



SMALL CITY  BIG FUTURE

## GLENCOE CITY COUNCIL MEETING MINUTES

March 17, 2025 – 7:00 PM

City Center Ballroom

Attendees: Mark Hueser, Jon Dahlke, Scott Maynard, Paul Lemke, Yodee Rivera

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

Others: Rich Glennie, Victor Garcia, Al Robeck, Mike Drew, Adinda Van Espen, Justin Black, Brody Bratsch, Rafael Estrada Moncada, Jerrod Fischer

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

The Meeting was called to order by Mayor Mark Hueser

### 2. CONSENT AGENDA

A. Approve Minutes of the Regular Meeting of March 3, 2025

B. Approve Tobacco license for DG Retail, LLC / DBA: Dollar General Store #30296; 520 13th Street West, Glencoe, MN 55336

C. Approve Special Event of the Glencoe Car and Bike Show, Glencoe City Center Parking Lot, 1107 11th Street East, June 29 (Happy Hour), July 27, and September 7, 2025

D. Approve Peddler License, Squeels on Wheels BBQ and Catering LLC, 1111 Abbott Avenue North, Glencoe, MN 55336 – BBQ Food Trailer - \$200 Annual Fee

**Motion:** Lemke, seconded by Dahlke to approve the consent agenda. All in favor, the motion carries.

### 3. APPROVE AGENDA

**Motion:** Dahlke, seconded by Maynard to approve the agenda. All in favor, the motion carries.

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

Al Robeck, resident of Glencoe, gave a brief overview on the history on the parcel of land that is owned by then, Green Giant, now Seneca. He is requesting at this time that the land and its use return to its previous rights.

### 5. PUBLIC HEARINGS

None.

## 6. BIDS AND QUOTES

### A. Airport Commission Recommendations

Both projects will be funded through the Airport Improvement Grant (AIG) program. The Glencoe Municipal Airport's current AIG funding balance is \$254,676 which is less than the \$308,422 needed to complete these projects. It is proposed to fund these projects with both FY25 and FY26 funds to maximize the available federal funding. Total City Share of these projects is \$11,712.67.

#### 1. Airport Fencing Project – Adinda Van Espen, SEH

The Airport Commission met on March 13<sup>th</sup> and reviewed the 3 quotes received for the fence project. It is the recommendation of the Airport Commission to award the quote for fencing at the Airport to Century Fence for \$6,215.00. Engineer's estimate was \$9,000.

**Motion:** Lemke, seconded by Rivera to approve the quote from Century Fence for \$6,215.00. All in favor, the motion carries.

#### 2. Airport Pavement Management Project – Adinda Van Espen, SEH

The Airport Commission met on March 13<sup>th</sup> and reviewed the 3 bids received for the Pavement Maintenance Project. It is recommended to award the bid to Fahrner Asphalt for the Base Bid (\$102,000) and Alternate #1 (Slurry Seal for \$194,010) for a total of \$296,117.00.

**Motion:** Dahlke, seconded by Maynard to approve the quote from Fahrner Asphalt for \$296,117. All in favor, the motion carries.

### B. SLA for Glen Knoll Lift Station Rehabilitation/Replacement Study– Justin Black, SEH

Justin Black, Mark Lemen, Rafael Moncada reviewed the need to repair and/or replace the northwest lift station. It is recommended to approve the study at a cost of \$14,767.00. This is a budgeted expense for 2025 in the Wastewater Budget.

**Motion:** Lemke, seconded by Dahlke to approve the study at a cost of \$14,767.00. All in favor, the motion carries.

### C. **Resolution 2025-5** - Approving Plans and Specifications and Setting Bid Opening for the 2025 Hennepin Avenue Project – Justin Black/Brody Bratch, SEH

## **RESOLUTION NO. 2025-05 APPROVING PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS**

**WHEREAS**, pursuant to a resolution passed by the council on September 3, 2024, the consulting engineer retained for the purpose has prepared plans and specifications for the construction of the **2025 Hennepin Avenue (CSAH 2) Street and Utility Improvement Project**, and has presented such plans and specifications to the council for approval;

**NOW THEREFORE**, BE IT RESOLVED BY THE CITY COUNCIL OF GLENCOE, MINNESOTA:

1. Such plans and specifications, a copy of which is attached hereto and made a part hereof, are hereby approved.
2. The City Administrator shall prepare and cause to be inserted in the official paper an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published as required by law, shall specify the work to be done, and shall state that online bids will be received by the City Administrator until 10:00 a.m. on Thursday, April 17, 2025, at which time they will be publicly opened and read aloud via Microsoft Teams by the City Administrator and engineer, will then be tabulated, and will be considered by the council at 7:00 p.m. on Monday, April 21, 2025, in the council chambers of the Glencoe City Hall. Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the council on the issue of responsibility. No bids will be considered unless sealed and filed with the City Administrator and accompanied by a cashier's check, bid bond, or certified check payable to the clerk for 5 percent of the amount of such bid.

Adopted by the council this 17th day of March, 2025.

**Motion:** Lemke, seconded by Rivera to approve Resolution 2025-05. Upon a roll call vote, the following voted Aye, Rivera, Dahlke, Maynard, and Lemke. The following voted Nay, none. Whereupon the resolution was declared adopted and approved.

**D.** Purchase Agreement for wetland credits on the Hennepin Avenue Improvement Project – Justin Black

**Motion:** Lemke, seconded by Dahlke to approve the Purchase Agreement for wetland credits on the Hennepin Avenue Improvement Project. All in favor, the motion carries.

## **7. REQUESTS TO BE HEARD**

**A.** Approve permanent and construction easements with Stephen Carson (church), 727 16<sup>th</sup> East, Glencoe - Mark Ostlund, City Attorney

City Attorney Ostlund met with the owners of the church property at 727 16<sup>th</sup> Street East regarding easements required on the east side of church for construction and permanent easements required for the sidewalk. The owner, Stephen Carson, has signed the easements for the project. It is recommended that the City Council approve and authorize the Mayor and City Administrator to execute the agreement and for the City Attorney to record the easements. There is no cost for the easements.

**Motion:** Dahlke, seconded by Maynard to approve and authorize the Mayor and City Administrator to execute the agreement and for the City Attorney to record. All in favor, the motion carries.

**B. Resolution 2025-06** – Designating McLeod Soil and Water Conservation District as the Local Government Unit (LGU) for the implementation of the 1991 Wetland Conservation Act – City Administrator

**Resolution 2025-06  
City of Glencoe**

**A RESOLUTION REGARDING THE ADMINISTRATION  
OF THE MINNESOTA WETLAND CONSERVATION ACT**

**WHEREAS**, the Minnesota Wetland Conservation Act of 1991 (WCA) requires local government units (LGUs) to implement the rules and regulations promulgated by the Board of Water and Soil Resources (BWSR) pertaining to wetland draining, filling and excavation; and

**WHEREAS**, Minnesota Rules, chapter 8420 have been adopted by BWSR in accordance with the rulemaking provisions of Minnesota Statutes, chapter 14, for the purpose of implementing WCA; and

**WHEREAS**, Minnesota Rules 8420.0200, Subpart 1, Item E allows a county, city, or town to delegate implementation of chapter 8420 and the act to another governmental entity by the passage of resolutions by both parties; and

**WHEREAS**, the McLeod Soil and Water Conservation District (SWCD) agrees to provide knowledgeable and trained staff with expertise in water resource management to manage the program as required by Minnesota Rule 8420.0200, Subpart 2, Item B; and

**WHEREAS**, both parties must provide notice to BWSR, the Department of Natural Resources, and the Soil and Water Conservation District of the delegation, including a copy of the resolution and a description of the applicable geographic area, within 15 business days of adoption of the resolution.

**THEREFORE, BE IT RESOLVED** that the City of Glencoe hereby accepts the authority and administrative responsibility to implement WCA as the LGU within the legal boundaries of City of Glencoe as of March 17, 2025 in accordance with Minnesota Rules, Chapter 8420.

**THEREFORE, BE IT FURTHER RESOLVED** by the City Council of the City of Glencoe, that the authority and administrative responsibility to implement WCA as the LGU within the legal boundaries of City of Glencoe is hereby delegated to McLeod SWCD as of March 17, 2025 in accordance with Minnesota Rules, Chapter 8420.

Adopted this 17th Day of March, 2025.

**Motion:** Maynard, seconded by Rivera to approve Resolution 2025-06. Upon a roll call vote, the following voted Aye, Rivera, Dahlke, Maynard, and Lemke. The following voted Nay, none. Whereupon the resolution was declared adopted and approved.

**C. Sanitation/Garbage Rate Increase – City Administrator**

Waste Management proposed a 5-year contract extension to the current trash services for the City of Glencoe. Extension term would run from January 1, 2025 to December 31, 2029. City Administrator Larson and City Attorney Ostlund reviewed the options

with the City Council at the March Workshop and reviewed rates in some of the other communities. It is recommended to authorize the Mayor and City Administrator to execute the extension to refuse service agreement. Commercial refuse pickup is open market for all haulers.

**Motion:** Rivera, seconded by Dahlke to authorize the Mayor and City Administrator to execute the extension. All in favor, the motion carries.

**D. First Reading of the Emergency Cannabis Ordinance Number 626 – City Attorney**

**Motion:** Lemke, seconded by Rivera to approve First Reading of the Emergency Cannabis Ordinance 626. All in favor, the motion carries.

**E. Correction to RLS Number 25 – 1991**

It has been determined that there was an error in the legal description for old railroad right of way on the west side of the property. This error was discovered when Seneca was attempting to sell property to Revolve Labs for the Data Center. It is recommended to authorize the Mayor and City Administrator to sign the amended RLS to accommodate the sale of the property.

**Motion:** Rivera, seconded by Dahlke to approve the Mayor and City Administrator to sign the amended RLS to accommodate the sale of the property. All in favor, the motion carries.

**8. ITEMS FOR DISCUSSION**

**A. Zoning Ordinance Update – City Attorney**

At the last Planning Commission meeting, they made it through all zoning code updates, at least the text. Next step is to go through the document again and make sure all the i's are dotted and t's crossed. Next step will be to usher in and start the process of approving the new zoning code. It should take about a month or two.

**B. Water and Wastewater Rate Study – Assistant City Administrator**

At the last Council Workshop, a rate study was presented, or a potential rate increase to cover some needed updates and maintenance requirements. Assistant City Administrator Lemen reached out to SEH to put together a package or proposal for a rate study. It should be presented by SEH at the next Council Workshop.

**9. ROUTINE BUSINESS**

**A. Project Updates**

**B. Economic Development – EDA meeting next Monday**

**C. Public Input – Jerrod Fischer, resident of Glencoe, recently bought a golf cart.**

Realized it is only approved for the South side of Glencoe. He is wondering how they can make it so he can drive on the North side of Glencoe.

**D. Reports**

**E. City Bills**

**Motion:** Lemke, seconded by Maynard to pay City bills. All in favor, the motion carries.

**10. ADJOURN**

**Motion:** Maynard, seconded by Rivera to adjourn the meeting. All in favor, the motion carries.