

GLENCOE CITY COUNCIL MEETING MINUTES  
APRIL 5, 2021  
7:00 P.M.

**CALL TO ORDER/PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE**  
In Mayor Voss' absence, Vice President Neid called the regular meeting of the city council to order at 7:00 p.m. Members present: Olson, Schrupp, Lemke and Robeck. Also present: City Attorney Ostlund, City Administrator Larson, Public Works Director Schreifels, Police Chief Padilla and Fire Chief Scheidt.

**CONSENT AGENDA**

Motion to approve the consent agenda as presented entered by Councilor Lemke and seconded by Councilor Schrupp. Motion carried 4 to 1 with Robeck entering the no vote.

**A. Approve the minutes of the regular meeting of March 15, 2021.**

**B. Approve the following building permits:**

1. Steve Plath, 1815 Knight Ave N; Bathroom remodel
2. Joe Pint, 2024 11<sup>th</sup> St E; Window Replacement
3. James Peterson, 1612 12<sup>th</sup> St E; Re-roof

**C. Approve the following licenses:**

1. Pla-Mor Ballroom; Dance License Renewal

**D. Approve the following book transfers:**

1. \$10,000.00 from General Fund to Park Improvement Fund-Campground reimbursement
2. \$70,000.00 from Storm Water Management to General Fund –Employee wages
3. \$7,000.00 from Sanitation Fund to General Fund-Leaf Vacuum
4. \$140,000.00 from Water to 2015 Street Improvement Bond-Bond payment
5. \$180,000.00 from WWTP to 2015 Street Improvement Bond- Bond payment
6. \$20,000.00 from Storm Water Management to 2015 Street Improvement Bond –Bond payment
7. \$60,000.00 from Water to 2016 Street Improvement Bond- Bond payment
8. \$20,000.00 from WWTP to 2016 Street Improvement Bond- Bond payment
9. \$127,549.00 from Municipal State Aid to 2016 Street Improvement Bond- Bond payment
10. \$70,000.00 from Water to 2017 Street Improvement Bond- Bond payment
11. \$40,000.00 from WWTP to 2017 Street Improvement Bond- Bond payment
12. \$55,000.00 from Storm Water Management to 2017 Street Improvement Bond- Bond payment
13. \$30,000.00 from Water to 2018 Street Improvement Bond –Bond payment
14. \$51,000.00 from WWTP to 2018 Street Improvement Bond- Bond payment
15. \$205,000.00 from Storm Water Management to 2018 Street Improvement Bond- Bond payment
16. \$5,000.00 from Park Improvement to General Fund –Pocket Park Project
17. \$50,000.00 from General to City Center –City Center Restroom Project
18. \$175,000.00 from Water to General Fund –Administration & 2020 Public Works Project

19. \$175,000.00 from WWTP to General Fund – Administration & 2020 Public Works Project
20. \$100,000.00 from Storm Water to General Fund –Administration & 2020 Public Works Project
21. \$36,635.50 from 2018 Storm Water Improvement to General Fund - 16<sup>th</sup> Street Change Order for 2020 Public Works Project
22. \$75,000.00 from Liquor Store to General Fund – Administration & 2020 Public Works Project
23. \$25,000.00 from Cable TV to General Fund
24. \$100,000.00 from Liquor Store to City Center Operating- Deficit reduction
25. \$150,000.00 from Liquor Store to City Center Bonds – Bond payment
26. \$14,600.00 from General Fund to Cemetery –Eliminate negative fund balance
27. \$34,000.00 from General Fund to Engineering/Inspection Services- Deficit reduction
28. \$70,000.00 from Tax Increment #4 to 2007 Tax Increment Bond –Debt service
29. \$37,210.00 from City Sinking to 2014 Tax Increment Bond- Debt service
30. \$26,591.50 from Tax Increment #19 to 2018 Tax Increment Bond –Debt service
31. \$123,598.80 from Central Storm Water Improvement to City Sinking – Close out fund (for future sealcoat)

PUBLIC HEARINGS: None scheduled

BIDS AND QUOTES:

A. TANK FOR BIO-SOLIDS TRUCK

Public Works Director Schreifels presented quotes for the purchase of a new fabricated 3500 gallon tank to be mounted on the biosolid truck recently purchased.

Staff recommends Hecksel Machine Inc, of Watertown, Mn for this fabrication of a tapered 3500 gallon tank for \$49,200, with addition of a Tag to allow truck to carry and additional 320 gallons for \$10,111.17. There will be an additional cost to sand blast the inside of the tank and add a rhino lining not to exceed \$5,100.

Councilor Lemke entered the motion approving the recommendations of WWTP for a 3500 gallon tank and tag. Councilor Robeck seconded. Motion carried 4 to 1 with Robeck entering the no vote.

REQUESTS TO BE HEARD:

A. 2021 PUBLIC IMPROVEMENT PROJECT- RESOLUTION NO. 2021-01  
TO AUTHORIZE FEASIBILITY REPORT

Brody Bratsch, SEH, reviewed the proposed 2021 Public Improvement Project. This project will improve the driving surface and extend the life of pavement. The four base bid project areas for an estimated total of \$640,000 were reviewed. Also reviewed were the two alternate bid areas for an estimated total of \$165,000.

First item of business to move this project forward was to approve the Supplemental Letter Agreement with SEH not to exceed \$8,800 basic services and for the preparation of feasibility report and topographic survey.

Councilor Schrupp entered that motion with Councilor Neid seconding. All members voted in favor.

Since the project includes special assessments it is required by MN Statute 429 to authorize the city engineer to prepare a Feasibility Study for the 2021 Public Improvement Project by resolution.

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

RESOLUTION NO.2021-01  
ORDERING PREPARATION OF REPORT ON IMPROVEMENT

WHEREAS, it is proposed to make improvements to the following streets:

18th Street from Loudon Avenue to Newton Avenue  
Newton Avenue from 16th Street to 18th Street  
14th Street from Union Avenue to Morningside Avenue  
Sunrise Drive  
Greeley Avenue from 13th Street to 18th Street  
17th Street from Ford Avenue to Greeley Avenue  
11th Street from Knight Avenue to McLeod Avenue

and to assess the benefited property for all or a portion of the cost of the improvement, pursuant to Minnesota Statutes, Chapter 429,

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

That the proposed improvement be referred to pursuant to Short Elliott Hendrickson Inc. (SEH®) for study and that they are instructed to report to the council with all convenient speed advising the council in a preliminary way as to whether the proposed improvement is necessary, cost-effective, and feasible and as to whether it should best be made as proposed or in connection with some other improvement, and the estimated cost of the improvement as recommended.

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

B. 2021 10<sup>TH</sup> STREET PUBLIC IMPROVEMENT PROJECT- RESOLUTION NO. 2021-02 TO APPROVE PLANS AND SPECIFICATIONS & SET BID OPENING

Justin Black, SEH, reviewed the 10<sup>th</sup> Street Improvement Project goals, scope of work, costs, financing and the schedule.

Discussion led to Councilor Lemke entering the following resolution and moved for its adoption:

RESOLUTION NO. 2021-02  
APPROVING PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT  
FOR BIDS

WHEREAS, pursuant to a resolution passed by the council on November 2, 2020, the consulting engineer retained for the purpose has prepared plans and specifications for the construction of the **10th Street Improvement 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 online bids will be received by the City Administrator until 10:00 p.m. on Thursday, May 13, 2021, at which time they will be publicly opened and read aloud via GoTo Meeting by the City Administrator and engineer, will then be tabulated, and will be considered by the council at 7:00 p.m. on Monday, May 17, 2021, 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 Neid seconded the motion. Upon a roll call vote all members voted in favor. Whereupon said resolution was adopted and approved.

C. APPOINT JON JERABEK TO POSITION OF ASSISTANT CITY  
ADMINISTRATOR-MARKETING & COMMUNITY DEVELOPMENT

Motion to appoint Jon Jerabek to the position of Assistant City Administrator entered by Councilor Olson and seconded by Councilor Schrupp. Motion carried in a 4 to 1 vote with Robeck entering the no vote as benefit package had not been provided to the council. City Administrator Larson commented that the benefit package was under negotiation at this time.

D. POLICE DEPARTMENT 2020 ANNUAL REPORT

Chief Padilla reviewed the department's 2020 service call activity, parking violations, traffic stops, agency assists and personnel changes.

E. FIRE DEPARTMENT 2020 ANNUAL REPORT

Chief Scheidt presented the 2020 annual report of the Fire Department. He reviewed for the council the number of fire calls future capital improvements and

investments, 2021 goals and action items. The current staff consists of 37 firefighters. New applicants are in training and the department should be at full staff when completed.

**F. LMCIT LIABILITY WAIVER**

Motion to waive the monetary limits on municipal tort liability to the extent of the limits of liability coverage obtained from LMCIT entered by Councilor Schrupp and seconded by Councilor Neid. Motion carried 5 to 0.

**ITEMS FOR DISCUSSION:**

**A. COMPREHENSIVE PLAN SURVEY UPDATE**

The current community survey can be accessed through April 7<sup>th</sup>. Please complete the survey as the Comprehensive Plan steering committee hopes to get 1000 people to participate!

**B. PANTHER HEIGHTS APARTMENTS-PHASE II**

Tax increment financing is in the discussion stage for the Panther Heights Apartments Phase II- 36 unit complex.

**ROUTINE BUSINESS:**

**PROJECT UPDATES:** Morningside project update was in the council packet- Mid April to start with project completion by August 1<sup>st</sup>.

**ECONOMIC DEVELOPMENT:** None

**PUBLIC INPUT:** Pocket Park seating – when will this be completed? This will be addressed with Mayor Voss. Also questioned was the availability of picnic tables for outdoor seating for businesses. If a business would like outdoor seating, the city staff will supply a table for their use.

**REPORTS:** None

**CITY BILLS:** Member Schrupp entered the motion for approval of payment of the city bills. Member Lemke seconded. All members voted in favor.

**ADJOURN:** Vice President Neid called for adjournment at 8:26 p.m. Member Robeck entered that motion with Member Lemke seconding. All members voted in favor.