

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

Mayor Voss called the regular meeting of the city council to order at 7:00 p.m. Members present: Schrupp, Neid, Olson, Robeck. Member Lemke was absent. Also present: City Administrator Larson, Assistant City Administrator Jerabek, Finance Director Trippel, City Attorney Ostlund, Public Works Directors Voigt and Schreifels, Police Chief Padilla.

PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

CONSENT AGENDA

Motion to approve the consent agenda as presented entered by Member Neid, seconded by Member Schrupp. All members present voted in favor.

- A. Approve the minutes of the regular meeting of June 21, 2021.
- B. Approve the following building permits:
  - 1. GSL School, 1621 16<sup>th</sup> St E; Front Canopy/Windows
  - 2. .Glen Knoll Park; 7 mobile homes
  - 3. Marlin Kiefert, 2013 15<sup>th</sup> St E; Drain Tile
  - 4. Brian Stepien, 1318 11<sup>th</sup> St E; Fence
  - 5. Joe Sauter, 1820 11<sup>th</sup> St; Re-roof
  - 6. Thomas Wright, 1106 Abbott Ave N; Mechanical Permit
  - 7. Alan Godel, 1122 Russell Ave N; Re-roof

**PUBLIC COMMENT/AGENDA ITEMS ONLY:** No comment given.

PUBLIC HEARINGS:

- A. SET PUBLIC HEARING TO VACATE RUSSELL AVENUE NORTH ON 16<sup>TH</sup> STREET – AUGUST 2<sup>ND</sup> AT 7:05 P.M.

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

RESOLUTION NO. 2021-12

A RESOLUTION VACATING A PORTION OF RUSSELL AVENUE NORTH OF  
16<sup>TH</sup> STREET

WHEREAS, the City Council pursuant to Minnesota Statute § 412.851 desires to consider the vacation of a portion of Russell Avenue north of 16<sup>th</sup> Street legally described as:

Commencing at the northeast corner of Outlot 2, Sunnyside School Addition To Glencoe, McLeod County, Minnesota, thence easterly in a straight line to the northwest corner of Outlot 3, Sunnyside School Addition to Glencoe, McLeod County, Minnesota. Thence southerly in a straight line to the southwest corner of Outlot 3, Sunnyside School Addition to Glencoe, McLeod County, Minnesota.

Thence in a straight line to the southeast corner of Outlot 2, Sunnyside School Addition to Glencoe, McLeod County, Minnesota. Thence in a straight line to the point of beginning, the northeast corner of Outlot 2, Sunnyside School Addition to Glencoe, McLeod County, Minnesota.

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

The City Council will consider the vacation of such street and a public hearing shall be held on such proposed vacation on the 2nd day of August, 2021, in the City Hall located at 1107 – 11<sup>th</sup> Street East, Glencoe, MN 55336 at 7:05 pm.

BE IT FURTHER RESOLVED that the City Clerk is hereby directed to give published, posted and mailed notice of such hearing as required by law.

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

#### BIDS AND QUOTES:

##### A. HYDRO EXCAVATOR QUOTES

Public Works Director Voigt presented quotes for a new Hydro-Excavator to replace the 2006 vactron. TrenchersPlus of Burnsville offered a quote of \$90,513.56 which includes a \$7,000 trade in value for the 2006 vactron. Payment is proposed to be split equally between Water, Waste Water, Stormwater and Streets/Parks departments.

Discussion led to Councilor Schrupp motioning approval of the low quote as stated from TrenchersPlus in the amount of \$90,513.56. Councilor Olson seconded. Motion carried in a 3 to 1 vote with Robeck entering the no vote.

##### B. 2021 CRACK SEAL QUOTES

Public Works Director Voigt presented the crack sealing quotes for 2021. Bertram Asphalt Company of Paynesville was the low quote in the amount of \$19,580 with funding from contingency on past improvement projects.

Also quoted by Bertram in the amount of \$15,500 for crack seal and seal coat for the Buffalo Highlands Trail along Hwy 212. Municipal State Aid dollars would be funding the trail improvements.

Discussion led to a motion to approve low quote as presented from Bertram Asphalt Company entered by Member Neid, seconded by Member Olson. Mayor Voss entered a no vote to break the tie. Voting no were Robeck and Schrupp. Motion failed in a 3 to 2 vote.

Motion entered by Member Robeck to remove the sealing of the Buffalo Highlands Trail. Seconded by Member Neid. Motion carried in a 3 to 1 vote with Olson entering the no vote.

##### C. 2021 SEAL COAT QUOTES

Public Works Director Voigt presented the seal coat quotes for the Armstrong Avenue and Baxter Avenue project areas, as well as the WWTP and skating rink

areas for a total of \$69,578.90 from Asphalt Surface Technologies (Astech) of St. Cloud.

A product called Replay as bid by Bargaen, Inc in the amount of \$8,776 is recommended by staff to use on one block of Baxter Avenue north of 11<sup>th</sup> Street and on 11<sup>th</sup> Street from Armstrong to DeSoto Avenue. Replay is a soy product which seals clear with no chips.

Contingency dollars from past improvement projects will be used to cover the costs of these areas with the contractors as stated.

Councilor Robeck entered the motion approving the seal coat quotes as presented. Councilor Schrupp seconded. All members present voted in favor.

#### D. 2021 PUBLIC IMPROVEMENT PROJECT BIDS

Brody Bratsch, SEH presented the bids opened on July 2, 2021 at 10:00 a.m. for the 2021 Public Improvement Project. It was recommended to accept the low bid from Wm Mueller and Sons, including the two alternates in the amount of \$537,721.45.

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

#### RESOLUTION NO. 2021-10

#### ACCEPTING BID

#### 2021 STREET IMPROVEMENT PROJECT

WHEREAS, pursuant to an advertisement for bids for the construction of the **2021 Street Improvement Project**, bids were received, opened and tabulated according to law, and the following bids were received complying with the advertisement:

<b>Contractor</b>	<b>Base Bid</b>	<b>Alternate 1</b>	<b>Alternate 2</b>	<b>Total Bid Amount (Base Bid + Alternate 1 + Alternate 2)</b>
Wm. Mueller & Sons, Inc. Hamburg, MN	\$419,993.45	\$81,583.00	\$36,145.00	\$537,721.45
Duininck, Inc. Prinsburg, MN	\$506,668.40	\$92,537.50	\$42,205.00	\$641,500.90

AND WHEREAS, it appears Wm. Mueller & Sons, Inc., of Hamburg, 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 Wm. Mueller & Sons, Inc., of Hamburg, Minnesota, in the name of the City of Glencoe, Minnesota, for the construction of the 2021 Street Improvement Project, **Total Bid Amount (Base Bid, Alternate 1, and Alternate 2)** 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 Robeck seconded the motion. Upon a roll call vote all members present voted in favor. Whereupon said resolution was adopted and approved.

#### APPROVE SUPPLEMENTAL LETTER AGREEMENT WITH SEH FOR CONSTRUCTION ADMINISTRATION

Councilor Schrupp entered the motion approving the Supplemental Letter Agreement with SEH for construction administration services for this project in the amount not to exceed \$40,600. Councilor Neid seconded the motion. All members present voted in favor.

#### E. RESOLUTION NO. 2021-11 TO AWARD SALE OF BONDS FOR \$700,000 FOR 10<sup>TH</sup> STREET RECONSTRUCTION PROJECT WITH SECURITY BANK & TRUST

Paul Donna, RW Baird, reviewed for the council the funding option for the 2021 10<sup>th</sup> Street Improvement Project. He has been consulting with Security Bank and Trust of Glencoe for the issuance of a \$700,000 bond for 5 years at 1.15%.

Discussion led to Councilor Schrupp entering the following resolution and moving for its adoption:

#### RESOLUTION NO. 2021-11

#### RESOLUTION AUTHORIZING ISSUANCE, AWARDING SALE, PRESCRIBING THE FORM AND DETAILS AND PROVIDING FOR THE PAYMENT OF \$700,000 GENERAL OBLIGATION IMPROVEMENT BONDS, SERIES 2021B

The complete resolution is on file in the office of the City Administrator.

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

#### F. HOTEL MARKET STUDY UPDATE

Jon Jerabek, Assistant City Administrator, reviewed the quote to update the City of Glencoe Hotel Study from 2018. The update is needed due to the sale of the Super Eight Motel to Seneca Foods for housing. With no hotel in the city the EDC recommends that the study be updated.

The quote is in the amount of \$4800 with \$2400 to be contributed by the Glencoe Area Chamber of Commerce from the tourism dollars. The balance of \$2400 will be paid from the General Fund.

Discussion led to a motion approving the hotel study to be completed by HMI, Inc. for the quoted cost of \$4800 by Councilor Schrupp. Second entered by

Councilor Olson. Motion carried in a 3 to 2 vote with the Mayor breaking the tie vote with a yes. Robeck and Neid entered the no votes.

#### REQUESTS TO BE HEARD:

##### A. MORNINGSIDE AVENUE UPDATE

Justin Black, SEH, updated the council and the residents concerning events leading to the contractor mobilizing to other projects. Approximately a week prior to completion of the project the County decided to consider revising the design parameters to focus on serving specific types of equipment based on concerns from the local agricultural industry.

The contractor will not be back on site until mid-August. At that time, if the County decides to change the designed curb to surmountable curb, the contractor will remove the existing curb and replace with surmountable curbing for a cost not to exceed \$200,000. Bids would have to be acquired. Language regarding no extra cost to the city would have to be arrived at by the City and County attorneys when drawing up a revised Joint Powers Agreement for the change order.

Justin Black stated the Morningside Avenue/CSAH 15 project as proposed and constructed was based on engineering design standards that focus on safety, but also allow for movement of the expected vehicle types. SEH, the Engineer of Record, believes that changes to the roundabout and railroad crossing as currently constructed are unnecessary and are not recommended.

##### B. CENTERPOINT ENERGY FRANCHISE RENEWAL

Mark Ostlund, City Attorney, reviewed the franchise renewal with CenterPoint Energy. This agreement will be for a 20 year term. A list of cities which have implemented a franchise fee and the fee amounts have been requested from CenterPoint Energy.

Councilor Neid entered the motion approving the first reading of Ordinance No. 610 renewing the CenterPoint Energy Franchise for natural gas. Councilor Schrupp seconded. All members present voted in favor.

##### C. AUTHORIZE CITY ATTORNEY TO DRAFT LEASE WITH MCLEOD COUNTY FOR RECYCLING SITE NEAR 9<sup>TH</sup> STREET AND KNIGHT AVENUE

Councilor Robeck entered the motion to authorize the City Attorney to work with City staff and representatives of McLeod County Solid Waste and Environmental Services to draft a land lease for the location of the recycling containers in Glencoe on property owned by the city near 9<sup>th</sup> Street and Knight Avenue. Councilor Neid seconded. All members present voted in favor.

##### D. PANTHER HEIGHTS APARTMENT PHASE II REQUEST- GLENCOE MULTI FAMILY, LLC

City Administrator Mark Larson presented the request of Glencoe Multi-family for additional \$9,000 per year in Tax Increment Rebate for the construction of the second phase 36 unit apartment complex in Panther Heights. The request is being

made due to higher than anticipated construction costs for the 36 units. The total investment in the additional building is \$4.9 million. Construction is to start this year.

Councilor Schrupp entered the motion approving the additional funding as requested for the Phase II Panther Heights 36 unit apartment building as presented. Councilor Neid seconded. All members present voted in favor.

#### ITEMS FOR DISCUSSION:

##### A. ATV ORDINANCE

Discussion led to a motion by Councilor Schrupp to appoint a sub committee consisting of Mayor Voss, Police Chief Padilla, Councilors Neid and Olson to make recommendations for drafting ATV ordinance language. Councilor Robeck seconded. All members present voted in favor.

#### ROUTINE BUSINESS:

**PROJECT UPDATES:** A brief update was given on WWTP concerning issues with the DAF unit reliability.

**ECONOMIC DEVELOPMENT:** Nothing further.

**PUBLIC INPUT:** None

**REPORTS:** City Administrator Larson mentioned that currently well draw down is normal and City of Glencoe is not one of the communities in the state that should be under a water ban. Residents are encouraged to practice water conservation moving forward.

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

**ADJOURN:** Mayor Voss called for adjournment at 8:49 p.m. Councilor Schrupp entered that motion. Councilor Olson seconded. All members present voted in favor.