



Mayor: Ryan Voss
Precinct 1 Councilor: Sue Olson
Precinct 2 Councilor: Mark Hueser
Precinct 3 Councilor: Paul Lemke
Precinct 4 Councilor: Cory Neid
At-Large Councilor: Yodee Rivera

GLENCOE CITY COUNCIL MEETING AGENDA

September 16, 2024

City Center Ballroom

7:00 PM

- 1. PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE**
- 2. CONSENT AGENDA**
 - A. Approve Minutes of the Regular Meeting of September 3, 2024
 - B. Approve Family Fun Festival Special Event application, closure of the south 1/2 of Taylor Avenue, between 10th and 11th Street, and use of Picnic Tables on Thursday, October 24, 2024.
 - C. Approve Homecoming Parade, Friday, September 20, 2024 (Application to follow)
- 3. APPROVE AGENDA**
- 4. PUBLIC COMMENT (agenda items only)**
- 5. PUBLIC HEARINGS**
 - A. None Scheduled
- 6. BIDS AND QUOTES**
 - A. Set Public Hearing for Delinquent Bills owed to the City of Glencoe for October 21, 2024, at 7:00 PM – City Administrator
- 7. REQUESTS TO BE HEARD**
 - A. Park Board Recommendation on long-term campground rentals – City Administrator
 - B. **Resolution 2024 – 11** 2025 Preliminary Levy for Property Taxes due in 2025 – City Administrator
- 8. ITEMS FOR DISCUSSION**
 - A. Hotel/EDA Update – City Administrator
 - B. Revolve Labs update – City Attorney Ostlund

9. ROUTINE BUSINESS

- A. Project Updates
- B. Economic Development
- C. Public Input
- D. Reports
- E. City Bills
- F. Close meeting for discussion of real estate transaction.

10. ADJOURN



SMALL CITY  BIG FUTURE

GLENCOE CITY COUNCIL MEETING MINUTES

September 3, 2024 – 7:00 PM

City Center Ballroom

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

City Staff: Mark Larson, Mark Ostlund, Tony Padilla, Todd Trippel, James Voigt, Haylie Kusler

Absent: Mark Lemen

Others: Justin Black, Owen Elle, Lowell Anderson, Richard Glennie

1. PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

The Meeting was called to order by Mayor Voss.

2. CONSENT AGENDA

A. Approve Minutes of the Regular Meeting of August 19, 2024

B. Approve renewal 3.2 On-sale Liquor License of KWIK Trip Store #1049, 2600 11th Street, Glencoe, MN

Motion: Lemke, seconded by Hueser. All in favor, the motion carries.

3. APPROVE AGENDA

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

4. PUBLIC COMMENT (agenda items only)

None.

5. PUBLIC HEARINGS

None.

6. BIDS AND QUOTES

None.

7. REQUESTS TO BE HEARD

A. Police Department Policy Revisions – Chief Padilla

1. Vehicle Pursuit Policy 6.02

The MN Police Officers Standards and Training (POST) Board has made minor changes to the pursuit policy. POST mandates that our department must have an identical or substantially similar policy. The latest body camera audit determined

we were missing language that had been passed through the legislative sessions. That is updated in our new policy with the changes for review.

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

2. Body Worn Camera Policy 1.19A

Reviewed changes to the Body Worn Camera Policy.

Motion: Neid, seconded by Hueser to approve the changes in the Body Worn Camera Policy 1.19A. All in favor, the motion carries.

B. 2025 Hennepin Avenue Project – Justin Black, City Engineer SEH

1. Joint Powers Agreement with McLeod County

Recommended to authorize the Mayor and City Administrator to execute the JPA with McLeod County.

A. Exhibit A

Construction Cost Share for the Reconstruction of Hennepin Ave. From 13th Street to 20th Street – Represents the responsibilities of the City and the County.

Motion: Lemke, seconded by Olson to authorize the Mayor and City Administrator to execute the JPA with McLeod County. All in favor, the motion carries.

2. Resolution **2024-10** Approving Project and ordering preparation of plans and specifications.

Motion: Lemke, seconded by Rivera to approve Resolution 2024-10 approving Project and ordering preparation of plans and specifications. Upon a roll call vote, the following voted Aye, Rivera, Olson, and Lemke. The following voted Nay, Hueser and Neid. Whereupon the resolution was declared adopted and approved.

RESOLUTION NO. 2024-10
ORDERING IMPROVEMENT
AND PREPARATION OF PLANS

WHEREAS, a resolution of the city council adopted the 17th day of June, 2024, fixed a date for a council hearing on the proposed improvement of 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 WHEREAS, ten days' mailed notice and two weeks' published notice of the hearing was given, and the hearing was held thereon on the 15th day of July, 2024, at which all persons desiring to be heard were given an opportunity to be heard thereon,

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

1. Such improvement is necessary, cost-effective, and feasible as detailed in the feasibility report.
2. Such improvement is hereby ordered as proposed in the council resolution adopted the 17th day of June, 2024.

3. Short Elliott Hendrickson Inc. (SEH®) is hereby designated as the engineer for this improvement. The engineer shall prepare plans and specifications for the making of such improvement, according to the feasibility report dated June 17, 2024.

4. The city council declares its official intent to reimburse itself for the costs of the improvement from the proceeds of the tax exempt bond.

Adopted by the council this 3rd day of September, 2024.

8. ITEMS FOR DISCUSSION

A. Hotel Study Update – EDA Meeting Presentation

The Hotel Study was reviewed at the EDA and everything is proceeding positively. Waiting on the narrative for the entire report. Once that is received, we can start talking to developers.

B. EDA Contract with CEDA – Director Update – City Administrator

Bryan Stading will be working with us over the course of the next year before another person within their organization will take his role here. He is set up with an email address, phone number, and business cards. Bryan will be leading the next EDA meeting.

C. Revolve Labs update – City Attorney Ostlund

D. Morningside Avenue/Highway 212 Update – MNDOT

Opening date of September 13.

E. Buffalo Creek Watershed Meeting – Assistant City Administrator Lemen

9. ROUTINE BUSINESS

A. Project Updates

B. Economic Development

C. Public Input

D. Reports

E. City Bills

Motion: Neid, seconded by Rivera to pay the city bills. All in favor, the motion carries.

10. ADJOURNMENT

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

GLENCOE

SMALL CITY & BIG FUTURE

City of Glencoe ♦ 1107 11th Street East, Suite 107 ♦ Glencoe, Minnesota 55336
Phone: (320) 864-5586 Website: www.glencoe.mn.org Email: info@ci.glencoe.mn.us

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SMALL CITY  BIG FUTURE

City of Glencoe
Special Event Application
1107 11th Street East, Suite 107
Glencoe, MN 55336
320-864-5586
info@ci.glencoe.mn.us

Event name: Family Fun Fall Festival Location: 2025 10th St. E (Guardian In Home Health & Security)

Date(s) of the event: Thursday, Oct. 24, 2024 Time(s) of event: 3pm-6pm

Group name or organization: FFFF Planning Committee Contact Name: Yodee Rivera

Address: 1110 Reeds Ln City: Glencoe Zip: 55336

Email: yodee.rivera@cobornsinc.com Phone: 320-296-1145

Type of organization: For Profit Non-Profit Charity

Location requested: City Parking Lot City Park Street Closure

Estimated number of participants expected to attend the event: 350

Event Description: For the past 4 years, the uptown businesses have hosted a fall festival at no cost to families of Glencoe. Last year, we had about 300 attendees.

We've featured live music, bounce houses, pony rides, a petting zoo, firetrucks, police cruisers, fun games, and more!

Assistance Requested: We are requesting the use of 15 park table/benches.

Street Closure Request - Describe the name and sections of the streets for requested closure.
Our committee is requesting the closure of the southern half of Taylor Avenue between 10th and 11th street. Pictures attached.

Date/Time for beginning of street closure: October 24 2:00pm

Date/Time for reopening of streets: October 24 6:30pm

NOTE: Events using public streets and parking lots must submit a map with precise locations.

See back side for guidelines and agreement.

Special Event Guidelines

Special events include walk/runs, tournaments, concerts or gatherings of 50 participants or more in the City of Glencoe. Special Event Applications must be submitted at least 30 calendar days prior the event. Below is a list of additional items that may be required for your event, please review carefully.

Certificate of Liability Insurance: The City of Glencoe, at its discretion, may require the applicant to obtain a certificate of Liability Insurance. If required, applicants must provide a minimum of \$1,000,000 of general liability coverage for each occurrence and shall name the City of Glencoe as an additional insured. Based on special event activities, some events may be required to obtain additional coverage. If you don't have private insurance or your organization does not have insurance, you may obtain insurance through the League of MN Cities Tenant User Liability Insurance Program (TULIP). Information on TULIP is located online at: www.lmc.org

Alcohol: If alcohol is sold or provided, the event must have proper licensing through State of MN and City of Glencoe. Liquor Liability Insurance is required for events that sell or provide alcohol.

Security: If the Chief of Police determines security is needed for the event, the organizer will be charged \$100/hour per officer.

Street Closures: If a street closure occurs along residential streets, reasonable efforts must be made to alert all property owners along the street of the proposed closure. Failure to notify property owners in street closure areas or gain approval of street closures will result in revocation of permit.

Garbage: Organizers may be required to provide garbage containers and removal depending on the size of the event and the number of participants.

Sanitary Restrooms: Organizers may be required to provide sanitary restrooms depending on the size of the event and the number of participants.

Directional Markers: No paint or chalk paint should be used as directional markers on the trail systems in the parks or on the sidewalks and streets. Suggestions for directional markers include cones, sidewalk chalk, small signs or volunteers. Renter will be charged a fee if paint or permanent marks are placed on the trail system, sidewalks or streets. If you need cones or other materials from the Street Department, please make sure to include these items in the assistance requested section.

Contract Agreement: The renter will abide by all rules governed in City Ordinances and all City of Glencoe policies. The renter also understands that failure to abide by these rules and regulations could result in additional fees or denial of facility use.

Jacque Rivera
Signature

Sept 3, 2024
Date

City Staff Use Only

Date Received: _____

Public Works Director Street/Parks Recommendation: Approve Deny

Comments: City staff will place barricades and cones, owner is

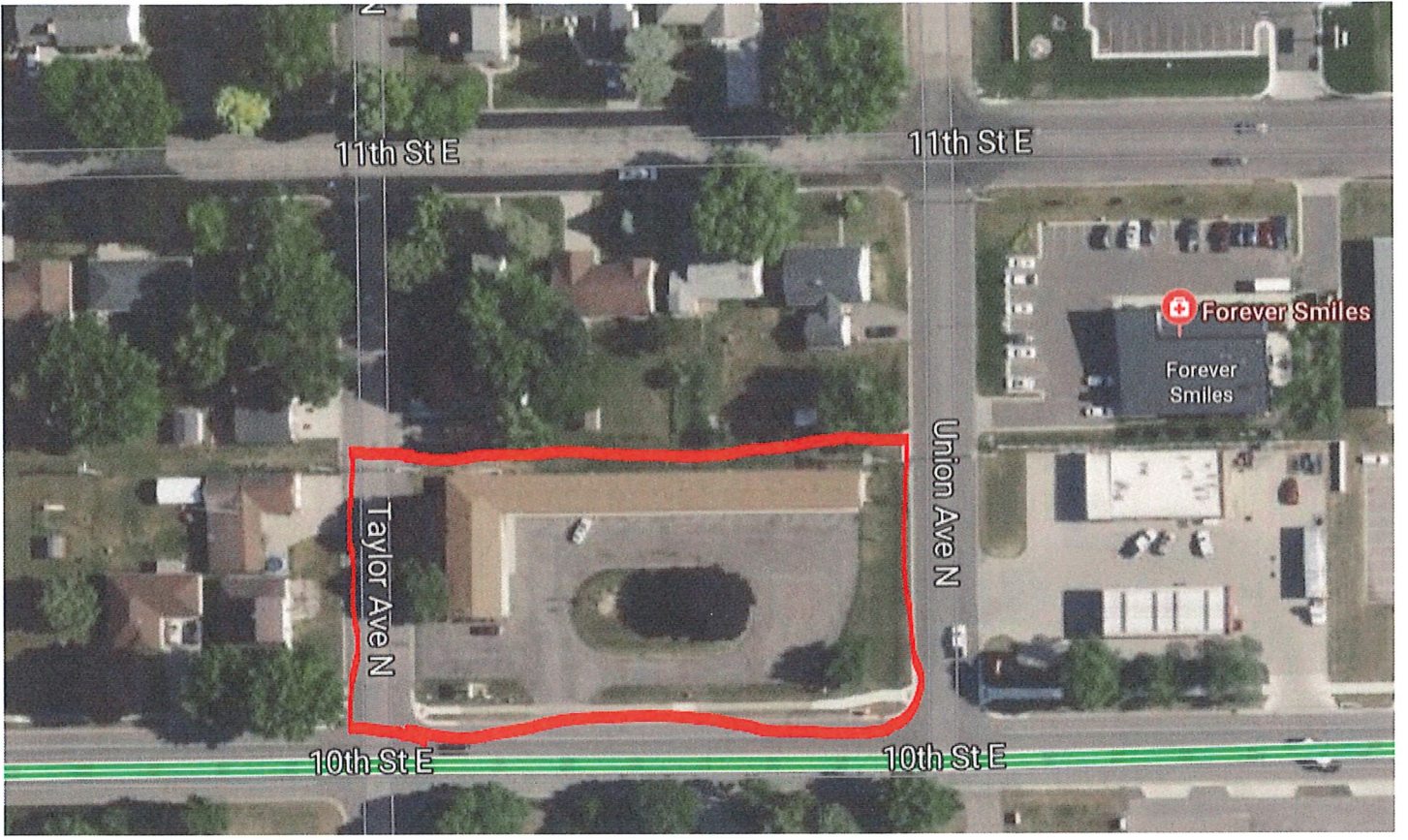
responsible to remove and place on boulevard. Picnic tables will be dropped off.
by 1:30.

Chief of Police Recommendation: Approve Deny

Comments: Good event for community

City Council: Approve Deny

Date: _____



Family Fun Fall Festival



Disclaimer: McLeod County does not warrant or guarantee the accuracy of the data.

The data is meant for reference purposes only and should not be used for official decisions.

If you have questions regarding the data presented in this map, please contact the McLeod County GIS Department.

This information is to be used for reference purposes only.

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City of Glencoe
Special Event Application
1107 11th Street East, Suite 107
Glencoe, MN 55336
320-864-5586

Proposed event name: GSL Homecoming Parade Proposed location: 16th Street and Elliot

Date(s) of the event: 9/20/24 Time(s) of event: 5:30 PM

Group name or organization: GSL Contact Name: Matt Fos

Address: _____ City: Glencoe Zip: 55381

Email: mfoss@gsl.k12.mn.us Phone: 320-864-2401

- Type of organization: For Profit Non-Profit Charity
- Location requested use: City Parking Lot City Park Street Closure

Estimate the number of participants you expect to attend the event: 100

Event Description: Homecoming parade from the corner of 16th St and Elliot. Parade route will run 16th stree to the HS.

Assistance Requested: None. Will be lead by Glencoe Police Department.

Street Closure Request:
Describe the name and sections of the streets you are requesting temporary closure:
Should not need street to be closed. Event will take approximately 15 - 20 minutes.

Date/Time for beginning of street closure: _____

Date/Time for reopening of streets: _____

Events using public streets and parking lots (parades, walk/runs, dances, etc.) must submit a map with precise locations.

See back side for guidelines and information.

Guidelines for Special Events

City of Glencoe Special Events

Special Event Permits are required to conduct special events. Special events include walk/runs, tournaments, concerts or gatherings of 50 participants or more in the City of Glencoe. Special Event Applications must be completed at least 30 calendar days prior the event. Below is a list of additional items that may be required for your event, please review carefully.

Certificate of Liability Insurance: The City of Glencoe, at its discretion, may require the applicant to obtain certificate of Liability Ins to host a special event. If required, applicants must provide a minimum of \$1,000,000 of general liability coverage for each occurrence and shall name the City of Glencoe as an additional insured. Based on special event activities, some events may be required to obtain additional coverage. Contact your organization or private insurance company to obtain liability insurance. If you don't have private insurance or your organization does not have insurance, you may obtain insurance through the League of MN Cities Tenant User Liability Insurance Program (TULIP). Information on TULIP is located online at: <http://www.lmc.org/page/1/Tenant-User-Liability-Insurance-Program.jsp>.

Alcohol: If alcohol is sold or provided, the event must have proper licensing through State of MN and City of Glencoe. Liquor Liability Insurance is required for events that sell or provide alcohol.

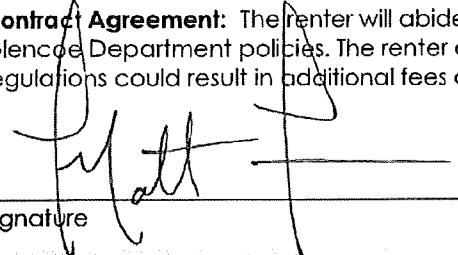
Street Closures: All street closures must be approved by Chief of Police. If a street closure occurs along residential streets, reasonable efforts must be made to alert all property owners along the street of the proposed closure. Failure to notify property owners in street closure areas or gain approval of street closures will result in revocation of this permit.

Garbage: Depending on the size of the event and the number of participants may be required to provide own garbage containers and pick up.

Sanitary Restrooms: Depending on the size of the event and the number of participants may be required to provide own sanitary restrooms.

Directional Markers: No paint or chalk paint should be used as directional markers on the trail systems in the parks or on the sidewalks and streets. Suggestions for directional markers include cones, sidewalk chalk, small signs or volunteers. Renter will be charged a fee if paint or permanent marks are placed on the trail system, sidewalks or streets. If you need cones or other materials from the Street Department, please make sure to include these items in the assistance requested section.

Contract Agreement: The renter will abide by all rules governed in City Ordinances and all City of Glencoe Department policies. The renter also understands that failure to abide by these rules and regulations could result in additional fees or denial of facility use.



Signature

9-13-24

Date

City Staff Use Only

Date Received: _____

Public Works Director Street/Parks Recommendation:

Approve Deny

Comments: _____

Chief of Police Recommendation: Approve Deny

Comments: _____

City Council: Approve Deny

Date: _____

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Councillors: At-Large Yodee Rivera, Precinct 1 Sue Olson, Precinct 2 Mark Hueser, Precinct 3 Paul Lemke, Precinct 4 Cory Neld



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To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: September 13, 2024

Re: **Item 6A** – Public Hearing on Delinquent Bills

Item 6A – It is recommended to set a Public Hearing of October 21, 2024, regarding delinquent bills owed to the City of Glencoe. Individuals will have 2 weeks to pay their bill, or the City of Glencoe will publish the names in the official newspaper.

If not paid by October 22nd, the City of Glencoe will certify the amounts to the McLeod County Auditor/Treasurer for collection with their property taxes.

Mayor: Ryan Voss **City Administrator:** Mark D. Larson

Councilors: At-Large Yodee Rivera, Precinct 1 Sue Olson, Precinct 2 Mark Hueser, Precinct 3 Paul Lemke, Precinct 4 Cory Neid

Past Due Accounts - 2024

Name	Billing Address	Property Address	Total Amount	Original bill item:	Notes	PID#
Estate of Louise Haefner	24 Asset Management Corp 13155 SW 42nd St, Ste 200 Miami, FL 33175	401 17th St W	\$164.45	delinquent utilities		22.054.0150
Towd Point Mortgage Trust	3217 Decker Lake Dr Salt Lake City, UT 84119	719 9th St E	\$767.34	monthly unit fees	Select Portfolio Servicing Inc PO Box 4689 Logan, UT 84323	22.060.3280
Victor Arocho	Brooke Wentzlaff 624 Ridge Rd Henderson, MN 56044	903 15th St E	\$25.82	meter adaptor		22.050.4910
Marco Arandia	10422 115th St Glencoe, MN 55336	1207 Chandler Ave N	\$327.92	water meter/labor		22.060.1830
Jose & Debra Martinez	Elizabeth Brewer	1220 Elliott Ave N	\$96.34	water off/blow back line, water on		22.060.2060
Vanessa Franco Figueroa	Yelena & Bogdan Churkin	1221 Elliott Ave N	\$125.60	delinquent utilities	assessment search completed	22.060.1990
Nykolas Taylor	Pat Nseumen 8288 Red Rock Rd Eden Prairie, MN 55347	1227 14th St E	\$129.74	delinquent utilities		22.050.4470
Redsmoker, LLC	Arandia Properties 10422 115th St Glencoe, MN 55336	1234 Greeley Ave N	\$1,113.72	monthly unit fees	with 706 13th St E address charges	22.060.2270
Kyrstal Buckingham	VIN:11LLC c/o Family Dollar Tax Dept 10401 Monroe Rd Matthewse, NC 28105	1307 DeSoto Ave N	\$177.47	delinquent utilities		22.060.1490
Dollar Tree Store, Inc	120 22nd Ave S PO Box 281 Brookings, SD 57006	2109 10th St E	\$99.56	water on/off fee		22.050.0907
Terry Anderson			\$283.92	private hangar snow removal		07.998.0100

\$3,311.88

The above list represents properties with delinquent balances as of 8/31/24.

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To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: September 13, 2024

Re: **Item 7A** – Long-term rentals at the Oak Leaf Park Campground.

Item 7A – It is the recommendation of the Park Board to set aside 3 additional spots for 2025. There are currently 2-sites for long term and one of those is the camp host. Nightly rentals are \$33.00 per night with a 15% discount for longer than 1-week. Currently, the annual rental rate is \$3,485 per year, before sales and lodging taxes.

The 2025 campground rentals will go on sale on November 1, 2025.

Mayor: Ryan Voss **City Administrator:** Mark D. Larson

Councilors: At-Large Yodee Rivera, Precinct 1 Sue Olson, Precinct 2 Mark Hueser, Precinct 3 Paul Lemke, Precinct 4 Cory Neid

Park Board Minutes
August 21, 2024

Members Present: Amanda Ortloff, Noel Arebalos, Lynda Wagoner, Derek Rosenwald, Jerrod Fischer, Jim Eiden

Members Absent:

Others Present: Jamie Voigt, Ashley Voigt, Myranda VanDamme

Adopt Minutes:

Motion by Lynda, seconded by Derek to approve the minutes from July 24, 2024. All present voted aye. Motion carried.

Glen Knoll Park Update:

Received quotes from MP Recreation/GameTime for Glen Knoll Park for 2 different play structures (2- to 5-year-old play structure and bigger play structure). Since Jamie was working with vendors on getting pricing, he also requested quotes for the Oscar Olson play equipment. Waiting to receive quote from the other vendor for the play equipment. Jamie also received quotes on the engineered mulch. Revier Welding is fabricating a part of the bridge on the current equipment so it can be put back in use.

Pickleball Courts Update:

The middle of September is expected for the concrete to be poured for the courts. Pickleball has a fundraiser at Fashion Interiors September 12-14th for a percentage of sales to be donated to pickleball. Jamie asked the board for their opinion on installing basketball hoops on the pickleball courts to make them multipurpose. The board thought it could be an issue if both wanted to be used at the same time and who would have preference. The board said only to have basketball on the pickleball courts until the pickleball courts were fully functional or complete.

Campground – Long-Term/Seasonal:

Two groups have approached the city to stay for long-term rentals during summer of 2025 with no reduced rates besides the long-term rate discount. These two groups have stayed here for the entire summer already with the exception of having to leave for a couple weekends when the campground had already been fully rented out. These groups have proven to be low maintenance and respectful users of the campground. The benefit of a long-term rental for the city is that the campground is less likely to fill up during the week so that would be guaranteed revenue. The disadvantage would be potentially less full rate revenue on the weekend and less space to bring in new customers. The campground has 20 total sites. Sites 17-20 close for 1 week due to Glencoe Days. Currently there are 2 other long-term rentals that are reserved for the camp post and the country club manager. The board briefly discussed the rates at the campground as well and may look at those again in the near future. The board increased rates slightly for 2024 and reduced the long-term rate discount.

Motion by Lynda, seconded by Jerrod to make a recommendation to the city council that 3 additional campsites (total of 5) are reserved for long-term rentals. All present voted aye. Motion carried.

Edgewood Drive South – Naming Park:

Board wants to formally name this park so it can be properly referenced in materials (currently not listed in 2024 Glencoe Guidebook). The board previously discussed this and the city attorney did provide what needed to be done but then topic fell off radar. Jamie is going to look book at the process the attorney provided and will continue to discuss at future meetings.

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To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: September 13, 2024

Re: **Item 7B – Resolution 2024-11** Preliminary Levy collectable in 2025

Item 7B – It is recommended to approve **Resolution 2024-11** for the preliminary levy for 2025. Increases include an additional \$100,000 for Street Overlay and \$125,000 for the Economic Development Authority. There were a couple of adjustments for debt service payments. No additional funds are being levied for operations.

Mayor: Ryan Voss **City Administrator:** Mark D. Larson

Councilors: At-Large Yodee Rivera, Precinct 1 Sue Olson, Precinct 2 Mark Hueser, Precinct 3 Paul Lemke, Precinct 4 Cory Neid

RESOLUTION NO. (2024-11)
RESOLUTION SETTING PRELIMINARY 2025 TAX LEVY

WHEREAS, the Department of Revenue has set September 30th, 2024 as the deadline for certifying 2025 Preliminary tax levies; and,

WHEREAS, the City Administrator has provided the City Council with the preliminary 2025 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 2025, upon taxable property in the City of Glencoe, for the following purposes:

GENERAL

General Fund/Ad Valorem Levy	\$1,787,000.00
------------------------------	----------------

DEBT SERVICE/SPECIAL LEVY

Street Overlay	\$ 800,000.00
2010 City Center	\$ 160,000.00
2014 Street Improvement	\$ 221,000.00
2015 Lincoln Park Project	\$ 180,000.00
2016 Armstrong Ave Project	\$ 37,000.00
2017 Baxter Avenue Project	\$ 171,000.00
2018 Central Storm	\$ 164,000.00
2021 10 th Street Improvement	\$ 25,350.00
Economic Development Authority	<u>\$ 125,000.00</u>
	\$1,758,320.00

TOTAL	\$3,758,320.00
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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 September 30, 2024.
3. This is an increase over the 2024 tax levy.
4. That the Truth in Taxation hearing is set for December 2, 2024 at 7:15 p.m.; continuation hearing is set for December 16, 2024 at 7:00 p.m.

Adopted and approved this 18th day of September 2024.

ATTEST:

Ryan Voss
Mayor

Mark D. Larson
City Administrator

2025 Preliminary Levy

	Final 2019	Final 2020	Final 2021	Final 2022	Final 2023	Final 2024	Preliminary 2025	
General Ad Valorem Levy	\$1,577,000.00	\$1,563,000.00	\$1,563,000.00	\$1,613,000.00	\$1,613,000.00	\$1,680,000.00	\$1,750,000.00	
Seal Coat		\$37,000.00	\$37,000.00	\$37,000.00	\$37,000.00	\$37,000.00	\$37,000.00	Fifth Year
		\$1,600,000.00	\$1,600,000.00	\$1,650,000.00	\$1,650,000.00	\$1,717,000.00	\$1,787,000.00	
Debt Service/Special Levy								
2023 Pavement Project (Fifth Year)		\$300,000.00	\$400,000.00	\$500,000.00	\$600,000.00	\$700,000.00	\$800,000.00	Sixth
11th Street / Morningside	\$120,000.00	\$127,365.00	\$120,000.00	\$120,000.00	\$120,000.00	\$115,000.00	\$	Paid Off 2024
1997 McLeod Ave/NC Pond								Paid Off 2017
1997 NC III/Morningside								Paid Off 2013
1999 CSAH #33								Paid Off 2014
1999 Aquatic Center	\$85,000.00							Paid Off 2019
2001 NC #5/ Popelka								Paid Off 2013
2002 W R Est II								Paid Off 2014
2003 W R Pond Est								Paid Off 2019
2003 CSAH #3	\$65,000.00							Paid Off 2015
2004 NC #6/Glenkroll								Paid Off 2015
2004 Street Overlay								Annual
2010 City Center	\$150,000.00	\$150,000.00	\$150,000.00	\$150,000.00	\$150,000.00	\$150,000.00	\$160,000.00	Final
2014 Street Improvement	\$135,000.00	\$140,000.00	\$145,000.00	\$144,500.00	\$179,000.00	\$179,000.00	\$180,000.00	10th Payment
2015 Lincoln Park Project	\$145,000.00	\$145,000.00	\$150,000.00	\$150,000.00	\$155,000.00	\$155,000.00	\$180,000.00	9th Payment
2016 Armstrong Avenue	\$34,000.00	\$31,070.00	\$32,000.00	\$32,000.00	\$35,690.00	\$32,000.00	\$37,000.00	8th Payment
2017 Baxter Avenue	\$120,000.00	\$140,000.00	\$140,000.00	\$140,000.00	\$140,000.00	\$140,000.00	\$171,000.00	7th Payment
2018 Central Storm Sewer	\$114,145.00	\$140,000.00	\$140,000.00	\$145,000.00	\$145,000.00	\$145,000.00	\$164,000.00	4th Payment
2021 10th Street Improvement								2026 1st Payment
2025 Hennepin Avenue Project								2026 1st Payment
Economic Development Authority	\$968,145.00	\$1,173,435.00	\$1,277,000.00	\$1,406,500.00	\$1,551,690.00	\$1,641,000.00	\$1,756,320.00	First Levy 2025
	\$2,545,145.00	\$2,773,435.00	\$2,877,000.00	\$3,056,500.00	\$3,201,690.00	\$3,358,000.00	\$3,545,320.00	
			3.73%	6.24%	4.75%	4.88%	5.58%	
								Difference 2025/2024
							\$187,320.00	

GLENCOE

SMALL CITY & BIG FUTURE

City of Glencoe ♦ 1107 11th Street East, Suite 107 ♦ Glencoe, Minnesota 55336
Phone: (320) 864-5586 Website: www.glencoe.mn.org Email: info@ci.glencoe.mn.us

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**CITY OF GLENCOE
DEPARTMENT SUPERVISOR
MONTHLY SUMMARY Report**

Department: Wastewater Treatment Plant (WWTP)

Supervisor Name: Ron VonBerge Month/ August 2024

Below is a review of tasks completed during the previous month...

Weekly check of Glen Knoll lift station (4 X) I/I inspections

Weekly plant maintenance task (4 X) DMR and QA/QC data entry

Lab testing and daily task.

Week of 8/5/24/2024

Replaced 2 UV bulbs.

Brought camera to get repaired.

Monthly generator testing

Hauling biosolids

Jetting collection system

Mowed lawn

Jetted and Hydro vaced storm line by Oak Leaf Park Road.

Week of 8/12/2024

Hauling biosolids

Jetting

Replaced 4-disc filter panels.

Decanting secondary digester

Weed Whip WWTP and impound lot.

Week of 8/19/2024

Hauling Biosolids

Jetting sewer lines.

Lowered manholes and water shut offs, so snowplows don't hit them

Decanting secondary digester.

Cleaned static mixer.

Week of 8/26/24

Bio solids hauling

Jetting

Decanting secondary digester

Cleaned blower inlet filters

Yearly cleaning of Grit Vortex chamber

Transferred secondary digester to biosolids tank

Weed whip WWTP

Mowed lawn WWTP

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Mayor: Ryan Voss City Administrator: Mark D. Larson

Councillors: At-Large Yodee Rivera, Precinct 1 Sue Olson, Precinct 2 Mark Hueser, Precinct 3 Paul Lemke, Precinct 4 Cory Neld

CITY OF GLENCOE BILLS

SEPTEMBER 16, 2024

**** PREPAID PAYROLL & WIRE TRANSFER BILLS ****

<u>VENDOR</u>	<u>DEPARTMENT: DESCRIPTION</u>	<u>TOTAL</u>
CITY OF GLENCOE EMPLOYEES	MULTIPLE DEPTS.: CITY OF GLENCOE PAYROLL 6-26-24	\$96,625.75
WIRE TRANSFER	MULT DEPTS:EMP/CITY PAYROLL TAXES,HSA,PERA,D COMP,CAFE	\$59,680.40
	TOTAL PREPAID BILLS ----->	<u><u>\$156,306.15</u></u>

INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

SEPT 16, 2024 - PREPAID BILLS

Date: 09/13/2024

Time: 10:55 am

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City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
VISA	0350	CHAIRS, CURBS, CPR EQUIP, UNIFORMS, UMBRELLA WINCHES	181757	06/25/2024	11,947.48
Vendor Total:					11,947.48
Grand Total:					11,947.48
Less Credit Memos:					0.00
Net Total:					11,947.48
Less Hand Check Total:					0.00
Outstanding Invoice Total :					11,947.48
Total Invoices:	1				

INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

SEPT 16, 2024 - PREPAID BILLS

Date: 09/13/2024

Time: 10:57 am

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City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
ARTISAN BEER COMPANY	1258	LIQUOR: MERCH FOR RESALE	181805	06/28/2024	<u>792.00</u>
				Vendor Total:	792.00
BREAKTHRU BEVERAGE	0513	LIQUOR: MERCH FOR RESALE	181806	06/28/2024	<u>2,864.01</u>
				Vendor Total:	2,864.01
C & L DISTRIBUTING	0492	LIQUOR: MERCH FOR RESALE	181807	06/28/2024	<u>21,127.35</u>
				Vendor Total:	21,127.35
COLONIAL LIFE	0735	MULT DEPTS: INS PREMIUMS	181808	06/28/2024	<u>263.70</u>
				Vendor Total:	263.70
DAHLHEIMER BEVERAGE	0003	LIQUOR: MERCH FOR RESALE	181809	06/28/2024	<u>20,550.15</u>
				Vendor Total:	20,550.15
JOHNSON BROS - ST PAUL	0504	LIQUOR: MERCH FOR RESALE	181810	06/28/2024	<u>3,658.52</u>
				Vendor Total:	3,658.52
MARLIN'S TRUCKING	1387	LIQUOR: MERCH FOR RESALE	181811	06/28/2024	<u>616.00</u>
				Vendor Total:	616.00
MINNESOTA CHILD SUPPORT	1646	POLICE: CHILD SUPPORT PAYMENT	181812	06/28/2024	<u>279.18</u>
				Vendor Total:	279.18
MINNESOTA PUBLIC EMPLOYEE	1439	POLICE: UNION DUES	181813	06/28/2024	<u>110.75</u>
				Vendor Total:	110.75
NCPERS GROUP LIFE INS	1619	ADMIN: INS PREMIUMS	181814	06/28/2024	<u>16.00</u>
				Vendor Total:	16.00
PAUSTIS WINE COMPANY	0916	LIQUOR: MERCH FOR RESALE	181815	06/28/2024	<u>1,462.50</u>
				Vendor Total:	1,462.50
PHILLIPS WINE & SPIRITS, INC.	1010	LIQUOR: MERCH FOR RESALE	181816	06/28/2024	<u>2,922.50</u>
				Vendor Total:	2,922.50
PPLSI	0485	MULT DEPTS: INS PREMIUMS	181817	06/28/2024	<u>112.60</u>
				Vendor Total:	112.60
SCHRAM VINEYARDS WINERY &	2035	LIQUOR: MERCH FOR RESALE	181818	06/28/2024	<u>240.00</u>
				Vendor Total:	240.00
SOUTHERN GLAZER'S OF MN	1429	LIQUOR: MERCH FOR RESALE	181819	06/28/2024	<u>5,694.92</u>
				Vendor Total:	5,694.92
VIKING BEVERAGES	0973	LIQUOR: MERCH FOR RESALE	181820	06/28/2024	<u>8,315.40</u>
				Vendor Total:	8,315.40
				Grand Total:	69,025.58
				Less Credit Memos:	0.00
				Net Total:	<u>69,025.58</u>
				Less Hand Check Total:	0.00
				Outstanding Invoice Total :	<u>69,025.58</u>
	Total Invoices:	16			

INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

SEPT 16, 2024 - REGULAR BILLS

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City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
A.H. HERMEL CO.	0573	AQUATIC CENTER: MERCH FOR RESALE	0	00/00/0000	<u>105.67</u>
				Vendor Total:	105.67
AKO ELECTRIC INC	1468	ADMIN, PARK, AQ CTR, WWTP: ELECTRICAL REPAIRS	0	00/00/0000	<u>961.93</u>
				Vendor Total:	961.93
ARNOLD'S OF GLENCOE, INC.	1449	PARK, WWTP: MOWER PARTS, NEW KUBOTA	0	00/00/0000	<u>22,231.93</u>
				Vendor Total:	22,231.93
AT&T MOBILITY	1205	MULT DEPTS: CELL PHONE BILL	0	00/00/0000	<u>680.88</u>
				Vendor Total:	680.88
AUL, GARY	1544	POLICE: PAINTING	0	00/00/0000	<u>306.00</u>
				Vendor Total:	306.00
BARGEN INCORPORATED	0409	WATER: CRACK REPAIR	0	00/00/0000	<u>500.00</u>
				Vendor Total:	500.00
BLUE CROSS BLUE SHIELD OF MII	1254	MULT DEPTS: INS PREMIUMS	0	00/00/0000	<u>44,566.42</u>
				Vendor Total:	44,566.42
BRADLEY SECURITY & ELECTRIC	0209	STREET: REKEY LOCKS	0	00/00/0000	<u>165.00</u>
				Vendor Total:	165.00
CARD SERVICES	0330	MULT DEPTS:MERCH-RESALE, FUEL, SUPPLIES, ELECTION JUDGE MEALS	0	00/00/0000	<u>1,411.31</u>
				Vendor Total:	1,411.31
CARGILL, INC	1636	WATER: SALT	0	00/00/0000	<u>5,927.39</u>
				Vendor Total:	5,927.39
CENTERPOINT ENERGY	0204	MULT DEPTS: NATURAL GAS BILLS	0	00/00/0000	<u>4,831.56</u>
				Vendor Total:	4,831.56
CLAREY'S SAFETY EQUIPMENT IN	0333	FIRE: AUTO X TOOL KIT, WRENCH SET, FIRE BOOTS	0	00/00/0000	<u>3,421.68</u>
				Vendor Total:	3,421.68
FLAHERTY & HOOD, P.A.	0441	WATER, WWTP: LEGAL FEES	0	00/00/0000	<u>2,218.75</u>
				Vendor Total:	2,218.75
FLEET SERVICES DIVISION	2144	POLICE: SQUAD CAR LEASE	0	00/00/0000	<u>4,296.93</u>
				Vendor Total:	4,296.93
GAVIN, JANSSEN, STABENOW &	0087	POLICE: LEGAL SERVICES	0	00/00/0000	<u>4,143.00</u>
				Vendor Total:	4,143.00
GILLETTE PEPSI COMPANIES, INC	0496	LIQUOR STORE: MERCH FOR RESALE	0	00/00/0000	<u>678.00</u>
				Vendor Total:	678.00
GLENCOE CO-OP ASSN.	1842	MULT DEPTS: FUEL, EXHAUST FLUID, ROUNDUP	0	00/00/0000	<u>7,843.59</u>
				Vendor Total:	7,843.59
GLENCOE FLEET SUPPLY	2074	MULT DEPTS: REPAIR & MAINT. SUPPLIES, SMALL TOOLS	0	00/00/0000	<u>1,266.71</u>
				Vendor Total:	1,266.71
GLENCOE REGIONAL HEALTH	0099	FIRE: EMPLOYEE TESTING	0	00/00/0000	<u>688.50</u>
				Vendor Total:	688.50
GOPHER STATE ONE CALL	0482	WATER, WWTP, STORM WATER: LOCATE TICKETS	0	00/00/0000	<u>98.55</u>
				Vendor Total:	98.55
HERALD JOURNAL PUBLISHING	1442	MULT DEPTS: ADVERTISING & PUBLISHING	0	00/00/0000	<u>1,760.95</u>
				Vendor Total:	1,760.95
HUEMOELLER, GONTAREK &	1800	ADMIN: LEGAL SERVCICES	0	00/00/0000	<u>2,515.00</u>
				Vendor Total:	2,515.00

INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

SEPT 16, 2024 - REGULAR BILLS

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City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
JOHN DEERE FINANCIAL	1299	PARK, WWTP: PARTS, FILTERS, LUBRICANTS, BOBCAT REPAIR	0	00/00/0000	682.21
				Vendor Total:	<u>682.21</u>
KDUZ - KARP - KGLB	2248	FIRE, AQUATIC CENTER, CITY CENTER: ADVERTISING	0	00/00/0000	768.00
				Vendor Total:	<u>768.00</u>
KWIK TRIP	1653	POLICE: FUEL	0	00/00/0000	2,136.60
				Vendor Total:	<u>2,136.60</u>
LIGHT & POWER COMMISSION	1484	MULT DEPTS: ELECTRICITY, CREDIT CARD & BILLING FEE	0	00/00/0000	30,144.70
				Vendor Total:	<u>30,144.70</u>
LITZAU EXCAVATING	0380	FIRE, STORM WATER: AUGER SEWER LINE OUTLET, CLEAN STORM SEWER	0	00/00/0000	625.00
				Vendor Total:	<u>625.00</u>
LYNN LEMBCKE CONSULTING	0295	POLICE: BODY WORN CAMERA AUDIT	0	00/00/0000	1,000.00
				Vendor Total:	<u>1,000.00</u>
MACQUEEN EMERGENCY	0159	FIRE: AERIAL PLATFORM REPAIR, DRIVE, ALL WHEEL STEER VALVE	0	00/00/0000	11,156.33
				Vendor Total:	<u>11,156.33</u>
MATHEWS, SCOTT	1383	FIRE: REIMB FOR LIGHT	0	00/00/0000	69.79
				Vendor Total:	<u>69.79</u>
MINI BIFF	0177	PARK, SANITATION: WASTE REMOVAL	0	00/00/0000	336.60
				Vendor Total:	<u>336.60</u>
MINNESOTA RURAL WATER ASSO	2041	WATER, WWTP: TRAINING EXPO	0	00/00/0000	450.00
				Vendor Total:	<u>450.00</u>
MN FIRE SERVICE CERT. BOARD	0557	FIRE: FIREFIGHTER RECERTIFICATIONS	0	00/00/0000	262.50
				Vendor Total:	<u>262.50</u>
MOORE, SARAH	0545	CITY CENTER: DAMAGE DEPOSIT REFUND	0	00/00/0000	200.00
				Vendor Total:	<u>200.00</u>
MORRIS ELECTRONICS INC	1372	POLICE: IT SERVICE	0	00/00/0000	187.50
				Vendor Total:	<u>187.50</u>
MVTL, INC.	0353	WATER, WWTP: LAB TESTIING	0	00/00/0000	525.70
				Vendor Total:	<u>525.70</u>
MYTANA LLC	0404	WWTP: PUSH ROD/CABLE FOR CAMERA	0	00/00/0000	1,527.00
				Vendor Total:	<u>1,527.00</u>
NORTH CENTRAL INTERNATIONAL	0683	STREET, WWTP: SWEEPER PARTS, REPAIR AIR LEAK	0	00/00/0000	327.58
				Vendor Total:	<u>327.58</u>
NUVERA	2120	MULT DEPTS: INTERNET, PHONE, IT SUPPORT	0	00/00/0000	6,015.42
				Vendor Total:	<u>6,015.42</u>
OFFICE OF MN. IT SERVICES	1423	POLICE: INTERNET SERVICE	0	00/00/0000	120.92
				Vendor Total:	<u>120.92</u>
O'REILLY AUTOMOTIVE, INC	1982	STREET, WATER, WWTP: SMALL TOOLS, PARTS	0	00/00/0000	169.42
				Vendor Total:	<u>169.42</u>
OXYGEN SERVICE COMPANY	0653	STREET: WELDING SUPPLIES	0	00/00/0000	17.98
				Vendor Total:	<u>17.98</u>
PIONEERLAND LIBRARY SYSTEMS	0227	LIBRARY: QUARTERLY FUNDING	0	00/00/0000	24,336.00
				Vendor Total:	<u>24,336.00</u>
PLUNKETT'S PEST CONTROL, INC	0446	WWTP: PEST CONTROL	0	00/00/0000	97.74

INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

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City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
				Vendor Total:	<u>97.74</u>
PREMIUM WATERS, INC.	1081	MULT DEPTS: WATER	0	00/00/0000	<u>384.89</u>
				Vendor Total:	<u>384.89</u>
RICE COMPANIES, INC	0639	LIQUOR STORE: CHIMNEY DEMO	0	00/00/0000	<u>4,550.00</u>
				Vendor Total:	<u>4,550.00</u>
RUNNING'S SUPPLY, INC.	1616	WATER: SAFETY BOOTS	0	00/00/0000	<u>169.99</u>
				Vendor Total:	<u>169.99</u>
SAM'S TIRE SERVICE INC.	0250	POLICE, PARK: TIRES & INSTALLATION	0	00/00/0000	<u>711.60</u>
				Vendor Total:	<u>711.60</u>
SCP DISTRIBUTORS	2167	AQUATIC CENTER: CHEMICALS	0	00/00/0000	<u>418.20</u>
				Vendor Total:	<u>418.20</u>
SHRED-N-GO, INC	0032	FINANCE, POLICE: PAPER SHREDDING SERVICE	0	00/00/0000	<u>167.86</u>
				Vendor Total:	<u>167.86</u>
SOUTHWEST PAVING, INC.	1675	WATER, WWTP, STORM WATER: WATER MAIN PATCHING	0	00/00/0000	<u>11,900.00</u>
				Vendor Total:	<u>11,900.00</u>
STAR GROUP, L.L.C.	0972	MULT DEPTS: BELTS, FILTERS, SM TOOLS, BATTERIES,LUBRICANTS	0	00/00/0000	<u>412.61</u>
				Vendor Total:	<u>412.61</u>
THOMSON REUTERS	1260	POLICE: SOFTWARE SUBSCRIPTION	0	00/00/0000	<u>182.00</u>
				Vendor Total:	<u>182.00</u>
TIMECLOCK PLUS, LLC	1896	POLICE: SOFTWARE	0	00/00/0000	<u>1,320.00</u>
				Vendor Total:	<u>1,320.00</u>
TRI-COUNTY WATER	1016	STREET, REIMB: WATER	0	00/00/0000	<u>44.00</u>
				Vendor Total:	<u>44.00</u>
VERIZON WIRELESS	1110	POLICE: AIR TAGS	0	00/00/0000	<u>200.05</u>
				Vendor Total:	<u>200.05</u>
WM. MUELLER & SONS, INC.	0206	STREET: BLACKTOP	0	00/00/0000	<u>937.52</u>
				Vendor Total:	<u>937.52</u>
				Grand Total:	<u>213,175.46</u>
				Less Credit Memos:	<u>0.00</u>
				Net Total:	<u>213,175.46</u>
				Less Hand Check Total:	<u>0.00</u>
				Outstanding Invoice Total :	<u>213,175.46</u>
	Total Invoices:	57			