



**Glencoe City Council Meeting Minutes  
December 4, 2023  
City Center Ballroom**

Attendees: Ryan Voss, Yodee Rivera, Susan Olson, Mark Hueser, Paul Lemke, Cory Neid

City Staff: Mark Larson, Mark Lemen, Todd Trippel, Tony Padilla, James Voigt

Others: Lowell Anderson, Rich Glennie, Al Robeck, Public Works employees, Scott Qualle, Turnquist, Karin Ramige, David Archambault,

**1. PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE**

The Meeting was called to order by Mayor Voss with all members present.

**2. APPROVE THE AGENDA**

Motion: Lemke seconded by Neid to approve the agenda. All in favor, motion carried.

**3. CONSENT AGENDA**

**A.** Approve City Council Minutes of November 20<sup>th</sup>.

**Motion:** Neid, Seconded by Hueser to approve the consent agenda. All in favor, motion carried.

**4. PUBLIC COMMENT (agenda items only)**

Rich Glennie presented concerns on the establishment of an Economic Development Authority and having non-elected persons making decisions regarding public funds. David Archambault discussed the value of his home and his unhappiness with the speed of vehicles on 11<sup>th</sup> Street and Baldwin Avenue.

**5. PUBLIC HEARINGS**

**A. Truth in Taxation Public Hearing – 7:00 PM** – At this time, City Administrator Larson reviewed the 2024 Tax Levy with the City Council and explained the Change in the General Fund Budget from 2023 to 2024. It was proposed to increase the Levy by 4.88%. It was proposed that the General Fund would increase in Revenue from \$5,220,883 to \$5,756,986. Expenses would increase from \$5,199,387 to \$5,659,506.

Allen Robeck spoke in regard to the City Budget. David Archambault asked about other fees and the increase in the valuation of his property. Larson explained other fees and charges. Larson then explained to budget transfer of public safety funds in 2023 and 2024, that they would only be transferred if the budget would not cover them. Since the City currently has two positions open in the Police Department, no transfers should take place in 2023.

**Motion:** Hueser, Seconded by Rivera to approve Resolution 2023-42 to set the 2024 Ad Valorem Tax Levy. All in favor, the motion carried.

**RESOLUTION 2023-42**  
RESOLUTION SETTING FINAL 2024 TAX LEVY

WHEREAS, the Department of Revenue has set December 30<sup>th</sup>, 2023, as the deadline for certifying 2024 Final tax levies; and,

WHEREAS, the City Administrator has provided the City Council with the preliminary 2024 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 2023, upon taxable property in the City of Glencoe, for the following purposes:

GENERAL

General Fund/Ad Valorem Levy	\$1,717,000.00
------------------------------	----------------

DEBT SERVICE/SPECIAL LEVY

Street Overlay	\$ 700,000.00
11 <sup>th</sup> Street/Morningside	\$ 115,000.00
2010 City Center	\$ 150,000.00
2014 Street Improvement	\$ 179,000.00
2015 Lincoln Park Project	\$ 155,000.00
2016 Armstrong Ave Project	\$ 32,000.00
2017 Baxter Avenue Project	\$ 140,000.00
2018 Central Storm	\$ 145,000.00
2021 10 <sup>th</sup> Street Improvement	<u>\$ 25,000.00</u>
	\$1,641,000.00

TOTAL	\$3,358,000.00
-------	----------------

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 December 30, 2023.
3. This is an increase over the 2023 tax levy.

**B. At this time the City Council held a Public Hearing regarding the establishment of an Economic Development Authority.** Mayor Voss opened the public hearing. City Attorney reviewed the enabling resolution to establish an Economic Development Authority. It would include the Mayor, two council members, and five independent board members. The EDA would need to draw up its own bylaws and guidelines. They would have control of funds and a possible EDA Director to cultivate economic development in the City of Glencoe. It was recommended to move away from the current arrangement with the Economic Development Committee of the Chamber of Commerce.

Rich Glennie approached the City Council and noted his support for an EDA, but he was not in favor of independent members of the public on the EDA. He recommended that the City Council act as the EDA.

Council Hueser indicated that he had been pushing for an EDA and was not in favor of the EDC process that was currently in place. He indicated that the EDA could levy in the future. He felt it was time for change. Larson noted that the tax levy would be around \$100,000.

**Motion:** Hueser, Seconded by Rivera to approve Resolution 2023-41 Enabling the Creation of an Economic Development Authority in the City of Glencoe with a change that the two council members would be approved by majority vote of the City Council and not appointed by the Mayor. All members voted in favor, the motion carried.

## **RESOLUTION NO. 2023-41**

### **RESOLUTION ENABLING THE CREATION OF AN ECONOMIC DEVELOPMENT AUTHORITY IN THE CITY OF GLENCOE, MINNESOTA**

WHEREAS, the City is authorized by Minnesota Statutes, Sections 469.090 to 469.1081 (the “EDA Act”) to establish an economic development authority to coordinate and administer economic development and redevelopment plans and programs for the City.

WHEREAS, the City Council has now determined to establish an economic development authority pursuant to the EDA Act.

WHEREAS, the City Council has, in accordance with Section 469.093 of the EDA Act, provided public notice and conducted a public hearing on the date hereof at which all persons wishing to be heard were given an opportunity to express their views, concerning the establishment of an economic development authority.

**NOW, THEREFORE, BE IT RESOLVED**, that:

Section 1. Enabling Authority.

- 1.01. The Glencoe Economic Development Authority (the “EDA”) is hereby established pursuant to this Enabling Resolution.
- 1.02. The EDA board of commissioners shall be composed of 7 members, who shall be the following:
  - The Mayor of the City Council.
  - Two (2) City council members, approved by Majority vote of the City Council and
  - Five (5) independent commissioners appointed by majority vote of the City Council.
- 1.03. For the Mayor and City Councilors serving on the Board, the terms of office shall coincide with their terms of office as members of the City Council. For the non-mayor or city councilor commissioners, they shall initially serve for a term duration designated by Minnesota Statute 469.095, subdivision 2(c). After the first appointment by the City Council, non-mayoral or city council commissioners shall serve terms as designated by designated by Minnesota Statute 469.095, subdivision 2(c) and shall not serve more than 2 terms.
- 1.04. A vacancy is created in the membership of the EDA when a City Council member of the board of commissioners ends Council membership. A vacancy for this or any other reason must be filled for a new term, or the balance of the unexpired term, in the manner in which the original appointment was made.
- 1.05. The City Council shall make available to the EDA such appropriations as it deems fit for salaries, fees, and expenses necessary in the conduct of its work. The EDA shall have authority to expend all budgeted sums so appropriated and recommend the expenditures of other sums made available for its use from grants, gifts, and other sources for the purposes and activities authorized by this resolution.

## Section 2. Officers and Meetings.

- 2.01. The EDA shall elect a president, vice president, treasurer, assistant treasurer, and secretary annually. A member must not serve as president and vice-president at the same time. The other offices may be held by the same member. The other offices of the secretary and assistant treasurer need not be held by a member.
- 2.02. The EDA shall adopt rules and procedures not inconsistent with the provisions of this Enabling Resolution or as provided in Section 469.096 of the Enabling Act, and as may be necessary for the proper execution and conduct of its business. The EDA shall adopt bylaws and rules to govern its procedures and for the transaction of its business and shall keep a record of attendance at its meetings and/or resolutions, transactions, findings, and determinations showing the vote of each member on each question requiring a vote, or if absent or abstaining from voting, indicating such fact. The records of the EDA shall be a public record, except for those items classified by law as nonpublic data.'
- 2.03. The EDA shall meet at least annually and shall annually adopt a meeting schedule. Special meetings may be called by the president as needed.
- 2.04. All administrative procedures, including contract for services, purchases of supplies, and financial transactions and duties, shall be outlined in the bylaws of the EDA.
- 2.05. Commissioners shall be compensated pursuant to Minnesota Statute 469.095, subdivision 4 which shall include a per meeting stipend of \$25.00.

## Section 3. Functions, Powers, and Duties.

- 3.01. Except as specifically limited by the provisions of Section 6 of this Enabling Resolution, the EDA shall have the authority granted it pursuant to the EDA Act.
- 3.02. The EDA may be a limited partner in a partnership whose purpose is consistent with the EDA's purpose.
- 3.03. The EDA may issue general obligation bonds and revenue bonds when authorized by the City Council and pledge as security for the bonds the full faith, credit, and resources of the City or such revenues as may be generated by projects undertaken by the EDA.
- 3.04. The EDA may cooperate with or act as agent for the federal or state government or a state public body, or an agency or instrumentality of a government or other public body to carry out the powers granted it by the EDA Act or any other related federal, state, or local law in the area of economic development district improvement.
- 3.05. The EDA may annually develop and present an economic development strategy and present it to the City Council for consideration and approval.
- 3.06. The EDA may join an official, industrial, commercial, or trade association or other organization concerned with such purposes, hold reception of officials who may contribute to advancing the City and its economic development, and carry out other appropriate public relations activities to promote the city and its economic development.
- 3.07. The EDA may perform such other duties which may be lawfully assigned to it by the City.

All city employees shall, upon request and within a reasonable time, furnish the EDA or its employees or agents such available records or information as may be required in its work. The EDA or its employees or agents may, in the performance of official duties, enter upon lands and make examinations or surveys in the same manner as other authorized City agents or employees and shall have such other powers as are required for the performance of official functions in carrying out the purposes of this resolution.

#### Section 4. Limitations of Power.

4.01. The following limits apply to the EDA and its operation:

- a) The sale of bonds or other obligations of the EDA must be approved by the City Council.
- b) The EDA must follow the budget process for City departments in accordance with City policies, ordinances, and resolutions and the City charter.
- c) Development and redevelopment actions of the EDA must be in conformity to the City comprehensive plan and official controls implementing the comprehensive plan.
- d) The EDA must submit its plans for development and redevelopment to the City Council for approval in accordance with City planning procedures and laws.
- e) Except when previously pledged by the EDA, the City Council may, by resolution, require the EDA to transfer any portion of the reserves generated by activities of the EDA that the City Council determines are not necessary for the successful operation of the EDA to the debt service funds of the city to be used solely to reduce tax levies for bonded indebtedness of the City.
- f) The administrative structure and management practices and policies of the EDA must be approved by the City Council.
- g) The EDA shall submit all planned activities for influencing the action of any other governmental agency, subdivision, or body to the City Council for approval.

4.02. The EDA may exercise all the powers under the EDA Act, including, but not limited to, the following:

- a) all powers under the HRA Act.
- b) all powers of a city under Minnesota Statutes, Section 469.124 to 469.134.
- c) all powers and duties of a redevelopment agency under Minnesota Statutes, Sections 469.152 to 469.165 for a purpose in the HRA Act or the EDA Act, and all powers and duties in the HRA Act and the EDA Act for a purpose in Minnesota Statutes, Sections 469.152 to 469.165.9.
- d) the authority to acquire property, exercise the right of eminent domain; make contracts for the purpose of redevelopment and economic development; serve as a limited partner in a partnership whose purpose is consistent with the EDA's purpose; buy supplies and materials needed to carry out development within the EDA Act; and operate and maintain public parking facilities.
- e) the authority to issue bonds in accordance with the EDA Act and the HRA Act.
- f) the authority to levy special benefit taxes in accordance with Section 469.033, subdivision 6 of the HRA Act in order to pay or finance public redevelopment costs (as defined in the HRA Act), subject to approval by the City Council in accordance with Section 469.033, subdivision 6.24.
- g) all powers under Minnesota Statutes, Sections 469.474 to 469.179.26

4.03. As provided in the EDA Act, it is the intention of the City Council that nothing in this resolution nor any activities of the EDA are to be construed to impair the obligations of the City or HRA under any of their

contracts or to affect in any detrimental manner the rights and privileges of a holder of a bond or other obligation heretofore issued by the City or the HRA.

#### Section 5. Implementation.

5.01. The City Council will from time to time and at the appropriate time adopt such ordinances and resolutions as are required and permitted by the EDA Act to give full effect to this resolution.

5.02. The Mayor, the City Administrator, and other appropriate City officials are authorized and directed to take the actions and execute and deliver the documents necessary to give full effect to this resolution.

5.03. Nothing in this resolution is intended to prevent the City from modifying this Enabling Resolution to impose new or different limitations on the EDA as authorized by the EDA Act.

WHEREUPON said resolution was declared duly passed and adopted

### 6. BIDS AND QUOTES – None Scheduled

#### 7. REQUESTS TO BE HEARD

**A. Request of MNSPECT, a subsidiary of Safebuilt, extension of the Professional Services Agreement to provide Building Inspection Services for the City of Glencoe** – Larson present a contract extension with MNSPECT for Building Inspection Services for three years. He recommended the extension as he felt MNSPECT has done an excellent job with Inspection Services and rental inspections. There is no recommended increase in their rates.

Councilor Hueser expressed his disappointment in the fact that the City Administrator did not go out for quotes for inspection services. He noted that he had received complaints regarding MNSPECT. He suggested a 3-month renewal. Mayor Voss suggested a 1-year renewal.

Scott Qualle with MNSPECT approached the City Council and discussed their concerns with the City Council. Councilor Hueser asked about their protocol for complaints and Qualle address that issue. Qualle offered to meet with Hueser.

Larson then recommended a one-year contract and noted that there are not very many other inspectors or building inspection companies to choose from. He told the City Council that he needed direction from the entire City Council to obtain quotes for building inspection services, not one council member at a workshop.

**Motion:** Neid, seconded by Olson to approve a one-year extension to the Professional Services Agreement to provide Building Inspection Services for the City of Glencoe. The following voted Aye, Rivera, Olson, Lemke, Neid. The following voted nay, Hueser. Motion carried.

**B. Agreement with McLeod County for Road Improvements and Jurisdictional Transfers of County State Aid Highways and Municipal State Aid Streets in Glencoe** – City Administrator Larson reviewed some of the History of the jurisdictional changes with the City Council.

Council Hueser expressed his concern regarding changing the corner of 18<sup>th</sup> Street and Ford Avenue to redirect traffic to Hennepin Avenue. Larson indicated that the City of Glencoe would be the lead agency in both projects and ultimately Ford Avenue would become a City Street. The County Board would be meeting on December 7<sup>th</sup>, so there would be time to change the agreement to reflect Councilor Hueser's concerns.

Larson informed the City Council that Hennepin Avenue is scheduled for reconstruction in 2025 and Ford Avenue within the next five years. In both projects, the County would pay for the Street Surface and the City would be responsible for the underground utilities.

**Motion:** Hueser, seconded by Neid to approve the Agreement with McLeod County for Road Improvements and Jurisdictional Transfers of County State Aid Highways and Municipal State Aid Streets in Glencoe with the addition of verbiage that there would be no changes to the intersection of 18<sup>th</sup> Street and Ford Avenue. All members voting in favor, the motion carried.

## **8. ITEMS FOR DISCUSSION**

**A. Earned Sick and Safe Leave Policy** – City Administrator Larson presented the Earned Safe Leave Policy to the City Council noting that the policy was mandated by State Law and needs to be in effect by January 1, 2024. He combined the City’s current policy with LMC personnel policy template. The biggest change in the part-time and seasonal employees are now eligible for 1 hour earned for every 30-hours worked with the opportunity to bank up to 80 hours. There were also some changes on how employees can use the leave.

**Motion:** Neid, seconded by Hueser to approve the Earned Sick and Safe Leave Policy. With all members voting in favor, the motion carried.

**B. Resolution 2023-43** setting Polling place for Elections in the City Center Grand Ballroom for 2024 – City Administrator indicated that the City Council was required to annually set the polling place for City Elections.

**Motion:** Lemke, seconded by Neid to approve **Resolution 2023-43** setting Polling place for Elections in the City Center Grand Ballroom for 2024. With all members voting in favor, the motion carried.

### **RESOLUTION 2023-43 RESOLUTION SETTING POLLING PLACE FOR ELECTIONS IN THE CITY CENTER GRAND BALLROOM FOR 2024**

WHEREAS, the election laws of the State of Minnesota providing that the governing body of the municipality must set a polling place for elections for the following year by resolution.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GLENCOE, MINNESOTA, That the following polling places will be used during elections for 2024: Glencoe City Center Grand Ballroom, 1107 11<sup>th</sup> St E, Glencoe, Minnesota, for Precinct 1, Precinct 2, Precinct 3, Precinct 4.

Adopted and Approved on December 4, 2023

**C. Salary Survey Results and Recommendation** – City Administrator Larson informed the City Council that the City of Glencoe had received a recent ruling from the Minnesota Bureau of Mediation Services regarding the proposed Public Works Union. Larson told the City Council that they could not discuss the Public Works Union. The City Council chose to table until the workshop on December 11<sup>th</sup>.

**Motion:** Neid, seconded by Hueser to table to the next City Council workshop.

## **9. ROUTINE BUSINESS**

**A. Project Updates** – City Administrator Larson updated the City Council on the Terminal building and the roof project at the PD and Liquor Store. He indicated that the interior work at the PD was underway.

**B. Economic Development** – Larson updated on Dollar General Access issues on Highway 22. Hueser recommended appealing the MNDOT decision on access.

**C. Public Input** – David Archambault asked about truck parking on 11<sup>th</sup> Street and Baldwin Avenue.

**D. Reports** – No Reports

**E. City Bills** – **Motion:** Neid, Seconded by Heuser to pay the City Bills. All members voting in favor, the motion carried.

F. Actions related to recommendation to dismiss Individual Subject to City Council Authority. Larson made the recommendation to dismiss Kelly Hayes from employment with the City of Glencoe based upon information that the City Council had received that was subject to attorney/client privilege.

**Motion:** Neid, Seconded by Hueser to close the meeting at 8:29 pm.. All members voting in favor, the motion carried.

Mayor Voss reopened the meeting at 8:56 PM. **Motion:** Neid, Seconded by Olson to dismiss Kelly Hayes from her employment with the City of Glencoe. All members voted in favor, the motion carried.

#### 10. ADJOURNMENT

**Motion:** Neid, Seconded by Hueser to Adjourn the meeting. All member voting in favor, the motion carried.