



GLENCOE CITY COUNCIL MEETING MINUTES
January 2, 2024 – 7:00pm
City Center Ballroom
Final Meeting of 2023

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

City Staff : Mark Larson, Mark Lemen, Mark Ostlund, Todd Trippel, Jamey Retzer, and James Voigt

Others: Lowell Anderson, Rich Glennie, Allen Robeck.

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 December 18, 2023

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

3. ADJOURN

Motion: Neid, seconded by Hueser to adjourn the final meeting of 2023. All in favor, the motion carried.

2024 ORGANIZATIONAL MEETING MINUTES

January 2, 2024

1. ELECT VICE-PRESIDENT OF THE CITY COUNCIL

Motion: Lemke, seconded by Heuser to elect Cory Neid Vice-President of the City Council. All in favor, the motion carried.

2. DESIGNATE DEPOSITORY OF CITY FUNDS

A. Security Bank & Trust Company for City of Glencoe

Motion: Neid, seconded by Olson. All in favor, the motion carried.

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

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

B. Workshops on the 2nd Monday with time to be determined.

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

4. SET PRICES FOR FEES, RENTAL EQUIPMENT & PART-TIME LABOR FOR 2024

A. City of Glencoe Fee Schedule (Fee changes in **BOLD)**

Motion: Neid, seconded by Rivera. All in favor, the motion carried.

5. APPOINTMENTS MADE BY THE CITY COUNCIL

- A. Cemetery Commission- Reappoint Dee Lemke and 2 Open Positions (Gary Vogt and Sue Bacon)
Motion: Lemke, seconded by Neid. All in favor, the motion carried.
- B. Airport Commission – Reappoint Karsten Nordby and 1 Open Position (Daris Remus)
Motion: Olson, seconded by Rivera. All in favor, the motion carried.
- C. Light & Power Commission - 1 Open Position (John Schrupp)
- D. Library Board – Reappoint Debra Donnay
Motion: Neid, seconded by Hueser. All in favor, the motion carried.
- E. Park Board – Reappoint Jim Eiden and 2 Open Positions (Mike Long and Matt Roberts)
Motion: Olson, seconded by Hueser. All in favor, the motion carried.
- F. Planning & Industrial Commission – Reappoint Kevin Dietz and 1 Open Position (Wes Olson)
Motion: Lemke, seconded by Hueser. All in favor, the motion carried.
- G. Charter Commission – **Approve Resolution 2024-01** – Confirmation by First District Court Judge
Motion: Lemke, seconded by Neid to approve Resolution 2024.01. Upon a roll call vote, the following voted in favor: Rivera, Olson, Hueser, Lemke, and Neid. The following voted nay, none. Whereupon the motion carried.

Resolution 2024-01 RESOLUTION FILLING VACANCIES OF THE GLENCOE CHARTER COMMISSION

WHEREAS, the terms of the persons serving on the Charter Commission all expired on the 1st day of May, 2021 or earlier; and

WHEREAS, The City of Glencoe appointed new Charter Commission members to serve on the Charter Commission on January 1, 2022 or earlier; and

WHEREAS, the Chief Judge of Minnesota's First Judicial District confirmed the City's January 1, 2022 appointees on November 15, 2023; and

WHEREAS, the terms of the persons serving on the Charter Commission for a term of two years expires on January 1, 2024; and

WHEREAS, the Chief Judge of the First Judicial District has not appointed persons to fill the positions on the Charter Commission and there are now vacant; and

WHEREAS, Minnesota Statute § 410.05, Subd. 2 permits the governing body of a city to fill vacancies on the Charter Commission should the District Court fail to do so,

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Glencoe, Minnesota that in order to fill the vacancies on the Glencoe Charter Commission, the following persons are hereby appointed to serve four-year terms on the Glencoe City Charter Commission commencing January 1, 2024.

Gary Ziemer
Cory Neid
Greg Ettel
Bob Scheidt

Jason Dahlk
Allen Robeck
Kevin Dietz

H. Economic Development Authority – Appoint 2 City Councilors and 5 open positions.

Motion: Lemke, seconded by Neid to Table until the City has enough applications. All members voted in favor, the motion carried.

6. LIAISONS

- A. Park Board – Yodee Rivera
- B. Library Board – Cory Neid
- C. Light & Power Commission – Paul Lemke
- D. Planning & Industrial Commission – Mark Hueser
- E. Cemetery Commission- Ryan Voss
- F. Airport Commission – Susan Olson
- G. Fire Department – Ryan Voss
- H. Glencoe Wine & Spirits – Ryan Voss
- I. Police Department – Ryan Voss
- J. Administration – Ryan Voss
- K. Economic Development Committee– Paul Lemke

Motion: Neid, seconded by Olson to approve the Liaisons. All members voting in favor, the motion carried.

REGULAR BUSINESS MEETING **JANUARY 3, 2024**

7. APPROVE AGENDA

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

8. CONSENT AGENDA

A. Approve License / Permits

- Glencoe Tobacco Inc. dba Glencoe Tobacco & Vape
722 11th St. E., Glencoe MN 55336
- Hy-Vee Dollar Fresh, Tobacco
3225 10th St. E., Glencoe MN 55336

Motion: Hueser, seconded by Neid. All members voting in favor, the motion carried.

9. PUBLIC COMMENT (agenda items only)

Motion: Allen Robeck, 828 Armstrong Avenue north, thanked the City Council for having public input. Commented on watermain breaks and amount of gravel used.

10. PUBLIC HEARINGS – None Scheduled

11. BIDS AND QUOTES

A. Official Newspaper Bid for 2024 Printing – City Administrator

Motion: Neid, seconded by Hueser to approve the Chronicle Advertiser, dba Harold Journal as the official newspaper of the City of Glencoe for 2024. All members voting in favor, the motion carried.

B. Crushing Concrete and Bituminous Pile (approximately 22,000 Tons) at Yard Waste Site – PW Director

Voigt review the need to crush concrete and bituminous at the yard waste site. He explained that every 3 or 4 years, the City of Glencoe receives quotes for crushing the concrete and Bituminous at the yard waste

site. This reclaimed material is used for fill for watermain breaks and is placed on alleys in place of class 5 gravel.

With the large pavement project in 2023, the pile has grown to about 22,000 tons (estimated).

PW Director Voigt has obtained 3 quotes to crush the pile as follows:

Holtmeier, Mankato MN (\$4.00 per ton) for an estimated total of \$94,460.00

Rachael Aggregates, Arlington (\$5.15 per ton) for an estimated total \$114,800.

Doboszinski & Sons, Loretto, MN (\$5.65 per ton) for an estimated total of \$122,900

Voigt noted that Holtmeier crushed the pile the last time and did a great job and cleaned up the site after they had completed the crushing. City Administrator Larson noted that since the City used very little of the contingency in the 2023 Pavement Project, it is recommended to split the cost of the crushing between Water, Wastewater and the 2023 Pavement Project at \$31, 486.66 per fund.

Neid asked if the work would be done this winter and Voigt indicated late winter, early spring. City crews had spread additional material at the yard waste site in case of spring mud.

Motion: Lemke, seconded by Neid to approve the low quote of Holtmeier of Mankato to crush the concrete and Bituminous at the Yard Waste site. All members voted in favor, the motion carried.

12. REQUESTS TO BE HEARD

A. City Council Rules of Decorum – City Attorney

City Attorney Ostlund reviewed the City Council Rules of Decorum with the City Council.

B. Appoint Matthew Gospodarek as the Assistant City Attorney

Motion: Lemke, seconded by Rivera to appoint Matthew Gospodarek as the Assistant City Attorney. All members voted in favor, the motion carried.

C. Update on Charter Commission Meeting 12/27/23 – City Attorney

City Attorney Ostlund reviewed the activities of the Charter Commission on 12/27/2023. This information will be brought forward to the City Council at the second meeting in January.

D. 2024 Total Budget – City Administrator Larson reviewed the total city budget for 2024. This includes the General Fund Budget, Special revenue funds, Debt Service funds, Capital Improvement Funds, and the Enterprise Funds. The Total Revenues of \$17,403,932 and Total Expenses of \$17,017,789 for a difference of + \$386,160. Larson recommended the approval of the budget. Everything will now move to the approved line (8).

Motion: Neid, seconded by Olson to approve the overall 2024 City Budget. All members voted in favor, the motion carried.

13. ITEMS FOR DISCUSSION

Decertification of Tax Increment District #4 – East Industrial Park and Tax Increment District #17 – Miller Manufacturing – City Administrator informed the City Council that Tax Increment District #4, which is the original East Industrial Park District that was established in 1987 to build the industrial park that includes Delta Fabrication, TCW Railroad, Concrete Mobility and Starkey Labs and extended through special legislation in 2007 to help pay for the improvements in the second east industrial park ended by statute on 12/31/23.

Tax Increment District #17, which was established in 2014 to assist Miller Manufacturing in site improvements for their last expansion, also ended on 12/31/23.

The City of Glencoe currently has two remaining tax increment districts, Panther Heights and the Bus Garage Condos. No action was required.

14. ROUTINE BUSINESS

- a. Project Updates – update on airport terminal and roofing project.
- b. Economic Development - None
- c. Public Input - None
- d. Reports
- e. City Bills

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

15. ADJOURNMENT

Motion: Neid, seconded by Hueser to adjourn the meeting. All members voted in favor, the motion carried.