

GLENCOE CITY COUNCIL MEETING MINUTES  
AUGUST 16, 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, Olson, Neid, Lemke, Robeck. Also present: City Administrator Mark Larson, Assistant City Administrator Jon Jerabek, Finance Director Todd 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 Lemke and seconded by member Robeck. All members voted in favor.

- A. Approve the minutes of the regular meeting of August 2, 2021.
- B. Approve the following building permits:
  - 1. Light & Power Commission, 210 11<sup>th</sup> St W; Bit49 Unit
  - 2. St. Pius Church, 1014 Knight Ave N; Roof Repairs
  - 3. Matthew Meyer, 1120 16<sup>th</sup> St E; Deck
  - 4. Kestral Park, 2417-2431 14<sup>th</sup> St E; Re-roof
  - 5. Brad Klitzke, 200 Wooddale Dr; Garage addition
  - 6. Dennis Schwanke, 1804 15<sup>th</sup> St E; Re-roof
  - 7. Crow River Habitat for Humanity, 1507 Baldwin Ave N; New Home
  - 8. John Schrupp, 1415 Elliott Ave N; Re-roof
  - 9. Mike Knapper, 810 Glenmoor Lane; Re-side and Window Replacement
  - 10. Matt Roberts, 407 18<sup>th</sup> St W; Entry Door
  - 11. Brenda Fischer, 1430 DeSoto Ave N; Re-roof
  - 12. T-Mobile, 1329 1<sup>st</sup> St E; Antenna Mounts

**PUBLIC COMMENT/AGENDA ITEMS ONLY:** none

**PUBLIC HEARINGS:**

- A. SET PUBLIC HEARING FOR 2021 IMPROVEMENT PROJECT FOR SEPTEMBER 20, 2021 AT 7:05 P.M.

Councilor Schrupp entered the following resolution and moved for its adoption setting the public hearing for the 2021 Improvement project:

RESOLUTION NO. 2021-17

DECLARING COST TO BE ASSESSED,  
ORDERING PREPARATION OF PROPOSED ASSESSMENT, AND  
CALLING FOR HEARING ON PROPOSED ASSESSMENT

WHEREAS, costs have been determined for the 2021 Street Improvement Project, for the construction of mill and overlay, pavement reclamation, bituminous street surfacing, thin overlay, drain tile, concrete curb and gutter repairs, turf restoration, and miscellaneous items required to complete the improvements, and the estimated final contract price for

such improvements is \$537,721.45, and the estimated final expenses incurred or to be incurred in the making of such improvements amount to \$99,886.07, so that the estimated final total cost of the improvements will be \$637,607.52.

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

1. The portion of the cost of such improvement to be paid by the city is hereby declared to be \$525,565.77, and the portion of the cost to be assessed against benefited property owners is declared to be \$112,041.75.
2. Assessment shall be payable in equal annual installments extending over a period of 5 years, the first of the installments to be payable on or before the first Monday in January, 2022, and shall bear interest at the rate of 2.00 percent per annum from the date of the adoption of the assessment resolution.
3. The City Administrator, with the assistance of the consulting engineer, shall forthwith calculate the proper amount to be specially assessed for such improvement against every assessable lot, piece or parcel of land within the district affected, without regard to cash valuation, as provided by law, and he shall file a copy of such proposed assessment in his office for public inspection.
4. A hearing shall be held on the 20th day of September, 2021, in the Glencoe City Hall at 7:15 p.m., to pass upon such proposed assessment and at such time and place all persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessment.
5. The City Administrator is hereby directed to cause a notice of the hearing on the proposed assessment to be published once in the official newspaper at least two weeks prior to the hearing, and shall state in the notice the total cost of the improvement. The City Administrator shall also cause mailed notice to be given to the owner of each parcel described in the assessment roll not less than two weeks prior to the hearing.
6. The owner of any property so assessed may, at any time prior to certification of the assessment to the McLeod County Auditor-Treasurer, pay the whole of the assessment on such property with interest accrued to the date of payment, to the City Administrator, except that no interest shall be charged if the entire assessment is paid by October 31, 2021. 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.

Councilor Neid seconded. Upon a roll call vote all members voted in favor.

Whereupon said resolution was adopted and approved.

B. SET PUBLIC HEARING FOR 2021 10<sup>TH</sup> STREET PROJECT AT 7:15 P.M.

Councilor Lemke entered the following resolution setting the public hearing for the 2021 10<sup>th</sup> Street Project and moved for its adoption:

RESOLUTION NO. 2021-18  
DECLARING COST TO BE ASSESSED,

ORDERING PREPARATION OF PROPOSED ASSESSMENT, AND  
CALLING FOR HEARING ON PROPOSED ASSESSMENT

WHEREAS, costs have been determined for the 2021 10th Street Improvement Project, for the construction of mill and bituminous overlay, concrete curb and gutter repairs, sidewalk and pedestrian ramp improvements, turf restoration, and miscellaneous items required to complete the improvements, and the estimated final contract price for such improvements is \$928,278.84, and the estimated final expenses incurred or to be incurred in the making of such improvements amount to \$216,413.94, so that the estimated final total cost of the improvements will be \$1,135,692.78.

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

1. The portion of the cost of such improvement to be paid by the city is hereby declared to be \$157,292.73, and the portion of the cost of such improvement to be paid by Federal Aid is hereby declared to be \$740,991.07, and the portion of the cost to be assessed against benefited property owners is declared to be \$237,408.98.
2. Assessment shall be payable in equal annual installments extending over a period of 5 years, the first of the installments to be payable on or before the first Monday in January, 2022, and shall bear interest at the rate of 2.00 percent per annum from the date of the adoption of the assessment resolution.
3. The City Administrator, with the assistance of the consulting engineer, shall forthwith calculate the proper amount to be specially assessed for such improvement against every assessable lot, piece or parcel of land within the district affected, without regard to cash valuation, as provided by law, and he shall file a copy of such proposed assessment in his office for public inspection.
4. A hearing shall be held on the 20th day of September, 2021, in the Glencoe City Hall at 7:15 p.m., to pass upon such proposed assessment and at such time and place all persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessment.
5. The City Administrator is hereby directed to cause a notice of the hearing on the proposed assessment to be published once in the official newspaper at least two weeks prior to the hearing, and shall state in the notice the total cost of the improvement. The City Administrator shall also cause mailed notice to be given to the owner of each parcel described in the assessment roll not less than two weeks prior to the hearing.
6. The owner of any property so assessed may, at any time prior to certification of the assessment to the McLeod County Auditor-Treasurer, pay the whole of the assessment on such property with interest accrued to the date of payment, to the City Administrator, except that no interest shall be charged if the entire assessment is paid by October 31, 2021. 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.

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

BIDS AND QUOTES: None Scheduled

REQUESTS TO BE HEARD:

A. VARIANCE REQUEST OF MATHEW & LESLEY WYMAN-1015 22<sup>ND</sup> STREET EAST, HAYES 4<sup>TH</sup> ADDITION

The Planning and Industrial Commission recommended approval of the variance request of Mathew and Lesley Wyman, 1015 22<sup>nd</sup> Street East, to construct a pole type building with vertical metal siding, over 1000 square feet and without a principal dwelling. The Wyman's plan to construct a single family residence on the property in 2022.

Councilor Lemke entered the motion to approve the Variance Request as stated. Councilor Olson seconded. Motion carried in a 3 to 2 vote with Robeck and Neid entering the no votes.

B. FINAL PLAT PANTHER HEIGHTS 4<sup>TH</sup> ADDITION

The Planning Commission held a public hearing on August 12<sup>th</sup> on the Preliminary Plat and Final Plat for Panther Heights 4<sup>th</sup> Addition. There was no public input given at the hearing.

The Planning Commission recommended approval of the Panther Heights 4<sup>th</sup> Addition Plat. It includes 6 lots, each approximately 79 ft x 136 ft on Baldwin Avenue North.

Councilor Schrupp entered the motion approving the Final Plat for Panther Heights 4<sup>th</sup> Addition. Councilor Robeck seconded. All members voted in favor.

C. PRESENTATION OF EAST INDUSTRIAL PARK EXPANSION

John Rodeberg, SEH, presented a high-level review of the East Industrial Park Expansion. This review included land use, project phasing and general layout, topography, grading and wetlands, Highway 212 access points, infrastructure and costs for each of the 4 phases. Preliminary Engineer's estimate for total project area is \$10,010,000.

Next steps would be phasing and infrastructure and property acquisition along with land use and development discussions concerning public and private investment.

D. RESOLUTION NO. 2021-19 REGARDING MUNICIPAL STATE AID FOR ARMSTRONG BONDS AND MORNINGSIDE PAYBACK

John Rodeberg, SEH, reminded the council that to fund the City of Glencoe share of construction cost for Morningside Avenue, the city advanced their annual

appropriation of Municipal State Aid (MSA) dollars. The City of Glencoe issued MSA Bonds for the reconstruction of Armstrong Avenue and the State of Minnesota provides interest and principal payments to pay for the debt service on the bonds. To assure that the city continues to receive the principal and interest payments, the city is required to pass the resolution presented regarding the \$100,000 in principal payment due in 2021 on Armstrong Avenue. This will need to be done annually until the advanced monies are repaid.

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

RESOLUTION NO. 2021-19  
MUNICIPAL STATE AID STREET FUNDS ADVANCE

WHEREAS, the Municipality of Glencoe constructed Municipal State Aid Street (MSAS) Project 226-115-01 in 2016 utilizing State Aid Bonds (issue date 05/18/2016) and the annual repayment of principal will require State Aid funds in excess of those available in its State Aid Construction Account, and

WHEREAS, said municipality has been approved to utilize State Aid Advance Funding for completing CSAH 15/Morningside Avenue Project in coordination with McLeod County, which includes SAP 43-615-013 (CSAH 15) and 226-103-0020 (16<sup>th</sup> Street MSA route), and

WHEREAS, said municipality proceeded with the construction of said Project 226-115-01 through the use bonds and will now require an advance from the Municipal State Aid Street Fund to supplement the available funds in their State Aid Construction Account for the annual payment of bond principal, and

WHEREAS, the advance is based on the following determination of estimated expenditures:

Account Balance as of date 08/01/2021	\$ 0
Advance Amount (amount in excess of acct balance)	\$ 100,000

WHEREAS, repayment of the funds so advanced will be made in accordance with the provisions of Minnesota Statutes 162.14, Subd. 6 and Minnesota Rules, Chapter 8820.1500, Subp. 10b, and

WHEREAS, the Municipality acknowledges advance funds are released on a first-come-first-serve basis and this resolution does not guarantee the availability of funds.

NOW, THEREFORE, Be It Resolved: That the Commissioner of Transportation be and is hereby requested to approve this advance for financing approved Municipal State Aid Street Project of the Municipality of Glencoe in the amount of \$ 100,000. I hereby authorize repayments from subsequent accruals to the Municipal State Aid Street Construction Account of said Municipality from future year allocations until fully repaid. I HEREBY CERTIFY that the above is a true and correct copy of a resolution presented to and adopted by the Municipality of Glencoe, County of McLeod, State of Minnesota, at a duly authorized Municipal Council Meeting held in the Municipality of Glencoe, Minnesota on the 16th day of August, 2021, as disclosed by the records of said Municipality on file and of record in the office.

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

ITEMS FOR DISCUSSION:

## A. PANTHER HEIGHTS APARTMENT PROJECT

The plan review for the building permit is complete and contractor notified that it is here for payment. They plan to start construction soon.

The Development Agreement is being finalized by the attorneys.

### ROUTINE BUSINESS:

**PROJECT UPDATES:** 10<sup>th</sup> Street Project curb and gutter installed. Patching behind curb.

**ECONOMIC DEVELOPMENT:** None

**PUBLIC INPUT:** None

**REPORTS:** Police Department monthly reports requested by member Neid.

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

**ADJOURN:** Mayor Voss called for a motion to adjourn at 7:59 p.m. Councilor Neid entered that motion with Councilor Robeck seconding. All members voted in favor.