

ATTENDEES: Mayor Ryan Voss, Councilpersons Paul Lemke, John Schrupp, Sue Olson, Allen Robeck, Cory Neid

CITY STAFF: City Administrator Mark Larson, City Attorney Mark Oslund, Finance Director Todd Trippel, Public Works Director Jamie Voigt and Gary Schreifels, Police Chief Tony Padilla, Deputy City Clerk Kelly Hayes

Mayor Voss called the regular meeting of the City Council to order at 7:00pm. All members were present.

1. PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

2. CONSENT AGENDA FOR FINAL 2021 BUSINESS

- A. Approve minutes of the regular meeting of December 20, 2021
- B. Glencoe Wine and Spirits Bills for 2021

*Motion by Schrupp, seconded by Neid to approve the Consent Agenda. Vote 5 – 0. Motion carried.*

3. ADJOURN

*Motion by Lemke, seconded by Neid to adjourn at 7:04pm. Vote 5 – 0. Motion carried.*

---

**2022 CITY COUNCIL ORGANIZATIONAL MEETING AGENDA**

JANUARY 3, 2022 – 7:00pm

Mayor Voss called to order the 2022 City Council Organizational Meeting to order at 7:04pm with all members present.

1. VOTE FOR VICE PRESIDENT OF CITY COUNCIL

*Motion by Schrupp, seconded by Olson to nominate Paul Lemke as Vice President of the City council. Vote 5 – 0. Motion carried.*

2. DESIGNATE DEPOSITORY OF CITY FUNDS

Security Bank & Trust Company for City of Glencoe

*Motion by Schrupp, seconded by Lemke to designate Security Bank & Trust Company as depository of city funds. Vote 5 – 0. Motion carried.*

3. DESIGNATE REGULAR MEETING NIGHTS & TIME OF CITY COUNCIL MEETINGS

First and Third Mondays at 7:00 p.m. Except for Holidays on Following Tuesday

*Motion by Schrupp, seconded by Neid to designate regular meetings/time of the City Council as the First and Third Mondays at 7:00 p.m. Except for Holidays on Following Tuesday. Vote 5 – 0. Motion carried.*

4. SET PRICES FOR RENTAL EQUIPMENT & PART TIME LABOR FOR 2022

A. Rental Rates and Part-Time Labor Rates

The only change from the 2021 Fee Schedule was the increase for line item “Snow Hauler’s Fee, paid to Haulers – Commercial”. Change was \$85 to \$95 per hour.

*Motion by Schrupp, discussion followed.*

Councilperson Neid questioned why the fee schedule didn’t include a line item for waste disposal at the campground. Larson said that there is a sign at the campground stating there is a \$5 fee, but it is an honor system and there is not a person there to collect the fee.

*Amended motion by Schrupp, seconded by Neid to approve the fee schedule with the addition of Waste Disposal for \$5. Vote 5 – 0. Motion carried.*

B. City Center Non-Profit Fee Schedule

Assistant City Administrator, Jon Jerabek noted that the Nonprofit Fee Schedule had last been updated in 2014. Non-Profits pay approximately 50% of the regular fee.

*Motion: Schrupp, seconded Neid to approve the amended Non-Profit Fee Schedule. Vote 5 – 0. Motion carried.*

C. City Center Minimum Rental

Assistant City Administrator, Jon Jerabek recommended maintaining the same rates that were approved in 2020. He also recommended that there be a two hour minimum of the time that it takes coordinating the event, setting the room up and cleaning the room.

*Motion by Lemke, seconded by Schrupp to approve the City Center Rental Fees to include a 2 hour minimum. Vote 5 – 0. Motion carried.*

5. APPOINTMENTS MADE BY THE CITY COUNCIL

A. Cemetery Commission- Open position

B. Airport Commission – Open position

C. Light & Power Commission -Appoint Paul Ruud

*Motion by Lemke, seconded by Schrupp. Discussion followed.*

Robeck questioned if Schrupp could make a motion on line item C. Light & Power Commission since Schrupp is a voting member of the Light & Power Board. Schrupp rescinded his seconded motion.

*Motion by Lemke, seconded by Olson to approve the appointment of Paul Ruud to the Light & Power Commission. Vote 4 – 0, Schrupp abstained from the vote. Motion carried.*

D. Library Board – Re-appoint Mark Schmidt

*Motion by Robeck, seconded by Lemke to re-appoint Mark Schmidt to the Library Board. Vote 5 – 0. Motion carried.*

E. Park Board – Appoint Matt Roberts

*Motion by Lemke, seconded by Schrupp to appoint Matt Roberts to the Park Board. Vote 5 – 0. Motion carried.*

F. Planning & Industrial Comm.-Open position

G. Charter Commission – 2 Year: Duane Klaustermeier, Doug Wagoner, Gary Ziemer, Cory Neid.  
4 Year: Charles Lemke, Earl Dammann, Ron Knop, Sharon Hoese

*Motion by Lemke, seconded by Neid to approve the Charter Commission Members as listed. Vote 5 – 0. Motion carried.*

6. CITY COUNCIL WORKSHOPS

Second Monday of each month at 5:30pm (may be changed for summer schedule)

*Motion by Neid, seconded by Robeck to adopt the Workshop meetings of the City Council to 5:30pm on the second Monday of the month (may be changed for the summer schedule). Vote 5 – 0. Motion carried.*

7. LIAISONS

- A. Park Board – Sue Olson
- B. Library Board – Open
- C. Light & Power Commission – John Schrupp
- D. Planning & Industrial Commission – Paul Lemke
- E. Cemetery Commission- Ryan Voss
- F. Airport Commission – Sue Olson
- G. Fire Department – Ryan Voss
- H. Glencoe Wine & Spirits – Ryan Voss
- I. Police Department – Ryan Voss
- J. Administration – Ryan Voss
- K. Economic Development – Paul Lemke

*Motion by Robeck, seconded by Neid to approve the above listed City Council Liaisons, except for line items A. and C. Vote 5 – 0. Motion carried.*

*Motion by Schrupp, seconded by Lemke to appoint Sue Olson as the City Liaison to the Park Board.*

Discussion followed. Robeck questioned how Olson could be on the Park Board and be a City Council Liaison (along with Schrupp on the Light and Power Board). City Administrator Mark Larson noted that the process of having Liaisons on the Boards/Commission was approved by an Ordinance approximately 10 years. Mayor Voss asked for the vote of the motion that was made by Schrupp and seconded by Lemke.

*Vote 3 – 2 with Robeck and Neid voting against the motion to appoint Olson to the Park Board as a liaison. Motion carried.*

*Motion by Schrupp, seconded by Lemke to appoint Schrupp as the City Liaison to the Light and Power Commission. Vote 3 – 2 with Robeck and Neid voting against the motion. Motion carried.*

Mayor Voss requested City staff to contact the attorney (Chris Wood) for additional information.

---

**REGULAR CITY COUNCIL BUSINESS MEETING**

JANUARY 3, 2022 – 7:00pm

1. CONSENT AGENDA

- A. Approve following building permits:

1. Kurt Kramer, 1011 Hennepin – Plumbing
2. Gary Koester, 811 Park Street – Mechanical
3. Kurt Kramer, 1011 Hennepin – Remodel
4. Kurt Kramer, 1011 Hennepin – Mechanical
5. Don Haus, 1903 14<sup>th</sup> St E – Window
6. Mary Metag, 102 Pleasant – Fireplace, Gas Line

*Motion Robeck, seconded by Lemke to approve the Consent Agenda. Vote 5 – 0. Motion carried.*

B. Book Transfers

1. \$36,396.90 – From 2021 St Improvement – 10<sup>th</sup> Street to Muni State Aid

*Motion by Neid, seconded by Lemke to do a book transfer of \$36,396.90 – From 2021 St Improvement – 10<sup>th</sup> Street to Muni State Aid. Vote 5 – 0. Motion carried.*

2. PUBLIC COMMENT (Agenda Items Only)

None

3. BIDS & QUOTES

- A. Official Newspaper Bid for 2022 Printing – City Administrator

*Motion by Robeck, seconded by Neid to approve The Chronicle as the Official Newspaper Bid for 2022 Printing. Vote 5 – 0. Motion carried.*

- B. Supplemental Letter Agreement for General Engineering Services and Municipal State Aid Services – John Rodeberg, SEH

*Motion by Neid, seconded by Robeck to approve the agreement for General Engineering Services and Municipal State Aid Services. Vote 5 – 0. Motion carried.*

4. REQUESTS TO BE HEARD

- A. Second Reading- Tobacco Ordinance No. 612 – Mark Ostlund, City Attorney

*Motion by Neid, seconded by Schrupp to schedule a public hearing for the Tobacco Ordinance No. 612 on January 18, 2022 at 7:15pm.*

- B. Review Rental Inspection Ordinance – Mark Ostlund, City Attorney

- C. Review Lodging Tax Ordinance – Mark Ostlund, City Attorney

City Attorney Mark Ostlund requested clarification on how the City Council would like him to proceed with the Rental Inspection Ordinance and the Lodging Tax Ordinance regarding: maximum occupancy, who would be responsible for inspecting the rental units, does the Department of Health need to be a part of the rental inspection, etc. Mayor Voss requested that we obtain information on how other communities that are not in a “touristy” towns handle short term rentals.

*Motion by Schrupp, seconded by Robeck to approve the first reading. Vote 5 – 0. Motion carried.*

5. ITEMS FOR DISCUSSION

- A. Joint City Council / County Board Workshop on February 15, 2022 at 10:30am

6. ROUTINE BUSINESS

- A. Project Updates

Public Works Director Gary Schriefels noted that about half of the meters being used in Glencoe are old and need to be replaced. The Water Department has been switching the old meters out, however, if you have an old meter you can also call them to schedule a time for the meter to be switched out.

B. Economic Development - None

C. Public Input

Councilperson Allen Robeck stated that he believes interviewing for the Public Works Director Water/Waste is a waste of time. Because current staff already have the required licensing. Robeck does not think that the Public Works Director position should be filled stating that it would save the City money.

Councilperson Neid requested that PW Director Schriefels put together a list (for the council and for his replacement) of things that he sees throughout the city that should be addressed and also the things that he has been working on.

D. Reports - None

E. City Bills

*Motion by Neid, seconded by Lemke to approve payment of the City bills. Vote 5 – 0. Motion carried.*

F. Adjourn

*Motion by Robeck, seconded by Neid to adjourn at 8:03pm. Vote 5 – 0. Motion carried.*

\_\_\_\_\_  
Ryan Voss, Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mark D. Larson, City Administrator

\_\_\_\_\_  
Date