



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**

**Monday, December 2, 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 November 18, 2024
- 3. APPROVE AGENDA**
- 4. PUBLIC COMMENT (agenda items only)**
- 5. PUBLIC HEARINGS**
  - A. Truth in Taxation Public Hearing at 7:15 PM – City Administrator
  - B. Set Tax Abatement Public Hearing with Apollo Development for January 6<sup>th</sup>, 2025 at 7:00.
- 6. BIDS AND QUOTES**
  - A. Quote for 2025 Fire Grass Rig – Side-by-side Gator and Trailer – Public Safety Funds – Fire Chief Scheidt
  - B. Quote for Training Room Tables and Chairs – Public Safety Funds – Police Chief Padilla
  - C. Quotes for Property Demolition – 1206 10<sup>th</sup> Street East and 1207 Chandler Avenue North – City Administrator
  - D. 1234 Greeley Avenue North – City Administrator and City Attorney
    1. Braun Intertec quote for Pre-Demolition Hazardous Property Materials Inspection – City Administrator
    2. Request to purchase adjoining property at 712 13<sup>th</sup> Street East – City Administrator
  - E. Airport Pavement Maintenance and A/D Fence Design – Airport Commission
  - F. 2025 Taxilane and Taxilane Extension – Airport Commission
- 7. REQUESTS TO BE HEARD**
  - A. Police Department Professional Standards Policy – Police Chief Padilla
  - B. Awning/Sign Grant for Scharpe, LTD at 1221 Greeley Avenue North – EDA Recommendation
  - C. Cannabis Ordinance – City Attorney

**8. ITEMS FOR DISCUSSION**

- A. Glencoe History Book – Mayor Voss

**9. ROUTINE BUSINESS**

- A. Project Updates
- B. Economic Development
- C. Public Input
- D. Reports
- E. City Bills
- F. Close meeting to discuss Police Department Contract Negotiation

**10. ADJOURN**



SMALL CITY & BIG FUTURE

City of Glencoe ♦ 1107 11<sup>th</sup> Street East, Suite 107 ♦ Glencoe, Minnesota 55336  
Phone: (320) 864-5586 Website: [www.glencoemn.org](http://www.glencoemn.org) Email: [info@ci.glencoe.mn.us](mailto:info@ci.glencoe.mn.us)

---

**This page is Blank to  
separate Agenda Items**

**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



SMALL CITY  BIG FUTURE

**GLENCOE CITY COUNCIL MEETING MINUTES**

**November 18, 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, Mark Lemen, Jamie Voigt, Tony Padilla, Todd Trippel

Others: Richard Glennie, Al Robeck, Terrance Ide (Lars), Owen Elle

**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 November 6, 2024

**B.** Approve Minutes of the Canvassing Board Meeting on November 14, 2024

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

**3. APPROVE AGENDA**

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

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

Al Robeck and Terrance Ide (Lars) spoke of their concerns regarding agenda item 7B. Richard Glennie asked questions regarding item 6A.

**5. PUBLIC HEARINGS**

**A. None Scheduled**

**6. BIDS AND QUOTES**

**A.** Quotes for Property Demolition – 1206 10<sup>th</sup> Street East and 1207 Chandler Avenue North – Assistant City Administrator

The City received two quotes for the Demolition of 1206 10<sup>th</sup> St E and 1207 Chandler Ave. Both properties are owned by Marco Arandia and were condemned for occupancy by the City. The City of Glencoe has received court orders for their demolition. Quotes for 1207 Chandler: \$15,300 (Rickert) and \$24,700 (Rachael Aggregates). Quotes for 1206 10th: \$13,800 (Rickert) and \$23,200 (Rachael Aggregates). It is recommended to approve the low quote of Rickert Excavating. The

cost of the demolition will be specially assessed against the property for collection with the property taxes.

**Motion:** Hueser, seconded by Neid to table the discussion further and send to the EDA. All in favor, the motion carries.

**B. 1234 Greeley Avenue North**

1. Braun Intertec quote for Pre-Demolition Hazardous Property Materials Inspection – City Administrator

To determine if there is hazardous material located at 1234 Greeley, the City will be required to conduct a pre-demolition inspection of this building to determine the cost of abatement. Attached is a quote from Braun Intertec to conduct the Commercial inspection. The cost estimate is \$4,775.00.

2. Request to purchase adjoining property at 712 13<sup>th</sup> Street East – City Administrator

The property adjoining 1234 Greeley has requested that the City purchase their property also, and to demolition their property at the same time as 1234 Greeley. Unfortunately, at this time, the City will not own 1234 Greeley when demolished unless other arrangements can be made.

**Motion:** Neid, seconded by Hueser to table the discussion further and send to the EDA. All in favor, the motion carries.

**7. REQUESTS TO BE HEARD**

- A. Renewal of Contract for Building Inspection Services with SAFEbuilt – City Administrator**

Alan Green with SAFEbuilt presented and reviewed the attached renewal with the City Council at their September workshop. Based upon the discussion at the workshop, it is recommended to renew the attached professional services agreement Fourth Amendment for a period of 2 years beginning on January 1, 2025. No other changes are recommended currently.

**Motion:** Hueser, seconded by Neid to approve a one-year renewal contract for building inspection services with SAFEbuilt with quarterly reports. All in favor, the motion carries.

- B. Annexation of Revolve Labs Property purchase from Seneca Foods – (PID# 04 1400 450) 2.27 AC ALL OF THE 100' WIDE CORRIDOR OF FORMER CHICAGO MILWAUKEE ST PAUL & PACIFIC RR IN SW 1/4 NW 1/4 & .25 S 1/2 NW 1/4 EX .71 ACRES**

**RESOLUTION 2024-15**

**IN THE MATTER OF THE ORDERLY ANNEXATION BETWEEN  
THE CITY OF GLENCOE AND GLENCOE TOWNSHIP  
PURSUANT TO MINNESOTA STATUTES § 414.0325**

**WHEREAS**, the City of Glencoe and Glencoe Township jointly agree to designate and request the immediate annexation of that portion of the following described land located within Glencoe Township to the City of Glencoe, County of McLeod, Minnesota;

See proposed descriptions on the attached Exhibit "A"

Tax ID: 04.014.0450,

and

**WHEREAS**, the City of Glencoe and Glencoe Township are in agreement as to the orderly annexation of the unincorporated land described; and

**WHEREAS**, Minnesota Statutes § 414.0325 provides a procedure whereby the City of Glencoe and Glencoe Township may agree on a process of orderly annexation of a designated area; and

**WHEREAS**, the City of Glencoe and Glencoe Township have agreed to all the terms and conditions for the annexation of the above-described lands; and the signatories hereto agree that no alteration of the designated area is appropriate and no consideration by the Chief Administrative Law Judge is necessary. The Chief Administrative Law Judge may review and comment, but shall within thirty (30) days, order the annexation in accordance with the terms of the resolution.

**NOW, THEREFORE, BE IT RESOLVED**, jointly by the City Council of the City of Glencoe and the Township Board of Glencoe Township as follows:

1. **(Property.)** That portion of the following described land situated in Glencoe Township is subject to orderly annexation pursuant to Minnesota Statutes § 414.0325, and that the parties hereto designate the area for orderly annexation; and agree that the land be immediately annexed:

See proposed descriptions on the attached Exhibit "A"

Tax ID: 04.014.0450,

2. **(Acreage/Population/Usage.)** That the orderly annexation area consists of approximately .71 acres more or less, the population in the area is zero (0), and the current land use types is agriculture.

3. **(Jurisdiction.)** That Glencoe Township and the City of Glencoe, by submission of this joint resolution to the Municipal Boundary Adjustment Unit of the Office of Administrative Hearings, confers jurisdiction upon the Chief Administrative Law Judge so as to accomplish said orderly annexation in accordance with the terms of this resolution.

4. **(Municipal Reimbursement).** Minnesota Statutes § 414.036.  
a. **Reimbursement to Towns for lost taxes on annexed property.**

The City of Glencoe shall make a lump sum payment to Glencoe Township without delay in the amount of \$30.

**b. Assessments and Debt.**

That pursuant to Minnesota Statutes § 414.036 with respect to any special assessment assigned by the Township to the annexed property and any portion of debt incurred by the Township prior to the annexation and attributable to the property to be annexed, but for which no special assessments are outstanding, for the area legally described (herein or attached exhibit) there are (1) no special assessments or debt.

6. **(Review and Comment).** The City of Glencoe and Glencoe Township agree that upon receipt of this resolution, passed and adopted by each party, the Chief Administrative Law Judge may review and comment, but shall within thirty (30) days, order the annexation in accordance with the terms of the resolution.

Adopted by affirmative vote of all the members of the Glencoe Township Board of Supervisors this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

GLENCOE TOWNSHIP

ATTEST:

By: \_\_\_\_\_  
Chairperson  
Board of Supervisor

By: \_\_\_\_\_  
Township Clerk

Adopted by affirmative vote of the City Council of \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

CITY OF GLENCOE

ATTEST:

By: \_\_\_\_\_  
Ryan Voss, Mayor

By: \_\_\_\_\_  
Mark Larson, City Administrator

Approved this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

Exhibit "A"

Real Property in McLeod County, Minnesota legally described as follows:

All of the 100 foot wide corridor of former Chicago, Milwaukee, St. Paul & Pacific Railroad Company in Southwest Quarter of the Northwest Quarter in Section 14, Township 115, Range 28, McLeod County, Minnesota.

AND

Part of the South half of the Northwest Quarter of Section 14, Township 115, Range 28, McLeod County, Minnesota, described as follows: Commencing at the southwest corner of said Northwest Quarter of Section 14; thence on an assumed bearing of South 88 degrees 50 minutes 12 seconds East along the South line of said Northwest Quarter 697.67 feet to the point of beginning of the tract to be described; thence continuing South 88 degrees 50 minutes 12 seconds East along said South line 234.28 feet to the southwesterly right of way line of the now abandoned railroad; thence northwesterly along said southwesterly line along a nontangential curve that is concave to the Northeast, said curve having a central angle of 07 degrees 26 minutes 40 seconds, a radius length of 1960.07 feet, an arc length of 254.67 feet; said curve having a chord bearing of North 65 degrees 50 minutes 53 seconds West and a chord length of 254.49 feet; thence South 01 degrees 09 minutes 48 seconds West, not tangent to last described curve, 99.39 feet to the point of beginning.

EXCEPTING the following described tract:

Part of the South half of the Northwest Quarter of Section 14, Township 115, Range 28, McLeod County, Minnesota, described as follows: Beginning at the northwest corner of Tract M of Registered Land Survey Number 25 as being of record and on file at the Registrar of Titles, McLeod County, Minnesota; thence on a bearing of South 49 degrees 23 minutes 45 seconds East along the Southerly line of said Tract M a distance of 175.08 feet; thence Southeasterly along said Southerly line of Tract M along a tangential curve that is concave to the Northeast, said curve having a central angle of 11 degrees 30 minutes 46 seconds, a radius length of 1910.07 feet; an arc length of 383.80 feet; thence South 01 degrees 09 minutes 48 seconds West, not tangent to last described curve, 56.41 feet to the Southerly right of way line of the now abandoned railroad; thence Northwesterly along said Southerly right of way line along a nontangential curve that is concave to the Northeast, said curve having a central angle of 12 degrees 17 minutes 11 seconds, a radius length of 1960.07 feet, an arc length of 420.31 feet, said curve having a chord bearing of North 55 degrees 29 minutes 26 seconds West and a chord length of 419.51 feet; thence North 49 degrees 23 minutes 45 seconds West along said Southerly right of way line and tangent to last described curve 231.06 feet to the Southerly right of way line of County Road Number 3; thence North 88 degrees 51 minutes 25 seconds East along said Southerly right of way line 75.09 feet to the point of beginning.

AND EXCEPTING Tract N Registered Land Survey No. 25, McLeod County, Minnesota.

And EXCEPTING the following described tract:



Part of Tract M of Registered Land Survey Number 25 in Section 14, Township 115, Range 28, McLeod County, Minnesota, described as follows: Beginning at the northwest corner of said Tract M; thence on a bearing of South 49 degrees 23 minutes 45 seconds East along the Southerly line of said Tract M a distance of 175.08 feet; thence Southeasterly along said Southerly line of Tract M along a tangential curve that is concave to the Northeast, said curve having a central angle of 12 degrees 01 minutes 16 seconds, a radius length of 1910.07 feet, an arc length of 400.74 feet; thence North 01 degrees 09 minutes 48 seconds East, not tangent to last described curve, 16.92 feet; thence Northwesterly along a nontangential curve that is concave to the Northeast, said curve having a central angle of 11 degrees 47 minutes 06 seconds, a radius length of 1895.07 feet, an arc length of 389.79 feet, said curve having a chord bearing of North 55 degrees 14 minutes 24 seconds West and a chord length of 389.10 feet; thence North 49 degrees 23 minutes 45 seconds West, tangent to last described curve, 158.28 feet to the North line of said Tract M; thence South 88 degrees 51 minutes 25 seconds West along said North line 22.53 feet to the point of beginning.

ALSO EXCEPTING the following described tract:

Part of the South half of the Northwest Quarter of Section 14, Township 115, Range 28, McLeod County, Minnesota, described as follows; Commencing at the northwest corner of Tract M of Registered Land Survey Number 25 in said Section 14; thence on a bearing of South 49 degrees 23 minutes 45 seconds East along the Southerly line of said Tract M a distance of 175.08 feet; thence Southeasterly along said Southerly line of Tract M along a tangential curve that is concave to the Northeast said curve having a central angle of 11 degrees 30 minutes 46 seconds, a radius length of 1910.07 feet, an arc length of 383.80 feet to the point of beginning of the tract to be described; thence South 01 degrees 09 minutes 48 seconds West, not tangent to last described curve, 56.41 feet to the Southerly right of way line of now abandoned railroad; thence Southeasterly along said Southerly right of way line along a nontangential curve that is concave to the Northeast, said curve having a central angle of 00 degrees 29 minutes 31 seconds, a radius length of 1960.07 feet, an arc length of 16.83 feet, said curve having a chord bearing of South 61 degrees 52 minutes 47 seconds East and a chord length of 16.83 feet; thence North 01 degrees 09 minutes 48 seconds East, not tangent to last described curve, 56.16 feet to the Southerly line of Tract M; thence Northwesterly along a nontangential curve that is concave to the Northeast, said curve having a central angle of 00 degrees 30 minutes 30 seconds: a radius length of 1895.07 feet, an arc length of 16.95 feet, said curve having a chord bearing of North 61 degrees 06 minutes 52 seconds West and a chord length of 16.95 feet to the point of beginning.

**Motion:** Hueser, seconded by Lemke to approve the annexation of Revolve Labs Property purchase from Seneca. Upon a roll call vote, the following voted Aye, Rivera, Olson, Hueser, Neid and Lemke. The following voted Nay, none. Whereupon the resolution was declared adopted and approved.

**C. 2025 Street Sweeper replacement – Assistant City Administrator**

The City of Glencoe relies heavily on our current street sweeper to clean debris from the street curb and gutter system and City owned parking lots. This is important for the City to maintain this service not only for the aesthetics but for MS4 compliance as well. The City is required by MPCA MS4 permit to reduce the amount of chemical

runoff and debris from our storm sewer system because the Buffalo Creek has been deemed an impaired water system. The current regenerative air sweeper is a 2002 Tymco. This machine has had substantial repairs completed within the last 5 years in order to maintain minimal operation. The sweeper would be utilized more frequently if the City staff were confident we would not have breakdowns or failures. Two options have been presented. Macqueen Equipment (Elgin Regen w/Aux. Engine) for \$445,185.00 and Environmental Equipment and Services Inc. (Tymco 600) for \$378,994.78. It is recommended that the City move forward with the purchase of the Tymco sweeper. City staff would like to order the sweeper as soon as possible this year, 2024, due to a lead time of 12 months. We would not have a first payment until 2025. The payment would not come out of the street budget until the 2025 budget year. They will be giving us \$20,000.00 in trade.

**Motion:** Lemke, seconded by Hueser to approve the purchase of the Tymco 600 from Environmental Equipment and Services Inc. All in favor, the motion carries.

## 8. ITEMS FOR DISCUSSION

- A. Glencoe History Book – Councilor Olson and Mayor Voss  
It is available at City Hall for those interested. There is an open house this Saturday, November 23, 2024, from 1:00 PM until 4:00 PM.
- B. Revolve Labs Sound Study update – City Attorney  
SEH was out last Friday to conduct the sound study. Wind was below 10 miles per hour, pavement was dry, and there were not any trains in the area. All readings past the state requirements except the late night one. Attorney Ostlund will follow up with Revolve Labs for them to confirm they are continuing their practice.
- C. Filling Precinct #2 - City Councilor Position – City Attorney  
The advertisement for the council position was sent to the newspaper today and will be posted on our website tomorrow. We are starting to solicit applications and there is an online application for that also.

## 9. ROUTINE BUSINESS

- A. Project Updates – approximately 160 residents who still need new water meters installed. Letters will be sent out this week to notify those residents to schedule a meter replacement.
- B. Economic Development
- C. Public Input
- D. Reports
- E. City Bills

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

## 10. ADJOURN

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



SMALL CITY & BIG FUTURE

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

---

**This page is Blank to  
separate Agenda Items**

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 Neld



SMALL CITY  BIG FUTURE

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

---

To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: November 27, 2024

Re: **Item 5A** – Truth in Taxation meeting

**Item 5A** – I will review the proposed 2025 Property Tax Levy with the City Council and the public.

I have included **Resolution 2024-16**, I recommend that the City Council hold off on approval of the Levy until the second meeting on December 16<sup>th</sup>.

**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 Neid

**RESOLUTION NO. (2024-16)**  
**RESOLUTION SETTING FINAL 2025 TAX LEVY**

WHEREAS, the Department of Revenue has set December 30<sup>th</sup>, 2024 as the deadline for certifying 2025 Preliminary tax levies; and,

WHEREAS, the City Administrator has provided the City Council with the p2025 City General Fund and Debt Service Budgets, which includes the recommended Ad Valorem Tax Levy, a wage increase of 3.25% and wage adjustments as approved by the City Council.

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 <sup>th</sup> Street Improvement	\$ 25,320.00
Economic Development Authority	<u>\$ 125,000.00</u>
	\$1,758,320.00

TOTAL	\$3,758,320.00
-------	----------------

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 December 30, 2024.
3. This is an increase over the 2024 tax levy.

Adopted and approved this 2nd day of December 2024.

ATTEST:

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

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



**BUDGET WORKSHEET**  
2025 - BUDGET

City of Glencoe

Month: 8/31/2024	Prior Year Actual	Current Year				(6) Dept. Head	(7) Administrator	(8) Adopted
		Original Budget	Amended Budget	Actual Thru August	Estimated Total			
Fund: 101 - General								
Revenues								
Dept: 000.000								
300.010 Ad volorem taxes	2,238,292	2,417,000	2,417,000	1,310,400	0	2,587,000		
300.011 Fire pension	0	0	0	0	0			
300.012 Sales tax	5,793	6,000	6,000	3,618	0	6,000		
300.020 Delinquent taxes	0	0	0	0	0			
300.050 Tax increments	0	0	0	0	0			
300.060 Excess TIF	0	0	0	0	0			
300.100 Business licenses and permits	13,142	12,000	12,000	15,325	0	14,000		
300.102 Special assessments	44,129	111,000	111,000	32,855	0	110,000		
300.103 Zoning and subdivision fees	690	500	500	385	0	500		
300.104 Plan checking fees	43,493	16,000	16,000	42,315	0	18,000		
300.105 Fines and forfeits	53,796	49,000	49,000	29,096	0	50,000		
300.106 Federal grants in aid	0	0	0	1,480	0			
300.107 Bond proceeds	0	0	0	0	0			
300.108 Lease proceeds	764,939	0	0	0	0			
300.110 Loan proceeds	0	0	0	0	0			
300.111 Sale of fixed assets	15,750	500	500	0	0	500		
300.112 Insurance dividends	21,891	22,000	22,000	0	0	22,000		
300.114 Franchise fees - electricity	0	0	0	0	0			
300.115 Franchise fees - natural gas	0	0	0	0	0			
300.200 Operating transfers	630,517	787,716	787,716	0	0	850,000		
300.201 Special police services	30,000	40,000	40,000	0	0	40,000		
300.202 Special fire protection	48,084	45,000	45,000	25,824	0	45,000		
300.206 Light plant refund	19,684	20,000	20,000	10,918	0	20,000		
300.209 Building permits	85,259	31,000	31,000	85,733	0	50,000		
300.210 Interest income	17,224	2,000	2,000	17,069	0	15,000		
300.211 State surcharge	4,726	4,000	4,000	5,590	0	4,000		
300.225 State grants in aid	1,118	0	0	559	0			
300.233 Credit Card Fees	1,493	1,000	1,000	1,784	0	1,600		
300.235 Rental inspection fees	14,950	15,000	15,000	2,850	0	15,000		
300.240 ATV/UTV permit	450	500	500	300	0	300		
300.254 Electrical availability charge	0	0	0	0	0			
300.255 Trunk electrical charges	0	0	0	0	0			
300.260 Other licenses and permits	1,320	1,600	1,600	1,210	0	1,500		
300.302 Emergency Services	0	0	0	0	0			
300.303 Snow removal	7,013	5,000	5,000	1,164	0	7,000		
300.304 Sweeping	500	1,000	1,000	0	0	600		
300.305 Mowing and weed control	0	0	0	0	0			

**BUDGET WORKSHEET**  
2025 - BUDGET

City of Glencoe

Month: 8/31/2024	Prior Year Actual	Current Year			Estimated Total	(6) Dept. Head	(7) Administrator	(8) Adopted
		Original Budget	Amended Budget	Actual Thru August				
Fund: 101 - General								
Revenues								
Dept: 000.000								
300.306 Blacktop	0	0	0	0	0			
300.307 Painting	0	0	0	0	0			
300.308 Miscellaneous	0	0	0	0	0			
300.309 Reimburseables	0	0	0	0	0			
300.310 Donations	28,704	15,000	15,000	200,518	0	20,000		
300.311 Auction proceeds	0	8,000	8,000	0	0	10,000		
300.312 Donation - city center pledge	0	1,000	1,000	0	0			
300.314 Vehicle towing	3,512	2,000	2,000	631	0	2,500		
300.322 Crime prevention	11,196	2,000	2,000	700	0	2,000		
300.323 Childhood intervention	0	0	0	0	0			
300.361 In lieu of tax - light plant	105,000	107,500	107,500	62,708	0	110,000		
300.401 Local government aid	1,618,633	1,818,170	1,818,170	909,085	0	1,820,353		
300.402 Market value credit ag	277	0	0	0	0			
300.403 Market value credit mfg home	0	0	0	0	0			
300.404 PERA aid	0	0	0	0	0			
300.405 Low income housing aid	0	0	0	0	0			
300.406 Market value credit reimburse.	0	0	0	0	0			
300.407 Other state aid	0	0	0	0	0			
300.408 State PEPFF Contribution	0	0	0	0	0			
300.409 State GERF Contribution	0	0	0	0	0			
300.416 Police training reimbursement	8,082	5,000	5,000	8,109	0	6,000		
300.417 Fire training reimbursement	5,704	2,500	2,500	2,112	0	3,500		
300.418 Insurance proceeds	59,779	5,000	5,000	91,317	0	5,000		
300.419 Supplemental retirement aid	1,000	2,000	2,000	0	0	2,000		
300.420 Insurance tax - fire	56,680	51,000	51,000	0	0	56,000		
300.421 Insurance tax - police	95,282	75,000	75,000	0	0	80,000		
300.422 Lodging tax	3,551	2,000	2,000	1,697	0	3,500		
300.780 Park shelter fees	12,817	13,000	13,000	11,389	0	13,000		
300.781 Administrative fees	0	0	0	0	0			
300.782 Park camping fees	46,071	60,000	60,000	28,500	0	60,000		
300.910 Penalties and interest	0	0	0	0	0			
300.951 Misc.- general government	1,538	0	0	28,634	0			
300.952 Misc.- public safety	3,499	0	0	961	0			
300.953 Misc.- highways and streets	3,354	0	0	3,635	0			
300.954 Misc.- culture and recreation	3,677	0	0	2,819	0			
300.961 Reimb.- general government	9,914	0	0	15,341	0			
300.962 Reimb.- public safety	7,189	0	0	2,577	0			



**BUDGET WORKSHEET**  
2025 - BUDGET

City of Glencoe

Month: 8/31/2024	Prior Year Actual	Current Year			Estimated Total	(6) Dept. Head	(7) Administrator	(8) Adopted
		Original Budget	Amended Budget	Actual Thru August				
<b>Fund: 101 - General</b>								
<b>Revenues</b>								
Dept: 000.000								
300.963 Reimb.- highways and streets	13,244	0	0	27,830	0			
300.964 Reimb.- culture and recreation	14,677	0	0	-551	0			
Dept: 000.000	6,177,633	5,756,986	5,756,986	2,986,487	0	6,051,853	0	0
<b>Total Revenues</b>	6,177,633	5,756,986	5,756,986	2,986,487	0	6,051,853	0	0
<b>Expenditures</b>								
Dept: 411.100 City council								
400.012 Sales tax	0	0	0	0	0			
400.103 Part-time employees	29,300	44,700	44,700	25,026	0	29,700		
400.121 PERA contributions	1,465	1,485	1,485	990	0	1,485		
400.122 FICA contributions	0	0	0	0	0			
400.125 Medicare contributions	425	431	431	287	0	431		
400.151 Workers compensation	105	0	0	47	0	100		
400.200 Office supplies	184	500	500	208	0	500		
400.311 Training	2,783	3,000	3,000	2,875	0	3,000		
400.324 Election Judges	-108	0	0	108	0			
400.325 Boards & Commissions	4,150	3,850	3,850	0	0	3,850		
400.331 Travel expense	271	1,200	1,200	1,029	0	1,500		
400.361 Gen. & property liability ins.	0	0	0	0	0			
400.430 Miscellaneous	1,410	2,000	2,000	2,387	0	2,000		
400.433 Dues & subscriptions	1,530	500	500	0	0	1,000		
400.500 Equipment	0	0	0	0	0			
400.595 Capital leases principal	0	0	0	0	0			
400.599 Capital outlay	0	0	0	0	0			
City council	41,515	57,666	57,666	32,957	0	43,566	0	0
Dept: 414.000 Administration								
400.012 Sales tax	0	0	0	0	0			
400.101 Full-time employees	231,283	239,720	239,720	143,562	0	269,132		
400.102 Full-time employees - overtime	1,439	1,000	1,000	573	0	1,000		
400.103 Part-time employees	0	2,500	2,500	0	0	2,500		
400.121 PERA contributions	17,078	18,054	18,054	11,066	0	20,260		
400.122 FICA contributions	13,466	15,080	15,080	8,728	0	16,904		
400.125 Medicare contributions	3,149	3,527	3,527	2,041	0	3,954		
400.131 Health & life insurance	73,822	68,000	68,000	45,382	0	47,000		
400.141 Unemployment insurance	0	0	0	14,924	0			
400.151 Workers compensation	3,083	3,000	3,000	2,160	0	3,100		
400.200 Office supplies	5,516	5,000	5,000	1,670	0	5,200		
400.202 Accessories	0	0	0	0	0			

**BUDGET WORKSHEET**  
2025 - BUDGET

City of Glencoe

Month: 8/31/2024	Prior Year Actual	Current Year				(6) Dept. Head	(7) Administrator	(8) Adopted
		Original Budget	Amended Budget	Actual Thru August	Estimated Total			
Fund: 101 - General								
Expenditures								
Dept: 414.000 Administration								
400.203 Printing	1,239	0	0	0	0			
400.210 Operating supplies	4,912	3,000	3,000	4,103	0	4,000		
400.220 Repair & maintenance	14,562	5,000	5,000	10,204	0	5,000		
400.240 Small tools & minor equipment	980	2,000	2,000	43	0	2,100		
400.300 Professional services	80,559	70,000	70,000	39,732	0	72,000		
400.301 Auditing & accounting	47,725	45,000	45,000	54,786	0	45,000		
400.304 Legal fees - civil	107,707	85,000	85,000	36,420	0	90,000		
400.305 Legal fees - prosecutions	0	0	0	0	0			
400.307 Management fees	0	0	0	0	0			
400.308 Chamber	6,122	6,500	6,500	6,160	0	6,300		
400.309 Computer software	315	0	0	0	0			
400.311 Training	897	3,000	3,000	1,814	0	3,000		
400.319 Computer repair - equipment	200	2,000	2,000	500	0	1,500		
400.321 Telephone	4,696	4,500	4,500	2,903	0	4,600		
400.322 Postage	3,789	3,000	3,000	2,186	0	3,700		
400.331 Travel expense	1,713	2,000	2,000	548	0	2,000		
400.340 Advertising	3,840	3,200	3,200	2,543	0	3,500		
400.350 Printing & binding	2,480	5,000	5,000	1,084	0	3,000		
400.361 Gen. & property liability ins.	42,172	30,000	30,000	26,596	0	40,000		
400.381 Electricity	57,810	57,000	57,000	31,977	0	57,000		
400.383 Natural gas	6,384	10,000	10,000	4,144	0	7,000		
400.401 Building repair	10,557	4,000	4,000	135	0	4,000		
400.404 Equipment repair	4,769	2,500	2,500	6,791	0	2,500		
400.405 Subscriptions	229	500	500	731	0	500		
400.406 Continuing education & dues	2,720	2,000	2,000	162	0	2,000		
400.407 League of MN cities/CGMC	17,677	18,000	18,000	10,602	0	19,000		
400.409 State GERP Contribution	0	0	0	0	0			
400.417 Uniforms	303	750	750	303	0	750		
400.430 Miscellaneous	936	0	0	10,013	0	500		
400.520 Building & structures	0	0	0	0	0			
400.530 Other improvements	0	0	0	0	0			
400.560 Furniture & fixtures	0	0	0	0	0			
400.570 Office equipment	4,987	2,000	2,000	2,855	0	2,000		
400.580 Other equipment	0	0	0	0	0			
400.594 Capital leases interest	0	0	0	0	0			
400.595 Capital leases principal	0	0	0	0	0			
400.599 Capital outlay	0	0	0	0	0			

**BUDGET WORKSHEET**  
2025 - BUDGET

City of Glencoe

Month: 8/31/2024	Prior Year Actual	Current Year			Estimated Total	(6) Dept. Head	(7) Administrator	(8) Adopted
		Original Budget	Amended Budget	Actual Thru August				
Fund: 101 - General								
Expenditures								
Administration	779,116	721,831	721,831	487,441	0	750,000	0	0
Dept: 415.000 Finance								
400.012 Sales tax	0	0	0	0	0			
400.101 Full-time employees	158,703	159,058	159,058	105,605	0	195,459		
400.102 Full-time employees - overtime	668	1,000	1,000	340	0	1,000		
400.121 PERA contributions	11,579	12,005	12,005	8,088	0	14,735		
400.122 FICA contributions	9,443	9,924	9,924	6,401	0	12,181		
400.125 Medicare contributions	2,209	2,321	2,321	1,497	0	2,849		
400.131 Health & life insurance	37,949	61,000	61,000	34,955	0	41,000		
400.141 Unemployment insurance	0	0	0	0	0			
400.200 Office supplies	1,902	2,000	2,000	1,787	0	2,000		
400.203 Printing	743	500	500	390	0	500		
400.220 Repair & maintenance	0	400	400	0	0	400		
400.240 Small tools & minor equipment	0	100	100	0	0	100		
400.309 Computer software	8,418	5,700	5,700	6,661	0	7,000		
400.311 Training	0	500	500	116	0	500		
400.322 Postage	22	0	0	0	0			
400.331 Travel expense	0	500	500	0	0	500		
400.361 Gen. & property liability ins.	0	0	0	0	0			
400.405 Subscriptions	0	0	0	0	0			
400.406 Continuing education & dues	0	200	200	0	0	200		
400.417 Uniforms	200	400	400	214	0	400		
400.430 Miscellaneous	0	200	200	0	0	200		
400.560 Furniture & fixtures	0	0	0	0	0			
400.570 Office equipment	481	500	500	0	0	500		
400.595 Capital leases principal	0	0	0	0	0			
400.599 Capital outlay	0	0	0	0	0			
Finance	232,317	256,308	256,308	166,054	0	279,524	0	0
Dept: 421.000 Police								
400.012 Sales tax	0	0	0	0	0			
400.101 Full-time employees	735,789	921,504	921,504	510,490	0	983,884		
400.102 Full-time employees - overtime	42,666	25,000	25,000	31,281	0	25,000		
400.103 Part-time employees	22,096	30,531	30,531	28,950	0	50,556		
400.121 PERA contributions	131,341	162,963	162,963	95,297	0	174,857		
400.122 FICA contributions	4,765	5,656	5,656	4,063	0	7,218		
400.125 Medicare contributions	11,136	14,167	14,167	8,121	0	15,362		
400.131 Health & life insurance	204,908	210,000	210,000	142,745	0	180,000		
400.141 Unemployment insurance	0	0	0	0	0			

**BUDGET WORKSHEET**  
2025 - BUDGET

City of Glencoe

Month: 8/31/2024	Prior Year Actual	Current Year			Estimated Total	(6)	(7)	(8)
		Original Budget	Amended Budget	Actual Thru August		Dept. Head	Administrator	Adopted
Fund: 101 - General								
Expenditures								
Dept: 421.000 Police								
400.151 Workers compensation	52,531	50,000	50,000	53,871	0	52,000		
400.202 Accessories	6,845	3,700	3,700	2,756	0	3,700		
400.207 Training supplies	7,897	8,000	8,500	3,955	0	15,000		
400.210 Operating supplies	6,434	13,000	13,000	7,786	0	13,000		
400.212 Motor fuels	26,357	30,000	30,000	14,514	0	30,000		
400.221 Equipment parts	2,530	2,000	2,000	223	0	2,000		
400.222 Tires	2,202	3,000	3,000	1,688	0	3,000		
400.228 Photo work	0	0	0	0	0			
400.240 Small tools & minor equipment	0	1,000	1,000	0	0	1,000		
400.261 DARE	0	0	0	2,000	0			
400.271 Crime prevention	6,958	500	500	59	0	500		
400.304 Legal fees - civil	910	2,000	2,000	855	0	2,000		
400.305 Legal fees - prosecutions	60,610	60,000	60,000	26,951	0	60,000		
400.306 Personnel testing/recruitment	784	1,000	1,000	777	0	1,000		
400.311 Training	9,539	11,000	12,200	11,400	0	15,000		
400.312 Investigation	7,270	8,000	8,000	2,953	0	8,000		
400.313 Vaccinations	0	0	0	0	0			
400.314 Vehicle towing	0	0	0	0	0			
400.315 Emergency services	2,401	3,500	3,500	0	0	53,500		
400.319 Computer repair - equipment	22,447	19,000	19,000	16,856	0	19,000		
400.321 Telephone	14,363	8,000	8,000	8,470	0	8,000		
400.322 Postage	306	500	500	255	0	500		
400.323 Childhood intervention	0	0	0	0	0			
400.331 Travel expense	23	500	500	0	0	500		
400.340 Advertising	486	500	600	3	0	500		
400.350 Printing & binding	0	0	0	0	0			
400.361 Gen. & property liability ins.	31,539	23,000	23,000	19,677	0	23,000		
400.381 Electricity	11,904	12,000	12,000	6,740	0	12,000		
400.383 Natural gas	3,160	6,000	6,000	1,520	0	6,000		
400.401 Building repair	43,580	4,000	89,168	90,981	0	65,000		
400.404 Equipment repair	2,940	7,500	7,500	568	0	7,500		
400.406 Continuing education & dues	447	750	750	398	0	750		
400.408 State PEPFF Contribution	0	0	0	0	0			
400.417 Uniforms	10,760	10,000	10,000	3,683	0	10,000		
400.431 Animal control	633	2,000	2,000	354	0	2,000		
400.550 Motor vehicles	0	0	0	0	0			
400.554 Motor vehicle leases	42,325	45,000	45,000	19,579	0	45,000		

**BUDGET WORKSHEET**  
2025 - BUDGET

City of Glencoe

Month: 8/31/2024	Prior Year Actual	Current Year			Estimated Total	(6)	(7)	(8)
		Original Budget	Amended Budget	Actual Thru August		Dept. Head	Administrator	Adopted
Fund: 101 - General								
Expenditures								
Dept: 421.000 Police								
400.580 Other equipment	14,819	25,000	25,000	45,705	0	25,000		
400.583 Equipment leases	3,184	21,000	21,000	22,913	0	24,000		
400.594 Capital leases interest	0	0	0	0	0			
400.595 Capital leases principal	0	0	0	0	0			
400.599 Capital outlay	43,000	0	0	13,771	0			
Police	1,591,885	1,751,271	1,838,239	1,202,208	0	1,945,327	0	0
Dept: 422.000 Fire								
400.012 Sales tax	0	0	0	0	0			
400.103 Part-time employees	5,400	5,400	5,400	3,600	0	5,400		
400.121 PERA contributions	0	0	0	0	0			
400.122 FICA contributions	335	335	335	223	0	335		
400.123 State aid - 2%	56,680	50,000	50,000	0	0	56,000		
400.124 Fire pension contributions	44,783	42,000	42,000	23,794	0	44,000		
400.125 Medicare contributions	78	79	79	52	0	79		
400.126 Supplemental retirement aid	1,000	3,000	3,000	0	0	3,000		
400.127 Rural man hours	0	0	0	0	0			
400.141 Unemployment insurance	0	0	0	0	0			
400.151 Workers compensation	18,758	19,000	19,000	9,873	0	19,000		
400.200 Office supplies	7,124	3,500	3,500	5,572	0	4,000		
400.211 Cleaning supplies	444	650	650	261	0	650		
400.212 Motor fuels	6,821	8,200	8,200	2,716	0	8,000		
400.213 Lubricants & additives	215	0	0	0	0	250		
400.220 Repair & maintenance	27,729	18,000	18,000	9,761	0	20,000		
400.240 Small tools & minor equipment	7,858	9,000	9,000	2,148	0	9,000		
400.311 Training	12,156	15,000	15,000	3,340	0	15,000		
400.319 Computer repair - equipment	500	3,000	3,000	0	0	3,000		
400.321 Telephone	916	1,000	1,000	570	0	1,000		
400.322 Postage	50	100	100	0	0	100		
400.331 Travel expense	758	1,500	1,500	1,302	0	1,500		
400.340 Advertising	788	1,400	1,400	460	0	1,200		
400.361 Gen. & property liability ins.	5,726	5,500	5,500	7,271	0	5,700		
400.381 Electricity	3,609	3,200	3,200	1,946	0	3,600		
400.383 Natural gas	3,017	6,200	6,200	2,256	0	4,000		
400.401 Building repair	1,161	2,500	2,500	1,243	0	2,000		
400.404 Equipment repair	18,618	12,000	12,000	1,962	0	14,000		
400.406 Continuing education & dues	1,702	4,000	4,000	652	0	2,500		
400.417 Uniforms	2,074	18,000	18,000	17,046	0	12,000		

**BUDGET WORKSHEET**  
2025 - BUDGET

City of Glencoe

Month: 8/31/2024	Prior Year Actual	Current Year			Estimated Total	(6)	(7)	(8)
		Original Budget	Amended Budget	Actual Thru August		Dept. Head	Administrator	Adopted
Fund: 101 - General								
Expenditures								
Dept: 422.000 Fire								
400.430 Miscellaneous	5,184	2,750	2,750	1,631	0	5,000		
400.520 Building & structures	540	8,000	8,000	0	0	4,000		
400.580 Other equipment	5,240	24,000	40,700	27,739	0	24,000		
400.586 Pumper trunk	10,388	0	0	0	0			
400.594 Capital leases interest	14,360	16,382	16,382	16,382	0	26,061		
400.595 Capital leases principal	86,502	153,163	153,163	153,163	0	143,484		
400.599 Capital outlay	764,939	0	0	0	0			
400.602 Equipment cert. principal	0	0	0	0	0			
400.612 Equipment cert. interest	0	0	0	0	0			
Fire	1,115,453	436,859	453,559	294,963	0	437,859	0	0
Dept: 424.000 Code enforcement								
400.012 Sales tax	0	0	0	0	0			
400.200 Office supplies	0	0	0	0	0			
400.302 Building inspector	100,617	40,000	40,000	83,917	0	40,000		
400.326 Rental inspections	31,241	12,000	12,000	4,834	0	15,000		
Code enforcement	131,858	52,000	52,000	88,751	0	55,000	0	0
Dept: 431.000 Street								
400.012 Sales tax	0	0	0	0	0			
400.101 Full-time employees	223,679	227,008	227,008	108,432	0	253,454		
400.102 Full-time employees - overtime	8,022	7,000	7,000	1,102	0	7,000		
400.103 Part-time employees	2,704	2,000	2,000	963	0	3,000		
400.121 PERA contributions	16,686	17,476	17,476	8,545	0	19,497		
400.122 FICA contributions	13,807	14,633	14,633	6,690	0	16,335		
400.125 Medicare contributions	3,229	3,423	3,423	1,565	0	3,821		
400.131 Health & life insurance	52,417	53,000	53,000	47,443	0	60,000		
400.141 Unemployment insurance	0	0	0	0	0			
400.151 Workers compensation	22,756	21,000	21,000	12,852	0	22,000		
400.200 Office supplies	2,640	1,800	1,800	1,804	0	2,500		
400.206 Flower Baskets	4,526	4,200	4,200	4,422	0	4,600		
400.207 Training supplies	0	200	200	0	0	200		
400.212 Motor fuels	33,745	35,000	35,000	10,545	0	35,000		
400.213 Lubricants & additives	1,592	2,500	2,500	163	0	2,500		
400.220 Repair & maintenance	3,168	6,000	6,000	1,476	0	6,000		
400.221 Equipment parts	6,210	8,000	8,000	5,075	0	8,000		
400.222 Tires	7,330	8,500	8,500	0	0	8,500		
400.224 Street maintenance materials	16,036	17,000	17,000	14,776	0	17,000		
400.225 Landscaping materials	344	2,000	2,000	119	0	2,000		



**BUDGET WORKSHEET**  
2025 - BUDGET

City of Glencoe

Month: 8/31/2024	Prior	Current Year			(6)	(7)	(8)	
	Year Actual	Original Budget	Amended Budget	Actual Thru August	Estimated Total	Dept. Head	Administrator	Adopted
Fund: 101 - General								
Expenditures								
Dept: 452.000 Parks and recreation								
400.012 Sales tax	18	0	0	0	0			
400.101 Full-time employees	214,101	226,508	226,508	163,446	0	253,454		
400.102 Full-time employees - overtime	20,366	12,000	12,000	7,970	0	12,000		
400.103 Part-time employees	20,067	52,500	52,500	31,008	0	52,500		
400.121 PERA contributions	17,956	17,851	17,851	13,300	0	19,872		
400.122 FICA contributions	15,053	18,043	18,043	12,249	0	19,714		
400.125 Medicare contributions	3,520	4,220	4,220	2,865	0	4,611		
400.131 Health & life insurance	76,657	83,000	83,000	65,315	0	85,000		
400.141 Unemployment insurance	0	0	0	0	0			
400.151 Workers compensation	13,888	14,000	14,000	10,520	0	14,000		
400.200 Office supplies	2,183	1,600	1,600	1,460	0	2,000		
400.211 Cleaning supplies	866	1,000	1,000	312	0	1,000		
400.212 Motor fuels	17,973	18,000	18,000	11,163	0	20,000		
400.213 Lubricants & additives	578	1,000	1,000	432	0	1,000		
400.216 Chemicals & product supplies	4,479	10,000	10,000	3,707	0	12,000		
400.220 Repair & maintenance	6,826	7,000	7,000	2,168	0	7,500		
400.232 Safety equipment	2,669	3,000	3,000	2,729	0	3,200		
400.240 Small tools & minor equipment	3,003	3,000	3,000	533	0	3,000		
400.307 Management fees	0	0	0	0	0			
400.311 Training	1,066	1,500	1,500	1,723	0	2,500		
400.317 Rental expense	4,589	5,000	5,000	2,575	0	5,000		
400.319 Computer repair - equipment	54	500	500	0	0	500		
400.321 Telephone	1,660	1,750	1,750	985	0	1,750		
400.331 Travel expense	0	500	500	288	0	1,000		
400.361 Gen. & property liability ins.	30,793	24,500	24,500	22,511	0	31,000		
400.381 Electricity	8,298	8,200	8,200	8,133	0	8,300		
400.383 Natural gas	1,393	2,200	2,200	815	0	1,500		
400.404 Equipment repair	11,071	9,000	9,000	5,309	0	9,000		
400.417 Uniforms	337	1,500	1,500	45	0	1,500		
400.430 Miscellaneous	938	1,000	1,000	1,265	0	1,000		
400.520 Building & structures	0	0	0	0	0			
400.540 Machinery	0	0	0	0	0			
400.580 Other equipment	0	2,000	2,000	1,290	0	2,000		
400.594 Capital leases interest	0	0	0	0	0			
400.595 Capital leases principal	0	0	0	0	0			
400.599 Capital outlay	23,688	10,000	10,000	15,805	0	15,000		
<b>Parks and recreation</b>	<b>504,090</b>	<b>540,372</b>	<b>540,372</b>	<b>389,921</b>	<b>0</b>	<b>590,901</b>	<b>0</b>	<b>0</b>



**BUDGET WORKSHEET**  
2025 - BUDGET

City of Glencoe

Month: 8/31/2024	Prior Year Actual	Current Year			Estimated Total	(6) Dept. Head	(7) Administrator	(8) Adopted
		Original Budget	Amended Budget	Actual Thru August				
Fund: 101 - General								
Expenditures								
Dept: 455.000 Library								
400.012 Sales tax	0	0	0	0	0			
400.103 Part-time employees	0	0	0	0	0			
400.121 PERA contributions	0	0	0	0	0			
400.122 FICA contributions	0	0	0	0	0			
400.125 Medicare contributions	0	0	0	0	0			
400.151 Workers compensation	0	0	0	0	0			
400.200 Office supplies	1,154	900	900	300	0	900		
400.210 Operating supplies	2,470	2,500	2,500	1,040	0	2,400		
400.307 Management fees	93,600	97,000	97,000	48,672	0	100,000		
400.310 Janitorial expense	0	0	0	0	0			
400.311 Training	0	0	0	0	0			
400.319 Computer repair - equipment	0	0	0	0	0			
400.321 Telephone	760	800	800	514	0	800		
400.331 Travel expense	0	0	0	0	0			
400.361 Gen. & property liability ins.	13,039	5,000	5,000	24,438	0	12,000		
400.381 Electricity	11,730	12,000	12,000	6,195	0	12,000		
400.383 Natural gas	6,384	10,000	10,000	4,144	0	6,500		
400.401 Building repair	1,384	1,000	1,000	135	0	1,500		
400.404 Equipment repair	5,963	2,000	2,000	6,791	0	2,500		
400.406 Continuing education & dues	0	0	0	0	0			
400.520 Building & structures	640	0	0	0	0			
400.560 Furniture & fixtures	0	0	0	0	0			
400.590 Books & materials	5,650	2,000	2,000	2,233	0	2,000		
400.595 Capital leases principal	0	0	0	0	0			
400.599 Capital outlay	0	0	0	0	0			
Library	142,774	133,200	133,200	94,462	0	140,600	0	0
Dept: 493.000 Reimbursables								
400.012 Sales tax	5,733	500	500	3,166	0	2,000		
400.013 State surcharge	4,872	2,000	2,000	0	0	4,500		
400.233 Credit Card Fees	3,609	2,000	2,000	3,060	0	3,000		
400.314 Vehicle towing	1,665	3,300	3,300	1,360	0	2,000		
400.318 Donation reimbursement	4,500	0	0	4,200	0			
400.319 Computer repair - equipment	0	0	0	0	0			
400.361 Gen. & property liability ins.	0	0	0	0	0			
400.422 Lodging tax reimbursement	3,542	2,500	2,500	1,398	0	3,500		
400.430 Miscellaneous	0	0	0	5,000	0	2,000		
400.432 Flood expenses	0	0	0	0	0			

**BUDGET WORKSHEET**  
2025 - BUDGET

City of Glencoe

Month: 8/31/2024	Prior	Current Year			(6)	(7)	(8)	
	Year Actual	Original Budget	Amended Budget	Actual Thru August	Estimated Total	Dept. Head	Administrator	Adopted
Fund: 101 - General								
Expenditures								
Dept: 493.000 Reimbursables								
400.434 Reimbursables	36,590	10,000	10,000	19,489	0	10,000		
400.435 Field house	0	0	0	0	0			
400.440 Electrical availability charge	0	0	0	0	0			
400.441 Trunk electrical charge	0	0	0	0	0			
400.460 Economic development	9,781	17,000	17,000	17,662	0			
400.461 Industrial park	0	0	0	0	0			
400.594 Capital leases interest	0	0	0	0	0			
400.595 Capital leases principal	0	0	0	0	0			
400.596 DEED loan principal	6,379	6,379	6,379	6,379	0	6,379		
400.597 DEED loan interest	957	830	830	829	0	702		
400.599 Capital outlay	0	0	0	0	0			
400.610 Interest expense	0	0	0	0	0			
400.720 Transfers	506,250	100,000	100,000	0	0	900,000		
Reimbursables	583,878	144,509	144,509	62,543	0	934,081	0	0
Total Expenditures	6,021,533	5,664,306	5,767,974	3,248,984	0	6,032,365	0	0
General	156,100	92,680	-10,988	-262,497	0	19,488	0	0
<b>Grand Total:</b>	<b>156,100</b>	<b>92,680</b>	<b>-10,988</b>	<b>-262,497</b>	<b>0</b>	<b>19,488</b>	<b>0</b>	<b>0</b>



SMALL CITY & BIG FUTURE

City of Glencoe ♦ 1107 11<sup>th</sup> Street East, Suite 107 ♦ Glencoe, Minnesota 55336  
Phone: (320) 864-5586 Website: [www.glencoe.mn.org](http://www.glencoe.mn.org) Email: [Info@ci.glencoe.mn.us](mailto:Info@ci.glencoe.mn.us)

---

**This page is Blank to  
separate Agenda Items**

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 Neld

# GLENCOE



SMALL CITY  BIG FUTURE

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

---

To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: November 27, 2024

Re: **Item 5B** – Set Public Hearing for Hotel Abatement

**Item 5B** – It is the recommendation of the EDA to set a public hearing for Tax Abatement of the City portion of the taxes for the development of a Hotel with Apollo Development for January 6<sup>th</sup> at 7:00 PM.

To: Mayor and City Council



SMALL CITY & BIG FUTURE

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

---

To: Glencoe EDA

From: Mark D. Larson, City Administrator

Date: November 22, 2024

Re: **Item 2 – Hotel Tax Abatement**

**Item 2** – David Harchanko with Apollo Development will be at the meeting on Monday night to request assistance with the development of an AmericInn Hotel through tax abatement on the City portion of the property taxes.

Shannon Sweeney with David Drown and Associates will attend the meeting virtually to discuss the abatement.

The City can only abate the City portion of the property taxes.

It is recommended to approve and to recommend that the City Attorney Draft a development agreement with Apollo Development and the Glencoe Hotel Group to receive 15 years of abatement of the City portion of the property taxes.

It is proposed that the Hotel will be built on property owned by Gavin on Morningside Avenue south of Highway 212.

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 Neid

## Mark Larson

---

**From:** Shannon Sweeney <Shannon@daviddrown.com>  
**Sent:** Tuesday, October 22, 2024 1:53 PM  
**To:** Mark Larson  
**Cc:** Mark Lemen  
**Subject:** RE: City of Glencoe, MN - Motel Project - Estimated Market Value Request  
**Attachments:** Motel Abatement Projection 10-22-24.pdf

Greetings Mark:

Sue called to discuss the valuation. She indicated that based on her valuations on motels in Hutchinson, she was most comfortable using the estimated market value of \$2,620,300 that was previously developed. I have attached a 15-year projection of both City and County taxes based on her market value, and the abatement of the property tax associated with the increase in market value. Sue has indicated that the total property tax based on this value would be approximately \$80,700.

Shannon Sweeney  
David Drown Associates, Inc.  
10555 Orchard Road  
Cologne, MN 55322  
(952) 356-2992



**From:** Mark Larson <mlarson@ci.glencoe.mn.us>  
**Sent:** Tuesday, October 22, 2024 11:54 AM  
**To:** Shannon Sweeney <Shannon@daviddrown.com>  
**Cc:** Mark Lemen <MLemen@ci.glencoe.mn.us>  
**Subject:** RE: City of Glencoe, MN - Motel Project - Estimated Market Value Request

We certainly cannot get them the numbers that they want. But in reality, the taxes are much lower than they are anticipating.

We need to remind him to plug in a lower property tax payment.

**Mark D. Larson**  
City Administrator

1107 11<sup>th</sup> Street East, Suite 107  
City of Glencoe, MN 55336  
320-864-6500 Direct Line  
320-510-0350 Cell phone  
[mlarson@ci.glencoe.mn.us](mailto:mlarson@ci.glencoe.mn.us)

**From:** Shannon Sweeney <Shannon@daviddrown.com>  
**Sent:** Tuesday, October 22, 2024 11:41 AM  
**To:** Mark Larson <[mlarson@ci.glencoe.mn.us](mailto:mlarson@ci.glencoe.mn.us)>



17815 Hutchins Drive  
Minnetonka MN 55345  
952-401-7883

November 21, 2024

Mark Larson, City Administrator  
City of Glencoe  
1107 11<sup>th</sup> Street E., Suite 107  
Glencoe MN 55336

RE: Glencoe MN AmericInn

Dear Mr. Larson,

We are seeking municipal assistance to bring a nationally franchised hotel to the City of Glencoe. The development costs for a new-build hotel have escalated in recent years making it very difficult to successfully fund these projects. We believe that we will need to include incentives to attract investors.

As such we are requesting that the City of Glencoe approve a property tax abatement program for 15 years. Without that incentive we will likely struggle to find enough interest from investors.

It has been our experience that our nationally branded hotel will serve the Glencoe community in numerous ways. We look forward to working with you.

Sincerely,

A handwritten signature in black ink that reads "David Harchanko". The signature is written in a cursive, slightly slanted style.

David Harchanko  
Apollo Development, LLC

# City of Glencoe & McLeod County, Minnesota

## City & County Tax Abatement Projection - Motel Project

### Valuations & Projected Increases

	Market Value	Tax Capacity
Original Values	113,300	1,700
Increased Value: (Post Development)	2,620,300	51,656

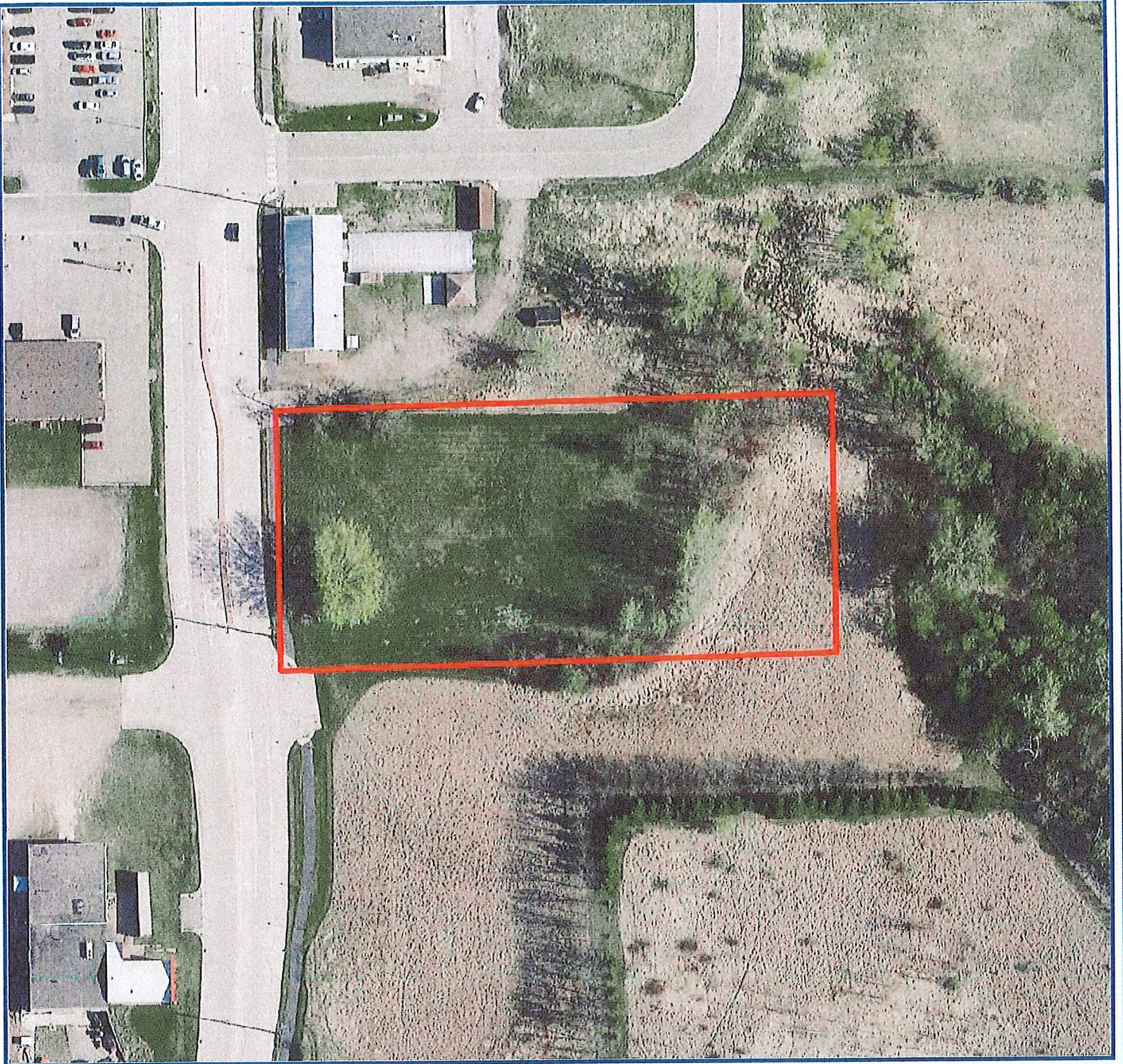
### Tax Rate Assumptions:

	2024 Rate
Glencoe	61.64%
McLeod County	47.06%
GSL Schools	0.00%
Other	0.00%
	<u>108.70%</u>

### Projected Tax Abatement

Payable Year	Original Tax Capacity	Projected Tax Capacity	Abated Tax Capacity	Less Fiscal Disparities	Net Abated Tax Capacity	Projected Tax Rate	Gross Tax Abatement		By Entity:
							Tax	Abatement	
2025	1,700	1,700	-	-	-	108.70%	-	-	61.64% City of Glencoe
2026	1,700	1,700	-	-	-	108.70%	-	-	47.06% McLeod County
2027	1,700	51,656	49,957	-	49,957	108.70%	54,301	54,301	30,792
2028	1,700	51,656	49,957	-	49,957	108.70%	54,301	54,301	30,792
2029	1,700	51,656	49,957	-	49,957	108.70%	54,301	54,301	30,792
2030	1,700	51,656	49,957	-	49,957	108.70%	54,301	54,301	30,792
2031	1,700	51,656	49,957	-	49,957	108.70%	54,301	54,301	30,792
2032	1,700	51,656	49,957	-	49,957	108.70%	54,301	54,301	30,792
2033	1,700	51,656	49,957	-	49,957	108.70%	54,301	54,301	30,792
2034	1,700	51,656	49,957	-	49,957	108.70%	54,301	54,301	30,792
2035	1,700	51,656	49,957	-	49,957	108.70%	54,301	54,301	30,792
2036	1,700	51,656	49,957	-	49,957	108.70%	54,301	54,301	30,792
2037	1,700	51,656	49,957	-	49,957	108.70%	54,301	54,301	30,792
2038	1,700	51,656	49,957	-	49,957	108.70%	54,301	54,301	30,792
2039	1,700	51,656	49,957	-	49,957	108.70%	54,301	54,301	30,792
2040	1,700	51,656	49,957	-	49,957	108.70%	54,301	54,301	30,792
2041	1,700	51,656	49,957	-	49,957	108.70%	54,301	54,301	30,792
							<b>814,511</b>	<b>461,883</b>	<b>352,628</b>





Parcel ID: 220180100

Acres: 2

Taxpayer Name: MORNINGSIDE MEADOWS I/II/III APARTMENTS

Taxpayer Address: 1017 HENNEPIN AVE N, GLENCOE MN 55336

Property Address: ,

Owner Name: MICHAEL M GAVIN

Owner Address: 1017 HENNEPIN AVE N, GLENCOE MN 55336

Land Value: 113300

Building Value: 0

Total Value: 113300

Year Built:

Bedrooms:

Bathrooms:

Total Square Feet:

Stories:

Legal Description: SECT-18 TWP-115 RANGE-027 2.00 AC PT NW 1/4 SW 1/4 BEG AT A PT 606.15' S OF



Printed 11/22/2024

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.



SMALL CITY & BIG FUTURE

City of Glencoe ♦ 1107 11<sup>th</sup> Street East, Suite 107 ♦ Glencoe, Minnesota 55336  
Phone: (320) 864-5586 Website: [www.glencoe.mn.org](http://www.glencoe.mn.org) Email: [Info@ci.glencoe.mn.us](mailto:Info@ci.glencoe.mn.us)

---

**This page is Blank to  
separate Agenda Items**

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 Neld



SMALL CITY  BIG FUTURE

City of Glencoe ♦ 1107 11<sup>th</sup> Street East, Suite 107 ♦ Glencoe, Minnesota 55336  
Phone: (320) 864-5586 Website: [www.glencoemn.org](http://www.glencoemn.org) Email: [info@ci.glencoe.mn.us](mailto:info@ci.glencoe.mn.us)

---

To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: November 27, 2024

Re: **Item 6A** – 2025 Fire ATV Grass Firefighting vehicle

**Item 6A** – I have attached the quote from Midwest Machinery for the purchase of a 2025 Gator with the IAS Firefighting package, as follows:

2025 Gator	\$ 25,000.00
Camso Tracks	\$ 7,000.00
IAS Fire Package	\$ 68,000.00
Total	\$100,000.00

Chief Scheidt and the Fire Department have presented this to the Townships and have received their approval to participate in the vehicle. City Cost is **\$68,356.94**.

The City of Glencoe also received a donation from Rich Valley Township of \$10,000 to be used to offset the cost of the ATV Fire package. We are also waiting for quotes of a trailer for this vehicle.

It is recommended to approve the quote of Midwest Machinery for the ATV Firefighting package. The City could save \$4,000 with the purchase of a 2023 Gator, but it is staff recommendation to go with the '25.

The funds for the purchase would be from the Public Safety Grant Funds.

**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 Neid

## City of Glencoe Fire Department 2024 Township Fire Contribution for Grass Rig

2024 John Deere Grass Rig and Trailer	\$100,000.00
Trade-in	\$5,000.00
* Additional Rich Valley Payment	<u>\$5,332.00</u>
Total	\$89,668.00
Multiply X's Building value protected	<b>23.77%</b>
<b>Township Cost</b>	<b>\$ 21,311.06</b>
<b>City Cost</b>	<b>\$ 68,356.94</b>

<u>TOWNSHIP</u>	<u>BUILDING VALUATION</u>	<u>% COVERED</u>	<u>2024 Grass Rig CONTRIBUTION</u>
BERGEN	\$17,652,600.00	10.98%	\$2,340.75
GLENCOE	\$51,382,800.00	31.97%	\$6,813.40
HASSAN VALLEY	\$5,174,500.00	3.22%	\$686.14
SUMTER	\$11,091,800.00	6.90%	\$1,470.78
HELEN	\$23,870,100.00	14.85%	\$3,165.19
RICH VALLEY	\$35,207,800.00	21.91%	\$4,668.58 *
GREEN ISLE	\$10,552,400.00	6.57%	\$1,399.26
NEW AUBURN	<u>\$5,784,000.00</u>	<u>3.60%</u>	<u>\$766.96</u>
	\$160,716,000.00	100.00%	\$21,311.06
 <b>TOTAL BUILDING VALUATION</b>			
CITY OF GLENCOE	\$515,509,400.00	76.23%	
TOWNSHIPS	<u>\$160,716,000.00</u>	23.77%	
	<b>\$676,225,400.00</b>		

\* Rich Valley provided a \$10,000 Donation to Glencoe Fire Department



Quote Id: 29690414

---

Prepared For:  
**Glencoe Fire Dept**



Prepared By: **Schroeder Grant**  
Midwest Machinery Co.  
4561 Highway 212  
Glencoe, MN 55336  
Tel: 320-864-5571  
Mobile Phone: 612-202-8284  
Fax: 320-864-4555  
Email: [gschroeder@mmcjd.com](mailto:gschroeder@mmcjd.com)

Date: 27 September 2023

Offer Expires: 11 October 2023

---

*Confidential*

**Quote Summary**

**Prepared For:**  
Glencoe Fire Dept  
MN

**Prepared By:**  
Schroeder Grant  
Midwest Machinery Co.  
4561 Highway 212  
Glencoe, MN 55336  
Phone: 320-864-5571  
Mobile: 612-202-8284  
gschroeder@mmcj.com

**Quote Id:** 29690414  
**Created On:** 27 September 2023  
**Last Modified On:** 27 November 2024  
**Expiration Date:** 11 October 2023

<b>Equipment Summary</b>	<b>Selling Price</b>	<b>Qty</b>	<b>Extended</b>
2025 JOHN DEERE GATOR™ XUV825M S4	\$ 25,000.00 X	1 =	\$ 25,000.00
Camso Tracks (Diesel/Gas)	\$ 7,000.00 X	1 =	\$ 7,000.00
IAS Fire Dept Package	\$ 68,000.00 X	1 =	\$ 68,000.00
<b>Equipment Total</b>			<b>\$ 100,000.00</b>

<b>Quote Summary</b>	
Equipment Total	\$ 100,000.00
SubTotal	\$ 100,000.00
Total	\$ 100,000.00
Down Payment	(0.00)
Rental Applied	(0.00)
<b>Balance Due</b>	<b>\$ 100,000.00</b>

Salesperson : X \_\_\_\_\_

Accepted By : X \_\_\_\_\_



# Selling Equipment



Quote Id: 29690414

## 2025 JOHN DEERE GATOR™ XUV825M S4

Hours:

Stock Number:

				Selling Price
				\$ 25,000.00
Code	Description	Qty	Unit	Extended
57EEM	GATOR™ XUV825M S4 (Model Year 2025)	1	\$ 20,899.00	\$ 20,899.00
<b>Standard Options - Per Unit</b>				
001F	US 49 State	1	\$ 0.00	\$ 0.00
0505	Build To Order	1	\$ 0.00	\$ 0.00
1009	27" Maxxis Bighorn 2.0 extreme terrain radial tires on 14" Black Alloy Wheels	1	\$ 481.00	\$ 481.00
2350	Park Position in Transmission	1	\$ 0.00	\$ 0.00
2501	Olive and Black	1	\$ 129.00	\$ 129.00
4000	OSR Nets	1	\$ 0.00	\$ 0.00
4079	Less Roof and Panels	1	\$ 0.00	\$ 0.00
5010	Less Protection Package	1	\$ 0.00	\$ 0.00
5101	Base Comfort and Convenience Package	1	\$ 0.00	\$ 0.00
<b>Standard Options Total</b>				<b>\$ 610.00</b>
<b>Value Added Services Total</b>				<b>\$ 0.00</b>
<b>Other Charges</b>				
	Freight	1	\$ 1,075.00	\$ 1,075.00
	Setup	1	\$ 600.00	\$ 600.00
<b>Other Charges Total</b>				<b>\$ 1,675.00</b>
<b>Customer Discounts</b>				
<b>Customer Discounts Total</b>			<b>\$ 1,816.00</b>	<b>\$ 1,816.00</b>
<b>Total Selling Price</b>				<b>\$ 25,000.00</b>

## Camso Tracks (Diesel/Gas)

Hours:

Stock Number:

				Selling Price
				\$ 7,000.00
Code	Description	Qty	Unit	Extended
LP74733	Camso Tracks (Diesel/Gas)	1	\$ 6,399.00	\$ 6,399.00
<b>Other Charges</b>				



**JOHN DEERE**



# Selling Equipment

Quote Id: 29690414

Setup	1	\$ 700.00	\$ 700.00
<b>Other Charges Total</b>			<b>\$ 700.00</b>
<b>Suggested Price</b>			<b>\$ 7,099.00</b>
<b>Customer Discounts</b>			
<b>Customer Discounts Total</b>		<b>\$ -99.00</b>	<b>\$ -99.00</b>
<b>Total Selling Price</b>			<b>\$ 7,000.00</b>

## IAS Fire Dept Package

Hours: 0

Stock Number:

Code	Description	Qty	Unit	Selling Price Extended
na	IAS Specialty Upfit kit for Fire Conversion	1	\$ 89,000.00	\$ 89,000.00
<b>Suggested Price</b>				<b>\$ 89,000.00</b>
<b>Customer Discounts</b>				
<b>Customer Discounts Total</b>			<b>\$ -21,000.00</b>	<b>\$ -21,000.00</b>
<b>Total Selling Price</b>				<b>\$ 68,000.00</b>





PO Box 56  
 Baldwin, WI 54002  
 Tel: 763-717-9066  
 Fax: 763-717-9068  
 E-mail: ias@iasmn.com  
 Web site: www.iasmn.com

QUOTATION #:  
 DATE: 27 Nov 24

Quotation For: MMCJD Grant Schroeder  
 Dealer Quote MACH-1 S4 FD

Quotation By:  
 Mitch Fincher  
 International Automated Systems, Inc.  
 Business Size: Small  
 Cage Code: 0B3A9  
 DUNS: 175362375  
 TIN: 41-1581595

John Deere Supporting Dealer:  
 Customer Choice

PART#	DESCRIPTION	MSRP	QTY	AMOUNT
MACH-1S4	Base Price	\$	1	\$
	(Less MSRP of Chassis XUV825M S4)	\$	1	\$
	Gas Engine		1	\$
	Tires: Maxxis Bighorn 2.0 extreme terrain radial tires			\$
	Color: Green & Yellow			\$
DEU-0001	Diesel Engine Upgrade, MACH-1XL/1S4	\$		\$
CC-0001	Color Change Upgrade: Customer Choice	\$	1	\$
FR-0001	Front Rack, MACH-1XL/1S4	\$		\$
MB-0001	Military Front Bumper, MACH-1XL/1S4	\$		\$
HDK-0002	Half Door Kit Upgrade, MACH-1S4	\$		\$
RR-0002	Roof - Aluminum, MACH-1S4	\$		\$
WSK-0001	Full Glass Windshield w/ Wiper & Washer, MACH-1XL/1S4	\$		\$
CAB-0002	Curtis 4 Passenger Cab, w/Removable Doors & Front Window Wiper/washer	\$		\$
TEK-S4	Tektite Cab w/ Metal Hood/Grill, MACH-1S4	\$		\$
TEK-S4-HVAC	Tektite Cab w/ Metal Hood/Grill includes A/C - MACH-1S4	\$	1	\$
	IAS Doors with electric roll down windows	\$		\$
CHK-0002	Cab Heater, MACH-1XL/1S4	\$	1	\$
ELP-0001	Lighting Package I-R (Roof Integrated Lights), MACH-1XL/1S4	\$		\$
ELP-0003	Lighting Package I-T (TRT Light Bars), MACH-A1/1XL/1S4	\$		\$
ELP-0004	Lighting Package II-R (Roof Integrated Lts & Lower Zone Lts w/ Siren), MACH-1XL/1S4	\$		\$
ELP-0006	Lighting Package II-T (TRT Light Bars & Lower Zone Lts w/ Siren)	\$	1	\$
SIR-0001	Siren Package (Includes wiring for current radio)	\$		\$
CTD-0001	L-Track Cargo Tie Downs, MACH-A1/1S4/3	\$	1	\$
SC-0002	BMI Seat Covers (Black), MACH-1S4	\$		\$
SC-0005	BMI Seat Covers (Desert), MACH-1S4	\$		\$
CBS-0001	Cargo Bed Sides w/ Drop-In Tailgate, MACH-1S4	\$	1	\$
FDTG-0001	Cargo Bed Sides w/ Fold-Down Tailgate, MACH-1S4	\$		\$
CWP-0001	Cold Weather Package: Oil, Coolant & Battery Heaters (Single Plug)	\$		\$
BO-0002	Blackout Option, MACH-1XL/1S4	\$		\$
TWU-0001	Hard Surface Tire Upgrade, MACH-1XL/1S4/3	\$		\$
RF-0001	Multiseal Run Flat Technology, MACH-1XL/1S4/3	\$		\$
MB-0001	Military Rear Bumper, MACH-1XL/1S4	\$		\$
	* Secure Weatherproof Bed Enclosure (Price not to exceed)	\$		\$
	Fast Charging ports: 4 with 2 12v ports/volt meter (Front & Rear seats)	\$	1	\$
	Second battery with isolator	\$	1	\$
	Dual Battery trickle charger with AC port	\$	1	\$
	Power Lift Tilt Bed - MACH-1S4 & MACH-3	\$		\$
	Winch 4,500 lbs receiver mount	\$	1	\$
	4 USB ports and 12V plug-in	\$		\$
	Secure / Weatherproof storage area under rear seat	\$	1	\$
	** 2000 watt pure sine inverter	\$	1	\$
	HD QA1 Suspension / Double Adjustable, Front	\$	1	\$
	HD QA1 Suspension / Double Adjustable, Rear (recommended for heavy loads in bed)	\$	1	\$
	Extended Bed to 55"	\$	1	\$
	QTAC 70 EMS-L / Fire & EMS Slide-in (Engineering and Installation)	\$	1	\$
<b>Relevant Specifications:</b> Setup and delivery CONUS (120 to 180 Days) Deere Warranty 12 months or 1,000 hours Quote expires after 30 days		Sub Total: \$ Sales Tax: CONUS Freight: \$		
		<b>USD Total: \$ 68,000</b>		



PO Box 56  
 Baldwin, WI 54002  
 Tel: 763-717-9066  
 Fax: 763-717-9068  
 E-mail: ias@iasmn.com  
 Web site: www.iasmn.com

QUOTATION #:

[If you have any questions about this quotation contact Mitch Fincher at \(919\) 744-7355 or mitch@iasmn.com](#)

THANK YOU FOR YOUR BUSINESS!

DESCRIPTION / FEATURES

UTV MACH-1 S4	UTV MACH-1 S4	
Fuel Type:	Gas	Diesel -or- Gas
Power Steering:	Included	Included
ROPS/CAB:	Tektite Cab w/ Metal Hood/Grill includes A/C - MACH-1S4	ROPS, Tektite, Curtis Cab
Doors	Tektite	ROPS with Nets or Half Doors
Cab Heater:	Yes	NA
Bumper:	JD	JD Military w/ 209K Provision -or- JD Military
Foldable Litter Carrier:	No	Yes -or- No
Blackout:	NA	Yes -or- No
Keyless Ignition:	NA	Yes -or- No
Lighting Package:	Yes	Head Light, Tail Lights, Turn Signal, Brake Light & Reverse Light
Bed Style:	Powder Coated Aluminum Fixed Bed 56" x 55" (Sides customer choice)	Fixed -or- Power Tilt (56" X 46" or extended 56" X 55")
Bed Accessories:	Cargo Bed Sides w/ Drop-In Tailgate, MACH-1S4	None -or- Stake Bed Sides
Cargo Tie Downs:	L-Track	L-Track -or- 209K Certified -or- Both -or- None
Suspension:	HD QA1	Heavy Duty -or- Stock
Tire:	Maxxis	Maxxis Big Horns or Hard Surface Predators
Wheel:	Black Steel	Black Steel
Run Flat Technology:	No	Yes -or- No
Speed Limiter:	No	Yes -or- No
Winch:	Yes	Yes -or- No
Trailer Package:	No	Yes -or- No
Cold Weather Package (Coolant, Battery and Oil Pan Heater):	No	Yes -or- No
Military Marking:	NA	Yes -or- No
Color :	Customer Choice	White, Red, Black, Blue, Olive Drab, Green & Yellow or Tan
A/C	Yes	Yes-or-No

2300.004-02 - QTAC 70EMS-L Medium Pressure Pump Build, Electric Hose

Reel, Includes:

- Welded, 70-gallon PolyTough internally baffled tank
- Honda GXH50, 2.2HP manual start engine
- Koshin SEH-40H centrifugal pump (Max 73 GPM, 61 PSI)
- Hannay electric hose reel
- Black Commercial Grade Rubber Reel Hose, 3/4" X 75'
- Brass Bullseye Nozzle w/ 1/4" turn shut off, 3/4"
- 1-1/2" drain
- 4" fill tower
- 1" gated auxiliary discharge
- Auxiliary draft suction (draft hose kit sold separately)
- Water level sight tube
- Grab rails and welded rescue litter platform
- Storage box with hinged and latching door
- Red with white graphics

2250.006 - Viper Nozzle with Pistol Grip, 10-23 GPM, 1" NST X 3/4" GHT Adapter



SMALL CITY & BIG FUTURE

City of Glencoe ♦ 1107 11<sup>th</sup> Street East, Suite 107 ♦ Glencoe, Minnesota 55336  
Phone: (320) 864-5586 Website: [www.glencoe.mn.org](http://www.glencoe.mn.org) Email: [Info@ci.glencoe.mn.us](mailto:Info@ci.glencoe.mn.us)

---

**This page is Blank to  
separate Agenda Items**



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

---

To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: November 27, 2024

Re: **Item 6B** – Police Department Public Safety Furniture

**Item 6B** – Chief Padilla will review the attached recommendation to purchase tables, chairs and an interactive TV for the Conference Room at the Police Department. Funding will be made from the available funds from the 2024 Public Safety Grant. The Current balance of the Public Safety grant is \$184,000.00.

## Glencoe Police Department

# Memo

**To:** Glencoe City Council  
**From:** Tony Padilla- Chief of Police  
**cc:**  
**Date:** November 25, 2024  
**Re:** Emergency Management Funds Request/ Public Safety Money

---

In an effort to start to build an Emergency Operation Center (EOC) using the Glencoe Police Department large conference room, the following items are being requested:

10 Tables from National Business Furniture in the amount of \$11,060.00  
20 Chairs from National Business Furniture in the amount of \$4580.00  
1 Mobile Flat Board Interactive from in the amount of \$8613.63  
Total \$24,253.63

I'm requesting that the Public Safety money issued by the state be used to cover the cost of the requested items. (no cost to the City) Emergency Management doesn't get its own budget annually, only a small line item in the amount of \$3500 to service the sirens.

The conference room is used on a consistent basis. Here are a few examples of how the room is used. FEMA meetings that have been held over the past several months, hosting Law Enforcement Child Protection meetings, department training, investigator meetings/training events, staff meetings, and SFST training.



## Pirouette Rectangular Flip-Top Training Table - 72"W x 30"D


Product #: 46689 | From: [KI Furniture](#) |


Collection: [Pirouette](#)

☆☆☆☆☆ [No Reviews](#)

**\$1,129.00**

\$1,106.00 each if you buy 5 or more. ⓘ

 [Request  
Color Sample](#)


 [PayPal](#) As low as \$60.79/mo. [Learn more](#)

Top/Edge: **River Cherry**





Frame: **Starlight Silver**



 [Request Color Sample](#)

 Trusted Commercial Furniture Experts

 Human Help When You Want It

 Solutions That Meet Your Needs

## Description

**Designed for multi-use spaces in educational and business settings, the Pirouette rectangular flip-top table is mobile, easy to store, and easy to set up.** Group multiple together for a tradition classroom or training room set up, or place them in a conference/meeting arrangement so that all guests can easily see and hear each other. The casters allow for easy re-arranging, and the flip-top design means that you can easily nest the table against a wall or with other tables if it's not needed for that session. Here at NBF, we regularly use a multi-purpose room for various training and meetings and find that having tables you can reposition easily is an invaluable asset!

The Pirouette flip-top table is constructed with a 1.25" thick top that includes .030" thick high pressure laminate, with a .028" thick phenolic backer for long-lasting durability. To flip the table up, use the levers on either side and move the worksurface up. To lower it, grasp the top center and bring it down until the latches engage. All hinge pins for the flipping mechanism are zinc plated steel, and the hinge pin spaces are molded nylon. The framework is shipped separately, ready to be assembled to the worksurface and legs. The legs are deliberately recessed so that if needed, individuals can sit at it from all sides - perfect for a training or classroom environment that may

## Product Features

- Assembly required
- Casters for mobility
- Flips and nests for storage
- Laminate top with phenolic backer, steel legs
- Legs are inset from the edge of the table to allow usage on all four sides of the table

## Dimensions and Weight

- Dimensions: 72"Wx30"Dx29"H
- Weight: 98.00 lbs.
- Carton Dimensions:
  - 13.5"W x 21"D x 25.5"H
  - 33"W x 75"D x 3"H





Quick Ship GSA

## Figgo Stack Chair with Fabric or Vinyl Seat

Product #: 51706 | From: **NBF Signature Series**


Collection: **Figgo**

☆☆☆☆☆ [No Reviews](#)

**\$229.00**

\$224.00 each if you buy 5 or more. ⓘ

 Request  
Color Sample

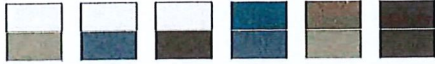
 **PayPal** As low as \$21.86/mo. [Learn more](#)

Color: **Navy/Midnight**

Polypropylene/Fabric




Polypropylene/Vinyl




---

Frame: **Silver**



 [Request Color Sample](#)

 Trusted Commercial Furniture Experts

 Human Help When You Want It

 Solutions That Meet Your Needs

**Description**

The modern and practical Figo Fabric or Vinyl Stacking Chair with 400lb Weight Capacity is a perfect fit for breakrooms or collaborative spaces. The contoured, extra-wide fabric or vinyl seat pan adds comfort and accommodates all sizes. The ergonomic perforated back allows for enhanced circulation, while the radius conforms to your back for maximum comfort. This stack chair features built-in ganging devices so that it's easy to create and sustain nice, straight rows throughout each day.

The Figo chair collection encapsulates modernity and practicality, offering easy-to-clean seating solutions that effortlessly blend style and convenience. Whether it's arranging Figo stack chairs in a breakroom, visitor dining area, or fostering quick collaboration around a standing-height conference table, their versatility shines through. Embrace the perfect balance between form and function with Figo chairs, making them a go-to choice for various spaces and interactions.

Fully assembled.

**Product Features**

- 400 lb weight capacity
- Built-in ganging device
- Fully assembled
- Steel frame, polypropylene back, fabric or vinyl seat

**Dimensions and Weight**

- Dimensions: 21.5"Wx21.25"Dx31"H
- Seat Dimensions: 18"Wx18"Dx17.5"H
- Back Dimensions: 18.5"Wx14"H
- Weight: 16.00 lbs.
- SIN#: 33721
- Carton Dimensions:
  - 24.5"W x 23"D x 53.75"H



# Quote

#325190

05/01/2024

Bluum of Minnesota  
1771 Energy Park Drive  
Suite 100  
St. Paul MN 55108  
800-933-7337 | 612-331-5500  
www.bluumtech.com

**Bill To**  
Tony Padilla  
City of Glencoe  
911 Greeley Avenue  
Glencoe MN 55336

**Ship To**  
Tony Padilla  
City of Glencoe  
911 Greeley Avenue  
Glencoe MN 55336

Memo:  
A - 75" Newline Display with Cart

Expires	Sales Rep	Contract	Terms
07/30/2024	592 Mike Chapley		NEW

Qty	Item	MFG	Price	Ext. Price
1	<b>TT-7522Z-UC</b> 750Z 4K LED Multi-touch Display (Capacitive Touch) w/ USB Type-C + 4K Camera & OPS	Newline	\$6,328.92	\$6,328.92
1	<b>EPR8A50500-SQR</b> TRUTOUCH Mobile Stand	Newline	\$444.58	\$444.58
1	<b>PD-Enterprise-General</b> 2 hours of on-site training for Corporate/Government/HED Professional Development Covering software and display		\$1,099.00	\$1,099.00

<b>Subtotal</b>	\$7,872.50
<b>Tax Total (7.38%)</b>	\$516.13
<b>Shipping Cost</b>	\$225.00
<b>Total</b>	\$8,613.63

To accept this quotation, sign here : \_\_\_\_\_

Printed Name/Title/Date : \_\_\_\_\_

Shipping and Billing Address listed on quote are accurate : [ ]Yes [ ]No

This document is subject to the terms and conditions found here: [www.bluumtech.com/terms-conditions](http://www.bluumtech.com/terms-conditions). For quotes over \$25,000 a Purchase Order is required, please reference this quote number on your PO. If purchasing via credit card a 2.5% surcharge fee will apply. For questions please contact your Bluum Account Representative.

Please inspect product upon delivery. All claims for defective merchandise or errors in shipping must be made within five days after receipt of goods. Returns require an authorization number and must be made within 30 days. A minimum 25% restocking fee may apply with the exception of out of box failures and replacements under warranty.



325190



SMALL CITY & BIG FUTURE

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

---

**This page is Blank to  
separate Agenda Items**

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 Neld



SMALL CITY  BIG FUTURE

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

---

To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: November 27, 2024

Re: **Item 6C and 6D** – Demolition of 1206 10<sup>th</sup> Street, 1207 Chandler Avenue  
and 1234 Greeley Avenue North

**Item 6C and 6D** – I will review the attached Demolition quotes for 1206 10<sup>th</sup> Street East, 1207 Chandler Avenue North and 1234 Greeley Avenue.

The property at 1234 Greeley Avenue is in tax forfeiture right now.

City Attorney Ostlund will update the City Council on the status of 1234 Greeley Avenue North.

I will also update the City Council on the discussion from the EDA meeting on November 25<sup>th</sup>.

**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 Neid



SMALL CITY & BIG FUTURE

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

---

To: Glencoe EDA

From: Mark D. Larson, City Administrator

Date: November 22, 2024

Re: **Item 4** – Demolition Quotes

**Item 4** – The City of Glencoe has received two quotes for the Demolition of 1206 10<sup>th</sup> Street East and 1207 Chandler Avenue. Both Properties are owned by Marco Arandia and were condemned for occupancy by the City of Glencoe. The City of Glencoe has received court orders for their demolition.

**Item 4A** - Quotes received for **1207 Chandler Avenue** are as follows:

- |  |   |          |
|--|---|----------|
| - Rickert Excavating, Glencoe          | - | \$15,300 |
| - Braun Intertec – Pre-Demo Inspection |   | \$ 3,375 |

**Item 4B** – Quote received for **1206 10<sup>th</sup> Street East** are as follows:

- |  |   |          |
|--|---|----------|
| - Rickert Excavating, Glencoe          | - | \$13,800 |
| - Braun Intertec – Pre-Demo Inspection |   | \$ 3,375 |

The City Council has requested that the EDA review these Demolition properties. The cost of the demolition will be specially assessed against the property for collection with the property taxes.

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 Neid

Rickert Excavating  
46556 180th St  
Glencoe, MN 55336  
+1 3205102390  
RickertExcavating@gmail.com



**ADDRESS**

city of glencoe  
1107 11th street E STE107  
Glencoe, MN 55336

Estimate 1736

DATE 09/18/2024

EXPIRATION DATE 10/31/2024

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Structure demo	Demo structure at 1207 Chandler Ave. Glencoe - Includes asbestos inspection, MPCA intent to do demo paperwork, mobilization for duration of project, demo structure and haul to approved landfill, remove all foundations and haul away to recycle, fill foundation voids with clay fill, top with 6 inches black dirt, seed and straw blanket site. (Does not include any asbestos removals if needed)	1	15,300.00	15,300.00

**TOTAL \$15,300.00**

Accepted By

Accepted Date



11/22/24, 2:01 PM

1207 Chandler Ave N - Google Maps

# 1207 CHANDLER AVE





Parcel ID: 220601830

Acres: 0

Taxpayer Name: MARCO A ARANDIA

Taxpayer Address: 10422 115TH ST, GLENCOE MN 55336

Property Address: 1207 CHANDLER AVE, GLENCOE MN 55336

Owner Name: MARCO A ARANDIA

Owner Address: 10422 115TH ST, GLENCOE MN 55336

Land Value: 55900

Building Value: 54300

Total Value: 110200

Year Built: 1890

Bedrooms: 3

Bathrooms:

Total Square Feet: 994.0

Stories: 1.75

Legal Description: TOWN OF FRANKLIN BLOCK-027 E 1/2 OF LOTS 5 & 8 & 1/2 VAC E-W ALLEY

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.



Printed 11/20/2024



Braun Intertec Corporation  
3900 Roosevelt Road, Suite 113  
Saint Cloud, MN 56301

Phone: 320.253.9940  
Web: brauintertec.com

November 21, 2024

Proposal QTB206918

Mr. Mark Larson  
City of Glencoe  
1107 11th Street East, Suite 107  
Glencoe, MN 55336

Re: Proposed Services and Cost Estimate  
Pre-Demolition Hazardous Building Materials Inspection  
Residential Dwelling & Garage  
1207 Chandler Avenue North  
Glencoe, Minnesota

Dear Mr. Larson:

Braun Intertec Corporation is pleased to present this proposal to provide services and a cost estimate for a Pre-Demolition Hazardous building materials inspection of the residential structures located at 1207 Chandler Avenue North in Glencoe, Minnesota (Site). This proposed work will be performed in accordance with the terms and conditions in the Braun Intertec General Conditions.

## Project Background Information

Based on readily available imagery, the Site appears to be developed with a residential dwelling with a detached garage. County information indicates that the dwelling was constructed in 1890. You have indicated that the you are not aware of any structural concerns associated with the Site buildings, which are planned to be demolished.

## Scope of Services

The goal of the inspection will be to identify potentially hazardous building materials that require separate handling and/or disposal prior to building demolition. The inspection will be conducted by our experienced and accredited asbestos inspectors. Our representatives will perform the following services:

- Visually examine accessible areas and identify the locations of suspect asbestos-containing materials (ACM), lead-based paint (LBP), polychlorinated biphenyls (PCBs), mercury, and other miscellaneous hazardous materials.
- Collect and analyze representative bulk samples of materials suspected of containing asbestos. Examples of materials to be collected for analysis include, but are not limited to: floor tile, linoleum flooring, wall and ceiling plaster, suspended and acoustical ceiling tile, sheetrock, thermal system insulation, textured ceiling material and fireproofing.
- Conduct limited LBP testing of potential re-useable components (i.e., concrete and masonry block) with painted surfaces suspected of containing lead (where applicable) that may be

impacted by the future demolition project. Testing will be accomplished by collecting paint chip samples and submitting them for lead analysis to an accredited laboratory.

- Assign a hazard rating based on asbestos content with respect to the materials condition, friability, accessibility, and hazard potential.
- Document the various materials current conditions and estimated quantities of ACM.
- Generate a final report, documenting the sample locations, analysis results, conditions, and ACM estimated quantities.

The Braun Intertec personnel conducting the inspection are fully accredited asbestos inspectors, in accordance with state and federal regulations. Asbestos analysis will be performed by a laboratory that is accredited for polarized light microscopy (PLM) asbestos bulk sample analysis by the National Institute of Standards and Technology's (NIST) National Voluntary Laboratory Accreditation Program.

## Cost Estimate

The cost for each of the tasks described in this proposal is as follows.

Service Description	Cost
Field Work and Supplies	\$1,045
• <i>Assumes 1 day of field work for 1 field technician</i>	
Analytical Services	\$985
• <i>Includes up to 80 layers analyzed via PLM, 4 point count analysis, and 3 lead paint chip analysis</i>	
Project Management and Reporting	<u>\$1,345</u>
	<b>Estimated Project Total</b>
	<b>\$3,375</b>

Braun Intertec will provide the above scope of services on a cost-plus (time-and-materials) basis for an estimated fee of **\$3,375**. Unit prices for time and expenses are set costs. Other figures such as number of hours to perform the inspection, number of samples, report time, etc. are estimated figures. Consequently, our estimated costs may be higher or lower, depending on the actual site conditions encountered.

The total projected cost will not be exceeded by more than 10% without additional authorization.

The proposed fee is based on the scope of services described and the assumption that our services will be authorized within 30 days and others will not delay us beyond our proposed schedule. Invoices will be submitted monthly and are due on receipt, with interest added to unpaid balances after 30 days. The terms and conditions under which these services will be provided are detailed in the attached General Conditions, which are part of this proposal.



SMALL CITY & BIG FUTURE

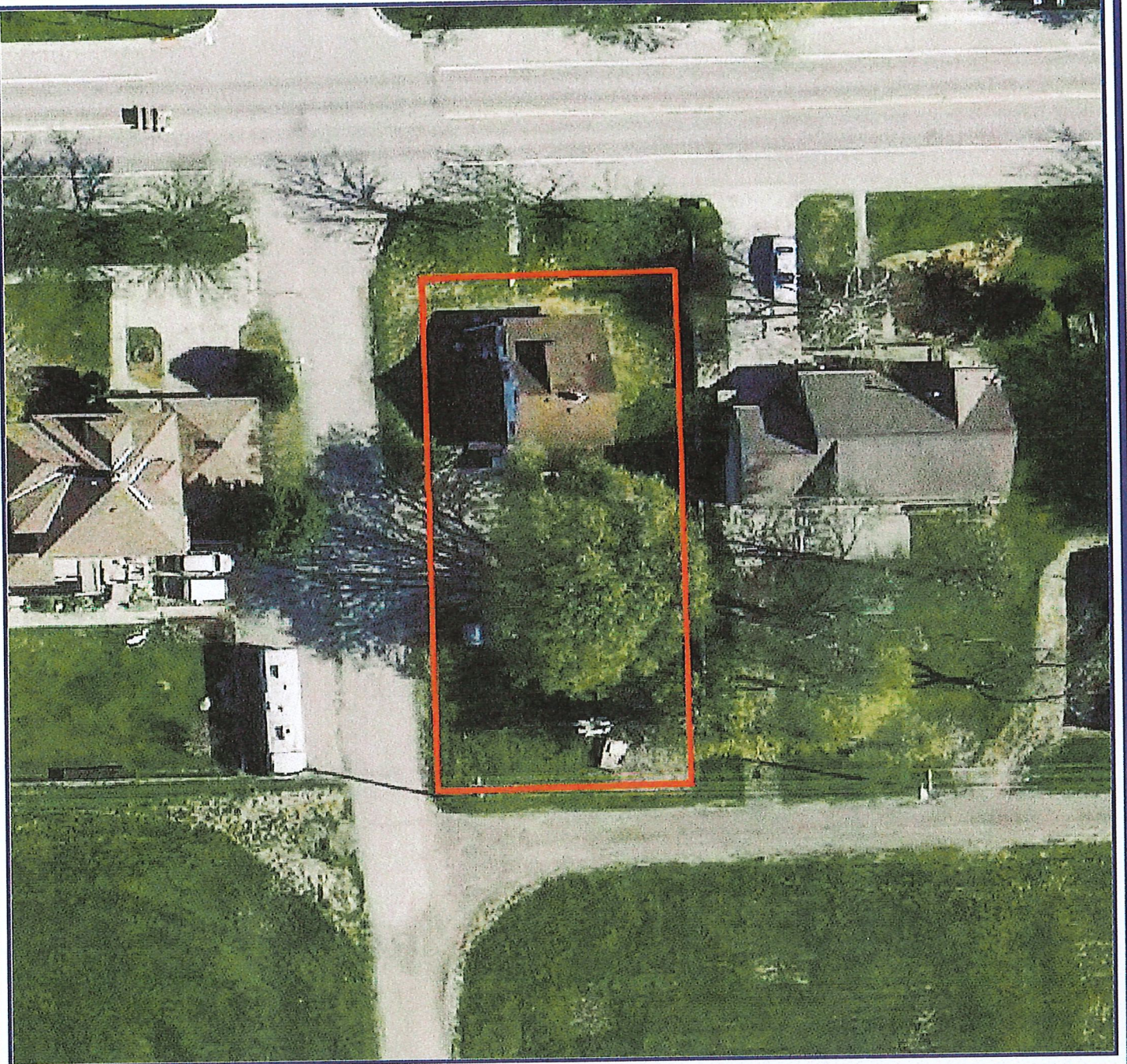
City of Glencoe ♦ 1107 11<sup>th</sup> Street East, Suite 107 ♦ Glencoe, Minnesota 55336  
Phone: (320) 864-5586 Website: [www.glencoe.mn.org](http://www.glencoe.mn.org) Email: [info@ci.glencoe.mn.us](mailto:info@ci.glencoe.mn.us)

---

**This page is Blank to  
separate Agenda Items**

1206 10<sup>th</sup> Street





Parcel ID: 220500270

Acres: 0

Taxpayer Name: MARCO A ARANDIA

Taxpayer Address: 10422 115TH ST, GLENCOE MN 55336

Property Address: 1206 10TH ST E, GLENCOE MN 55336

Owner Name: MARCO A ARANDIA

Owner Address: 10422 115TH ST, GLENCOE MN 55336

Land Value: 42200

Building Value: 33400

Total Value: 75600

Year Built: 1916

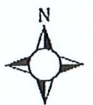
Legal Description: TOWN OF GLENCOE LOT-005 BLOCK-005

Bedrooms:

Bathrooms:

Total Square Feet: 634.0

Stories: 1.25



Printed 11/20/2024

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.

Rickert Excavating  
 46556 180th St  
 Glencoe, MN 55336  
 +1 3205102390  
 RickertExcavating@gmail.com



Estimate 1737

DATE 09/18/2024

EXPIRATION DATE 10/31/2024

**ADDRESS**  
 city of glencoe  
 1107 11th street E STE107  
 Glencoe, MN 55336

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Structure demo	Demo structure at 1206 10th st. E. Glencoe - Includes asbestos inspection, MPCA intent to do demo paperwork, mobilization for duration of project, demo structure and haul to approved landfill, remove all foundations and haul away to recycle, fill foundation voids with clay fill, top with 6 inches black dirt, seed and straw blanket site. (Does not include any asbestos removals if needed)	1	13,800.00	13,800.00

**TOTAL \$13,800.00**

Accepted By

Accepted Date





Braun Intertec Corporation  
3900 Roosevelt Road, Suite 113  
Saint Cloud, MN 56301

Phone: 320.253.9940  
Web: brauintertec.com

November 21, 2024

Proposal QTB206917

Mr. Mark Larson  
City of Glencoe  
1107 11th Street East, Suite 107  
Glencoe, MN 55336

Re: Proposed Services and Cost Estimate  
Pre-Demolition Hazardous Building Materials Inspection  
Residential Dwelling & Garage  
1206 10th Street Southeast  
Glencoe, Minnesota

Dear Mr. Larson:

Braun Intertec Corporation is pleased to present this proposal to provide services and a cost estimate for a Pre-Demolition Hazardous building materials inspection of the residential structures located at 1206 10th Street Southeast in Glencoe, Minnesota (Site). This proposed work will be performed in accordance with the terms and conditions in the Braun Intertec General Conditions.

## Project Background Information

Based on readily available imagery, the Site appears to be developed with a residential dwelling with an attached garage. County information indicates that the dwelling was constructed in 1916. You have indicated that the you are not aware of any structural concerns associated with the Site buildings, which are planned to be demolished.

## Scope of Services

The goal of the inspection will be to identify potentially hazardous building materials that require separate handling and/or disposal prior to building demolition. The inspection will be conducted by our experienced and accredited asbestos inspectors. Our representatives will perform the following services:

- Visually examine accessible areas and identify the locations of suspect asbestos-containing materials (ACM), lead-based paint (LBP), polychlorinated biphenyls (PCBs), mercury, and other miscellaneous hazardous materials.
- Collect and analyze representative bulk samples of materials suspected of containing asbestos. Examples of materials to be collected for analysis include, but are not limited to: floor tile, linoleum flooring, wall and ceiling plaster, suspended and acoustical ceiling tile, sheetrock, thermal system insulation, textured ceiling material and fireproofing.
- Conduct limited LBP testing of potential re-useable components (i.e., concrete and masonry block) with painted surfaces suspected of containing lead (where applicable) that may be

impacted by the future demolition project. Testing will be accomplished by collecting paint chip samples and submitting them for lead analysis to an accredited laboratory.

- Assign a hazard rating based on asbestos content with respect to the materials condition, friability, accessibility, and hazard potential.
- Document the various materials current conditions and estimated quantities of ACM.
- Generate a final report, documenting the sample locations, analysis results, conditions, and ACM estimated quantities.

The Braun Intertec personnel conducting the inspection are fully accredited asbestos inspectors, in accordance with state and federal regulations. Asbestos analysis will be performed by a laboratory that is accredited for polarized light microscopy (PLM) asbestos bulk sample analysis by the National Institute of Standards and Technology's (NIST) National Voluntary Laboratory Accreditation Program.

## Cost Estimate

The cost for each of the tasks described in this proposal is as follows.

Service Description	Cost
Field Work and Supplies	\$1,045
▪ Assumes 1 day of field work for 1 field technician	
Analytical Services	\$985
▪ Includes up to 80 layers analyzed via PLM, 4 point count analysis, and 3 lead paint chip analysis	
Project Management and Reporting	\$1,345
<b>Estimated Project Total</b>	<b>\$3,375</b>

Braun Intertec will provide the above scope of services on a cost-plus (time-and-materials) basis for an estimated fee of \$3,375. Unit prices for time and expenses are set costs. Other figures such as number of hours to perform the inspection, number of samples, report time, etc. are estimated figures. Consequently, our estimated costs may be higher or lower, depending on the actual site conditions encountered.

The total projected cost will not be exceeded by more than 10% without additional authorization.

The proposed fee is based on the scope of services described and the assumption that our services will be authorized within 30 days and others will not delay us beyond our proposed schedule. Invoices will be submitted monthly and are due on receipt, with interest added to unpaid balances after 30 days. The terms and conditions under which these services will be provided are detailed in the attached General Conditions, which are part of this proposal.



SMALL CITY & BIG FUTURE

City of Glencoe ♦ 1107 11<sup>th</sup> Street East, Suite 107 ♦ Glencoe, Minnesota 55336  
Phone: (320) 864-5586 Website: [www.glencoe.mn.org](http://www.glencoe.mn.org) Email: [Info@ci.glencoe.mn.us](mailto:Info@ci.glencoe.mn.us)

---

**This page is Blank to  
separate Agenda Items**



SMALL CITY  BIG FUTURE

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

---

To: Glencoe EDA

From: Mark D. Larson, City Administrator

Date: November 22, 2024

Re: **Item 4C** – Pre-Demolition Quote for 1234 Greeley Avenue

**Item 4C** – To determine if there is hazardous material located at the commercial property at 1234 Greeley Avenue, the City will be required to conduct a pre-demolition inspection of this building to determine the cost of abatement.

Previously, the City of Glencoe has worked with Industrial Hygiene Services Corporation on this type of work. Industrial Hygiene has been purchased by Braun Intertec.

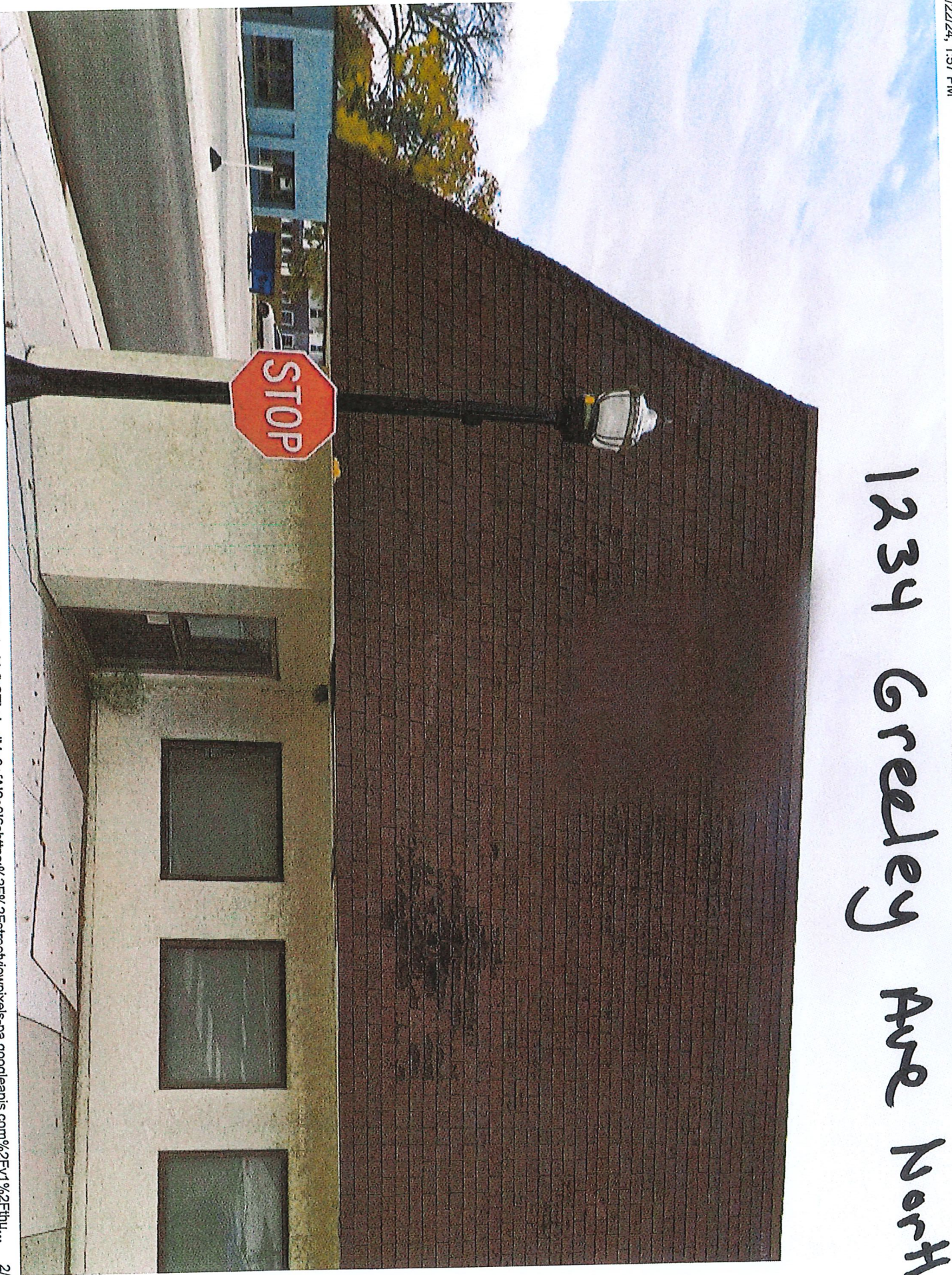
I have attached the quote from Braun Intertec to conduct this Commercial inspection. The cost estimate is \$4,775.00.

City Attorney Ostlund has talked to McLeod County and the property at 1234 Greeley is slated for Tax Forfeiture in 2025.

The City Council has asked the EDA to review and comment.

I have talked with Shannon Sweeney of David Drown about the possibility of developing a tax increment district (TIF) on this property and the adjoining property. This is a possibility, if the property was redeveloped and generated a new/higher tax.

1234 Greeley Ave North





Braun Intertec Corporation  
3900 Roosevelt Road, Suite 113  
Saint Cloud, MN 56301

Phone: 320.253.9940  
Fax: 320.253.3054  
Web: braunintertec.com

October 24, 2024

Proposal QTB205526

Mr. Mark Larson  
City of Glencoe  
1107 11th Street East, Suite 107  
Glencoe, MN 55336

Re: Proposed Services and Cost Estimate  
Pre-Demolition Hazardous Building Materials Inspection  
Commercial Building  
1234 Greeley Avenue  
Glencoe, Minnesota

Dear Mr. Larson:

Braun Intertec Corporation is pleased to present this proposal to provide services and a cost estimate for a Pre-Demolition hazardous building materials inspection of the commercial building located at 1234 Greeley Avenue in Glencoe, Minnesota (Site).

County information indicates that the Site building has a basement. Information provided by you indicates that in 2023, there was approximately 2-feet of standing water in the basement. You have also indicated that the roof of the building has caved in, and the property taxes have not been paid by the current owner.

The proposed work will be performed in accordance with the terms and conditions in the Braun Intertec General Conditions.

### Scope of Services

The goal of the inspection will be to identify potentially hazardous building materials that require separate handling and/or disposal prior to building renovation and/or demolition. The inspection will be conducted by our experienced and accredited asbestos inspectors. Our representatives will perform the following services:

- Visually examine accessible areas and identify the locations of suspect asbestos-containing materials (ACM), lead-based paint (LBP), polychlorinated biphenyls (PCBs), mercury, and other miscellaneous hazardous materials.
- Collect and analyze representative bulk samples of materials suspected of containing asbestos. Examples of materials to be collected for analysis include, but are not limited to: floor tile, linoleum flooring, wall and ceiling plaster, suspended and acoustical ceiling tile, sheetrock, thermal system insulation, textured ceiling material and fireproofing.

AA/BOE

- Conduct limited LBP testing of potential re-useable components (i.e. concrete and masonry block) with painted surfaces suspected of containing lead (where applicable) that may be impacted by the future demolition project. Testing will be accomplished by collecting paint chip samples and submitting them for lead analysis to an accredited laboratory.
- Assign a hazard rating based on asbestos content with respect to the materials condition, friability, accessibility, and hazard potential.
- Document the various ACM materials current conditions and quantities.
- Generate a final report, documenting the sample locations, analysis results, conditions, and ACM quantities.

The Braun Intertec personnel conducting the inspection are fully accredited asbestos inspectors, in accordance with state and federal regulations. Asbestos analysis will be performed by a laboratory that is accredited for polarized light microscopy (PLM) asbestos bulk sample analysis by the National Institute of Standards and Technology's (NIST) National Voluntary Laboratory Accreditation Program.

### Cost Estimate

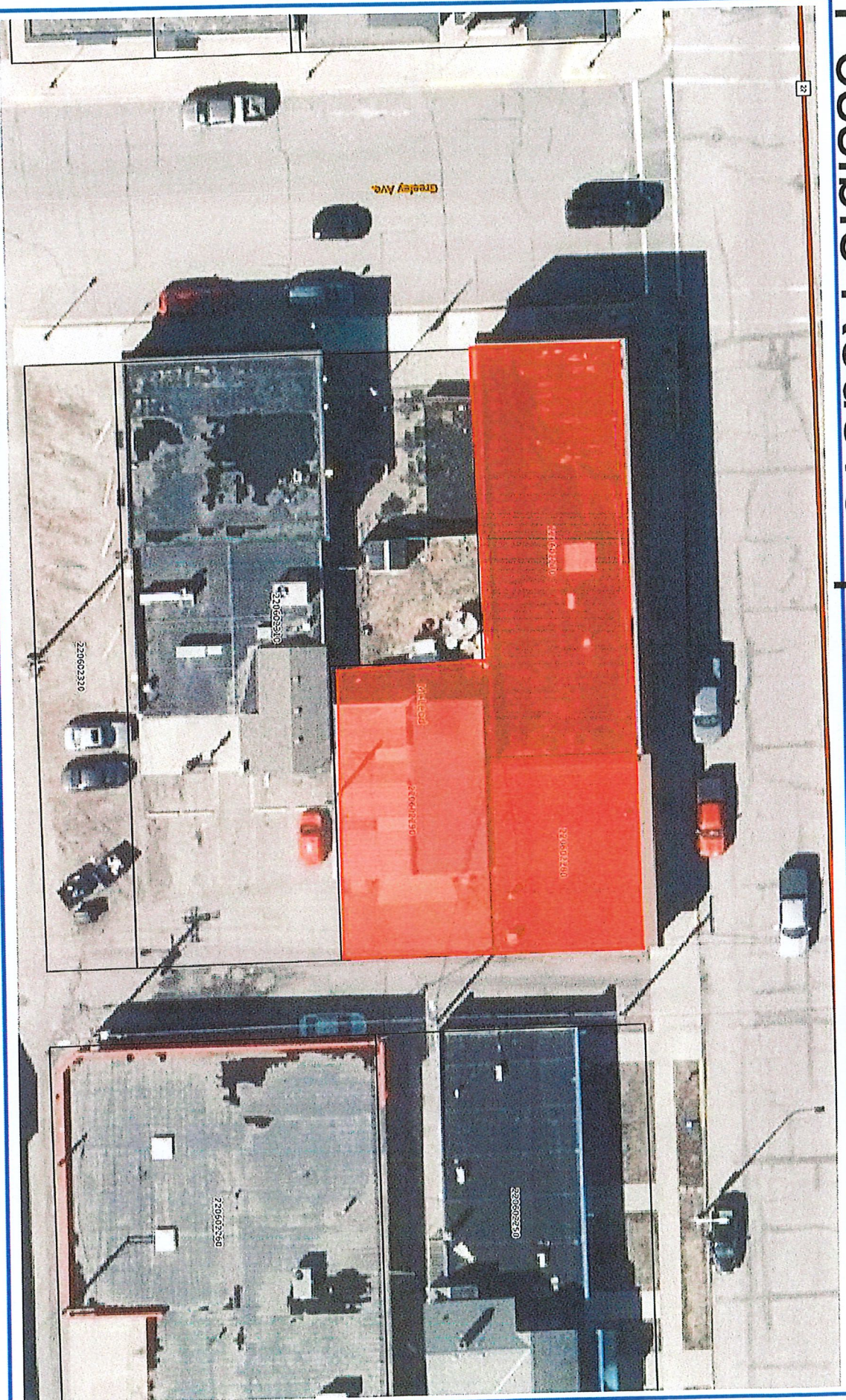
The cost for each of the tasks described in this proposal is as follows.

Service Description	Cost
Field Work and Supplies	\$1,990
▪ Assumes 1 day of field work for 2 field technicians	
Analytical Services	\$785
▪ Includes up to 60 layers analyzed via PLM, 4 point count analysis, and 3 lead paint chip analysis	
Project Management and Reporting	\$2,000
<b>Total Project</b>	<b>\$4,775</b>

Braun Intertec will provide the above scope of services on a cost-plus (time-and-materials) basis for an estimated fee of **\$4,775**. Unit prices for time and expenses are set costs. Other figures such as number of hours to perform the inspection, number of samples, report time, etc. are estimated figures. Consequently, our estimated costs may be higher or lower, depending on the actual site conditions encountered. The total projected cost will not be exceeded by more than 10% without additional authorization.

The proposed fee is based on the scope of services described and the assumption that our services will be authorized within 30 days and others will not delay us beyond our proposed schedule. Invoices will be submitted monthly and are due on receipt, with interest added to unpaid balances after 30 days. The terms and conditions under which these services will be provided are detailed in the attached General Conditions, which are part of this proposal.

# Possible Redevelopment TIF District



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.





SMALL CITY & BIG FUTURE

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

---

**This page is Blank to  
separate Agenda Items**

**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 Neld



SMALL CITY  BIG FUTURE

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

---

To: Glencoe EDA

From: Mark D. Larson, City Administrator

Date: November 22, 2024

Re: **Item 4D – Scharpe Property at 712 East 13<sup>th</sup> Street**

**Item 4D** – The property that is adjoining 1234 Greeley Avenue has requested that the City of Glencoe purchase their property also, and to demolition their property at the same time as 1234 Greeley Avenue.

Unfortunately, at this time, the City of Glencoe will not own 1234 Greeley Avenue, when demolished, unless other arrangements can be made. Attached is a letter from Scharpe Limited, the adjoining property owner. The purchase price has been redacted at this time.

**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 Neid

**SCHARPE LTD**  
712 East 13th Street  
Glencoe, Minnesota 55336  
Phone (320) 864-5380  
jeff@jscharpe.net

October 24, 2024

City of Glencoe  
1107 11th Street East  
Glencoe, MN 55336

City Council,

In reference to the building at 1234 Greeley Avenue. My business at 712 East 13<sup>th</sup> Street shares a common wall with that property, and Barbara Scharpe owns the property at 712 East 13<sup>th</sup> St.

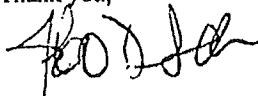
We understand that the building at 1234 Greeley Avenue will eventually have to be demolished. Our building has suffered considerable damage due to water infiltration from the common wall and roof line over the past 4-5 years since the building at 1234 Greeley has degraded considerably. We also understand that when the building is demolished, our building would have to be shored up, not only the wall, but the roof line as well, in order to bring our building back to optimal condition. There will be mildew/mold cleanup that would need to occur as well.

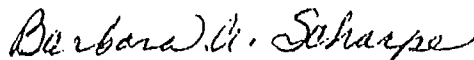
Our proposal to the City of Glencoe when you look at the costs associated with the cleanup of 1234 Greeley Avenue, and the costs associated with fixing our building, would be to continue the demolition and remove our building at 712 East 13<sup>th</sup> Street as well. I believe this would save the City of Glencoe and us money on the project.

Our property is worth approximately \$30,000 on the property tax statement. We would offer that the City pay for the demo of our building in lieu of having to pay for the reconstruction of the common wall after the building at 1234 Greeley is demolished, that is, if the building can be demolished without further damage to the common wall and roof line. Inside this negotiation we would surrender the property at 712 E 13<sup>th</sup> St., to the City of Glencoe for the balance of [REDACTED] assuming the demolition estimate were to be [REDACTED]. This gives the future owner a viable space for development.

If you have any questions, please call us at 320-864-5380 or email me at [jeff@jscharpe.net](mailto:jeff@jscharpe.net).

Thank you,

  
Jeffrey D. Scharpe  
Scharpe LTD

  
Barbara Scharpe

# 712 13th Street East





SMALL CITY & BIG FUTURE

City of Glencoe ♦ 1107 11<sup>th</sup> Street East, Suite 107 ♦ Glencoe, Minnesota 55336  
Phone: (320) 864-5586 Website: [www.glencoe.mn.org](http://www.glencoe.mn.org) Email: [Info@ci.glencoe.mn.us](mailto:Info@ci.glencoe.mn.us)

---

**This page is Blank to  
separate Agenda Items**

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 Neld



SMALL CITY  BIG FUTURE

City of Glencoe ♦ 1107 11<sup>th</sup> Street East, Suite 107 ♦ Glencoe, Minnesota 55336  
Phone: (320) 864-5586 Website: [www.glencoemn.org](http://www.glencoemn.org) Email: [info@ci.glencoe.mn.us](mailto:info@ci.glencoe.mn.us)

---

To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: November 27, 2024

Re: **Item 6E** – Airport Pavement Maintenance and Arrival and Departure (A/D)  
Fence Design

**Item 6E** – It is the recommendation of the Airport Commission to enter into contract with SEH for the Design work involved in the Airport Maintenance (Sealcoat) and A/D Fence Design.

The Total cost for this design is \$7,700. The FAA will pay 95%, the State of MN 2.5% and the local share is 2.5%. The local share is **\$192.50**.

The Project will be bid and constructed in 2026. This project is included in the Airport Capital Improvement Plan (CIP).

**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 Neid



November 14, 2024

RE: City of Glencoe  
Glencoe Municipal Airport  
2025 Airfield Pavement Maintenance and A/D Building Fence

Mark Larson  
City Administrator  
City of Glencoe  
1107 11<sup>th</sup> Street East  
Glencoe, MN 55336

Dear Mark:

Thank you for considering SEH for engineering and construction services at the Glencoe Municipal Airport. We appreciate the opportunity to submit our proposal for the 2025 Airfield Pavement Maintenance and A/D Building Fence projects at the airport. These projects, including design and construction, will be 95% funded by the FAA, 2.5% by MnDOT, and the remaining 2.5% will be a local cost.

Enclosed is a copy our proposal. If acceptable, please sign. Please keep a copy for City records and return an electronic copy to my attention at SEH. We will forward the contract electronically to the relevant agencies as part of the grant application process.

Please contact me at 320-428-3654 if you have any questions or comments. We look forward to working with you on this project.

Sincerely,



Digitally signed by  
Adinda Van Espen  
Date: 2024.11.13  
14:56:11-06'00'

Adinda Van Espen  
Project Manager

Enclosure: Contract, Scope of Services (for both projects), Estimated Hours and Fees (for both projects)

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 1390 Highway 15 South, Suite 200, P.O. Box 308, Hutchinson, MN 55350-0308

320.587.7341 | 800.838.8666 | 888.908.8166 fax | [sehinc.com](http://sehinc.com)

SEH is 100% employee-owned | Affirmative Action–Equal Opportunity Employer

**ATTACHMENT B-II  
ESTIMATED FEES AND EXPENSES  
ARRIVAL/DEPARTURE BUILDING FENCE  
FINAL DESIGN & CONSTRUCTION OBSERVATION, ADMINISTRATION, AND PROJECT CLOSEOUT  
GLENCOE MUNICIPAL AIRPORT  
CITY OF GLENCOE, MINNESOTA**

Task No.	Task Description	Project Manager	Project Engineer	Resident Project Representative (RPR)	Administrative Assistant
<b>Final Design</b>					
1.	Project Formulation	1			
2.	Engineer's Design Report (EDR)				
3.	Specifications and Quotation Package		2		1
4.	Construction Safety Plan/Airspace Analysis		1		
5.	Quality Control Review	1			
6.	Quoting and Award	1	2		
7.	Project Management	1			
<b>Construction Observation, Administration, and Project Closeout</b>					
1.	Pre-Construction Activities	1	2		
2.	Construction Observation/Final Inspection	1		24	
3.	Pay Estimates	1			
4.	FAA Closeout Report				
5.	Project Management	1			
	<b>Total Hours per Labor Category</b>	<b>8</b>	<b>7</b>	<b>24</b>	<b>1</b>

**ESTIMATE OF LABOR COSTS:**

Labor Category	Hours	Rate	Extension
Project Manager	8	\$68.78	\$550.24
Project Engineer	7	\$40.43	\$283.01
Resident Project Representative (RPR)	24	\$46.88	\$1,125.12
Administrative Assistant	1	\$35.44	\$35.44
<b>Total Direct Labor Costs:</b>	<b>40</b>		<b>\$1,993.81</b>
<b>Direct Salary Costs plus Overhead</b>			<b>\$3,788.24</b>
<b>Total Labor Costs</b>			<b>\$5,782.05</b>

**Fixed Fee on Labor Cost (15%)**

**\$867.31**

**ESTIMATE OF EXPENSES:**

Direct Expenses	Quantity	Rate	Extension
Computer Charge	40	\$5.55	\$222.00
Employee Mileage	200	\$0.67	\$134.00
Employee Per Diem - Lodging (GSA.gov - 2025 Standard Rate)	3	\$110.00	\$330.00
Employee Per Diem - Meals (GSA.gov - 2025 Standard Rate)	3	\$68.00	\$204.00
Employee Auto Allowance	3	\$16.00	\$48.00
Reproductions / Miscellaneous	1	\$100.00	\$100.00
<b>Total Expenses</b>			<b>\$1,038.00</b>

**SUMMARY:**

Total Labor Costs + Expenses

\$7,687.36

**Estimated Total**

**\$7,700.00**





SMALL CITY & BIG FUTURE

City of Glencoe ♦ 1107 11<sup>th</sup> Street East, Suite 107 ♦ Glencoe, Minnesota 55336  
Phone: (320) 864-5586 Website: [www.glencoe.mn.org](http://www.glencoe.mn.org) Email: [Info@ci.glencoe.mn.us](mailto:Info@ci.glencoe.mn.us)

---

**This page is Blank to  
separate Agenda Items**

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 Neld

# GLENCOE

SMALL CITY  BIG FUTURE

City of Glencoe ♦ 1107 11<sup>th</sup> Street East, Suite 107 ♦ Glencoe, Minnesota 55336  
Phone: (320) 864-5586 Website: [www.glencoemn.org](http://www.glencoemn.org) Email: [info@ci.glencoe.mn.us](mailto:info@ci.glencoe.mn.us)

---

To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: November 27, 2024

Re: **Item 6F** – New Taxilane and Taxilane Extension project.

**Item 6F** - It is the recommendation of the Airport Commission to enter into contract with SEH for the Design work involved in the new Taxilane and Taxilane Extension. This is being done to allow for additional private hangars to be constructed at the Glencoe Airport.

The Total cost for this design is \$99,400.00. The FAA will pay 95%, the State of MN 2.5% and the local share is 2.5%. The local share is **\$2,485.00**.

The Project will be bid and constructed in 2026. This project is included in the Airport Capital Improvement Plan (CIP).

**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



November 14, 2024

RE: City of Glencoe  
Glencoe Municipal Airport  
2025 New Taxilane and Taxilane Extension

Mark Larson  
City Administrator  
City of Glencoe  
1107 11<sup>th</sup> Street East  
Glencoe, MN 55336

Dear Mark:

Thank you for considering SEH for engineering and construction services at the Glencoe Municipal Airport. We appreciate the opportunity to submit our proposal for the 2025 New Taxilane and Taxilane Extension project at the airport. This project will be 95% funded by the FAA, 2.5% by MnDOT, and the remaining 2.5% will be a local cost.

Enclosed is a copy our proposal. If acceptable, please sign. Please keep a copy for City records and return an electronic copy to my attention at SEH. We will forward the contract electronically to the relevant agencies as part of the grant application process.

Please contact me at 320-428-3654 if you have any questions or comments. We look forward to working with you on this project.

Sincerely,



Digitally signed by  
Adinda Van Espen  
Date: 2024.11.13  
14:53:20-06'00'

Adinda Van Espen  
Project Manager

Enclosure: Contract, Scope of Services, Estimated Hours and Fees, Subconsultant Proposals

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 1390 Highway 15 South, Suite 200, P.O. Box 308, Hutchinson, MN 55350-0308  
320.587.7341 | 800.838.8666 | 888.908.8166 fax | [sehinc.com](http://sehinc.com)  
SEH is 100% employee-owned | Affirmative Action–Equal Opportunity Employer

**ATTACHMENT B**  
**ESTIMATED FEES AND EXPENSES**  
**NEW TAXILANE AND TAXILANE EXTENSION - DESIGN ONLY**  
**FINAL DESIGN, PLANS AND SPECIFICATIONS, BIDDING DOCUMENTS**  
**GLENCOE MUNICIPAL AIRPORT (GYL)**  
**GLENCOE, MINNESOTA**

Task No.	Task Description	Principal	Project Manager	Project Engineer	Survey Crew Chief	Senior Planner	Senior Water Resources Engineer	Senior Technician	Administrative Assistant
<b>Project Formulation</b>									
1.1	Scoping, Review and Coordination		4	4		2			2
1.2	Project Formulation		4	4		2			
1.3	Engineer's Design Report		4	12					4
1.5	DBE Program and DBE Goals		2						
<b>Project Design</b>									
2.1	Topographic Survey		2	2	12			2	
2.2	Geotechnical Investigation		2	8				2	2
2.3	Phase 1 Archaeological Survey		2	8				2	2
2.4	Stormwater Management - Research		2	4			2		
2.5	Stormwater Management - Modeling		2	48			4		
2.6	Stormwater Management - Design		4	48			2		
2.7	Stormwater Management - Permitting		2	20				2	
2.8	Construction Safety Plan / Airspace Analysis		2	4				20	
2.9	Detailed Design	2	8	24				20	
2.10	Final Construction Plan Sheets		8	80					
<b>Quality Control Review</b>									
3.1	Quantity Calculations and Engineer's Estimate		2	4			4		
3.2	Quality Control Reviews	4	8						
<b>Construction Bidding Documents</b>									
4.1	Construction Bidding Documents		4	16					2
4.2	Bidding Services		2						1
4.3	Bid Opening		2	2					1
4.4	Bid Review and Recommendation	1	2	2					
<b>Project Management</b>									
5.1	Subcontractor Coordination		4						
5.2	Project Management		16						
<b>Total hours per labor category</b>		<b>7</b>	<b>88</b>	<b>290</b>	<b>12</b>	<b>4</b>	<b>16</b>	<b>48</b>	<b>14</b>

**ESTIMATE OF LABOR COSTS:**

Labor Category	Hours	Rate	Extension
Principal	7	\$85.60	\$599.20
Project Manager	88	\$68.78	\$6,052.64
Project Engineer	290	\$40.43	\$11,724.70
Survey Crew Chief	12	\$42.64	\$511.68
Senior Planner	4	\$56.11	\$224.44
Senior Water Resources Engineer	16	\$75.03	\$1,200.48
Senior Technician	48	\$48.13	\$2,310.24
Administrative Assistant	14	\$35.44	\$496.16
<b>Total Direct Labor Costs:</b>	<b>479</b>		<b>\$23,119.54</b>
<b>Direct Salary Costs plus Overhead</b>			<b>\$43,927.13</b>
<b>Total Labor Costs</b>			<b>\$67,046.67</b>
<b>Fixed Fee on Labor Cost (15%)</b>			<b>\$10,057.00</b>

**ESTIMATE OF EXPENSES:**

Direct Expenses	Quantity	Rate	Extension
Geotechnical Investigation (Braun Intertec)	1	\$11,600.00	\$11,600.00
Phase 1 Arch Survey (Duluth Archaeology)	1	\$7,302.13	\$7,302.13
Computer Charge	479	\$5.55	\$2,658.45
Employee Mileage	350	\$0.67	\$234.50
Survey Equipment	12	\$35.00	\$420.00
Reproductions / Miscellaneous	1	\$100.00	\$100.00
<b>Total Expenses</b>			<b>\$22,315.08</b>
<b>Total (Labor Costs + Fee + Expenses)</b>			<b>\$99,418.75</b>
<b>SUMMARY:</b>			<b>\$99,400.00</b>
<b>Estimated Total</b>			<b>\$99,400.00</b>



SMALL CITY & BIG FUTURE

City of Glencoe ♦ 1107 11<sup>th</sup> Street East, Suite 107 ♦ Glencoe, Minnesota 55336  
Phone: (320) 864-5586 Website: [www.glencoemn.org](http://www.glencoemn.org) Email: [Info@ci.glencoe.mn.us](mailto:Info@ci.glencoe.mn.us)

---

**This page is Blank to  
separate Agenda Items**

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 Neld



SMALL CITY  BIG FUTURE

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

---

To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: November 27, 2024

Re: **Item 7A** – Police Policy updates

**Item 7A** – Chief Padilla will review the proposed changes to the Professional Standards Policy. It is recommended to approve.

**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 Neid

## Glencoe Police Department

# Memo

**To:** Glencoe City Council  
**From:** Tony Padilla- Chief of Police  
**cc:**  
**Date:** November 25, 2024  
**Re:** Approval of the following policies 12.01 SRO and 1.01 Professional Standards

---

Glencoe Police Department received notification from the MN Police Officers Standards and Training (POST) Board that they had developed a new policy regarding School Resource Officers (SRO). POST mandates that our department must have an identical or substantially similar policy. I have attached the new policy for your review.

Upon annual review of the department policies changes have been made to 1.01 Professional Standards.

**GLENCOE POLICE DEPARTMENT**  
**POLICIES /RULES/PROCEDURES**

**POLICY NUMBER:** 12.01  
**POLICY TITLE:** SCHOOL RESOURCE OFFICER  
**SECTION:** POLICE UNITS

---

**I. POLICY**

The primary purpose of this policy is to provide guidelines which define the relationship between law enforcement agencies and the schools utilizing school resource officers (SRO). It will further facilitate the understanding of this relationship with regards to criminal matters and law enforcement situations, which will arise at the local school level. The goal of the SRO programs is to provide safe learning environments, provide valuable resources to school staff members, foster a positive relationship with students and develop strategies to resolve problems that affect our youth with the goal of protecting all children, so they can reach their fullest potential.

**II. GUIDING PRINCIPLES**

- The SRO employed by (School Name/Police Agency) should be carefully selected, thoroughly trained, and appropriately equipped to fulfill their role within the school community. The SRO should actively engage in early prevention and early intervention educational programs that focuses on and support student needs.
- SROs shall be specially trained in the principles and standards identified in Minn. Stat. 626.8482, Subd. 4 which recognize the unique role of an SRO to foster positive relationships, open communication and mentorship while providing a safe and constructive environment for students, staff and visitors in the school setting.
- SROs are expected to recognize and consider alternatives to formal criminal referral such as diversion and restorative justice programs where possible and as appropriate for the incident, the involved students and families, victim(s) and the larger school community.
- Enforcement of school rules or policies or enforcement of discipline for violations of school rules are properly the responsibility of school district staff and administration. SRO discretion should be used when becoming involved with incidents that are school rule violations versus criminal conduct.
- Nothing in this policy should be construed as limiting any other duty or responsibility imposed on peace officers; the expectation that peace officers will exercise professional



judgment and discretion to protect the health, safety, and general welfare of the public when carrying out their duties; or creates a duty for school resource officers to protect students, staff, or others on school grounds that is different from the duty to protect the public as a whole.

### **III. DEFINITIONS**

- A. School: An elementary school, middle school, or secondary school, as defined in section 120A.05, subdivisions 9, 11 and 13.
- B. School resource officer: A licensed peace officer who is assigned to work in an elementary school, middle school, or secondary school during the regular instructional school day as one of the officer's regular responsibilities through the terms of a contract entered between the peace officer's employer and the designated school district or charter school.
- C. Positive School Climate: A school environment that makes students feel safe, supported and welcome.
- D. Developmentally appropriate practices: Means individualized, responsive care that is appropriate for the child's age, cultural context, disability status and personality.
- E. Great bodily harm: As defined in Minn. Stat. 609.02 Sub. 8 means bodily injury which creates a high probability of death, or which causes serious permanent disfigurement, or which causes a permanent or protracted loss or impairment of the function of any bodily member or organ or other serious bodily harm.
- F. Prone restraint: As defined in Minn. Stat. 121A.58 and for purposes of this policy, prone restraint means placing a child in a face down position.
- G. Custodial arrest: A custodial arrest is the actual, physical restraint of a person and subsequent detention. Custodial arrest may occur with or without a warrant depending on the circumstances.
- H. De-escalation: Refers to the methods and actions taken to decrease the severity of a conflict, whether physical or verbal in nature

### **IV. PROCEDURE**

- A. General contractual requirements: The law enforcement agency's contract with a school district or charter school shall define the SRO's duties in compliance with Minn. Stat. 626.8482, Subd. 2.
  - 1. Additional issues to be addressed in contract. The contract between the parties:
    - i. Must address a mutually agreed upon policy regarding the use of plain clothes, modified uniforms, and other changes to SRO attire with the goal of fostering a positive school climate, facilitating the establishment of positive relationships with students, and

promoting open communication;

ii. Shall articulate the role, if any, of the school district in the selection, vetting and retention of the SRO; 3 Approved by MN POST Board 11/7/24

ii. Should address how the SRO will be informed of school district resources available to school staff to assist with de-escalation of conflicts in school, e.g. specialized crisis teams, mediation opportunities, etc.; and

iv. Shall establish a public notification process that an SRO will be present in the schools.

2. A school district or charter school may contract with a school resource officer's employer for the officer to perform additional duties to those described in paragraph IV.A.

#### **B. Fostering a Positive School Climate and Constructive Relationships:**

1. SRO's should consider establishing a presence at times that allow opportunities to build connections and relationships.

2. SRO's should establish connections based upon mutual trust and respect while encouraging communication.

3. SRO's are a resource for educating students on what concerns should be reported to a responsible adult.

#### **C. SRO's work in collaboration with the schools to Providing Campus Safety Training:**

1. Use developmentally appropriate practices that take into consideration differences in culture, language, trauma and an individual's disabilities.

2. Use methods that help ensure school safety and security, focusing on safety over violence.

3. Encourage students to ask questions about school safety.

#### **D. Crisis Intervention and De-escalation**

1. SRO's are often required to make assessments of rapidly evolving situations, analyze potential responses and act upon various levels of safety concerns. Crisis intervention and de-escalation strategies should be used whenever possible in response to crisis or safety situations. The safety of the individual, SRO's, school staff, students, and others present should not be compromised during de-escalation tactics.

2. SRO's should understand and use developmentally appropriate principles of

evidence-based crisis intervention and de-escalation strategies. These strategies

include, but are not limited to:

- i. Be empathetic and non-judgmental
- ii. Respect personal space
- iii. Use non-threatening nonverbal communication
- iv. Avoid challenging questions
- v. Allow time for decisions

**E. Use of Force.**

1. SRO use of force is governed by and will comply with Minn. Stats. 609.06 Authorized Use of Force; 609.066 Authorized Use of Deadly Force by Peace Officers; 626.8475 Duty to Intercede and Report; and the Law Enforcement Agency Use of Force Policy.
2. Specific tactics and strategies to minimize uses of force or the use and duration of prone restraint or physical holds of students:
  - i. Employ de-escalation techniques, the least restrictive physical intervention strategies, as reasonable, for addressing conflicts in schools as identified in the training required under Minn. Stat. 626.8482, Subd. 4., and use only that amount of force that reasonably appears necessary given the facts and circumstances perceived by the officer at the time of the event to accomplish a legitimate law enforcement purpose.
  - ii. Consistent with training after any use of force, the SRO shall assess the condition of the student and render aid as needed including restoring the student to a non-prone position as soon as possible,
3. Additional considerations for SROs when using force as allowed in Minn. Stat. 609.06 in a school situation, should include:
  1. Immediacy and severity of the threat to officers or others.
    - a. Potential for injury to officers, students, and others
  2. The conduct of the individual being confronted, as reasonably perceived by the officer at the time.
  3. Officer/individual factors (e.g. age and/or maturity, physical size and/or abilities).
  4. The individual's ability to understand and comply with officer commands
    - a. The effects of suspected drug or alcohol use.
    - b. The individual's mental state or capacity.
    - c. The student's education plan or accommodations, if known.
  5. Proximity of weapons or dangerous improvised devices.

6. The degree to which the individual has been effectively restrained and his/her ability to resist despite being restrained.
7. The availability of other reasonable and feasible options and their possible effectiveness (Minn. Stat. § 626.8452).
8. The immediate need for intervention versus allowing time and distance for additional de-escalation. a. Seriousness of the suspected offense or reason for contact with the individual.
9. Training and experience of the officer.
10. Whether the individual appears to be resisting, attempting to evade arrest by flight, or is attacking the officer. 5 Approved by MN POST Board 11/7/24
11. The risk and reasonably foreseeable consequences of escape.
12. Whether the conduct of the individual being confronted no longer reasonably appears to pose an imminent threat to the officer or others.
13. Prior contacts with the individual or awareness of any propensity for violence.
14. Any other exigent circumstances.

4. When a criminal incident also involves a violation of school rules, SRO's should consider referral of the matter to school authorities in lieu of formal criminal referral, as appropriate for the incident, the students and families involved, the victim(s) and the larger school community.

5. SROs should exercise age-appropriate practices when interacting with children, and developmentally appropriate practices with youth and individuals known to have physical, mental health, developmental or intellectual disabilities recognizing that the individual's disability may affect their ability to understand or comply with commands from SROs.

#### **F. Arrest considerations.**

1. As much as is reasonably practical, SROs should seek to utilize alternatives to formal criminal referral such as diversion and restorative justice programs where possible and as appropriate for the incident, the students and families involved, victim(s) and the larger school community.
2. Custodial arrests in school should be avoided if reasonably practical. If a custodial arrest is necessary because of exigency or public safety considerations, the arrest should be made in a

non-communal area away from the view of other students if practicable.

3. When reasonably practicable, appropriate school staff should be notified prior to and/or present during the custodial arrest of a student.

#### **G. Training**

1. Except as provided for in paragraphs E.2., E.3., and E.4. below, beginning September 1, 2025, a peace officer assigned to serve as a school resource officer must complete a training course that provides instruction on the learning objectives identified in Minnesota Statutes, section 626.8482, subdivision 4 prior to assuming the duties of a school resource officer.
2. A peace officer who has completed either the School Safety Center standardized Basic School Resource Officer Training or the National School Resource Officer Basic School Resource Officer course prior to September 1, 2025, must complete 6 Approved by MN POST Board 11/7/24 the training mandated under paragraph E.1. above before June 1, 2027. A peace officer covered under this paragraph may complete a supplemental training course approved by the board pursuant to Minnesota Statutes, section 626.8482, subdivision 4, paragraph (b), to satisfy the training requirement.
3. Whenever practicable, it is preferable that a peace officer completes the training required under this section prior to filling the role of SRO.

However, if an officer's employer is unable to provide the required training course to the officer prior to the officer assuming the duties of a school resource officer, the officer must complete the required training within six months of assuming the duties of a school resource officer. The officer is not required to perform the duties described in Minnesota Statutes, section 626.8482, subdivision 2, paragraph (a), clause (4) or (5), until the officer has completed the required training course. The officer must review any policy adopted by the officer's employer pursuant to section 626.8482, subdivision 6 before assuming the other duties of a school resource officer and must comply with that policy.

4. An officer who is serving as a substitute school resource officer for fewer than 60 student contact days within a school year is not obligated to complete the required training or perform the duties described in Minnesota Statutes, section 626.8482 subdivision 2, paragraph (a), clause (4) or (5), but must review and comply with any policy adopted pursuant to subdivision 6 by the law enforcement agency that employs the substitute school resource officer.
5. An SRO will complete a refresher course at a minimum of once every three years.
6. For each school resource officer employed by an agency, the chief law enforcement officer must maintain a copy of the most recent training certificate issued to the officer for completion of the training mandated under this section

## **H. Data practices**

1. The contract between the school district and the law enforcement agency must address data practices policies and procedures. These procedures and policies shall identify the education records that can be shared with the law enforcement agency generally and with the SRO specifically and for what purposes.
2. Law enforcement records that contain student and parent data that are maintained by the law enforcement agency shall be governed by the agency's data practices policy and in compliance with the requirements of the Minnesota Government Data Practices Act, Minn. Stats., chapter 13, and Minnesota Rules, parts 1205.0100-1205.2000

### **ACCOUNTABILITY:**

All members of the Department are responsible for ensuring that this and all policies of the Department are followed. Deviations from this or any other policy are permitted within the scope of authority granted all member of the Department, however, the deviation must be reported in accordance with policy 1.04 (Policy Deviations – Reporting Requirements).

Council Approved:

Reviewed: 11-25-24 TJP

**GLENCOE POLICE DEPARTMENT**  
**POLICIES/RULES/PROCEDURES**

POLICY NUMBER: 1.01  
POLICY TITLE: PROFESSIONAL STANDARDS  
SECTION: ADMINISTRATION

---

**PURPOSE:**

To assure that members of the Glencoe Police Department present a professional image, uphold professional standards and integrity that the Glencoe Police Department attests to in its Mission Statement, Policies, and Procedures.

**POLICY:**

It is the Policy of the **Glencoe Police** Department that:

- A. All sworn personnel to take the oath of office to enforce law and uphold the Constitution of the United States and the State of Minnesota, prior to assuming licensed or active status.

**OATH OF OFFICE**

I, (name), do solemnly swear that I will support the Constitution of the United States and of the State of Minnesota, and that I will faithfully discharge the duties of the office of (position) within and for the City of Glencoe in the County of McLeod, and State of Minnesota, according to the best of my judgment and ability. So help me God. (or affirmed)

- B. All sworn personnel will subscribe to and abide by the “Law Enforcement Code of Ethics.”

## LAW ENFORCEMENT CODE OF ETHICS

As a law enforcement officer, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the constitutional rights of all people to liberty, equality, and justice.

I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department.

Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept secret unless revelation is necessary in the performance of duty. I will never act officiously or permit personal feelings, prejudice, animosities, or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice, or ill will, never employing unnecessary force or violence and never accepting gratuities. I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession--law enforcement.

### PROCEDURE:

The City Administrator, Mayor, or Chief of Police shall administer the oath. ~~The City Administrator shall file.~~ A written copy of the oath shall be filed, and a copy shall be provided to the Officer. The original shall be maintained in the employee's personnel files.



## PERFORMANCE OF THE DUTIES OF A POLICE OFFICER

A Police Officer shall perform all duties impartially, without favor or affection or ill will and without regard to status, sex, race, religion, political belief or aspiration. All citizens will be treated equally with courtesy, consideration, and dignity.

Officers will never allow personal feelings, animosities, or friendships to influence official conduct. Laws will be enforced appropriately and courteously and, in carrying out their responsibilities, officers will strive to obtain maximum cooperation from the public. They will conduct themselves in a professional ~~appearance in such a~~ manner as to inspire confidence and respect for the position of public trust they hold.

## DISCRETION

A Police Officer will use responsibility, and the discretion vested in the position and exercise it within the law. The principal of reasonableness will guide the officer's determinations, and the Officer will consider all surrounding circumstances in determining whether any legal action shall be taken.

Consistent and wise use of discretion, based on professional policing competence, will do much to preserve good relationships and retain the confidence of the public. There can be difficulty in choosing between conflicting courses of action. It is important to remember that a timely word of advice rather than arrest, which may be correct in appropriate circumstances, can be a more effective means of achieving the desired end.

## USE OF FORCE

A Police Officer will never employ unnecessary force or violence and will use only such force in the discharge of duty as is reasonable in all circumstances.

## CONFIDENTIALITY

Whatever a Police Officer sees, hears, or learns of, which is of a confidential nature, will be kept confidential unless the performance of duty or legal provision requires otherwise.

Members of the public have a right to security and privacy, and information obtained about them must not be improperly divulged.

## INTEGRITY

A Police Officer will not engage in acts of corruption or bribery, nor will an officer condone such acts by other Police Officers.

The public demands that the integrity of Police Officers be above reproach. Police Officers must, therefore, avoid conduct that might compromise integrity and thus undercut the public confidence in a law enforcement agency. Officers will refuse to accept any gifts, presents, subscriptions, favors, gratuities, or promises that could be interpreted as seeking to cause the Officer to refrain from performing official responsibilities honestly and within the law. Police Officers must not receive private or special advantages from their official status, nor should they recommend services or vendors. Respect from the public cannot be bought; it can only be earned and cultivated.

## COOPERATION WITH OTHER OFFICERS AND AGENCIES

Police Officers will cooperate with all legally authorized Agencies and their representatives in the pursuit of justice.

An Officer or Agency may be one among many organizations that may provide law enforcement services to a jurisdiction. It is imperative that a Police Officer always assists colleagues fully and completely with respect and consideration.

## PERSONAL / PROFESSIONAL CAPABILITIES

Police Officers will be responsible for their own standard or professional performance and will take every reasonable opportunity to enhance and improve their level of knowledge and competence.

Through study and experience, a Police Officer can acquire the high level of knowledge and competence that is essential for the efficient and effective performance of duty. The acquisition of knowledge is a never-ending process of personal and professional development that should be pursued constantly.

## PRIVATE LIFE

Police Officers will behave in a manner that does not bring discredit to their agencies or themselves.

A Police Officer's character and conduct while off duty must always be exemplary, thus maintaining a position of respect in the community in which he or she lives and serves. The officer's personal behavior must be beyond reproach.

## ACCOUNTABILITY

All members of the Department are responsible for ensuring that this and all policies of the Department are followed. Deviations from this or any other policy are permitted within the scope of authority granted all member of the Department, however, the deviation must be reported in accordance with policy 1.04 (Policy Deviations – Reporting Requirements).

Council Approval:

Reviewed:



SMALL CITY & BIG FUTURE

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

---

**This page is Blank to  
separate Agenda Items**

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 Neld



SMALL CITY  BIG FUTURE

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

---

To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: November 27, 2024

Re: **Item 7B** – Awning Grant for 1221 Greeley Avenue North

**Item 7B** – It is the recommendation of the EDA to approve the Awning/Sign Grant request of Scharpe, LTD for **\$385.00**.

**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 Neid

# GLENCOE

SMALL CITY & BIG FUTURE

City of Glencoe ♦ 1107 11<sup>th</sup> Street East, Suite 107 ♦ Glencoe, Minnesota 55336  
Phone: (320) 864-5586

## City of Glencoe Awning/Sign Grant Program Application

Name: Jeff Schaepe

Address of Property: 1221 Greeley Ave N.

Phone Number: 320 864 5380

Name of Contractor	Address	Phone Number	Bid Amount
1. CROW RIVER SIGNS	123 Michigan St. Hutchinson, MN 55330	320 234 9727	\$ 770
2.			
3.			

Grant amounts are for up to 50% of the cost of the project with a maximum grant amount of \$2,500.00. Please attach a picture, drawing and/or dimensions of the awning project to this application.

### City of Glencoe Awning/Sign Program Guidelines

- Awning/Sign grants will be for up to 50% of the awning project, not to exceed \$2,500.00.
- Awnings/signs must comply with the Uniform Building Code Section # 4506. Projects must also comply with any City Ordinances that are applicable to awnings/signs.
- Business/Property owner must complete an application and provide a picture, drawing and/or dimensions of the awning before approval of the project can be granted.
- To receive funding for the project, the awning/sign must be aesthetically pleasing and complement the building and other awnings around the building for awning projects.
- Awnings may not extend more than 4' from the building.
- Awnings/signs must be located within City limits.
- Applicants can only be awarded a grant once in every eight years.
- Grants will be available on a first come, first serve basis. Funding amounts for the Awning/Sign Program will vary each year depending upon what is available in the City budget.
- The Economic Development Committee and the Planning Commission will review all applications and make recommendations to the City Council. The Glencoe City Council will have final approval of all projects.

I verify that the information provided is correct and I will follow all the program guidelines.

Signature: 

Date: 11-19-24



Company: Scharpe, Ltd.  
 Contact: Jeff Scharpe  
 Phone: 320-864-5380  
 Address: 1221 Greeley Ave. N, Glencoe  
 Email: jeff@scharpe.net

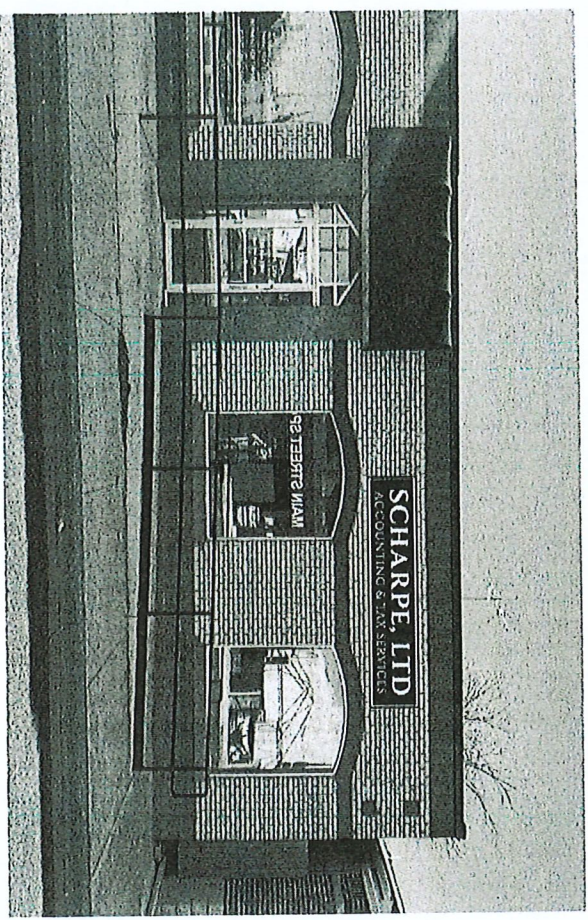
Bid Price: \$ 895.00  
 Pricing does not include 5% cash discount, tax, permits, or electrical connection. Tax, shipping, and removal of graphics are not included in quoted price unless noted. Materials, tax, and shipping must be paid in full before wrap will be shipped.

**ALL APPROVAL AND PROOFS MUST BE RETURNED ALONG WITH ANY RESPONSES OR ISSUES BEFORE WE CAN PROCEED WITH PRODUCING YOUR ORDER.**

Door Lettering: (White)

1221  
 GREELEY AVEN

SCHARPE, LTD  
 ACCOUNTING & TAX SERVICES  
 320-864-5380



Polymetal Sign:



Your completed wrap will look as close as possible to your proof. Slight variations may occur during install and when it is actually on your vehicle. Vehicle shape and body lines may affect placement or cause some slight distortion to words or graphics. Bubbles and/or squeegie marks may occur from installation, after exposure to sunshine they will dissipate.

Design time - Customers are responsible for all design changes. If a concept you are allowed unlimited changes one time. Second proof will be sent and you are allowed two changes on the second proof. If more changes are required you will be charged per hour for changes.

Please review the ENTIRE proof carefully, verify any issues and following proof pages prior to signing. WHAT IS SHOWN ON YOUR SIGNED PROOF DIRECTS US TO PROCEED WITH THE DESIGN AS IS. IT IS WHAT WILL BE PRINTED ON YOUR ORDER. We will not be held responsible for errors if the work is printed according to a customer's signed proof.

Crown River Signs is not responsible for any damage to customer provided materials.  
 Rush charges may apply to services requiring less than a seven day lead time.

Date: 11/19/2024  
 Sign and return by: 11/20/2024  
 I HAVE READ AND FULLY UNDERSTAND ALL PROVISIONS AND COSTS INVOLVED WITH MY ORDER  
 SIGNATURE: [Signature] DATE: 11-19-24

**Client Checklist**

- Layout/Placement
- Spelling
- Grammar
- Color
- Phone Number
- Website

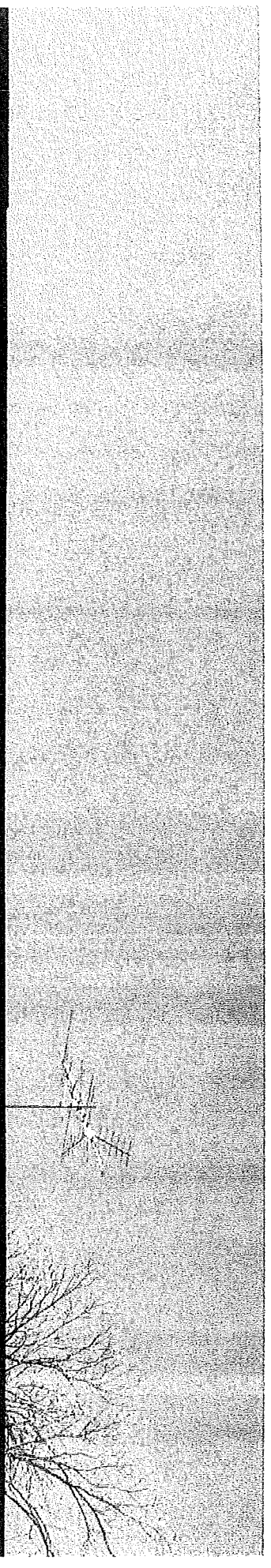
**Building Signage**  
 Install on Site

**Door Lettering**  
 Color = White  
 Price = \$125 installed

**Polymetal Sign**  
 Black Background, White Lettering  
 Size = 120" x 26"  
 Price = \$770 installed

Estimated Completion: 2 weeks

To keep completion date



# SCHARPE, LTD

ACCOUNTING & TAX SERVICES

**INCOME INTERPRETATION**  
FINANCIAL STATEMENTS • INVESTMENT ADVISORY

**AND BUSINESS FINANCING**



...of the firm's services is to provide a comprehensive and accurate picture of the client's financial position. This is achieved through a thorough review of the client's financial records and a detailed analysis of the results. The firm's services are designed to help clients understand their financial situation and make informed decisions about their future. The firm's services are also designed to help clients maximize their income and minimize their tax liability. The firm's services are also designed to help clients plan for their future and ensure that they are on track to meet their financial goals. The firm's services are also designed to help clients understand the implications of their financial decisions and make adjustments as needed. The firm's services are also designed to help clients stay on top of their financial situation and make adjustments as needed. The firm's services are also designed to help clients understand the implications of their financial decisions and make adjustments as needed. The firm's services are also designed to help clients stay on top of their financial situation and make adjustments as needed.

...of the firm's services is to provide a comprehensive and accurate picture of the client's financial position. This is achieved through a thorough review of the client's financial records and a detailed analysis of the results. The firm's services are designed to help clients understand their financial situation and make informed decisions about their future. The firm's services are also designed to help clients maximize their income and minimize their tax liability. The firm's services are also designed to help clients plan for their future and ensure that they are on track to meet their financial goals. The firm's services are also designed to help clients understand the implications of their financial decisions and make adjustments as needed. The firm's services are also designed to help clients stay on top of their financial situation and make adjustments as needed. The firm's services are also designed to help clients understand the implications of their financial decisions and make adjustments as needed. The firm's services are also designed to help clients stay on top of their financial situation and make adjustments as needed.





SMALL CITY & BIG FUTURE

City of Glencoe ♦ 1107 11<sup>th</sup> Street East, Suite 107 ♦ Glencoe, Minnesota 55336  
Phone: (320) 864-5586 Website: [www.glencoe.mn.org](http://www.glencoe.mn.org) Email: [Info@ci.glencoe.mn.us](mailto:Info@ci.glencoe.mn.us)

---

**This page is Blank to  
separate Agenda Items**

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 Neld



SMALL CITY  BIG FUTURE

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

---

To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: November 27, 2024

Re: **Item 7C** – Cannabis Ordinance Update

**Item 7C** – City Attorney Mark Ostlund will review the attached Cannabis Ordinance update. This is required since McLeod County has now completed their ordinance.

**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

**ORDINANCE NO. \_\_\_\_\_**

**AN EMERGENCY ORDINANCE OF THE CITY OF GLENCOE TO REGULATE  
CANNABIS BUSINESSES**

**WHEREAS**, the State of Minnesota Office of Cannabis Management has only recently published administrative rules relating to the licensing and enforcement of Minn. Stat. 342, and further, Minn. Stat. 342 will become effective law on January 1, 2025.

**WHEREAS**, On or about November 19, 2024, McLeod County adopted an ordinance dictating how the county will handle local government registration of cannabis licenses, and the delegation thereof by municipalities to county.

**WHEREAS**, the City of Glencoe desires to pass an emergency ordinance to regulate cannabis businesses operating within the city limits, and must do so on an immediate, emergency basis for the preservation of public peace, health, morals, safety and safety of the community given the fact that Minn. Stat. 342 will authorize cannabis business license applications as of January 1, 2025.

**NOW THEREFORE**, The city council of the City of Glencoe hereby ordains:

1. 626.01 Administration

a. Findings and Purpose

City of Glencoe makes the following legislative findings:

The purpose of this ordinance is to implement the provisions of Minnesota Statutes, chapter 342, which authorizes City of Glencoe to protect the public health, safety, welfare of City of Glencoe residents by regulating cannabis businesses within the legal boundaries of City of Glencoe.

City of Glencoe finds and concludes that the proposed provisions are appropriate and lawful land use regulations for City of Glencoe, that the proposed amendments will promote the community's interest in reasonable stability in zoning for now and in the future, and that the proposed provisions are in the public interest and for the public good.

b. Authority & Jurisdiction

City of Glencoe has the authority to adopt this ordinance pursuant to:

- a) Minn. Stat. 342.13(c), regarding the authority of a local unit of government to adopt reasonable restrictions of the time, place, and manner of the operation of a cannabis business provided that such restrictions do not prohibit the establishment or operation of cannabis businesses.

- b) Minn. Stat. 342.22, regarding the local registration and enforcement requirements of state-licensed cannabis retail businesses and lower-potency hemp edible retail businesses.
- c) Minn. Stat. 152.0263, Subd. 5, regarding the use of cannabis in public places.
- d) Minn. Stat. 462.357, regarding the authority of a local authority to adopt zoning ordinances.
- e) This ordinance shall be applicable to the legal boundaries of City of Glencoe.

c. Severability

If any section, clause, provision, or portion of this ordinance is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this ordinance shall not be affected thereby.

d. Enforcement

The City of Glencoe is responsible for the administration and enforcement of this ordinance. Any violation of the provisions of this ordinance or failure to comply with any of its requirements constitutes a misdemeanor and is punishable as defined by law. Violations of this ordinance can occur regardless of whether or not a permit is required for a regulated activity listed in this ordinance.

626.02 Definitions

1. Unless otherwise noted in this section, words and phrases contained in Minn. Stat. 342.01 and the rules promulgated pursuant to any of these acts, shall have the same meanings in this ordinance.
2. Cannabis Cultivation: A cannabis business licensed to grow cannabis plants within the approved amount of space from seed or immature plant to mature plant. harvest cannabis flower from mature plant, package and label immature plants and seedlings and cannabis flower for sale to other cannabis businesses, transport cannabis flower to a cannabis manufacturer located on the same premises, and perform other actions approved by the office.
3. Cannabis Retail Businesses: A retail location and the retail location(s) of a mezzobusinesses with a retail operations endorsement, microbusinesses with a retail operations endorsement, medical combination businesses operating a retail location, and lower-potency hemp edible retailers.
4. Cannabis Retailer: Any person, partnership, firm, corporation, or association, foreign or domestic, selling cannabis product to a consumer and not for the purpose of resale in any form.

5. Daycare: A location licensed with the Minnesota Department of Human Services to provide the care of a child in a residence outside the child's own home for gain or otherwise, on a regular basis, for any part of a 24-hour day.
6. Lower-potency Hemp Edible: As defined under Minn. Stat. 342.01 subd. 50.
7. Office of Cannabis Management: Minnesota Office of Cannabis Management, referred to as "OCM" in this ordinance.
8. Place of Public Accommodation: A business, accommodation, refreshment, entertainment, recreation, or transportation facility of any kind, whether licensed or not, whose goods, services, facilities, privileges, advantages or accommodations are extended, offered, sold, or otherwise made available to the public.
9. Preliminary License Approval: OCM pre-approval for a cannabis business license for applicants who qualify under Minn. Stat. 342.17.
10. Public Place: A public park or trail, public street or sidewalk; any enclosed, indoor area used by the general public, including, but not limited to, restaurants; bars; any other food or liquor establishment; hospitals; nursing homes; auditoriums; arenas; gyms; meeting rooms; common areas of rental apartment buildings, and other places of public accommodation.
11. Residential Treatment Facility: As defined under Minn. Stat. 245.462 subd. 23.
12. Retail Registration: An approved registration issued by the City of Glencoe to a state licensed cannabis retail business.
13. School: A public school as defined under Minn. Stat. 120A.05 or a nonpublic school that must meet the reporting requirements under Minn. Stat. 120A.24.
14. State License: An approved license issued by the State of Minnesota's Office of Cannabis Management to a cannabis retail business.

### Section 626.03. Registration of Cannabis Businesses

1. Consent to registering of Cannabis Businesses  
 No individual or entity may operate a state-licensed cannabis retail business within City of Glencoe without first registering with City of Glencoe.  
  
 Any state-licensed cannabis retail business that sells to a customer or patient without valid retail registration shall incur a civil penalty of up to \$2,000 for each violation.  
  
 Notwithstanding the foregoing provisions, the state shall not issue a license to any cannabis business to operate in Indian country, as defined in United States Code, title 18, section 1151, of a Minnesota Tribal government without the consent of the Tribal government.
2. Compliance Checks Prior to Retail Registration

Prior to issuance of a cannabis retail business registration, City of Glencoe shall conduct a preliminary compliance check to ensure compliance with local ordinances.

Pursuant to Minn. Stat. 342, within 30 days of receiving a copy of a state license application from OCM, City of Glencoe shall certify on a form provided by OCM whether a proposed cannabis retail business complies with local zoning ordinances and, if applicable, whether the proposed business complies with the state fire code and building code.

### 3. Registration & Application Procedure

#### *a. Fees.*

A registration fee, as established in City of Glencoe's fee schedule, shall be charged to applicants depending on the type of retail business license applied for.

An initial retail registration fee shall not exceed \$500 or half the amount of an initial state license fee under Minn. Stat. 342.11, whichever is less. The initial registration fee shall include the initial retail registration fee and the first annual renewal fee.

Any renewal retail registration fee imposed by City of Glencoe shall be charged at the time of the second renewal and each subsequent renewal thereafter.

A renewal retail registration fee shall not exceed \$1,000 or half the amount of a renewal state license fee under Minn. Stat. 342.11, whichever is less.

A medical combination business operating an adult-use retail location may only be charged a single registration fee, not to exceed the lesser of a single retail registration fee, defined under this section, of the adult-use retail business.

#### *b. Application Submittal.*

The City of Glencoe shall issue a retail registration to a state-licensed cannabis retail business that adheres to the requirements of Minn. Stat. 342.22.

(A) An applicant for a retail registration shall fill out an application form, as provided by the City of Glencoe. Said form shall include, but is not limited to:

- i. Full name of the property owner and applicant;
- ii. Address, email address, and telephone number of the applicant;
- iii. The address and parcel ID for the property which the retail registration is sought;
- iv. Certification that the applicant complies with the requirements of local ordinances established pursuant to Minn. Stat. 342.13.

(B) The applicant shall include with the form:

- i. the application fee as required in Section 626.03, subd 3a;

- ii. a copy of a valid state license or written notice of OCM license preapproval;
- (C) Once an application is considered complete, the City of Glencoe staff shall inform the applicant as such, process the application fees, and forward the application to the City Council for approval or denial.
- (D) The application fee shall be non-refundable once processed.

*c. Application Approval*

- (A) A state-licensed cannabis retail business application shall not be approved if the cannabis retail business would exceed the maximum number of registered cannabis retail businesses permitted under Section 626.03, subd. 3a.
- (B) A state-licensed cannabis retail business application shall not be approved or renewed if the applicant is unable to meet the requirements of this ordinance.
- (C) A state-licensed cannabis retail business application that meets the requirements of this ordinance shall be approved.

*d. Annual Compliance Checks.*

The City of Glencoe shall complete at minimum one compliance check per calendar year of every cannabis business to assess if the business meets age verification requirements,

The City of Glencoe shall conduct at minimum one unannounced age verification compliance check at least once per calendar year.

Age verification compliance checks shall involve persons at least 17 years of age but under the age of 21 who, with the prior written consent of a parent or guardian if the person is under the age of 18, attempt to purchase adult-use cannabis flower, adult-use cannabis products, lower-potency hemp edibles, or hemp-derived consumer products under the direct supervision of a law enforcement officer or an employee of the local unit of government.

Any failures under this section must be reported to the Office of Cannabis Management.

*e. Location Change*

A state-licensed cannabis retail business shall be required to submit a new application for registration under Section 626.03, subd. 3(i) if it seeks to move to a new location still within the legal boundaries of City of Glencoe.

f. Renewal of Registration

The City of Glencoe shall renew an annual registration of a state-licensed cannabis retail business at the same time OCM renews the cannabis retail business' license.

A state-licensed cannabis retail business shall apply to renew registration on a form established by City of Glencoe.

A cannabis retail registration issued under this ordinance shall not be transferred.

*e. Renewal Fees.*

The City of Glencoe may charge a renewal fee for the registration starting at the second renewal, as established in City of Glencoe's fee schedule.

*g. Renewal Application.*

The application for renewal of a retail registration shall include, but is not limited to:

- Items required under Section 626.03, subd 3(a) of this Ordinance.

h. Suspension of Registration

*A. When Suspension is Warranted.*

The City of Glencoe may suspend a cannabis retail business's registration if it violates the ordinance of City of Glencoe or poses an immediate threat to the health or safety of the public. The City of Glencoe shall immediately notify the cannabis retail business in writing the grounds for the suspension.

*B. Notification to OCM.*

The City of Glencoe shall immediately notify the OCM in writing the grounds for the suspension. OCM will provide City of Glencoe and cannabis business retailer a response to the complaint within seven calendar days and perform any necessary inspections within 30 calendar days.

*C. Length of Suspension.*

The suspension of a cannabis retail business registration may be for up to 30 calendar days, unless OCM suspends the license for a longer period. The business may not make sales to customers if their registration is suspended.

The City of Glencoe may reinstate a registration if it determines that the violations have been resolved.

The City of Glencoe shall reinstate a registration if OCM determines that the violation(s) have been resolved.

*D. Civil Penalties.*



Subject to Minn. Stat. 342.22, subd. 5(e) the City of Glencoe may impose a civil penalty, as specified in the City of Glencoe's Fee Schedule, for registration violations, not to exceed \$2,000.

i. Limiting of Registrations

The City of Glencoe shall limit the number of cannabis retail businesses to one.

626.04. Requirements for Cannabis Businesses

a. Minimum Buffer Requirements

The City of Glencoe shall prohibit the operation of a cannabis business within 1,000 feet of a school.

The City of Glencoe shall prohibit the operation of a cannabis business within 500 feet of a day care.

The City of Glencoe shall prohibit the operation of a cannabis business within 500 feet of a residential treatment facility.

The City of Glencoe shall prohibit the operation of a cannabis business within 500 feet of an attraction within a public park that is regularly used by minors, including a playground or athletic field.

The City of Glencoe shall prohibit the operation of a cannabis retail business within 500 feet of another cannabis retail business.

Pursuant to Minn. Stat. 462.357 subd. 1e, nothing this section shall prohibit an active cannabis business or a cannabis business seeking registration from continuing operation at the same site if a school, daycare, residential school, daycare, residential treatment facility or attraction within a public park that is regularly used by minors moves within the minimum buffer zone.

b. Zoning and Land Use

*1. Cultivation.*

Cannabis businesses licensed or endorsed for cultivation are permitted as a conditional in the following zoning districts:

- I-1 Limited Industry District
- I-2 General Industry District

*2. Cannabis Manufacturer.*

Cannabis businesses licensed or endorsed for cannabis manufacturer are permitted as a conditional in the following zoning districts:

- I-1 Limited Industry District
- I-2 General Industry District

*3. Hemp Manufacturer.*

Businesses licensed or endorsed for low-potency hemp edible manufacturers permitted as a conditional in the following zoning districts:

- I-1 Limited Industry District
- I-2 General Industry District

*4. Wholesale.*

Cannabis businesses licensed or endorsed for wholesale are permitted as a conditional in the following zoning districts:

- I-1 Limited Industry District
- I-2 General Industry District

*5. Cannabis Retail.*

Cannabis businesses licensed or endorsed for cannabis retail are permitted as a conditional in the following zoning districts:

- B-1 Business District

*6. Cannabis Transportation.*

Cannabis businesses licensed or endorsed for transportation are permitted as a conditional in the following zoning districts:

- B-1 Business District

*7. Cannabis Delivery.*

Cannabis businesses licensed or endorsed for delivery are permitted as a conditional in the following zoning districts:

- B-1 Business District

c. Hours of Operation

Cannabis businesses are limited to retail sale of cannabis, cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products between the hours of 10 am and 9 pm.

d. Advertising

Cannabis businesses are permitted to erect up to two fixed signs on the exterior of the building or property of the business, unless otherwise limited by City of Glencoe's sign ordinances.

2. This ordinance shall be given prompt and general publicity and that it be filed promptly by the City Administrator/Clerk, and shall be effective immediately upon publication pursuant to the City's charter.

Approved and passed on this \_\_\_\_\_ day of \_\_\_\_\_, 2024

---

Ryan Voss, Mayor

Attest:

---

Mark Larson, City Administrator



SMALL CITY & BIG FUTURE

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

---

**This page is Blank to  
separate Agenda Items**

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 Neld

# CITY OF GLENCOE BILLS

DECEMBER 2 , 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 9-18-24	\$75,816.75
WIRE TRANSFER	MULT DEPTS: STATE SALES TAX	\$27,722.00
WIRE TRANSFER	MULT DEPTS:EMP/CITY PAYROLL TAXES,HSA,PERA,D COMP,CAFE	\$53,462.69
	TOTAL PREPAID BILLS ----->	<u><u>\$157,001.44</u></u>

**INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR**

DEC 2, 2024 - PREPAID BILLS

Date: 11/27/2024

Time: 10:26 am

Page: 1

City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
A.H. HERMEL CO.	0573	LIQUOR: MERCH FOR RESALE	182764	09/14/2024	<u>1,145.12</u>
				Vendor Total:	1,145.12
BOBBING BOBBER BREWING COM	1802	LIQUOR: MERCH FOR RESALE	182765	09/14/2024	<u>65.94</u>
				Vendor Total:	65.94
BREAKTHRU BEVERAGE	0513	LIQUOR: MERCH FOR RESALE	182775	09/14/2024	<u>779.65</u>
				Vendor Total:	779.65
C & L DISTRIBUTING	0492	LIQUOR: MERCH FOR RESALE	182766	09/14/2024	<u>20,316.30</u>
				Vendor Total:	20,316.30
DAHLHEIMER BEVERAGE	0003	LIQUOR: MERCH FOR RESALE	182767	09/14/2024	<u>32,434.25</u>
				Vendor Total:	32,434.25
GITCH GEAR LLC	0988	LIQUOR: MERCH FOR RESALE	182768	09/14/2024	<u>441.00</u>
				Vendor Total:	441.00
HOME CITY ICE COMPANY	1761	LIQUOR: MERCH FOR RESALE	182769	09/14/2024	<u>889.08</u>
				Vendor Total:	889.08
JOHNSON BROS - ST PAUL	0504	LIQUOR: MERCH FOR RESALE	182776	09/14/2024	<u>1,649.94</u>
				Vendor Total:	1,649.94
MARLIN'S TRUCKING	1387	LIQUOR: MERCH FOR RESALE	182770	09/14/2024	<u>458.50</u>
				Vendor Total:	458.50
MORGAN CREEK VINEYARDS	0784	LIQUOR: MERCH FOR RESALE	182777	09/14/2024	<u>477.60</u>
				Vendor Total:	477.60
NOTHING BUT HEMP	0275	LIQUOR: MERCH FOR RESALE	182771	09/14/2024	<u>495.00</u>
				Vendor Total:	495.00
PHILLIPS WINE & SPIRITS, INC.	1010	LIQUOR: MERCH FOR RESALE	182778	09/14/2024	<u>4,153.96</u>
				Vendor Total:	4,153.96
SCHRAM HAUS BREWERY	0502	LIQUOR: MERCH FOR RESALE	182772	09/14/2024	<u>290.00</u>
				Vendor Total:	290.00
SOUTHERN GLAZER'S OF MN	1429	LIQUOR: MERCH FOR RESALE	182779	09/14/2024	<u>7,928.96</u>
				Vendor Total:	7,928.96
VIKING BEVERAGES	0973	LIQUOR: MERCH FOR RESALE	182773	09/14/2024	<u>7,073.20</u>
				Vendor Total:	7,073.20
VIKING COCA-COLA BOTTLING CC	0494	LIQUOR: MERCH FOR RESALE	182774	09/14/2024	<u>667.95</u>
				Vendor Total:	667.95
VINOCOPIA, INC.	1353	LIQUOR: MERCH FOR RESALE	182780	09/14/2024	<u>391.50</u>
				Vendor Total:	391.50
				Grand Total:	79,657.95
				Less Credit Memos:	0.00
				Net Total:	<u>79,657.95</u>
				Less Hand Check Total:	0.00
				Outstanding Invoice Total :	<u>79,657.95</u>
	Total Invoices:	17			

**INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR**

DEC 2, 2024 - PREPAID BILLS

Date: 11/27/2024

Time: 10:31 am

Page: 1

City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
AMERICAN EXPRESS	1536	MULT DEPTS: SHELF, DISH RACK, POPCORN MACHINE, MONITOR	182863	09/27/2024	1,908.13
				Vendor Total:	<u>1,908.13</u>
ARTISAN BEER COMPANY	1258	LIQUOR: MERCH FOR RESALE	182847	09/21/2024	632.00
				Vendor Total:	<u>632.00</u>
BOBBING BOBBER BREWING COM	1802	LIQUOR: MERCH FOR RESALE	182848	09/21/2024	131.88
				Vendor Total:	<u>131.88</u>
BRAU BROTHERS BREWING CO.	1679	LIQUOR: MERCH FOR RESALE	182849	09/21/2024	495.00
				Vendor Total:	<u>495.00</u>
BREAKTHRU BEVERAGE	0513	LIQUOR: MERCH FOR RESALE	182850	09/21/2024	7,425.67
BREAKTHRU BEVERAGE	0513	LIQUOR: MERCH FOR RESALE	182864	09/27/2024	2,306.20
				Vendor Total:	<u>9,731.87</u>
C & L DISTRIBUTING	0492	LIQUOR: MERCH FOR RESALE	182851	09/21/2024	13,294.45
				Vendor Total:	<u>13,294.45</u>
CITY OF GLENCOE	0035	LIQUOR: CITY CENTER BAR PETTY CASH	182865	09/27/2024	185.60
				Vendor Total:	<u>185.60</u>
COLONIAL LIFE	0735	MULT DEPTS: INS PREMIUMS	182852	09/21/2024	263.70
				Vendor Total:	<u>263.70</u>
DAHLHEIMER BEVERAGE	0003	LIQUOR: MERCH FOR RESALE	182853	09/21/2024	12,302.10
				Vendor Total:	<u>12,302.10</u>
FORESTEDGE WINERY	0499	LIQUOR: MERCH FOR RESALE	182866	09/27/2024	138.00
				Vendor Total:	<u>138.00</u>
JOHNSON BROS - ST PAUL	0504	LIQUOR: MERCH FOR RESALE	182854	09/21/2024	1,447.25
JOHNSON BROS - ST PAUL	0504	LIQUOR: MERCH FOR RESALE	182867	09/27/2024	5,285.21
				Vendor Total:	<u>6,732.46</u>
MARLIN'S TRUCKING	1387	LIQUOR: MERCH FOR RESALE	182855	09/21/2024	474.25
				Vendor Total:	<u>474.25</u>
MINNESOTA CHILD SUPPORT	1646	POLICE: CHILD SUPPORT PAYMENT	182856	09/21/2024	249.65
				Vendor Total:	<u>249.65</u>
MINNESOTA PUBLIC EMPLOYEE	1439	POLICE: UNION DUES	182857	09/21/2024	155.05
				Vendor Total:	<u>155.05</u>
NCPERS GROUP LIFE INS	1619	ADMIN: INS PREMIUMS	182858	09/21/2024	16.00
				Vendor Total:	<u>16.00</u>
PAUSTIS WINE COMPANY	0916	LIQUOR: MERCH FOR RESALE	182868	09/27/2024	1,503.50
				Vendor Total:	<u>1,503.50</u>
PHILLIPS WINE & SPIRITS, INC.	1010	LIQUOR: MERCH FOR RESALE	182859	09/21/2024	2,118.82
PHILLIPS WINE & SPIRITS, INC.	1010	LIQUOR: MERCH FOR RESALE	182869	09/27/2024	9,762.52
				Vendor Total:	<u>11,881.34</u>
PPLSI	0485	MULT DEPTS: INS PREMIUMS	182860	09/21/2024	112.60
				Vendor Total:	<u>112.60</u>
ROLLING FORKS VINEYARDS	0135	LIQUOR: MERCH FOR RESALE	182870	09/27/2024	498.00
				Vendor Total:	<u>498.00</u>
SOUTHERN GLAZER'S OF MN	1429	LIQUOR: MERCH FOR RESALE	182861	09/21/2024	1,868.09
SOUTHERN GLAZER'S OF MN	1429	LIQUOR: MERCH FOR RESALE	182871	09/27/2024	1,991.17
				Vendor Total:	<u>3,859.26</u>
VIKING BEVERAGES	0973	LIQUOR: MERCH FOR RESALE	182862	09/21/2024	5,651.35
				Vendor Total:	<u>5,651.35</u>
VINOCOPIA, INC.	1353	LIQUOR: MERCH FOR RESALE	182872	09/27/2024	177.50
				Vendor Total:	<u>177.50</u>

**INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR**

DEC 2, 2024 - PREPAID BILLS

Date: 11/27/2024

Time: 10:31 am

Page: 2

City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
VISA	0350	HOTEL, CERTIFICATION, FRIDGE, MONITOR, TV STAND, ADVERTISING	182873	09/27/2024	<b>4,131.29</b>
				Vendor Total:	<b>4,131.29</b>
WINE MERCHANTS	0667	LIQUOR: MERCH FOR RESALE	182874	09/27/2024	<b>3,200.00</b>
				Vendor Total:	<b>3,200.00</b>
				Grand Total:	<b>77,724.98</b>
				Less Credit Memos:	<b>0.00</b>
				Net Total:	<b>77,724.98</b>
				Less Hand Check Total:	<b>0.00</b>
				Outstanding Invoice Total :	<b>77,724.98</b>
	<b>Total Invoices:</b>	<b>28</b>			



**INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR**

DEC 2, 2024 - REGULAR BILLS

Date: 11/27/2024

Time: 1:03 pm

Page: 1

City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
AREBAROS, NOEL	1613	COUNCIL: PARK BOARD PAY	0	00/00/0000	150.00
				Vendor Total:	<u>150.00</u>
ARNOLD'S OF GLENCOE, INC.	1449	STREET: GASKET, FITTINGS, HARDWARE	0	00/00/0000	167.10
				Vendor Total:	<u>167.10</u>
BLUE CROSS BLUE SHIELD OF MII	1254	MULT DEPTS: INSURANCE PREMIUMS	0	00/00/0000	48,183.40
				Vendor Total:	<u>48,183.40</u>
BULAU, PAULA	2050	COUNCIL: CEMETERY COMMISSION PAY	0	00/00/0000	150.00
				Vendor Total:	<u>150.00</u>
BUMPS FAMILY RESTAURANT	0961	COUNCIL: ELECTION JUDGE MEALS	0	00/00/0000	754.06
				Vendor Total:	<u>754.06</u>
CENGAGE LEARNING INC-GALE	1828	LIBRARY: BOOKS	0	00/00/0000	22.10
				Vendor Total:	<u>22.10</u>
CENTURYLINK	1394	MULT DEPTS: PHONE BILL	0	00/00/0000	862.18
				Vendor Total:	<u>862.18</u>
COMPANION LIFE INSURANCE	1859	MULT DEPTS: INSURANCE PREMIUMS	0	00/00/0000	3,034.05
				Vendor Total:	<u>3,034.05</u>
DAVIS, CHRISTINE	1937	COUNCIL: LIBRARY BOARD PAY	0	00/00/0000	150.00
				Vendor Total:	<u>150.00</u>
DONNAY, DEBRA	0770	COUNCIL: LIBRARY BOARD PAY	0	00/00/0000	150.00
				Vendor Total:	<u>150.00</u>
DRAEGER, EVONE	2209	COUNCIL: CEMETERY COMMISSION PAY	0	00/00/0000	150.00
				Vendor Total:	<u>150.00</u>
DREW, MICHAEL	1213	COUCIL: AIRPORT COMMISSION PAY	0	00/00/0000	150.00
				Vendor Total:	<u>150.00</u>
EGGERSGLUESS, BRAD	0869	ADMIN: MONTHLY CELL PHONE REIMB.	0	00/00/0000	50.00
				Vendor Total:	<u>50.00</u>
EIDEN, JAMES	2264	COUNCIL: PARK BOARD PAY	0	00/00/0000	150.00
				Vendor Total:	<u>150.00</u>
FASHION INTERIORS	1673	POLICE: PAINT	0	00/00/0000	73.96
				Vendor Total:	<u>73.96</u>
FISHER, JERROD	2159	COUNCIL: PARK BOARD PAY	0	00/00/0000	150.00
				Vendor Total:	<u>150.00</u>
FLEET SERVICES DIVISION	2144	POLICE: SQUAD CAR LEASES	0	00/00/0000	4,217.17
				Vendor Total:	<u>4,217.17</u>
FOSTER MECHANICAL, INC.	0647	ADMIN: HVAC SYSTEM REPAIR	0	00/00/0000	406.00
				Vendor Total:	<u>406.00</u>
FREITAG, BENTON	0659	CABLE TV: COUNCIL MEETING RECORDINGS	0	00/00/0000	100.00
				Vendor Total:	<u>100.00</u>
GAVIN, JANSSEN, STABENOW &	0087	POLICE: LEGAL SERVICES	0	00/00/0000	6,027.75
				Vendor Total:	<u>6,027.75</u>
GILDEA, DANIEL	0456	PARK: SAFETY BOOTS	0	00/00/0000	70.00
				Vendor Total:	<u>70.00</u>
HAWKINS, INC.	1133	AQUATIC, WATER: CHEMICALS	0	00/00/0000	80.00
				Vendor Total:	<u>80.00</u>
KDUZ - KARP - KGLB	2248	CITY CENTER: ADVERTISING	0	00/00/0000	100.00
				Vendor Total:	<u>100.00</u>
KOREEN'S FLORAL	1246	CITY CENTER: EVENT CLASS	0	00/00/0000	525.00
				Vendor Total:	<u>525.00</u>

**INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR**

DEC 2, 2024 - REGULAR BILLS

Date: 11/27/2024

Time: 1:03 pm

Page: 2

City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
KRUGER, NICOLE	0512	COUNCIL: LIBRARY BOARD PAY	0	00/00/0000	150.00
				Vendor Total:	<u>150.00</u>
LEMKE, DELORES	1968	COUNCIL: CEMETERY COMMISSION PAY	0	00/00/0000	150.00
				Vendor Total:	<u>150.00</u>
LUND, JONATHAN	1279	COUNCIL: AIRPORT COMMISSION PAY	0	00/00/0000	150.00
				Vendor Total:	<u>150.00</u>
MCLEOD COUNTY	2227	STREET: MORNINGSIDE PROJECT - FINAL	0	00/00/0000	12,393.57
				Vendor Total:	<u>12,393.57</u>
METRO SALES, INC	1066	ADMIN, POLICE, LIBRARY: OFFICE EQUIPMENT	0	00/00/0000	775.30
				Vendor Total:	<u>775.30</u>
MINI BIFF	0177	PARK, SANITATION: WASTE REMOVAL	0	00/00/0000	336.60
				Vendor Total:	<u>336.60</u>
MOHR, JACOB & ALYSSA	0945	CITY CENTER: DAMAGE DEPOSIT REFUND	0	00/00/0000	200.00
				Vendor Total:	<u>200.00</u>
NORDBY, KARSTEN	0425	COUNCIL: AIRPORT COMMISSION PAY	0	00/00/0000	150.00
				Vendor Total:	<u>150.00</u>
NORTH CENTRAL INTERNATIONAL	0683	FIRE, STREET, WWTP: VEHICLE REPAIRS, PARTS	0	00/00/0000	15,643.98
				Vendor Total:	<u>15,643.98</u>
ORTLOFF, AMANDA	1150	COUNCIL: PARK BOARD PAY	0	00/00/0000	150.00
				Vendor Total:	<u>150.00</u>
PRO AUTO GLENCOE, INC	0527	STREET: VEHICLE MAINTENANCE, DOT INSPECTION	0	00/00/0000	1,040.87
				Vendor Total:	<u>1,040.87</u>
PRO NAILS	1860	REIMB: AWNING GRANT	0	00/00/0000	2,075.00
				Vendor Total:	<u>2,075.00</u>
REVIER WELDING	1509	PARK: GLEN KNOL PARK REPAIRS	0	00/00/0000	1,411.88
				Vendor Total:	<u>1,411.88</u>
ROSENWALD, DEREK	1712	COUNCIL: PARK BOARD PAY	0	00/00/0000	150.00
				Vendor Total:	<u>150.00</u>
SCHMIDT, MARK	1294	COUNCIL: LIBRARY BOARD PAY	0	00/00/0000	150.00
				Vendor Total:	<u>150.00</u>
SCHUMACHER, RANDY	1775	COUNCIL: AIRPORT COMMISSION PAY	0	00/00/0000	150.00
				Vendor Total:	<u>150.00</u>
SCR, INC - ST. CLOUD	0738	LIQUOR: COOLER MAINTENANCE	0	00/00/0000	988.06
				Vendor Total:	<u>988.06</u>
SECURITY BANK & TRUST CO.	0259	MULT DEPTS: BOND PRINCIPAL & INTEREST PAYMENTS	0	00/00/0000	131,512.75
				Vendor Total:	<u>131,512.75</u>
SEH	1757	MULT DEPTS: ENGINEERING SERVICES	0	00/00/0000	90,068.01
				Vendor Total:	<u>90,068.01</u>
SHADY LANE SPORTSME'S CLUB	1208	POLICE: TRAINING	0	00/00/0000	646.00
				Vendor Total:	<u>646.00</u>
VANDAMME, JON	0136	LIQUOR: MONTHLY CELL PHONE REIMB	0	00/00/0000	50.00
				Vendor Total:	<u>50.00</u>
VANDAMME, MYRANDA	0028	CITY CENTER: MONTHLY CELL PHONE REIMB	0	00/00/0000	50.00
				Vendor Total:	<u>50.00</u>
VERIZON WIRELESS	1110	POLICE: AIR TAGS	0	00/00/0000	200.07

**INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR**

DEC 2, 2024 - REGULAR BILLS

Date: 11/27/2024

Time: 1:03 pm

Page: 3

City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
				Vendor Total:	<u>200.07</u>
VOSS, RYAN	2217	ADMIN: MONTHLY CELL PHONE REIMB	0	00/00/0000	50.00
				Vendor Total:	<u>50.00</u>
WAGONER, LYNDA	1057	COUNCIL: PARK BOARD PAY	0	00/00/0000	150.00
				Vendor Total:	<u>150.00</u>
WARD, KERRY	0468	COUNCIL: LIBRARY BOARD PAY	0	00/00/0000	150.00
				Vendor Total:	<u>150.00</u>
WASTE MANAGEMENT CORP SRV	0174	ADMIN: WASTE REMOVAL	0	00/00/0000	290.99
				Vendor Total:	<u>290.99</u>
WINTER, JOHN	1919	COUNCIL: PIONEERLAND REGIONAL LIBRARY BOARD PAY	0	00/00/0000	150.00
				Vendor Total:	<u>150.00</u>
YUREK, CHRIS	2235	COUNCIL: AIRPORT COMMISSION PAY	0	00/00/0000	150.00
				Vendor Total:	<u>150.00</u>
				Grand Total:	<b>325,405.85</b>
				Less Credit Memos:	<u>0.00</u>
				Net Total:	<b>325,405.85</b>
				Less Hand Check Total:	<u>0.00</u>
				Outstanding Invoice Total :	<b>325,405.85</b>
Total Invoices:	53				



SMALL CITY & BIG FUTURE

City of Glencoe ♦ 1107 11<sup>th</sup> Street East, Suite 107 ♦ Glencoe, Minnesota 55336  
Phone: (320) 864-5586 Website: [www.glencoe.mn.org](http://www.glencoe.mn.org) Email: [Info@ci.glencoe.mn.us](mailto:Info@ci.glencoe.mn.us)

---

**This page is Blank to  
separate Agenda Items**

**Glencoe Municipal Liquor Store  
Profit & Loss Statement for August 2024**

<b>Sales</b>	
Liquor	91,122.86
Beer	147,647.70
Wine	16,172.25
Other Merchandise	6,898.95
THC	1,223.21
<b>Total Sales</b>	<u>263,064.97</u>

<b>Cost of Sales</b>	
Beginning Inventory	489,152.82
Purchases	183,923.17
<b>Total Merch. Avail. for Sale</b>	<u>673,075.99</u>
Less Inventory Ending	487,259.35
<b>Cost of Sales</b>	<u>185,816.64</u>
<b>Gross Profit on Sales</b>	<u>77,248.33</u> 29.36%

<b>Operating Expenses</b>	
Sales Tax (Use tax)	84.00
Full-Time Employees	6,402.00
Full-Time Employees- Overtime	313.65
Part-Time Employees	6,406.70
PERA Contributions	877.87
FICA Contributions	806.05
Medicare Contributions	188.50
Health & Life Insurance	3,744.08
Operating Supplies	5,278.17
Cleaning Supplies	0.00
Repair & Maintenance	1,895.58
Professional Services	0.00
Training	0.00
Computer Repair/Equipment	107.38
Telephone	117.81
Travel Expense	0.00
Advertising	724.00
Printing & Binding	0.00
Electricity	1,247.46
Natural Gas	273.97
Uniforms	0.00
Miscellaneous	24.99
<b>Sub-total</b>	<u>28,492.21</u>
Insurance- Liquor, Property, Gen'l Liability	766.04
Depreciation	3,504.41
Audit	250.00
Worker's Comp	308.62
Bond Interest	841.04
<b>Total Operating Expenses</b>	<u>34,162.32</u>

<b>Non-Operating Expenses/Income</b>	
Interest Income	142.10
Miscellaneous	156.08
Sales Tax Variance	2.01
Cash Drawer +/-	(96.84)
Bad/Collected Checks	0.00
<b>Total Non-Operating Exp./Inc.</b>	<u>203.35</u>

<b>Net Income</b>	43,289.36
<b>Year-To-Date Income</b>	216,763.67

<b>Comparative Figures</b>	
<u>Previous Year (2023)</u>	
Total Sales	240,904.44
Gross Profit on Sales	66,727.61
Total Operating Expenses	35,205.62
Total Non-Operating Exp./Inc.	173.38
Net Income	31,695.37
Year-To-Date Income	165,468.79

Current YTD Cash Balance	191,563.22
Last Month YTD Income	173,474.31