone. Also present: City Administrator Larson, City Attorney Ostlund, Assistant City Administrator Neumann, Finance Director Trippel, Police Chief Padilla, PWDs Schreifels and Voigt.

PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

CONSENT AGENDA

Motion to approve the consent agenda as presented entered by member Schrupp and seconded by member Neid. Motion carried 5 to 0.

- A. Approve the minutes of the regular meeting of January 4, 2021.
- B. Approve the following building permits:
 - 1. Hortencia Flores, 1327 10th St E; Remodel
 - 2. LaVon Lamberty, 1406 Elsie Dr; Mechanical Permit
- C. Approve the following licenses:
 - 1. Pla-Mor Ballroom; Liquor License renewal

PUBLIC HEARINGS:

- A. 7:15 P.M. ORDINANCE NO. 608 WAIVING LIQUOR LICENSE FEES FOR 2021

Mayor Voss opened the public hearing at 7:25 p.m.

City Attorney Ostlund reviewed the ordinance which will waive the liquor license fees in 2021 due to the pandemic.

No public input was given.

Councilor Schrupp motioned to close the hearing with Councilor Neid seconding. Motion carried 5 to 0.

SECOND READING OF ORDINANCE NO. 608

Motion to approve the second reading of Ordinance No. 608 entered by member Lemke with member Schrupp seconding. Motion carried 5 to 0.

BIDS AND QUOTES:

- A. 10TH STREET IMPROVEMENT PROJECT- AUTHORIZE PLANS AND SPECIFICATIONS

Justin Black, SEH, reviewed the project once again for the new members of the council. Background and goals, timelines, funding and assessment policy were reviewed. To be eligible for the \$1,000,000 Federal Funding for this project the City must have the project under contract by June 15, 2021.

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

RESOLUTION NO. 2021-01

ORDERING IMPROVEMENT AND PREPARATION OF PLANS

WHEREAS, a resolution of the city council adopted the 5th day of October, 2020, fixed a date for a council hearing on the proposed improvement of 10th Street from Hennepin Avenue (State Hwy 22) to Morningside Avenue (County State Aid Highway 15), AND WHEREAS, ten days' mailed notice and two weeks' published notice of the hearing was given, and the hearing was held thereon on the 2nd day of November, 2020, at which all persons desiring to be heard were given an opportunity to be heard thereon, NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF GLENCOE, MINNESOTA:

1. Such improvement is necessary, cost-effective, and feasible as detailed in the feasibility report.
2. Such improvement is hereby ordered as proposed in the council resolution adopted the 5th day of October, 2020.
3. Short Elliott Hendrickson Inc. (SEH[®]) is hereby designated as the engineer for this improvement. The engineer shall prepare plans and specifications for the making of such improvement, according to the feasibility report dated October 5, 2020.
4. The city council declares its official intent to reimburse itself for the costs of the improvement from the proceeds of the tax exempt bond.

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

It was then recommended in further business regarding this project to authorize the City Administrator to execute the Supplemental Letter Agreement with SEH for preparation of the Plans and Specifications in the amount of \$44,800 for the 10th Street Public Improvement Project. Funding and timelines were reviewed.

Councilor Neid motioned authorization of the City Administrator to execute the Supplemental Letter Agreement with SEH in the amount of \$44,800. Councilor Lemke seconded. Motion carried in a 4 to 1 vote with Robeck entering the no vote.

B. 2021 CAB AND CHASSIS FOR BIOSOLIDS TRUCK

Public Works Director Schreifels presented the two quotes for replacement of the cab and chassis of the Waste Water biosolids truck. Specifications for each were reviewed and discussed. The low quote was for a new 2021 International HV from North Central International for \$105,000. This is a 2021 budgeted expense. Staff is still working on tank options.

Discussion led to Councilor Neid motioning approval of purchasing the truck from North Central International in the amount of \$105,000. Councilor Schrupp seconded. All members voted in favor.

C. QUOTES FOR STORM SEWER CLEANING AND TELEVISIONING OF HIGHWAY 22

Public Works Director Schreifels presented three quotes to clean and televise the storm sewer located under the route of Trunk Highway 22 in anticipation of MNDOT paving and providing ADA improvements in 2023. 4130 lineal feet are

needing cleaning and televising. This work will help gather information that both MNDOT and the City will need to improve the drainage. Funding will come out of the Storm Water budget.

Councilor Schrupp motioned approval of the low quote from Sewer Septic Grease Services in the amount of \$11,357.00. Seconded by Councilor Lemke.

Discussion led to the motion revised by Schrupp and seconded by Robeck to include approximately an additional 2100 lineal feet on State Hwy 22 based on the I & I Study completed in 2020. Motion carried 5 to 0.

REQUESTS TO BE HEARD:

A. PRESENTATION OF THE AIRPORT MASTER PLAN

Jacque Zirbes, SEH, gave a power point presentation of the Airport Master Plan. This Master Plan serves as the Airport's roadmap for the next 20 years. The Master Plan represents a snapshot in time and is typically updated every 10 to 15 years. This Master Plan was funded by the FAA (90%), MNDOT Office of Aeronautics (5%) and City of Glencoe (5%).

The Master Plan includes an Airport Layout Plan (ALP) which is a graphic representation of the recommendations in the Master Plan. Depicting a project on the ALP or in a Master Plan does not obligate the City to complete that project or indicate commitment of funding; however, a project must be shown in these documents to be constructed and be eligible for federal and state funding.

Motion to approve the report and authorize submittal to the FAA entered by member Schrupp, second by member Lemke. Motion carried 4 to 1 with Robeck entering the no vote.

B. APPOINT LUZ DUVALL TO COMPREHENSIVE PLAN STEERING COMMITTEE

Assistant City Administrator Lynn Neumann received an application from Luz Duvall to serve on the Comprehensive Planning Steering Committee and recommended appointing her to the committee.

Councilor Schrupp motioned to appoint Luz Duvall to the committee with Councilor Robeck seconding. Motion carried 5 to 0.

C. GPD POST MANDATED POLICY FOR EYEWITNESS IDENTIFICATION PROCEDURES

Chief Padilla reviewed the new policy that is mandated for the Police Department to be compliant. The policy concerns Eyewitness Identification Procedures for maximization of reliability of identifications, minimize erroneous identifications, and gather evidence that conforms to contemporary eyewitness identification protocols.

Discussion led to Councilor Neid approving the mandated Eyewitness Identification Procedures. Councilor Schrupp seconded the motion which carried in a 5 to 0 vote.

D. 2021 AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES WITH SEH

Justin Black of SEH submitted the yearly supplemental letter agreements to continue SEH Engineering services for calendar year 2021 to provide general engineering, architectural and other consulting services to the City of Glencoe as well as Municipal State Aid Engineering services on an “as requested” basis. Service fees are not to exceed \$50,000 for general engineering and not to exceed \$10,000 for MSA services.

Discussion then ensued regarding Mayor Voss’ request of the feasibility to provide this engineering service “in house” in 2021 and to study the possibility of looking at different consultants to provide engineering services. Council members are comfortable with the engineering firm of SEH but want to look at options. In the meantime, the City will still need engineering services leading to a motion by member Schrupp to extend the services of SEH for 3 months for project specific services, not to exceed \$12,500 for general engineering and \$2500 for MSA engineering services. Councilor Neid seconded the motion. Motion carried 5 to 0.

ITEMS FOR DISCUSSION

A. GLENCOE AQUATIC CENTER UPDATE

Play features in zero entry area are being refurbished. Lily pads will need to be replaced.

B. WARMING HOUSE UPDATE

Is now open. Ice rink is being flooded and should be ready for use this weekend.

ROUTINE BUSINESS:

PROJECT UPDATES: None

ECONOMIC DEVELOPMENT: None

PUBLIC INPUT: None

REPORTS: None

CITY BILLS: Motion to approve payment of the city bills entered by Councilor Schrupp and seconded by Councilor Neid. Motion carried 5 to 0.

ADJOURN: Mayor Voss called for adjournment at 8:36 p.m. Councilor Schrupp entered that motion with Councilor Neid seconding. Motion carried 5 to 0.