

GLENCOE CITY COUNCIL MEETING MINUTES  
SEPTEMBER 20, 2021  
7:00 P.M.

Mayor Voss called the regular meeting of the city council to order at 7:00 p.m. Members present: Olson, Schrupp, Robeck, Neid and Lemke. Also present: City Administrator Mark Larson, City Attorney Mark Ostlund, Assistant City Administrator Jon Jerabek, Finance Director Trippel, PWDs Voigt and Schreifels and Officer Schultz.

PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

CONSENT AGENDA

Motion to approve consent agenda as presented entered by Councilor Schrupp, seconded by Councilor Lemke. Point of order was brought up much later in the meeting - prior to adjournment- by Robeck, asking for an abstaining vote from Councilor Olson due to item B4 on the consent agenda. Motion carried.

- A. Approve the minutes of the regular meeting of September 7, 2021.
- B. Approve the following building permits:
  - 1. Glencoe Multi Family LLC, 2905 14<sup>th</sup> St E; New Construction, Plumbing Permits
  - 2 Tim Weidendorf, 430 1<sup>st</sup> St E; Re-side
  - 3. Megan Hahn, 908 Taylor Ave N; Re-roof
  - 4. Wes Olson, 928 13<sup>th</sup> St E; Finish Basement, Plumbing permits
  - 5. Seneca Foods, 101 8<sup>th</sup> St E; Addition
  - 6. Carrington Johnson, 1429 Newton Ave N; Window Replacement
  - 7. Alex Koblitz, 1810 Hennepin Ave N; Window Replacement
  - 8. Troy Engstrand, 1321 12<sup>th</sup> St E; Window Replacement
  - 9. Merv Gifferson, 1913 9<sup>th</sup> St E; Re-roof
  - 10. Grant Henkelmann, 1528 Greeley Ave N; Window Replacement
- C. Approve the following licenses:
  - 1. Kwik Trip, 2600 11<sup>th</sup> St E; 3.2 Off Sale liquor license renewal

PUBLIC HEARINGS:

- A. SET PUBLIC HEARING FOR OCTOBER 18, 2021, 7:15 P.M.  
DELINQUENT BILLS OWED TO CITY

Motion entered by Councilor Neid, seconded by Councilor Robeck setting the public hearing for October 18, 2021 at 7:15 p.m. on delinquent bills owed to city. Motion carried in a 5 to 0 vote.

- B. 7:05 P.M. PUBLIC HEARING FOR 2021 PUBLIC IMPROVEMENT  
PROJECT PROPOSED ASSESSMENTS

Brody Bratsch, SEH, presented the 2021 Public Improvement Project's purpose of hearing, notice of hearing, project scope, costs, and funding sources. The

assessment policy and rates were reviewed. This will be a 5 year assessment at 2% interest.

Motion to close the hearing entered by Councilor Schrupp, seconded by Councilor Neid. Motion carried in a 5 to 0 vote.

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

RESOLUTION NO. 2021-24

ADOPTING ASSESSMENT

WHEREAS, pursuant to proper notice duly given as required by law, the council has met and heard and passed upon all objections to the proposed assessment for the **2021 Street Improvement Project**, which includes improvements on 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

by 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 has amended such proposed assessment as it deems just.

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

Such proposed assessment, as amended, a copy of which is attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefited by the improvement in the amount of the assessment levied against it.

Such assessment shall be payable in equal annual installments, including principal and interest, 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 will bear interest at a rate of 2.0 percent per annum after October 31, 2021. To the first installment shall be added interest on the entire assessment from November 1, 2021, until December 31, 2022. To each subsequent installment when due shall be added interest for one year on all unpaid installments.

The owner of any property so assessed may, at any time prior to certification of the assessment to the County Auditor-Treasurer on November 30, 2021, pay the whole of the assessment on such property to the office of the City Administrator, and no interest shall be charged if the entire assessment is paid by October 31, 2021; and 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.

The City Administrator shall forthwith transmit a certified duplicate of this assessment to the County Auditor-Treasurer to be extended on the property tax lists of the county. Such assessment shall be collected and paid over in the same manner as other municipal taxes.

Councilor Schrupp seconded. Upon a roll call vote members Lemke, Olson, Schrupp and Neid entered a yes vote. Robeck entered a no vote. Whereupon said resolution was adopted and approved.

C. 7:15 P.M. PUBLIC HEARING FOR 10<sup>TH</sup> STREET IMPROVEMENT PROJECT PROPOSED ASSESSMENTS

Brody Bratsch, SEH, reviewed the 2021 10<sup>th</sup> Street Public Improvement Project's purpose of hearing, notice mailed for hearing, scope of project along with costs and funding sources. Assessment policy and rates were reviewed. This is 5 year assessment with a 2% interest rate to be assessed beginning on 2022 property taxes.

Mayor Voss opened the hearing.

Public input concerned property at 1825 10<sup>th</sup> Street- water shutoff in sidewalk.

Engineer will address with homeowner.

Motion to close the hearing entered by Councilor Schrupp, second by Councilor Neid. Motion carried in a 5 to 0 vote.

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

RESOLUTION NO. 2021-25  
ADOPTING ASSESSMENTS

WHEREAS, pursuant to proper notice duly given as required by law, the council has met and heard and passed upon all objections to the proposed assessment for the **2021 10th Street Improvement Project**, which includes improvements on 10th Street from Hennepin Avenue (State Hwy 22) to Morningside Avenue (County State Aid Highway 15), by 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 has amended such proposed assessment as it deems just.

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

Such proposed assessment, as amended, a copy of which is attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefited by the improvement in the amount of the assessment levied against it.

Such assessment shall be payable in equal annual installments, including principal and interest, 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 will bear interest at a rate of 2.0 percent per annum after October 31, 2021. To the first installment shall be added interest on the entire assessment from November 1, 2021, until December 31, 2022. To each subsequent installment when due shall be added interest for one year on all unpaid installments.

The owner of any property so assessed may, at any time prior to certification of the assessment to the County Auditor-Treasurer on November 30, 2021, pay the whole of the assessment on such property to the office of the City Administrator, and no interest shall be charged if the entire assessment is paid by October 31, 2021; and 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.

The City Administrator shall forthwith transmit a certified duplicate of this assessment to the County Auditor-Treasurer to be extended on the property tax lists of the county. Such assessment shall be collected and paid over in the same manner as other municipal taxes.

Councilor Neid seconded. Upon a roll call vote motion carried in a 4 to 1 vote with Robeck entering the no vote. Whereupon said resolution was adopted and approved.

#### BIDS AND QUOTES:

##### A. ORDER 2022 TRUCK, BOX, HOIST, & PLOW TO REPLACE 2001 ONE-TON PICKUP

Jamie Voigt, PW Director, presented the quote for a 2022 Ford F550 with 10 ft Boss V plow and 9 ft dump box for a total of \$72,767.00. The Ford F550 with plow is from Weelborg off State bid for \$53,620.00. The Towmaster equipment package is off the State bid for \$19,147.00. This is to replace the 2001 Dodge 3500 with plow. This is a 2022 budget expense.

Councilor Neid entered a motion to table this purchase. Councilor Robeck seconded. Motion failed in a 2 to 3 vote with members Lemke, Olson and Schrupp voting no.

Councilor Schrupp then entered the motion to approve the 2022 truck, box, hoist and plow purchase as presented. Councilor Olson seconded. Motion carried in a 3 to 2 vote with Robeck and Neid entering the no votes.

#### REQUESTS TO BE HEARD:

##### A. RESOLUTION NO. 2021-26 SETTING PRELIMINARY 2022 TAX LEVY AND 2021 TRUTH IN TAXATION HEARING FOR 2021

Councilor Lemke motioned to approve the following resolution and moved for its adoption:

##### RESOLUTION NO. 2021-26 RESOLUTION SETTING PRELIMINARY 2022 TAX LEVY

WHEREAS, the Department of Revenue has set September 30<sup>th</sup>, 2021 as the deadline for certifying 2022 Preliminary tax levies; and,

WHEREAS, the City Administrator has provided the City Council with the preliminary 2022 City General Fund and Debt Service Budgets, which includes a recommended Ad Valorem Tax Levy.

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

1. That the following sums of money be levied for the current year, collectable in 2022, upon taxable property in the City of Glencoe, for the following purposes:

GENERAL

General Fund/Ad Valorem Levy \$1,700,000.00  
Street Overlay \$ 500,000.00

DEBT SERVICE/SPECIAL LEVY

11<sup>th</sup> Street/Morningside \$120,000.00  
2010 City Center \$150,000.00  
2014 Street Improvement \$145,000.00  
2015 Lincoln Park Project \$150,000.00  
2016 Armstrong Ave Project \$ 32,000.00  
2017 Baxter Avenue Project \$140,000.00  
Central Storm \$145,000.00  
10<sup>th</sup> Street Project \$ 25,000.00  
\$907,000.00

TOTAL \$3,107,000.00

2. That the City Administrator is hereby instructed to transmit a certified copy of the levy to the County Auditor of McLeod County, Minnesota by September 30, 2021.
3. This is an increase over the 2021 tax levy.
4. That the Truth in Taxation hearing is set for December 6, 2021 at 7:15 p.m.; continuation hearing is set for December 20, 2021 at 7:05 p.m.

Councilor Olson seconded. Upon a roll call vote members Lemke, Olson and Schrupp entered a yes vote with Robeck and Neid entering a no vote. Whereupon said resolution was adopted and approved in a 3 to 2 vote.

B. 1<sup>ST</sup> READING OF NUVERA CABLE TV FRANCHISE EXTENSION

Councilor Schrupp motioned approval of first reading of Ordinance No. 611 Amending and Ratifying Ordinance No 570 to extend the term to May 13, 2026 and name Grantee to Nuvera Communications, Inc. of the Cable Franchise. Councilor Robeck seconded the motion. Motion carried 5 to 0. City Attorney Mark Ostlund will seek clarification of the years of the extension with Nuvera prior to second reading.

C. LEASE EXTENSION WITH GLENCOE HISTORIC PRESERVATION SOCIETY

Councilor Schrupp motioned approval of the lease extension for the Glencoe Historic Preservation Society room in the City Center. Councilor Lemke seconded the motion. All members voted in favor.

D. RESOLUTION NO. 2021-27- APPOINTING THE MINNESOTA COMMISSIONER OF TRANSPORTATION AS THE CITY'S AGENT TO ACCEPT FEDERAL FUNDS -10<sup>TH</sup> STREET PROJECT

Justin Black, SEH, presented the resolution appointing the Commissioner of Transportation as the City's agent to accept federal funds and for the Mayor and City Administrator to authorize and execute and enter into agreement with the Commissioner of Transportation of federal aid participation set forth in contract number 1046996.

Councilor Neid introduced the following resolution and moved for its adoption:

RESOLUTION NO. 2021-27

A RESOLUTION APPOINTING THE MINNESOTA COMMISSIONER OF  
TRANSPORTATION AS THE CITY'S AGENT TO ACCEPT FEDERAL FUNDS

BE IT RESOLVED, that pursuant to Minnesota Stat. Sec. 161.36, the Commissioner of Transportation be appointed as Agent of City of Glencoe to accept as its agent, federal aid funds which may be made available for eligible transportation related projects.

BE IT FURTHER RESOLVED, the Mayor and the City Administrator are hereby authorized and directed for and on behalf of City of Glencoe to execute and enter into an agreement with the Commissioner of Transportation prescribing the terms and conditions of said federal aid participation as set forth and contained in "Minnesota Department of Transportation MnDOT Contract Number 1046996," a copy of which said agreement was before the City Council and which is made a part hereof by reference.

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

ITEMS FOR DISCUSSION:

A. 2021 10<sup>TH</sup> STREET IMPROVEMENT PROJECT

Striping and seeding to be taken care of soon. Punch list being addressed.

B. 2021 PUBLIC IMPROVEMENT PROJECT

This project is moving along quickly. Grading base then sub cut base soon.

C. WASTE WATER TREATMENT PLANT

Punch list being addressed. Sludge tank contents in process of being emptied.

D. MORNINGSIDE AVENUE PROJECT

Curb has been removed. Contractor in on Wednesday to start replacing.

ROUTINE BUSINESS:

PROJECT UPDATES: Comprehensive Plan Open House- October 14<sup>th</sup>.

ECONOMIC DEVELOPMENT: None

PUBLIC INPUT: None

REPORTS: Several in council packet.

CITY BILLS: Councilor Schrupp entered the motion to approve payment of the city bills. Councilor Neid seconded the motion. Motion carried in a 5 to 0 vote.

ADJOURN: Mayor Voss called for adjournment at 8:00 p.m. Councilor Robeck entered that motion with Councilor Neid seconding. Motion carried in a 5 to 0 vote.