



SMALL CITY & BIG FUTURE

GLENCOE CITY COUNCIL MEETING MINUTES
January 16, 2024 – 7:00pm
City Center Ballroom

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

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

Others: Rich Glennie, Allen Robeck, Justin Black, and Dave Meyer.

1. PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

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

2. CONSENT AGENDA

A. Approve Minutes of The Regular Meeting of January 2, 2024

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

3. APPROVE AGENDA

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

4. PUBLIC COMMENT (agenda items only)

Allen Robeck commented on the City should not giving land away.

5. PUBLIC HEARINGS

A. None Scheduled

6. BIDS AND QUOTES

A. Supplemental Letter Agreement (SLA) for SEH Inc. to continue Services as City Engineer for City of Glencoe for 2024 –

City Engineer Justin Black with SHE reviewed to supplemental letter agreement (SLA) contract for services to act as City Engineer for the City of Glencoe. He reviewed services provided over the last year. The agreement is an hourly contract not to exceed \$50,000 for general engineering and \$10,000 for Municipal State Aid (MSA) services. In 2023, the City spent \$32,000 on General engineering and \$7,000 on MSA.

Neid asked about MSA routes in the City vs. County State Aid Streets. Larson noted that City or County state aid to begin or terminate at a higher designation roadway.

Motion: Lemke to authorize the Mayor and City Administrator to execute the SLA with SEH for General engineering services and MSA. Seconded by Heuser, with all voting in favor, the motion carried.

B. Proposal for Feasibility report on the 2025 Hennepin Avenue (CSAH 2) Street and Utility Project with McLeod County, Justin Black, SEH

At this time, City Engineer Justin Black with SEH reviewed the SLA for engineering services for the preparation of the feasibility report on the 2025 Hennepin Avenue and 18th street project with the City Council. The project and the report would be jointly funded by the City of Glencoe and McLeod County. The feasibility report is required by MSA 429 regarding the funding of Public Improvement Projects and special assessments. The fee for the SLA is \$73,500 and would be split evenly between the City of Glencoe and McLeod County. Black estimated that the project would be in front of the City Council one year from now for bidding.

Black indicated that SEH would be holding an open house and a public hearing on the project. After that, the engineer would bring back a project scope for final design. Mayor Voss indicated that the City of Glencoe would be the lead agency on this project. The study would be a 50/50 split.

Neid asked about a 60% plan review with the City Council. Black estimated that the feasibility report would be presented in May of this year. The Public Hearing would be held in June of this year.

Motion: Neid introduced resolution 2024-02, seconded by Rivera, and upon a roll call vote, the following voted Aye, Neid, Hueser, Rivera, Olson, and Lemke. The following voted nay, none. Whereupon the resolution was declared adopted and approved.

**RESOLUTION NO. 2024-02
ORDERING PREPARATION OF REPORT ON IMPROVEMENT**

WHEREAS, it is proposed to make improvements to the following streets:

- Hennepin Avenue (CSAH 2) from 13th Street (TH 22) to 18th Street
- Hennepin Avenue (CR 83) from 18th Street to 20th Street
- 18th Street from alley between Ford Avenue and Greeley Avenue to Hennepin Avenue (CSAH 2)
- 15th Street from Hennepin Avenue (CSAH 2) to Judd 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.

Adopted by the Council this 16th day of January, 2024.

C. Additional Equipment for 2023 Pierce Fire Engine Pumper – Public Safety Grant Funding. City Administrator Larson recommended purchasing additional rescue equipment for the new 2023 Pierce Fire Pumper Truck in the amount of \$30,650 including a spreader, cutter and Ram extrication equipment. Funds would come out of the \$251,000 public safety grant. Neid asked about the purchase of the equipment without City Council approval. Neid asked if the Fire Department have the funds in their budget. Larson indicated no. Hueser was not happy that the equipment was already purchased, and if it was possible to purchase the equipment locally.

Larson took responsibility for authorizing the rescue equipment. Hueser said he would not support the purchase, and noted that this puts the City Council in a tough position to not approve the purchase the equipment.

Motion: Hueser to deny the purchase of the safety equipment. Seconded by Neid, the Neid and Hueser voting in the affirmative and Olson, Lemke, and Rivera voting against. The motion failed.

Motion: Rivera made the motion to approve the safety equipment and to make sure that the City Council and staff keep in mind the future grant funds spent on public safety. Seconded by Olson, with Olson, Rivera, and Lemke voting in favor, Neid and Hueser against whereupon the motion carried.

7. REQUESTS TO BE HEARD

A. Reappoint Michael Donnay to the Light and Power Commission.

City Administrator Larson indicated that this was not on the organization meeting agenda due to an oversight.

Motion: Lemke to appoint Michael Donnay to the Light and Power Commission, seconded by Neid, with all members voting in favor, the motion carried.

B. This item was previously removed from the City Council Agenda prior to the City Council meeting.

C. Charter Commission Recommendations:

1. **Ordinance No. 624** – An Ordinance Amending Various Sections of the City Charter, including the Fire Department

City Attorney Ostlund reviewed the recommendations of the Charter Commission at their meeting on December 27th, 2023. It was recommended to approve the first reading of Ordinance Number 624 to amend various sections of the Charter including the establishment of the Fire Department by by-laws and that they would be covered by City personnel policy and the approval of the City Council. All future command positions on the Fire department would be awarded on merit (and approved by the City Council) and not on a vote of the membership of the department.

Motion: Olson made a motion to approve the first reading of **Ordinance Number 624** and to set a public hearing for February 5, 2024 at 7:00 PM; seconded by Hueser with the following voting in favor, Hueser, Olson, Neid, Lemke, and Rivera with none against, the motion carried.

2. **Ordinance No. 625** – An Ordinance Amending section 9.02 relation to the appointment of members of the Light and Power Commission.

City Attorney Ostlund reviewed the recommendation of the Charter Commission to allow for the appointment of a member of the Light and Power Commission to live outside the Glencoe City limits, but to reside within the Light and Power Commission Service Territory.

Motion: Olson made a motion to approve the first reading of **Ordinance Number 625** and to set a public hearing for February 5, 2024, at 7:00 PM; seconded by Hueser with the following voting in favor, Hueser, Olson, Neid, Lemke, and Rivera with none against, the motion carried.

- D. Waiver of Monetary Limits on municipal tort liability to the extent of the limits of liability coverage obtained from the League of Minnesota Cities Insurance Trust (LMCIT).**

Motion: Lemke to approve the waiver of monetary limits on tort liability to the extent of the limits of liability coverage obtained from the League of Minnesota Cities Insurance Trust, seconded by Rivera with all members voting in favor the motion carried. The Administrator was directed to find out the actual cost difference for the additional coverage.

8. ITEMS FOR DISCUSSION

A. Community Garden location near Glencoe City Cemetery

Councilor Olson and Rivera noted that they were also members of the community Welcoming Week group and they recently had discussion about community garden locations. City Administrator Larson provided a map of possible garden space on land owned by the City of Glencoe near the Cemetery on the west side of Glencoe. Rivera and Olson would bring this information back to the Welcoming Week group.

B. Landlocked unbuildable City Parcels of Property

The City Council discussed a couple of unbuildable parcels of land that were currently maintained by others. City Administrator Larson had recommended deeding the lots to the adjacent landowners, as the property had no value to the City of Glencoe. The parcels in question were PID# 22 113 1000 and PID# 22 122 0010.

Motion: Neid to table the discussion to allow the City Attorney more time to look at options, seconded by Heuser. With all members voting in favor, the motion carried.

C. Buffalo Creek Watershed Landowner Meeting – January 23, 2024 at 3:00 PM at Glencoe City Center

City Administrator Larson reminded the City Council of the upcoming Buffalo Creek Watershed landowner meeting regarding improvement to the central and east ditches and drainage systems. No action was required.

9. ROUTINE BUSINESS

A. Project Updates – Larson updated the City Council on City Projects, including the Police and Liquor store roofs and the Airport Terminal project.

B. Economic Development

C. Public Input – The owner of 1234 Greeley Avenue appeared before the City Council and requested an extension until he could CVS Engineering structural engineer to inspect the property. Allen Robeck at 828 Armstrong Avenue questioned the Charter Commission reappointment process.

D. Reports

E. City Bills

Motion: Hueser to pay the City Bills, seconded by Neid. With all members voting in favor, the motion carried.

10. ADJOURNMENT

Motion: Neid to adjourn the regular meeting of the City of Glencoe, seconded by Lemke. With all members voting in favor, the motion carried.