

GLENCOE CITY COUNCIL MEETING MINUTES  
DECEMBER 6, 2021  
7:00 P.M.

Mayor Voss called the regular meeting of the city council to order at 7:00 p.m. Members present: Neid, Lemke, Schrupp, Olson, and Robeck. Also present: City Administrator Larson, Assistant City Administrator Jerabek, City Attorney Mark Ostlund, Finance Director Trippel, Police Chief Padilla, PW Director Voigt, WWTP Superintendent VonBerge, and WTP Superintendent Schmitt.

PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

CONSENT AGENDA

Councilor Schrupp entered the motion to approve the consent agenda as presented. Councilor Robeck seconded. Motion carried in a 5 to 0 vote.

- A. Approve the minutes of the regular meeting of November 15, 2021.
- B. Approve the following building permits:
  - 1. RDV Construction, 1518 Elsie Dr; New Home
  - 2. Leonard Puccini, 106 Hennepin Ave N; Plumbing Permit
  - 3. Steve Olmstead, 915 Glenmoor Lane; Deck Permit
  - 4. Don Dammann, 319 20<sup>th</sup> St W; Mechanical Permit
  - 5. Dennis Meyer, 1706 Hennepin Ave N; Mechanical Permit
  - 6. Kimberly Oelfke, 815 Reeds Lane; Egress Windows/Remodel
- C. Approve the following licenses:
  - 1. Casey's General Store, 801 13<sup>th</sup> St and 2101 10<sup>th</sup> St; Tobacco License renewal
  - 2. Happy Hour Inn, 815 11<sup>th</sup> St; Tobacco, Music Machine, Video gaming license renewal

PUBLIC COMMENT/AGENDA ITEMS ONLY- None

PUBLIC HEARINGS:

A. 7:15 P.M. TRUTH IN TAXATION HEARING

Mayor Voss opened the public hearing.

Public input concerned tax increases exceeding the rate of inflation and to spend responsibly.

City Administrator Mark Larson reviewed the proposed levy, general fund budget and debt services and special levies. The General Fund/Ad Valorem levy is proposed to be \$1,650,000, Street Overlay \$500,000 with debt service and special levy total \$906,500.00 for a total of \$3,056,500.00. This reflects an overall increase from 2021 of 6.24%.

Motion to close the hearing entered by Councilor Robeck with Councilor Neid seconding. Motion carried 5 to 0.

2022 EMPLOYEE WAGES

Discussion led to Councilor Schrupp entering the motion to approve a 4% employee wage increase for 2022. Councilor Olson seconded. The motion carried in 3 to 2 vote with Robeck and Neid entering the no votes.

RESOLUTION NO. 2021-34 APPROVING 2022 FINAL LEVY

Councilor Lemke motioned approval of the following resolution and moved for its adoption:

RESOLUTION NO. 2021-34

RESOLUTION SETTING FINAL 2022 TAX LEVY

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

WHEREAS, the City Administrator has provided the City Council with the final 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 2021, upon taxable property in the City of Glencoe, for the following purposes:

GENERAL

General Fund/Ad Valorem Levy	\$1,650,000.00
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	\$144,500.00
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	<u>\$ 25,000.00</u>
	\$906,500.00

TOTAL \$3,056,500.00

Councilor Schrupp seconded the motion. Upon a roll call vote members Lemke, Schrupp and Olson voted in favor. Members Neid and Robeck voted no. Whereupon said resolution was adopted with a 3 to 2 vote.

APPROVE 2022 GENERAL FUND BUDGET AND DEBT SERVICE BUDGETS

Councilor Schrupp motioned to approve the 2022 General Fund Budget as presented. Councilor Lemke seconded. Motion carried in a 3 to 2 vote with Robeck and Neid entering the no votes.

APPROVE GLENCOE FIRE RELIEF REQUEST FOR FUNDING AND PENSION INCREASE

Councilor Schrupp motioned to approve the request of the Fire Relief Association funding to \$43,097 and the pension to \$3,500 per year of service. Councilor Neid seconded. Motion carried in a 5 to 0 vote.

BIDS AND QUOTES: None  
REQUESTS TO BE HEARD:

A. DECERTIFY TAX INCREMENT #14

Tax Increment Financing District #14 was established in 2003 to redevelop properties on Greeley Avenue north of 12<sup>th</sup> Street in the down town area. Bonds issued were paid off in 2020 and the District needs to be decertified as the increments that are generated by the District can only be used in that District. The fund balance of approximately \$40, 425 will be returned to McLeod County and a portion will be redistributed to the City, County and School District.

Motion to decertify Tax Increment Financing District #14 entered by Councilor Schrupp and seconded by Councilor Neid. Motion carried in a 5 to 0 vote.

B. PROSECUTING ATTORNEY FEES

Ken Janssen, Prosecuting Attorney, at the request of the council, presented his request to increase the fees for prosecutions done on behalf of the City of Glencoe.

Discussion led to a motion by Councilor Schrupp and seconded by Councilor Olson to approve the fee schedule as presented at \$145 per hour, with a yearly cap of \$55,000 in 2022 and then cap at \$60,000 in 2023 and 2024. Motion carried in a 4 to 1 vote with Robeck entering the no vote.

C. TOBACCO ORDINANCE UPDATE

City Attorney Mark Ostlund presented the proposed changes to the City Tobacco ordinance. He is working with Chief Padilla to clean up the language regarding minimum age requirements as State Statute requires.

D. 16<sup>TH</sup> STREET FEASIBILITY STUDY

Brody Bratsch, SEH presented the 16<sup>th</sup> Street Feasibility Study. Adjacent property owners have been contacted regarding the improvement.

Discussion led to Councilor Neid entering the following resolution and moved for its adoption with the cost not to exceed \$16,300:

RESOLUTION NO. 2021-35

ORDERING PREPARATION OF REPORT ON IMPROVEMENT

WHEREAS, it is proposed to make improvements to 16th Street from Morningside Avenue to Prairie 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 Lemke seconded the motion. Upon a roll call vote all members voted in favor. Whereupon said resolution was adopted and approved.

E. UPDATE AWNING GRANT PROGRAM- EDC RECOMMENDATION

The EDC recommended that signage be included. Grant amounts are for up to 50% of the cost of the project not to exceed \$2,500 and applicants can only be awarded a grant once in every eight years.

Motion to approve the recommended changes to the Awning Grant Program as presented, entered by Councilor Neid and seconded by Councilor Robeck. All members voted in favor.

F. TAX FORFEITED PROPERTY AT 1329 13<sup>TH</sup> STREET EAST

City Attorney Mark Ostlund presented the options for the city to consider for the forfeited property to the State of Minnesota located at 1329 13<sup>th</sup> St E. The city demolished the house and assessed the cost back to the property. The total assessment now stands at \$16,213.08.

First, Council needs to decide if it wants the parcel. If not wanted, a resolution saying as much needs to be passed. If wanted, the County needs notice of that decision.

Second, assuming the city does not want the property, it will be auctioned at which time the city will get a portion of the proceeds to pay back the assessment. The special assessment portion remaining will be re-assessed in the following year.

Councilor Lemke motioned to not take title of the property and have it go to auction with no determination made on the special assessment. Councilor Olson seconded. Motion carried in a 5 to 0 vote.

ITEMS FOR DISCUSSION:

A. YELLOWSTONE TRAIL UPDATE

The City of Glencoe is a member of the Yellowstone Trail Alliance of Western Minnesota. This group recently received a grant for marketing of the trail.

The Chamber Tourism Committee has purchased signs for trail designation in the City of Glencoe.

ROUTINE BUSINESS:

PROJECT UPDATES: Bituminous patching is complete for the season.

ECONOMIC DEVELOPMENT: A meeting is scheduled for next week with the Panther Heights Apartment developer to consider a third phase.

PUBLIC INPUT: Rental property occupancy ordinance will be put on a workshop agenda for discussion.

REPORTS: None

CITY BILLS: Member Lemke entered the motion to approve payment of the city bills. Member Olson seconded. All members voted in favor.

ADJOURN: Mayor Voss called for adjournment at 9:05 p.m. Member Robeck entered that motion with Member Neid seconding. Motion carried in a 5 to 0 vote.