



Mayor: Mark Hueser
Precinct 1 Councilor: Jon Dahlke
Precinct 2 Councilor: Open
Precinct 3 Councilor: Paul Lemke
Precinct 4 Councilor: Cory Neid
At-Large Councilor: Yodee Rivera

GLENCOE CITY COUNCIL MEETING AGENDA

January 6, 2025 – 7:00pm

City Center Ballroom

Final Meeting of 2024

1. PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE
2. CONSENT AGENDA
 - A. Approve Minutes of December 16, 2024
3. ADJOURN

2025 ORGANIZATIONAL MEETING AGENDA

January 6, 2025

1. ADMINISTER OATH OF OFFICE TO MAYOR Mark Hueser and Councilor 4th Precinct Cory Neid – City Attorney
2. ELECT VICE-PRESIDENT OF THE CITY COUNCIL
3. DESIGNATE DEPOSITORY OF CITY FUNDS
 - A. Security Bank & Trust Company for City of Glencoe
4. DESIGNATE REGULAR MEETING NIGHTS & TIME OF CITY COUNCIL MEETINGS
 - A. First and Third Mondays of each month at 7:00 p.m. except for Holidays on Following Tuesday
 - B. Workshops on the 2nd Monday of each month with time to be determined; currently 5:30 PM.
5. SET PRICES FOR FEES, RENTAL EQUIPMENT & PART-TIME LABOR FOR 2025
 - A. City of Glencoe Fee Schedule (Fee changes in **BOLD**)
6. APPOINTMENTS MADE BY THE CITY COUNCIL
 - A. Cemetery Commission – **3 open positions**; I am recommended that the duties of the Cemetery Board be assumed by the Park Board.
 - B. Airport Commission – Reappoint Jonathon Lund
 - C. Light & Power Commission - Reappoint Kevin Pries
 - D. Library Board – **2 Open Positions**
 - E. Park Board – No appointments required
 - F. Planning & Industrial Commission – Appointed Amanda Johnson – December 2024
 - G. Charter Commission – No appointment or reappointments required in 2025
 - H. Economic Development Authority – Appoint Jon Dahlke and Cory Neid to City Council positions. **2 Open At-large Positions**

7. LIAISONS

- A. Park Board – Yodee Rivera
- B. Library Board – Cory Neid
- C. Light & Power Commission – Paul Lemke
- D. Planning & Industrial Commission – Mark Hueser or to be determined
- E. Cemetery Commission- Open
- F. Airport Commission – Jon Dahlke
- G. Fire Department – Mark Hueser
- H. Glencoe Wine & Spirits – Mark Hueser
- I. Police Department – Mark Hueser
- J. Administration – Mark Hueser

REGULAR BUSINESS MEETING JANUARY 6, 2025

8. APPROVE AGENDA

9. CONSENT AGENDA

- A. No Licenses/Permits

10. PUBLIC COMMENT (agenda items only)

11. PUBLIC HEARINGS

- A. City Council of the City of Glencoe, Minnesota, will hold a public hearing on Monday, January 6, 2025, at approximately **7:00 p.m.** at the Glencoe City Center Ballroom in the City of Glencoe, Minnesota, relating to the use of property tax abatement for the purpose of funding development costs for hotel project proposed by Apollo Development and Glencoe Hotel Group, pursuant to Minnesota Statutes, Section 469.1813 to 469.1815. – Request for 20-year abatement of City Property taxes.

12. BIDS AND QUOTES

- A. Official Newspaper Bid for 2025 Printing – City Administrator

13. REQUESTS TO BE HEARD

- A. City Council Rules of Decorum – City Attorney
- B. Appoint Matthew Gospodarek as the Assistant City Attorney
- C. Open City Council Position

14. ITEMS FOR DISCUSSION

- A. Discussion on demolition of substandard structures – City Administrator
- B. Annual Charter Commission Meeting on January 7, 2025 at 7:00 PM

15. ROUTINE BUSINESS

- A. Project Updates
- B. Economic Development
- C. Public Input
- D. Reports
- E. Close Meeting to Discuss Police Union Negotiations
- F. City Bills

16. ADJOURN



SMALL CITY  BIG FUTURE

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

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separate agenda items**

Mayor: Mark Hueser **City Administrator:** Mark D. Larson

Councilors: At-Large Yodee Rivera, Precinct 1 Jon Dahlke, Precinct 2 OPEN, Precinct 3 Paul Lemke, Precinct 4 Cory Neid



SMALL CITY  BIG FUTURE

GLENCOE CITY COUNCIL MEETING MINUTES

December 16, 2024 – 7:00 PM

City Center Ballroom

Attendees: Susan Olson, Mark Hueser, Cory Neid, Yodee Rivera
City Staff: Mark Ostlund, Mark Lemen, Jamie Voigt, Tony Padilla, Todd Trippel, Haylie Kusler
Absent: Mark Larson, Ryan Voss, Paul Lemke
Others: Richard Glennie, Milan Alexander

1. PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

The Meeting was called to order by Vice-President Cory Neid.

2. CONSENT AGENDA

A. Approve Minutes of the Regular Meeting of December 2, 2024

B. Approve the following License's

1. Coborn's Inc, 2211 11th St E. Glencoe, MN 55336
Tobacco
2. Kwik Trip #1049, 2600 11th St E. Glencoe, MN 55336
Tobacco
3. Main Street Sports Bar. 1226 Greeley Ave N. Glencoe, MN 55336
Tobacco, 1 Music Machine, 5 Amusement Devices
4. Glencoe Smoke & Vape Inc, 716 13th St E. Glencoe, MN 55336
Tobacco
5. Glencoe Tobacco Inc, 722 11th St E. Glencoe, MN 55336
Tobacco
6. Hy-Vee Inc, 3325 10th St E. Glencoe, MN 55336
Tobacco
7. Happy Hour Inn, 815 11th St E. Glencoe, MN 55336
Tobacco, 1 Music Machine, 2 Amusement Devices
8. Casey's General Store #1688, 801 13th St E. Glencoe, MN 55336
Tobacco
9. Casey's General Store #2010, 2101 10th St E. Glencoe, MN 55336
Tobacco
10. Chandler Go For It Gas, 415 Chandler Ave N. Glencoe, MN 55336
Tobacco
11. Celine Stop Glencoe Inc, 2306 9th St E. Glencoe, MN 55336
Tobacco

12. Glencoe VFW Post #5102, 923 Chandler Ave N. Glencoe, MN 55336
2 Amusement Devices, 1 Music Machine
13. Unhinged Pizza, 2408 9th St E. Glencoe, MN 55336
5 Amusement Devices
14. Pla-Mor (Extrada Properties), 1904 9th St E. Glencoe, MN 55336
Annual Dance Permit

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

3. APPROVE AGENDA

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

4. PUBLIC COMMENT (agenda items only)

None.

5. PUBLIC HEARINGS

None.

6. BIDS AND QUOTES

A. Quote for Tables and Chairs – Police Chief

Chief Padilla is requesting \$9,949.00 to purchase product; included is 10 tables and 20 chairs. Approval to purchase tables from National Business Furniture (NBF) in the amount of \$6,149.00 and chairs from ULINE in the amount of \$3,200.00. The combined total for the purchase is roughly \$9,949.00 (estimated shipping at \$600 total for both items). ULINE and NBF stated the chairs and tables were in stock for shipment.

Motion: Rivera, seconded by Hueser to approve the purchase of the 10 tables from National Business Furniture for \$6,149.00 and the 20 chairs from UNLINE for \$3,200.00. All in favor, the motion carries.

B. Quote Asbestos testing for 1234 Greeley Avenue, 712 13th Street, 1207 Chandler Avenue, and 1206 10th Street – City Administrator

Brett Madsen of Gaylord stopped by City Office's and asked to submit a quote for the Asbestos inspection(s). City Administrator Larson provided him with the addresses to the 4 properties that are currently being looked at for demolition. Madsen has done work in the City of Glencoe previously with his father under the name of Diamond Five Demolition. He has previously done work with both Rickert Excavating and Rachael Aggregates. Madsen is licensed with the State of MN to conduct Asbestos inspection and remediation.

Motion: Hueser, seconded by Rivera to table the recommendation of moving ahead with the inspection by Brett Madsen. All in favor, the motion carries.

7. REQUESTS TO BE HEARD

A. 2025 Budget and Levy - Approve Resolution 2024-16 Resolution setting 2025 Final Levy – City Administrator

It is recommended to approve Resolution 2024-16 to set the 2025 Levy and approve the Budget.

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

WHEREAS, the Department of Revenue has set December 30th, 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
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DEBT SERVICE/SPECIAL LEVY

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

TOTAL	\$3,758,320.00
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2. That the City Administrator is hereby instructed to transmit a certified copy of the levy to the County Auditor of McLeod County, Minnesota by 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

Motion: Hueser, seconded by Olson to approve Resolution 2024-16 2025 Budget and Levy. Upon a roll call vote, the following voted Aye, Rivera, Olson, and Hueser. The following voted Nay, none. Whereupon the resolution was declared adopted and approved.

1. City Prosecuting Attorney Fees recommendation – Police Chief and City Administrator

Prosecuting Attorney Kenneth Janssen has requested that his hourly rate be increased from \$145.00 per hour to \$165.00 per hour, effective January 1, 2025, with no cap. In the past few years, the annual cost was capped. The Law Firm of Flaherty and Hood (Coalition of Greater MN Cities) has been billing the City at a rate of \$190.00 per hour for labor relations services. City Civil Attorney Mark Ostlund is billing the City at a rate of \$145.00 per hour. It is recommended that the City should pay the Prosecuting Attorney Fees of \$165.00 per hour with no cap on the number of hours. The Prosecuting Attorney Office should not be subsidizing the cost of City prosecutions. Council would like to table the recommendation and have Attorney Janssen attend a meeting to discuss the increase in fees.

Motion: Hueser, seconded by Olson to table the City Prosecuting Attorney Fees. All in favor, the motion carries.

B. Appoint Planning and Industrial Commission Member - Planning Commission Recommendation

The Planning and Industrial Commission reviewed an application for appointment submitted by Amanda Johnson. She is a local business owner and has been a resident of Glencoe for 15 years. Johnson attended last Planning Commission's meeting, allowing for commission members to ask questions as well as providing an opportunity for her to elaborate on her interest in becoming a commission member. The appointment in question was called to a vote. The Planning and Industrial Commission members voted unanimously to request the Council approval.

Motion: Olson, seconded by Rivera to appoint Amanda Johnson to the Planning and Industrial Commission. All in favor, the motion carries.

- C. Resolution 2024-17 to Name Edgewood Park – Park Board Recommendation
During the month of October, the Park Board conducted a contest where residents of Glencoe could submit a name for the unnamed park at the end of Edgewood Dr. The contest submissions were reviewed at the Park Board meeting in November.

RESOLUTION NO. 2024-17

RESOLUTION NAMING OUTLOT B, GLENVIEW ESTATE NO. 1 TO BE EDGEWOOD PARK

WHEREAS, On or about June 2, 2010, R & B Developers, LLC and Glenview Investments LLC conveyed and quit claimed to the City of Glencoe certain real property in McLeod County, Minnesota by quit claim deed filed as document number 51258, McLeod County Registrar of Titles, for land legally described as Outlot B, Glenview Estate No. 1, McLeod County, Minnesota (the “Park”)

WHEREAS, From the time of the conveyance until present day, the City has utilized the reference parcel as parkland, however has never formally designated a name for the park.

WHEREAS, During the month of October 2024, the Park Board conducted a contest where residents of Glencoe could submit a name for the referenced unnamed park for Park Board review.

WHEREAS, At the Park Board’s November 27, 2024 meeting the Board voted to recommend to the City Council that the referenced unnamed park be named Edgewood Park.

BE IT RESOLVED by the City Council of the City of Glencoe, County of McLeod, Minnesota, that it hereby names the referenced Park to be Edgewood Park.

Adopted by the City Council of Glencoe on the _____ day of _____, 2024.

Ryan Voss, Its Mayor

ATTEST:

Mark D. Larson
City Administrator

Motion: Hueser, seconded by Olson to approve Resolution 2024-17 Naming Outlot B, Glenview Estate No. 1 to be Edgewood Park. Upon a roll call vote, the following voted Aye, Rivera, Olson, and Hueser. The following voted Nay, none. Whereupon the resolution was declared adopted and approved.

- D.** Updated Contract for Professional Service with CEDA – City Administrator
CEDA has assigned Michael Monson as the CEDA representative for Glencoe. Mike will have office hours in Glencoe on Tuesdays and Fridays every week. Mayor-elect Hueser, Council-elect Jon Dahlke, and EDA Chair Greg Ettel met with Mike on December 13 and reviewed goals and objectives. It is recommended to approve the attached update contract with CEDA for 2025.

Motion: Hueser, seconded by Olson to approve the updated Contract for Professional Service with CEDA. All in favor, the motion carries.

8. ITEMS FOR DISCUSSION

A. Cannabis Update – City Attorney

The State of MN is pushing the licensing process back. Hoping to award licenses by early summer. It does not look like we will need to utilize our emergency ordinance.

B. 2025 Board and Commission Openings – City Administrator

Currently, we have two open seats for the Economic Development Authority, three seats open on the Cemetery Commission, and two seats open on the Library Board.

9. ROUTINE BUSINESS

A. Project Updates

B. Economic Development

C. Public Input

D. Reports

E. City Bills

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

10. ADJOURN

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



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To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: January 3, 2025

Re: **City Council Agenda – Organizational Meeting – January 6, 2025**

Item 1 – City Attorney Mark Ostlund will administer the oath of Office to Mayor Hueser and City Council Member Cory Neid.

Item 2 – It is recommended to elect one member of the City Council as the Vice-President of the City Council to stand in for the Mayor, when the Mayor is not available.

Item 3 – It is recommended to approve Security Bank and Trust as the Depository of City Funds.

Item 4 – It is recommended to adopt the attached Fee Schedule. There is one recommended change in the Police Department for Blight and there are recommended Changes for the Glencoe City Center from the City Center Coordinator and Assistant City Administrator.

Mayor: Mark Hueser **City Administrator:** Mark D. Larson

Councilors: At-Large Yodee Rivera, Precinct 1 Jon Dahlke, Precinct 2 OPEN, Precinct 3 Paul Lemke, Precinct 4 Cory Neid

2025 FEE SCHEDULE

ADMINISTRATION

Election Judges	per hour	\$15 - \$18
Part-Time Employees	per hour	up to \$21/hr
Copy - Black/White	per copy	\$0.25
Copy - Colored	per copy	\$1.00
Mileage		Federal Rate
Special Assessment Search	per search	\$10.00
Returned Check Charge		\$25.00

CEMETERY

Lot Price 5' x 10' parcel		\$500.00
Second Internment	1/2 price of current lot price	\$250.00
Cremation open & close	only City to do digging, regular business hours	\$150.00
	holidays, weekends, after hours	\$200.00
Burial Permit	for the administration of every interment	\$150.00
Vault Storage	during winter months per deceased	\$75.00
Marker Permit	staking for installation of marker	\$75.00

LIQUOR LICENSE

On-Sale Beer		\$100.00
One Day On-Sale Beer	organization only	\$25.00
Off-Sale Beer		\$50.00
On-Sale Club		\$100.00
On-Sale Liquor		\$3,000.00
Sunday On-Sale Liquor		\$200.00
Liquor Display Permit		\$300.00
Wine License		\$150.00
Brewery Taproom On-Sale		\$250.00
Brewer Off-Sale		\$250.00
Brew Pub Full On-Sale		\$3,200.00
Brew Pub Off-Sale		\$250.00

MISCELLANEOUS

Tobacco		\$25.00
Music Machines		\$24.00
Video Games, Pinball Machines, Pool Tables		\$12.00
Dance Permit	or \$20.00 per dance	\$200.00
Theatre License		\$15.00
Bowling Alley	per lane	\$5.00
Charitable Gambling License		\$100.00

POLICE DEPARTMENT

Uniformed Armed Police Officer	per hour	\$125.00
Police Call False Alarms	per alarm	\$25.00
Copies of Police Reports	1st page, \$.25/additional	\$4.00
DVD / USB Copies	per incident	\$25.00
Prisoner/Mental Health Transports	each + Federal Rate	\$40.00
Storage/Impounded Vehicle	per day	\$25.00
Parking Ticket	each	\$25.00
Snowbird Citations	each	\$50.00
Nuisance Citations	\$ 100.00 \$60 First Offense \$100 Second	
Storage/Fire Arms	per day, per fire arm	\$1.00
Dangerous Dog/Potentially Dangerous Dog	annual	\$200.00
Part-Time Police Officer	per hour	\$28 - \$30

FIRE DEPARTMENT

Ariel Unit	per unit, per hour	\$350.00
Engine Unit	per unit, per hour	\$200.00
Rescue Unit	first hour on scene	\$200.00
	each additional hour	\$100.00
Water Tender Unit	per unit, per hour	\$150.00
Grass Unit (Truck/Kubota)	per unit, per hour	\$100.00
Air Supply Unit	per unit, per hour	\$75.00
Incident Command	per unit, per hour	\$50.00
Firefighter	per unit, per hour	\$30.00
Fire Incident Report (paper or electronic)	no photos included	\$15.00
	pictures included in report	\$40.00

CITY CENTER - See Attached Schedule

Full Grand Ballroom (Sunday-Thursday)		\$700.00
Additional Hour		\$60.00
Non-Profit Rate		\$425.00
Full Grand Ballroom (Friday, Saturday, Holiday)		\$850.00
Additional Hour		\$60.00
Wedding Package		\$1,600.00
North Grand Ballroom (Sunday-Thursday)		\$400.00
Additional Hour		\$35.00
Non-Profit Rate		\$275.00
South Grand Ballroom (Sunday-Thursday)		\$350.00
Additional Hour		\$35.00
Non-Profit Rate		\$225.00
Balcony		\$225.00
Non-Profit Rate		\$125.00
Courtyard		\$125.00
Non-Profit Rate		\$75.00
Martin McLeod Room (Senior Community Room)	per hour	\$45.00
Non-Profit Rate	per hour	\$22.50
North Conference Room	per hour	\$35.00
Non-Profit Rate	per hour	\$17.50
West Conference Room	per hour	\$30.00
Non-Profit Rate	per hour	\$15.00
Henry Hill Room	per hour	\$30.00
Non-Profit Rate	per hour	\$15.00
Basement Meeting Room	per hour	\$25.00
Non-Profit Rate	per hour	\$12.50
Non-Refundable Reservation Fee	of room rental fee	25%
Grand Ballroom Refundable Damage Deposit		\$200.00
All Other Rooms Refundable Damage Deposit		\$100.00
Technology/Communications Package		\$25-\$100
Platform		\$175.00
Performance Stage Backdrop		\$150.00
Catering Kitchen		\$125.00
Coffee/Water Service	1 - 30 cups	\$30.00
	50 - 80 cups	\$60.00
	all day service	\$80.00
Table Linens	per linen	\$8.00
Linen Napkins	per napkin	\$0.45
Dishware	per place setting	\$1.75
Chair Covers	per chair	\$1.00
Bar Service	per day	\$165.00

Security (public dances/events)	per day	\$250.00
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PARKS DEPARTMENT

MISC PARK	Park Development Fee	per single family lot	\$800.00
	In-Lieu of Land Fee (7% of Development)	per acre	\$12,000.00
	Warming House Rental	per hour, 2 hour max	\$35.00

PARK SHELTER RENT	Oak Leaf Park Shelter 1	per day	\$95.00
	Oak Leaf Park Shelter 2	per day	\$130.00
	Oak Leaf Park Shelter 3	per day	\$85.00
	Oak Leaf Park Shelter 4 & 5	per day	\$75.00
	Oscar Olson Park Shelter	per day	\$100.00

CAMPING	RV Site (15% discount for 7 + Nights)	per day	\$33.00
	Tent Site	per day	\$22.00
	Waste Disposal		\$5.00

OSCAR OLSON	Sand Volleyball	per team, per season	\$50.00
	Soccer Fields		\$100.00
	Tournament	per day	\$80.00
		per week	\$200.00

OAK LEAF PARK	Softball Field	summer league	per team	\$100.00
			per game	\$10.00
		fall league	per team	\$70.00
		tournament	per weekend	\$200.00
			per day	\$80.00
	Sand Volleyball		per team, per season	\$50.00
	Baseball		per team, per season	\$100.00
	Lights		per game	\$25.00
	Flag Football		per team, per season	\$100.00
	Disc Golf Tournament		per person, per day	\$5.00

AQUATIC CENTER	Aquatic Center Rental	per hour + \$25 per additional guard	\$150.00
	Seasonal Family Rate	Family of 3	\$145.00
		Family of 4	\$160.00
		Family of 5	\$175.00
	Each Additional Family Member (up to 10 Total per pass)		\$15.00
	Seasonal Individual Rate		\$75.00
	Daycare pass (first 3 participants)		\$145.00

	Each additional, max 10 total per pass	\$10.00
Daily Rate		\$7.00
Children 0-4		\$3.00

STREET DEPARTMENT

Labor Rate/ Employee Normal Hours	per hour	\$75.00
Over time hours	per hour	\$120.00
Shop Rate	per hour	\$95.00
Aerovator & Tractor	per hour	\$130.00
Roller with Operator	per hour	\$85.00
Grass Mower with Operator	per hour	\$125.00
Small Grass Mower with Operator	per hour	\$75.00
Street Sweeper with Operator	per hour	\$125.00
Leaf vacuum w/operator	per hour	\$125.00
Front End Loader with Operator	per hour	\$125.00
Street Painter with Operator	per hour, + paint	\$75.00
Operator & Truck, 5 cu. yd.	per hour	\$95.00
Snowblower with Operator	per hour	\$125.00
Vactor with Operator	per hour	\$125.00
Wood Chipper with Operator	per hour	\$125.00
Pick-up with Plow and Operator	per hour	\$95.00
Bobcat	per hour	\$95.00
Sanding Salt		market cost
Labor for Additional Employees	per hour	\$75.00
Snow Hauling Fee paid to Haulers -Commercial	per hour	\$130.00
Operator & Truck, 5 cu.yd.with Plow	per hour	\$125.00
Operator & Truck, 5 cu. yd.with Sander	per hour	\$125.00

STORM WATER MS4

Minor Violation		\$200.00
Major Violation		\$500.00
Sump Pump Permit - (2 way valve program)	per year	\$15.00

Storm Water monthly service charge	\$12.50 (REF/month capped at \$1000)	\$12.50
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WASTEWATER DEPARTMENT

Sewer Rodder Jetter with Operator	per hour	\$110.00
Residential Septage at WWTP	per 1,000 gallons	\$110.00
Extra Operator (After Hours)	per hour	\$120.00
Sewer Availability Charge - Commercial/ Residential		\$1250/\$250
Sewer Rate	per 1,000 gallons or \$.0749/cu.ft.	\$10.00
Sewer Monthly Service Charge	per month, per unit	\$28.00
Combination Jetter/Vac Truck with 2 Operators	per hour	\$175.00

WATER DEPARTMENT

Water Availability Charge - Commercial/ Residential		\$1850/\$250
Water On Charge		\$45.00
Water Off Charge		\$45.00
Construction Water Fee		\$36.00
Bulk Water	1000 gal + \$8.00 fill chg, 500 gal min or \$.090/cu.ft.	\$12.00
Water Rate	\$6.15/1,000 gal or \$.0460/cu.ft.	\$6.15
Water Monthly Service Charge	per month, per unit	\$11.00
Fire Tag Seal	per site	\$30.00
Fire Protection Service Lines		
Under 4" Pipe	per month	\$4.00
4" Pipe Construction	per month	\$8.00
6" Pipe Construction	per month	\$12.00
8" Pipe Construction	per month	\$16.00
10" Pipe Construction	per month	\$20.00
Service Plus Plan	per month	\$1.50
Tap Machine	per tap + hourly rate	\$30.00

Glencoe City Center Fee Schedule



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

citycenter@ci.glencoe.mn.us
 320.864.6951

2025 Suggested Rate Increases

Updated: January 2023

	Ballroom (rates effective as of 01/18/2023)	Sunday-Thursday Basic Rate	Friday, Saturday, & Holidays Basic Rate
SOUTH GRAND BALLROOM - approximate banquet seating for 150 Basic rate is for a ten-hour time block (includes any renter and/or vendor pre-event decorating and set-up) — additional hours may be added for \$35 per hour		\$375.00 \$350.00	n/a
NORTH GRAND BALLROOM - approximate banquet seating for 250 Basic rate is for a ten-hour time block (includes any renter and/or vendor pre-event decorating and set-up) — additional hours may be added for \$35 per hour		\$425.00 \$400.00	n/a
FULL GRAND BALLROOM — total banquet seating for 450 Basic rate is for a ten-hour time block (includes any renter and/or vendor pre-event decorating and set-up) — additional hours may be added for \$60 per hour		\$750.00 \$700.00	\$950.00 \$850.00
BALCONY — approximate seating for 376		\$225.00 \$175.00	\$225.00 \$175.00
COURTYARD		\$125.00	\$125.00

*Guests making a weekend reservation (Friday through Saturday) must reserve the full Grand Ballroom.

** Basic rental fees include facility rental, room set-up, and general cleaning fees.

***Food must be catered for ballroom events. Food caterers must be an approved vendor and pay a per-event catering fee to operate at the City Center (see Rental Agreement).

	Meeting Rooms (rates effective as of 01/18/2023)	Sunday-Saturday Basic Rate
MARTIN MCLEOD ROOM (Senior Community Room)		\$45.00 per hour
NORTH CONFERENCE ROOM		\$35.00 per hour
WEST CONFERENCE ROOM		\$30.00 per hour
HENRY HILL ROOM		\$30.00 per hour
BASEMENT MEETING ROOM		\$30.00 per hour \$25.00 per hour

Note: There is a two-hour minimum for Meeting Room rentals.

* Basic rental fees include facility rental, room set-up, and general cleaning fees.

Glencoe City Center Fee Schedule

** Potluck: You will be asked to complete a waiver if you bring your own food to the Glencoe City Center meeting rooms.

*** Food caterers must be an approved vendor and pay a per-event catering fee to operate at the City Center (see Rental Agreement).

Other Fees:		
Non-Refundable Reservation Fee	Must be submitted with application - applied to total reservation fee.	No reservation fee for meeting rooms - must be paid in full
Refundable Damage Deposit	Required	25% of basic room rental fee \$500.00 per Grand Ballroom event \$200.00 per Grand Ballroom event \$100.00 per event in other rental spaces
Technology/Communications Package	Optional –Wireless mic; LCD projector, podium, sound system, TVs.	\$25.00-\$200.00 per event \$25.00-\$100.00 per event
Platform Rental (i.e. staging for head tables)	Optional	\$200.00 per event \$175.00 per event
Performance Stage Backdrop	Optional	\$175.00 with Lights \$150.00 per event
Kitchen Rental	This applies whenever the catering kitchen is needed.	\$125.00 per event
Coffee/Water Service	Optional	1-30 cups = \$30 50-80 cups = \$60 All day service = \$80
Table Linens/Table Skirting	Optional	\$8.00 per table linen/skirt .45 cents per linen napkin \$1.00 per chair cover (white only)
Dishware Rental	Optional - Place setting includes dinner plate, salad/dessert plate, fruit dish, coffee cup, water goblet, and flatware.	\$1.75 per place setting
Bar Service (bar equipment rental)	Optional	\$175.00 per event \$165.00 per event
Security (only required for public dances/events)	Required for public dances	\$250.00 per event

Glencoe City Center Fee Schedule

Glencoe City Center
 1107 11th Street East
 Glencoe MN 55335


citycenter@ci.glencoe.mn.us
 320.864.6951

Weekend / Wedding Package (rates effective as of 01/18/2023) Fees also apply to Quinceañeras	Rate
Basic Ballroom Wedding Package Includes: <ul style="list-style-type: none"> • Pre-Day Decorating Rental (eight-hour time block from 8 am to 4 pm) \$2,000.00 • Wedding Day Rental (ten-hour time block) \$1,600.00 • Bar Service • <i>Requires \$400 down payment to hold date</i> 	
Refundable Damage Deposit (required)	\$500.00 \$200.00
Elevated Stage for head table (optional)	\$200.00 \$175.00
Event Backdrop	\$150.00 \$175.00 with Lights
Table Linens/Chair Covers (optional)	\$8.00 per table (white, ivory, chocolate, navy, or black) .45 cents per linen napkin (white or black) \$1.00 per chair (white only)
Dishware Rental (optional)	\$1.75 per setting

*Basic rental package includes facility rental, room set-up, and general cleaning service.
 **Meals must be catered for ballroom events. Caterers must be pre-approved and pay a per-event catering fee to operate at the City Center.
 ***Bar arrangements (i.e. free drinks for your guests) are made through the City Center Manager. A minimum gratuity charge of 15% applies to the final bar bill.



Glencoe City Center Fee Schedule – NONPROFIT

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

2025 Proposed Increases

citycenter@ci.glencoe.mn.us
 320.864.6951
 Updated: January 2023

	Ballroom (rates effective as of 1.18.2023)	Sunday-Thursday Basic Rate	Friday, Saturday, & Holidays Basic Rate
SOUTH GRAND BALLROOM - approximate banquet seating for 150 Basic rate is for a ten-hour time block (includes any renter and/or vendor pre-event decorating and set-up) – additional hours may be added for \$30 per hour		\$250.00 \$225.00	n/a
NORTH GRAND BALLROOM - approximate banquet seating for 250 Basic rate is for a ten-hour time block (includes any renter and/or vendor pre-event decorating and set-up) – additional hours may be added for \$30 per hour		\$300.00 \$275.00	n/a
FULL GRAND BALLROOM – total banquet seating for 450 Basic rate is for a ten-hour time block (includes any renter and/or vendor pre-event decorating and set-up) – additional hours may be added for \$60 per hour		\$450.00 \$425.00	\$900.00 \$850.00
BALCONY – approximate seating for 376		\$125.00 \$100.00	\$125.00 \$100.00
COURTYARD		\$75.00	\$75.00

*Guests making a weekend reservation (Friday through Saturday) must reserve the full Grand Ballroom.

*** Basic rental fees include facility rental; room set-up; and general cleaning fees.

**** Food must be catered for ballroom events. Food caterers must be an approved vendor and pay a per-event catering fee to operate at the City Center (see Rental Agreement).

	Meeting Rooms (rates effective as of 1.18.2023)	Sunday-Saturday Basic Rate
MARTIN MCLEOD ROOM (Senior Community Room)		\$25.00 per hour \$22.50 per hour
NORTH CONFERENCE ROOM		\$20.00 per hour \$17.50 per hour
WEST CONFERENCE ROOM		\$15.00 per hour
HENRY HILL ROOM		\$15.00 per hour
BASEMENT MEETING ROOM		\$15.00 per hour \$12.50 per hour

Note: There is a two-hour minimum for Meeting Room rentals.

* Basic rental fees include facility rental; room set-up; and general cleaning fees.

** Potluck: You will be asked to complete a waiver if you choose to bring in your own food to the Glencoe City Center meeting rooms.

*** Food caterers must be an approved vendor and pay a per-event catering fee to operate at the City Center (see Rental Agreement).

Glencoe City Center Fee Schedule – NONPROFIT

Other Fees:		
Non-Refundable Reservation Fee	Must be submitted with application - applied to total reservation fee.	No reservation fee for meeting rooms – must be paid in full
Refundable Damage Deposit	Required	25% of basic room rental fee \$225.00 per Grand Ballroom event \$100.00 per event in other spaces
Technology/Communications Package	Optional –Wireless mic; LCD projector, podium, sound system.	\$25.00-\$200.00 per event \$25.00-\$100.00 per event
Platform Rental (i.e. staging for head tables)	Optional	\$200.00 per event \$175.00 per event
Performance Stage Backdrop	Optional	\$175.00 with lights \$150.00 per event
Kitchen Rental	Applies whenever the catering kitchen is needed.	\$125.00 per event
Coffee/Water Service	Optional	1-30 cups = \$30 50-80 cups = \$60 All day service = \$80
Table Linens/Table Skirting	Optional	\$8.00 per table linen/skirt .45 cents per linen napkin \$1.00 per chair cover (white only)
Dishware Rental	Optional - Place setting includes: dinner plate, salad/dessert plate, fruit dish, coffee cup, water goblet, and flatware.	\$1.75 per place setting
Bar Service (bar equipment rental)	Optional	\$175.00 per event \$165.00 per event
Security (only required for public dances/events)	Required for public dances	\$250.00 per event



SMALL CITY  BIG FUTURE

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

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separate agenda items**

Mayor: Mark Hueser **City Administrator:** Mark D. Larson

Councilors: At-Large Yodee Rivera, Precinct 1 Jon Dahlke, Precinct 2 OPEN, Precinct 3 Paul Lemke, Precinct 4 Cory Neid



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Item 5 – It is recommended to reappoint Kevin Pries to the Light and Power Commission and Jonathon Lund to the Airport Commission.

It is recommended to appoint City Council members Jon Dahlke and Cory Neid as the City Council representatives to the Economic Development Authority.

It is recommended by the City Administrator to deactivate the Cemetery Commission. After discussion with Mayor Hueser, it is further recommended to have the Park Board assume the responsibilities of the Cemetery Board. There are three open positions on the Cemetery Board and due to changes in tradition, there are less than Fifteen burials annually at the cemetery. I will bring this recommendation to the City Council workshop. This will require an Ordinance change.

Item 6 – The following liaison recommendations are recommended:

- A. Park Board – Yodee Rivera
- B. Library Board – Cory Neid
- C. Light & Power Commission – Paul Lemke
- D. Planning & Industrial Commission – Mark Hueser or to be determined
- E. Cemetery Commission- Open
- F. Airport Commission – Jon Dahlke
- G. Fire Department – Mark Hueser
- H. Glencoe Wine & Spirits – Mark Hueser
- I. Police Department – Mark Hueser
- J. Administration – Mark Hueser

Mayor: Mark Hueser **City Administrator:** Mark D. Larson

Councillors: At-Large Yodee Rivera, Precinct 1 Jon Dahlke, Precinct 2 OPEN, Precinct 3 Paul Lemke, Precinct 4 Cory Neid



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Board and Commissions – January 2025

Light and Power Commission – Reappoint Kevin Pries

Airport Commission – Reappoint Jonathon Lund

Economic Development Authority – 2- Open positions
(Replace Larry Hackett and Jon Dahlke)

Library Board – Two Open position

Park Board – No Open positions

Planning Commission - No Open positions

Cemetery Board – 3-open positions

Mayor: Mark Hueser **City Administrator:** Mark D. Larson

Councilors: At-Large Yodee Rivera, Precinct 1 Jon Dahlke, Precinct 2 OPEN, Precinct 3 Paul Lemke, Precinct 4 Cory Neid



305 11th Street East | Glencoe, MN 55336 | phone: 320.864.5184 | www.glencoelightandpower.com

December 9, 2024

Re: Light and Power Commission Appointment

Dear Mark:

At the November 25, 2024 Light and Power Commission meeting a motion was unanimously passed to recommend that Kevin Pries be appointed to a second term as Light and Power Commissioner. Would you please bring this recommendation to the Glencoe City Council when they do their annual appointments?

Thank you,

David Meyer
General Manager
Light and Power Commission



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To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: January 3, 2025

Re: **Item 10** – Public Hearing on Tax Abatement

Item 10 – David Harchanko with Apollo Development and the Glencoe Hotel Group is asking for abatement of the City portion of the Taxes for the construction of a Hotel in Glencoe. The abatement can be for a 15-year duration unless the School District declines to participate, otherwise the abatement can be 20-years.

I have attached a letter from the GSL School District declining to participate.

City Attorney Mark Ostlund prepared the development agreement in 2024 and will need to extend the term to 20-years.

Mayor: Mark Hueser **City Administrator:** Mark D. Larson

Councilors: At-Large Yodee Rivera, Precinct 1 Jon Dahlke, Precinct 2 OPEN, Precinct 3 Paul Lemke, Precinct 4 Cory Neid

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:		TOTAL NET REVENUES
								61.64% City of Glencoe	47.06% McLeod County	
2025	1,700	1,700	-	-	-	108.70%	-	-	-	-
2026	1,700	1,700	-	-	-	108.70%	-	-	-	-
2027	1,700	51,656	49,957	-	49,957	108.70%	54,301	30,792	23,509	54,301
2028	1,700	51,656	49,957	-	49,957	108.70%	54,301	30,792	23,509	54,301
2029	1,700	51,656	49,957	-	49,957	108.70%	54,301	30,792	23,509	54,301
2030	1,700	51,656	49,957	-	49,957	108.70%	54,301	30,792	23,509	54,301
2031	1,700	51,656	49,957	-	49,957	108.70%	54,301	30,792	23,509	54,301
2032	1,700	51,656	49,957	-	49,957	108.70%	54,301	30,792	23,509	54,301
2033	1,700	51,656	49,957	-	49,957	108.70%	54,301	30,792	23,509	54,301
2034	1,700	51,656	49,957	-	49,957	108.70%	54,301	30,792	23,509	54,301
2035	1,700	51,656	49,957	-	49,957	108.70%	54,301	30,792	23,509	54,301
2036	1,700	51,656	49,957	-	49,957	108.70%	54,301	30,792	23,509	54,301
2037	1,700	51,656	49,957	-	49,957	108.70%	54,301	30,792	23,509	54,301
2038	1,700	51,656	49,957	-	49,957	108.70%	54,301	30,792	23,509	54,301
2039	1,700	51,656	49,957	-	49,957	108.70%	54,301	30,792	23,509	54,301
2040	1,700	51,656	49,957	-	49,957	108.70%	54,301	30,792	23,509	54,301
2041	1,700	51,656	49,957	-	49,957	108.70%	54,301	30,792	23,509	54,301
2042	1,700	51,656	49,957	-	49,957	61.64%	30,792	30,792	-	30,792
2043	1,700	51,656	49,957	-	49,957	61.64%	30,792	30,792	-	30,792
2044	1,700	51,656	49,957	-	49,957	61.64%	30,792	30,792	-	30,792
2045	1,700	51,656	49,957	-	49,957	61.64%	30,792	30,792	-	30,792
2046	1,700	51,656	49,957	-	49,957	61.64%	30,792	30,792	-	30,792
							968,472	615,844	352,628	968,472



17815 Hutchins Drive
Minnetonka MN 55345
952-401-7883

December 16, 2024

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

RE: Glencoe MN AmericInn

Dear Mr. Larson,

After learning of the availability for additional property tax abatement, we wish to formally request extending the property tax abatement program to the maximum allowed, 20 years. Without that incentive we will likely struggle to find enough interest from investors.

We look forward to working with you.

Sincerely,

A handwritten signature in black ink that reads "David Harchanko". The signature is stylized and cursive.

David Harchanko
Apollo Development, LLC



Glencoe-Silver Lake Public Schools

Independent School District #2859

Proudly serving the communities of Biscay, Brownnton, Glencoe, New Auburn, Plato, and Silver Lake

Christopher D. Sonju, Superintendent of Schools ~ 320-864-2498 ~ CSonju@gsl.k12.mn.us

Alicia Luckhardt, School Board Chair
Donna VonBerge, School Board Treasurer

Jason Lindeman, School Board Vice Chair
Jamie Alsleben, School Board Director

Jon Lemke, School Board Clerk
Clark Christianson, School Board Director

December 4, 2024

City of Glencoe
Attn: Mark Larson City Administrator
1107 11th Street East, Suite 107
Glencoe, MN 55336

RE: Tax Abatement Participation Request – Hotel Project

Dear Administrator Larson:

Per your request I have reviewed the feasibility of having the Glencoe-Silver Lake School District participate in the proposed tax abatement that would be used to partially fund the proposed hotel project that the City is considering. At this time the School District finds that the proposed project is not within its mission and does not intend to financially participate in the project through the use of tax abatement.

Please feel free to contact me if I can be of any additional assistance in discussing this matter.

Sincerely,

Christopher Sonju, Superintendent
Glencoe-Silver Lake School District



SMALL CITY  BIG FUTURE

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Mayor: Mark Hueser **City Administrator:** Mark D. Larson

Councillors: At-Large Yodee Rivera, Precinct 1 Jon Dahlke, Precinct 2 OPEN, Precinct 3 Paul Lemke, Precinct 4 Cory Neid



SMALL CITY  BIG FUTURE

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To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: January 3, 2025

Re: **Item 11** – Official City Newspaper

Item 11 – It is recommended to appoint the McLeod County Chronicle as the official newspaper for the City of Glencoe for 2025. There is a slight increase in cost from 2024.

Mayor: Mark Hueser **City Administrator:** Mark D. Larson

Councilors: At-Large Yodee Rivera, Precinct 1 Jon Dahlke, Precinct 2 OPEN, Precinct 3 Paul Lemke, Precinct 4 Cory Neid



SMALL CITY & BIG FUTURE

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December 29, 2024

PROPOSAL

Bid for Legal Printing for City of Glencoe, Minnesota for 2025

We, the undersigned, doing business as Herald County Chronicle and hereafter known as the Bidder, hereby propose, and if this proposal is accepted, provide legal printing to the City of Glencoe for the sum of \$7.09 per column inch.

Also, the sum of \$7.09 per column inch for camera ready.

The amount of bid will apply to all other items the city publishes.

Herald Journal Publishing, Inc.
Owner: Christopher Schultz

By Dale Kover 

Date: 12/31/24

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



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

December 26, 2023

PROPOSAL

Bid for Legal Printing for City of Glencoe, Minnesota for 2024

We, the undersigned, doing business as Melard County Chronicle and hereafter known as the Bidder, hereby propose, and if this proposal is accepted, provide legal printing to the City of Glencoe for the sum of \$6.70 per column inch.

Also, the sum of \$6.70 per column inch for camera ready.

The amount of bid will apply to all other items the city publishes.

General Manager

Owner:

Herald Journal Publishing

Date:

12/26/23

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

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Mayor: Mark Hueser **City Administrator:** Mark D. Larson

Councilors: At-Large Yodee Rivera, Precinct 1 Jon Dahlke, Precinct 2 OPEN, Precinct 3 Paul Lemke, Precinct 4 Cory Neid



SMALL CITY  BIG FUTURE

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To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: January 3, 2025

Re: **Item 12 – Requests to be Heard**

Item 12A - City Attorney Ostlund will review the Rules of Procedure and Decorum with the City Council.

Item 12B – It is recommended to appoint Matthew Gospodarek as the Assistant City Attorney.

Item 12C – The City of Glencoe has received one application from Scott Maynard for the open City Council seat vacated by Mark Hueser in Precinct 2.

Mayor: Mark Hueser **City Administrator:** Mark D. Larson

Councillors: At-Large Yodee Rivera, Precinct 1 Jon Dahlke, Precinct 2 OPEN, Precinct 3 Paul Lemke, Precinct 4 Cory Neid



SMALL CITY & BIG FUTURE

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

City Council Rules of Procedure/Decorum Guidelines

All Council Members

All members of the City Council have equal votes. No Councilmember has more power than any other Councilmember and all should be treated with equal respect.

All Councilmembers should:

- Demonstrate honesty and integrity in every action and statement.
- Comply with both the letter and spirit of the laws and policies affecting the operation of government.
- Serve as a model of leadership and civility to the community.
- Inspire public confidence in Glencoe City government.
- Work for the common good, not personal interest, considering all impacts, influences and concerns, and not only those that are presented with the strongest emotions.
- Prepare in advance of Council meetings and be familiar with issues on the agenda.
- Fully participate in City Council meetings and other public forums while demonstrating respect, kindness, consideration, and courtesy to others.
- Participate in scheduled activities to increase Council effectiveness.
- Review Council procedures, such as these guidelines, at least annually.
- Represent the City at ceremonial functions at the request of the Mayor.
- Be responsible for the highest standards of respect, civility, and honesty in ensuring the effective maintenance of intergovernmental relations.
- Respect the proper roles of elected officials and City staff in ensuring open, transparent, and effective government.
- Accept and respect decisions made by the Council as a body. Deliver a consistent message to the community.
- Provide accurate contact information to the City Administrator.

Council Conduct with One Another

Councils are composed of individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. Despite this diversity, all have chosen to service in public office in order to improve the quality of life in the community. In all cases, this common goal should be acknowledged even as Councilmembers may "agree to disagree" on contentious issues.

In Public Meetings

- **Use formal titles**—The Council should refer to one another formally during Council meetings as Mayor or Councilmember followed by the individual's last name.
- **Practice civility and respect for discussions and debate**—difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of a free democracy in action. Be respectful of diverse opinions.

- **Respect the competing demands for staff work**—requests for information should be made through the City Administrator, according to the protocol for channeling communications. Any request which would require an inordinate amount of staff to research a problem or prepare a response may be referred to the full Council for direction to ensure that staff resources are allocated in accordance with overall Council priorities.
- **Support a respectful, positive and constructive workplace**—Councilmembers should support the maintenance of a respectful, positive and constructive workplace environment for City staff and for citizens and businesses dealing with the City.
- **Depend upon the staff to respond to citizen concerns and complaints**—it is the role of Councilmembers to pass on concerns and complaints on behalf of their constituents if the Councilmember is not familiar with the current practice/policy/background. It is not, however, appropriate to pressure staff to solve a problem in a particular way. Refer citizen complaints to the Department Head or City Administrator who will coordinate follow-up by the appropriate staff member(s). The City Administrator should be copied on any request to Department Heads. Staff is responsible for making sure the Councilmember knows how the matter was resolved.

Council Conduct with Boards and Commissions

The City has established several boards and commissions as a means for gathering more community input. Citizens who serve on boards and commissions become more involved in government and serve as advisors to the City Council. They are a valuable resource to the City's leadership and should be treated with appreciation and respect. Councilmembers are expected to represent the full Council in providing guidance to boards and commissions. In some instances, Councilmembers may attend board or commission meetings as individuals, and should follow these protocols:

- **If attending a board or commission meeting, identify your comments as personal views or opinions**—Councilmembers may attend any board or commission meeting, which are always open to any member of the public. Any public comments by a Councilmember at a board or commission meeting should be clearly made as an individual opinion and not as a representation of the feelings of the entire City Council.
- **Remember that boards and commissions are advisory to the Council as a whole, not individual Councilmembers**—the City Council appoints individuals to serve on Boards and Commissions, and it is the responsibility of Boards and Commissions to follow policy established by the Council. Individual Councilmembers should not feel they have the power or right to unduly influence Board and Commission members in any way if they disagree about an issue. A board or Commission appointment should not be used as a political "reward."
- **Concerns about an individual Board or Commission member should be pursued with fact**—if a Councilmember has a concern with the effectiveness of a particular board or commission member, the Councilmember should consult with the Mayor who can bring the issue to the Council as a whole.
- **Be respectful of diverse opinions**—a primary role of boards and commissions is to represent many points of view in the community and to provide the Council with advice based on a full spectrum of concerns and perspectives. Councilmembers may have a close working relationship with some individuals serving on boards and commissions but must be fair to and respectful of all citizens serving on boards and commissions.
- **Keep political support away from public forums**—board and commission members may offer political support to a Councilmember, but not in a public forum while conducting official duties. Conversely, Councilmembers may support board and commission

- **Honor the role of the presiding officer in maintaining order and equity**—respect the Mayor's efforts to focus discussion on current agenda items. Objections to the Mayor's actions should be voiced politely and with reason.
- **Demonstrate effective problem-solving approaches**—Councilmembers have a public stage to show how individuals with disparate points of view can find common ground and seek a compromise that benefits the community as a whole. Councilmembers are role models for residents, business people, and other stakeholders involved in public debate.
- **Be respectful of people's time**—stay focused on the matter being discussed and act efficiently during public meetings.
- **Be prepared**—Review items for discussion prior to the meeting.
- **Submit questions on Council agenda items ahead of the meeting**—in order to focus the Council meetings on consideration of policy issues and to maintain an open forum for public discussion, questions which focus on the policy aspects of agenda items should be discussed at the Council meeting rather than administrative minutia. Any clarifications or technical questions that can be readily answered can be handled before the meeting. Councilmembers are encouraged to submit their questions on agenda items to the City Administrator as far in advance of the meeting as possible so that staff can be prepared to respond at the Council meeting.

In Private Encounters

Treat others how you would like to be treated—ask yourself how you would like to be treated in similar circumstances, and then treat the other person that way.

Council Conduct with City Staff

Governance of a City relies on the cooperative efforts of elected officials, who set policy, and City staff, which analyze issues, make recommendations, and implement and administer the Council's priorities. Therefore, every effort should be made to be cooperative and show mutual respect for the contributions made by each individual for the good of the community.

- **Treat all staff as professionals**—Clear, honest communication that respects the abilities, experience, and dignity of each individual is expected. As with your Council colleagues, practice civility and respect in all interactions with City staff.
- **Channel communications through the appropriate City staff**—questions of City staff should be directed only to the City Administrator or Department Heads. The City Administrator should be copied on any request to Department Heads. When in doubt about what staff contact is appropriate, Councilmembers should ask the City Administrator for guidance.
- **All Councilmembers should have the same information with which to make decisions**—the City Administrator and Department Heads will endeavor to ensure Councilmembers are provided with clear and consistent information upon which to base decisions.
- **Never publicly criticize an individual employee**—all critical comments about staff performance should only be made to the City Administrator through private correspondence or conversation.
- **Do not get involved in administrative or personnel functions**—avoid any interactions with staff that may be construed as trying to shape staff recommendations. Councilmembers shall refrain from coercing staff in making recommendations to the Council as a whole.
- **Be cautious in representing City positions on issues**—before sending correspondence related to the legislative position, check with the City Administrator to see if a position has already been communicated. When corresponding with representatives of other governments or constituents, remember to indicate if appropriate that the views you state are your own and may not represent those of the full Council.

members who are running for office, but not in an official forum in their capacity as Councilmember.

Staff Conduct with City Council

- **Respond to Council questions as fully and as expeditiously as is practical**—Department Heads will strive to respond to all Councilmember inquiries as completely and quickly as practical. If a Councilmember forwards a complaint or service request to the City Administrator, there will be follow through with the Councilmember on the outcome.
- **Respect the role of Councilmembers as policy makers for the City**—staff is expected to provide its best professional recommendations on issues. Staff should provide information about alternatives to staff recommendations as appropriate, as well as pros and cons for staff recommendations and alternatives.
 - Demonstrate professionalism and non-partisanship in all interactions with the community and in public meetings.
 - It is important for the staff to demonstrate respect for the Council at all times. All Councilmembers should be treated equally.

Other Procedural Issues

- Don't politicize procedural issues (e.g. minutes approval or agenda order) for strategic purposes.
- Respect the work of the Council standing committees.
- Commit to periodically review procedural rules and guidelines and advise presiding officer of any issues or concerns—throughout the year, Councilmembers should routinely review these guidelines. Questions or unresolved issues should be brought to the Mayor for clarification or to schedule follow up with the full Council at a future meeting.

Enforcement

Councilmembers have a primary responsibility to assure that these guidelines are understood and followed, so that the public can have full confidence in the integrity of their local government. These guidelines are intended to be self-enforcing thereby requiring an ongoing commitment by Councilmembers to faithfully honor the trust and dignity bestowed upon them as elected leaders and community role models.



SMALL CITY  BIG FUTURE

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

**This Page is blank to
separate agenda items**

Mayor: Mark Hueser **City Administrator:** Mark D. Larson

Councilors: At-Large Yodee Rivera, Precinct 1 Jon Dahlke, Precinct 2 OPEN, Precinct 3 Paul Lemke, Precinct 4 Cory Neid

Scott Maynard

Dec. 2, 2024

semfarm@gmail.com

404 17th. St. W.

Glencoe, MN. 55336

Mark Hueser
City of Glencoe
1107 11th St.
Glencoe, MN. 55336

Dear Mr. Hueser

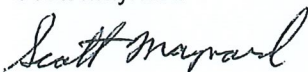
I am writing this letter to express my interest in the city council opening in precinct 2. As an 29 year Resident of Glencoe I am excited about the opportunity to contribute to the cities success.

I believe my background and knowledge will allow me to contribute to long-term planning and policies that will benefit our community.

- *Resident and homeowner in Glencoe for 29 years
- *Graduate of Glencoe school system.
- *Employed in farm equipment service and sales for 42 years the last 8 in management.
- *Served on a local farm supply cooperative board of directors for 8 years.
- *Served on my church's cemetery board.
- *Served on the McLeod county corn and soybean growers board.
- * Active in our families farm operation.
- *Member of the Planning and Industrial commission.

Thank you for considering my application enclosed with this letter. I welcome the opportunity to discuss my qualifications in more detail.

Sincerely
Scott Maynard





City of Glencoe ♦ 1107 11th Street East, Suite 107 ♦ Glencoe, Minnesota 55336

Website: www.glencoe.mn.org Phone: (320) 864-5586 Email: info@ci.glencoe.mn.us

NAME Scott Maynard

DATE 11-29-2024

ADDRESS 404 17th St. W.

TELEPHONE 320-510-0388

EMAIL semfarm@gmail.com

EMPLOYER United Farmers Cooperative

YEARS AS GLENCOE RESIDENT 29

OCCUPATION Farm Equipment Sales Mgr.

I am interested in serving on the following City Board or Commission (descriptions on next page):

AIRPORT COMMISSION

LIGHT & POWER COMMISSION

CITY COUNCIL

PARK BOARD

CEMETERY BOARD

PLANNING & INDUSTRIAL COMMISSION

CHARTER COMMISSION

ECONOMIC DEVELOPMENT AUTHORITY

LIBRARY BOARD

Why you are interested in serving on this board/commission: would welcome the opportunity to contribute to long-term planning and policies that will benefit Glencoe.

Describe any prior/current experience that may relate to serving on this board/commission: I have been employed in the farm equipment sales and service industry for 42 years. The last 8 has a sales manager, Experience in managing employees, Inventory control, Budgeting.

List other municipal boards/commissions you have served on:

1. Planning and Industrial commission Served from March 2024 to Present

2. _____ Served from _____ to _____

3. _____ Served from _____ to _____

Scott Maynard
Signature of Applicant

11-29-2024
Date



SMALL CITY  BIG FUTURE

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SMALL CITY  BIG FUTURE

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

To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: January 3, 2025

Re: **Item 13 – Items for Discussion**

Item 13A – I would like to continue the discussion on Substandard Structures. City Staff needs direction from the City Council on how we are to proceed with the current three structures that have reached the point that they need to be removed due to the poor condition of the buildings located on the properties.

Item 13B – The Charter Commission is scheduled to hold their annual meeting tomorrow night at 7:00 PM. City Attorney Ostlund will be present at this meeting.

Mayor: Mark Hueser **City Administrator:** Mark D. Larson

Councilors: At-Large Yodee Rivera, Precinct 1 Jon Dahlke, Precinct 2 OPEN, Precinct 3 Paul Lemke, Precinct 4 Cory Neid



SMALL CITY  BIG FUTURE

City of Glencoe ♦ 1107 11th Street East, Suite 107 ♦ Glencoe, Minnesota 55336
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**This Page is blank to
separate agenda items**

Mayor: Mark Hueser **City Administrator:** Mark D. Larson

Councillors: At-Large Yodee Rivera, Precinct 1 Jon Dahlke, Precinct 2 OPEN, Precinct 3 Paul Lemke, Precinct 4 Cory Neid

CITY OF GLENCOE BILLS

JANUARY 6, 2025

**** 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 10-16-24	\$72,403.75
WIRE TRANSFER	MULT DEPTS: STATE SALES TAX	\$22,991.00
WIRE TRANSFER	MULT DEPTS:EMP/CITY PAYROLL TAXES,HSA,PERA,D COMP,CAFE	\$52,301.61
	TOTAL PREPAID BILLS ----->	<u><u>\$147,696.36</u></u>

INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

JAN 6, 2025 - PREPAID BILLS

Date: 01/03/2025

Time: 1:09 pm

Page: 1

City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
AMERICAN EXPRESS	1536	MULT DEPTS: BACKDROP, DVD, KETTLE, KATCH KIT, CANDY, TAPE	183162	10/25/2024	889.65
				Vendor Total:	<u>889.65</u>
BOBBING BOBBER BREWING COM	1802	LIQUOR: MERCH FOR RESALE	183163	10/25/2024	224.83
				Vendor Total:	<u>224.83</u>
BREAKTHRU BEVERAGE	0513	LIQUOR: MERCH FOR RESALE	183155	10/18/2024	3,410.84
BREAKTHRU BEVERAGE	0513	LIQUOR: MERCH FOR RESALE	183164	10/25/2024	3,674.19
				Vendor Total:	<u>7,085.03</u>
C & L DISTRIBUTING	0492	LIQUOR: MERCH FOR RESALE	183165	10/25/2024	15,452.95
				Vendor Total:	<u>15,452.95</u>
COLONIAL LIFE	0735	MULT DEPTS: INS PREMIUMS	183156	10/18/2024	263.70
				Vendor Total:	<u>263.70</u>
DAHLHEIMER BEVERAGE	0003	LIQUOR: MERCH FOR RESALE	183166	10/25/2024	14,370.18
				Vendor Total:	<u>14,370.18</u>
INDIAN ISLAND WINERY	1512	LIQUOR: MERCH FOR RESALE	183167	10/25/2024	155.04
				Vendor Total:	<u>155.04</u>
JOHNSON BROS - ST PAUL	0504	LIQUOR: MERCH FOR RESALE	183157	10/18/2024	3,569.70
JOHNSON BROS - ST PAUL	0504	LIQUOR: MERCH FOR RESALE	183168	10/25/2024	2,014.28
				Vendor Total:	<u>5,583.98</u>
MARLIN'S TRUCKING	1387	LIQUOR: MERCH FOR RESALE	183169	10/25/2024	854.00
				Vendor Total:	<u>854.00</u>
MINNESOTA CHILD SUPPORT	1646	POLICE: CHILD SUPPORT PAYMENT	183158	10/18/2024	249.65
				Vendor Total:	<u>249.65</u>
MINNESOTA PUBLIC EMPLOYEE	1439	POLICE: UNION DUES	183159	10/18/2024	155.05
				Vendor Total:	<u>155.05</u>
PHILLIPS WINE & SPIRITS, INC.	1010	LIQUOR: MERCH FOR RESALE	183160	10/18/2024	4,984.46
PHILLIPS WINE & SPIRITS, INC.	1010	LIQUOR: MERCH FOR RESALE	183170	10/25/2024	2,603.70
				Vendor Total:	<u>7,588.16</u>
RITE	0857	LIQUOR: ANNUAL SUBSCRIPTION	183171	10/25/2024	1,803.90
				Vendor Total:	<u>1,803.90</u>
SOUTHERN GLAZER'S OF MN	1429	LIQUOR: MERCH FOR RESALE	183161	10/18/2024	3,796.80
SOUTHERN GLAZER'S OF MN	1429	LIQUOR: MERCH FOR RESALE	183172	10/25/2024	1,070.51
				Vendor Total:	<u>4,867.31</u>
VIKING BEVERAGES	0973	LIQUOR: MERCH FOR RESALE	183173	10/25/2024	10,607.10
				Vendor Total:	<u>10,607.10</u>
VINOCOPIA, INC.	1353	LIQUOR: MERCH FOR RESALE	183174	10/25/2024	824.75
				Vendor Total:	<u>824.75</u>
WINE MERCHANTS	0667	LIQUOR: MERCH FOR RESALE	183175	10/25/2024	1,238.00
				Vendor Total:	<u>1,238.00</u>
				Grand Total:	72,213.28
				Less Credit Memos:	<u>0.00</u>
				Net Total:	<u>72,213.28</u>
				Less Hand Check Total:	<u>0.00</u>
				Outstanding Invoice Total :	<u>72,213.28</u>
	Total Invoices:	21			

INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

JAN 6, 2025 - 2024 REG BILLS

Date: 01/03/2025

Time: 12:16 pm

Page: 1

City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
AKO ELECTRIC INC	1468	ADMIN, PARK, WWTP: LIGHTS, REPAIR	0	00/00/0000	<u>6,635.64</u>
				Vendor Total:	6,635.64
ARI MECHANICAL SERVICES, INC	1683	POLICE: CONTROL SYSTEM WORK	0	00/00/0000	<u>389.00</u>
				Vendor Total:	389.00
ARNOLD'S OF GLENCOE, INC.	1449	PARK: FILTER, OIL, RIMS	0	00/00/0000	<u>878.88</u>
				Vendor Total:	878.88
AUTO VALUE GLENCOE	0214	STREET, PARK: BATTERY, CYLINDER	0	00/00/0000	<u>217.78</u>
				Vendor Total:	217.78
CANNON TECHNOLOGIES, INC	1588	WATER, WWTP: WATER NODES	0	00/00/0000	<u>99,144.00</u>
				Vendor Total:	99,144.00
CARGILL, INC	1636	WATER: SALT	0	00/00/0000	<u>5,935.53</u>
				Vendor Total:	5,935.53
CEDA	1194	REIMB: DEC. ECON DEVELOPMENT	0	00/00/0000	<u>4,465.00</u>
				Vendor Total:	4,465.00
CENTER POINT LARGE PRINT	1349	LIBRARY: BOOKS	0	00/00/0000	<u>149.82</u>
				Vendor Total:	149.82
CENTURYLINK (CHARLOTTE, NC)	1880	AQUATIC CENTER: PHONE BILL	0	00/00/0000	<u>60.00</u>
				Vendor Total:	60.00
CENTURYLINK	1394	MULT DEPTS: PHONE BILL	0	00/00/0000	<u>861.86</u>
				Vendor Total:	861.86
CLARKE MOSQUITO CONT. PRODI	0445	STREET: MOSQUITO CONTROL PRODUCTS	0	00/00/0000	<u>10,421.40</u>
				Vendor Total:	10,421.40
CONTROLOGIX SERVICES, LLC	1993	ADMIN: ANNUAL MECHANICAL SYSTEM SUBSCRIPTION	0	00/00/0000	<u>125.00</u>
				Vendor Total:	125.00
CREEKSIDE SOILS	0938	SANITATION: FALL COMPOST SITE CLEAN OUT	0	00/00/0000	<u>11,709.91</u>
				Vendor Total:	11,709.91
D.A. DAVIDSON & COMPANY	0119	ADMIN: DISCLOSURE REPORTING	0	00/00/0000	<u>1,000.00</u>
				Vendor Total:	1,000.00
DAKOTA SUPPLY GROUP	0523	WATER: HYDRANT PARTS	0	00/00/0000	<u>2,266.36</u>
				Vendor Total:	2,266.36
DREW, MICHAEL	1213	AIRPORT: OIL, FILTER, CLEANER	0	00/00/0000	<u>116.63</u>
				Vendor Total:	116.63
DUMMER, KEENAN	1148	STREET: UNIFORM REIMB., SAFETY EQUIPMENT	0	00/00/0000	<u>442.99</u>
				Vendor Total:	442.99
EGGERSGLUESS, BRAD	0869	ADMIN: MONTHLY CELL PHONE REIMB	0	00/00/0000	<u>50.00</u>
				Vendor Total:	50.00
FLECK, CHRIS	1545	POLICE: CORNHOLE BOARDS	0	00/00/0000	<u>310.00</u>
				Vendor Total:	310.00
FLEET SERVICES DIVISION	2144	POLICE: SQUAD CAR LEASES	0	00/00/0000	<u>4,217.17</u>
				Vendor Total:	4,217.17
FOSTER MECHANICAL, INC.	0647	PARK, AQUATIC: TOILET, BACKFLOW PREVENTOR LABOR	0	00/00/0000	<u>2,982.70</u>
				Vendor Total:	2,982.70
FREITAG, BENTON	0659	CABLE TV: MONTHLY COUNCIL RECORDINGS	0	00/00/0000	<u>100.00</u>
				Vendor Total:	100.00
GACC TOURISM	0168	REIMB: LODGING TAX	0	00/00/0000	<u>369.35</u>

INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

JAN 6, 2025 - 2024 REG BILLS

Date: 01/03/2025

Time: 12:16 pm

Page: 2

City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
				Vendor Total:	<u>369.35</u>
GILDEA, DANIEL	0456	PARK: UNIFORM REIMB	0	00/00/0000	41.94
				Vendor Total:	<u>41.94</u>
GILLETTE PEPSI COMPANIES, INC	0496	LIQUOR: MERCH FOR RESALE	0	00/00/0000	148.00
				Vendor Total:	<u>148.00</u>
GOPHER STATE ONE CALL	0482	WATER, WWTP, STORM: LOCATE TICKETS	0	00/00/0000	24.30
				Vendor Total:	<u>24.30</u>
HACH COMPANY	0114	WWTP: ANNUAL SERVICE CONTRACT	0	00/00/0000	3,194.00
				Vendor Total:	<u>3,194.00</u>
HARTWIG, MITCHELL	1878	WWTP: SAFETY SHOES	0	00/00/0000	129.99
				Vendor Total:	<u>129.99</u>
HAWKINS, INC.	1133	WATER, WWTP: CHEMICALS	0	00/00/0000	9,952.50
				Vendor Total:	<u>9,952.50</u>
HILLYARD HUTCHINSON	0122	ADMIN, LIQUOR: CLEANING AND PAPER SUPPLIES	0	00/00/0000	1,476.85
				Vendor Total:	<u>1,476.85</u>
HYDRONIC DISTRIBUTION CENTE	1222	WWTP: SEWAGE EJECTOR	0	00/00/0000	3,625.00
				Vendor Total:	<u>3,625.00</u>
KDUZ - KARP - KGLB	2248	ADMIN, LIQUOR: ADVERTISING	0	00/00/0000	898.00
				Vendor Total:	<u>898.00</u>
KRIS ENGINEERING, INC	1026	STREET: PLOW BLADES, BOLTS	0	00/00/0000	4,954.20
				Vendor Total:	<u>4,954.20</u>
KUNKEL ELECTRICAL, INC	2246	POLICE, WWTP: EQUIPMENT REPAIR, PUMP RELAY REPAIR	0	00/00/0000	350.00
				Vendor Total:	<u>350.00</u>
LAWSON PRODUCTS, INC.	1474	STREET: SCREWS, WASHERS, PARTS CLEANER	0	00/00/0000	201.76
				Vendor Total:	<u>201.76</u>
MCBRIDE FUNERAL CHAPELS	1374	CEMETERY: REFUND OF DUPLICATE PAYMENT	0	00/00/0000	300.00
				Vendor Total:	<u>300.00</u>
MCLEOD COUNTY ATTORNEY	1215	REIMB: VEHICLE FORFEITURE	0	00/00/0000	79.61
				Vendor Total:	<u>79.61</u>
METRO SALES, INC	1066	ADMIN, POLICE: OFFICE EQUIPMENT LEASE	0	00/00/0000	601.66
				Vendor Total:	<u>601.66</u>
MINI BIFF	0177	PARK, SANITATION: WASTE REMOVAL	0	00/00/0000	994.24
				Vendor Total:	<u>994.24</u>
MN DEPT. OF HEALTH	1223	WATER: CONNECTION FEE	0	00/00/0000	4,911.00
				Vendor Total:	<u>4,911.00</u>
MVTL, INC.	0353	WATER, WWTP: LAB TESTING	0	00/00/0000	558.60
				Vendor Total:	<u>558.60</u>
NORTH CENTRAL LABORATORIES	0631	WWTP: LAB SUPPLIES	0	00/00/0000	3,542.49
				Vendor Total:	<u>3,542.49</u>
NUVERA	2120	MULT DEPTS: INTERNET, PHONE, IT SUPPORT	0	00/00/0000	5,302.25
				Vendor Total:	<u>5,302.25</u>
OUTLET DOCK & TRAILER	0356	FIRE: TRAILER	0	00/00/0000	6,665.50
				Vendor Total:	<u>6,665.50</u>
PETERSON, DANIEL	1639	REIMB: ASSESSMENT REIMB.	0	00/00/0000	7,670.00
				Vendor Total:	<u>7,670.00</u>

INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

JAN 6, 2025 - 2024 REG BILLS

Date: 01/03/2025

Time: 12:16 pm

Page: 3

City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
PITNEY BOWES GLOBAL	1714	ADMIN: POSTAGE MACHINE LEASE	0	00/00/0000	<u>142.53</u>
				Vendor Total:	142.53
PITNEY BOWES, INC	1686	ADMIN: POSTAGE MACHINE INK	0	00/00/0000	<u>91.29</u>
				Vendor Total:	91.29
PLUNKETT'S PEST CONTROL, INC	0446	WWTP: PEST CONTROL	0	00/00/0000	<u>97.74</u>
				Vendor Total:	97.74
PRO AUTO GLENCOE, INC	0527	STREET: TIRES	0	00/00/0000	<u>152.05</u>
				Vendor Total:	152.05
PURPLE ROLL-OFF	1582	STREET: SNOW REMOVAL	0	00/00/0000	<u>1,000.00</u>
				Vendor Total:	1,000.00
QUALITY FLOW SYSTEMS, INC.	1038	WWTP: LIFT STATION MAINTENANCE	0	00/00/0000	<u>1,450.00</u>
				Vendor Total:	1,450.00
QUILL LLC	1691	LIBRARY: HAND TOWELS	0	00/00/0000	<u>48.89</u>
				Vendor Total:	48.89
RAMY TURF PRODUCTS	1284	STREET, PARKS: SEED	0	00/00/0000	<u>3,200.00</u>
				Vendor Total:	3,200.00
SAM'S TIRE SERVICE INC.	0250	STREET: EQUIPMENT REPAIR, DOT INSPECTIONS	0	00/00/0000	<u>7,040.87</u>
				Vendor Total:	7,040.87
SCR, INC - ST. CLOUD	0738	ADMIN: AIR HANDLER REPAIR	0	00/00/0000	<u>1,820.00</u>
				Vendor Total:	1,820.00
SEH	1757	MULT DEPTS: ENGINEERING SERVICES	0	00/00/0000	<u>106,927.62</u>
				Vendor Total:	106,927.62
SHRED-N-GO, INC	0032	FINANCE, POLICE: PAPER SHREDDING	0	00/00/0000	<u>83.93</u>
				Vendor Total:	83.93
SOUTH CENTRAL DOOR CO	0761	WWTP: DOOR REPAIR	0	00/00/0000	<u>300.00</u>
				Vendor Total:	300.00
STAR GROUP, L.L.C.	0972	MULT DEPTS: OIL, BELTS, FILTERS, COOLANT	0	00/00/0000	<u>415.77</u>
				Vendor Total:	415.77
STORM TRUCKING, LLC	1687	STREET: SNOW HAULING	0	00/00/0000	<u>942.50</u>
				Vendor Total:	942.50
STUEWE, MATT	0922	WATER: SAFETY BOOTS	0	00/00/0000	<u>120.00</u>
				Vendor Total:	120.00
TOTAL CONTROL SYSTEMS, INC	2148	WWTP: VEGAPULS SENSOR	0	00/00/0000	<u>1,964.48</u>
				Vendor Total:	1,964.48
TOWMASTER	2207	STREET: F550 EQUIPMENT	0	00/00/0000	<u>30,409.00</u>
				Vendor Total:	30,409.00
UNITED LABORATORIES, INC.	0294	STREET, PARKS: CLEANING PRODUCTS	0	00/00/0000	<u>833.17</u>
				Vendor Total:	833.17
VANDAMME, JON	0136	LIQUOR: CELL PHONE REIMB	0	00/00/0000	<u>50.00</u>
				Vendor Total:	50.00
VANDAMME, MYRANDA	0028	CITY CENTER: CELL PHONE REIMB	0	00/00/0000	<u>50.00</u>
				Vendor Total:	50.00
VOSS, RYAN	2217	ADMIN: CELL PHONE REIMB	0	00/00/0000	<u>50.00</u>
				Vendor Total:	50.00
WEELBORG	0126	STREET: SWITCH	0	00/00/0000	<u>70.44</u>
				Vendor Total:	70.44

INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

JAN 6, 2025 - 2024 REG BILLS

Date: 01/03/2025

Time: 12:16 pm

Page: 4

City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
				Grand Total:	365,731.19
				Less Credit Memos:	0.00
				Net Total:	365,731.19
				Less Hand Check Total:	0.00
				Outstanding Invoice Total :	365,731.19

Total Invoices:	68				
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INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

JAN 6, 2025 - REGULAR BILLS

Date: 01/03/2025

Time: 1:34 pm

Page: 1

City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
AMERICAN WATER WORKS ASSN.	0006	WATER: DUES	0	00/00/0000	394.00
				Vendor Total:	<u>394.00</u>
CGMC	1672	ADMIN: MEMBERSHIP DUES	0	00/00/0000	10,899.00
				Vendor Total:	<u>10,899.00</u>
GLENCOE AREA CHAMBER OF CO	0094	ADMIN: MEMBERSHIP DUES, SPONSORSHIP	0	00/00/0000	6,154.00
				Vendor Total:	<u>6,154.00</u>
LEAGUE OF MINNESOTA CITIES	0154	ADMIN: MEMBERSHIP DUES	0	00/00/0000	7,171.00
				Vendor Total:	<u>7,171.00</u>
MINNESOTA MAYORS ASSOCIATI	0749	COUNCIL: MEMBERSHIP DUES	0	00/00/0000	30.00
				Vendor Total:	<u>30.00</u>
MN DEPT OF HLTH	1216	PARK, AQUATIC: OPERATING LICENSES	0	00/00/0000	1,100.00
				Vendor Total:	<u>1,100.00</u>
MN. CITY-COUNTY MGMT. ASSOC.	0934	ADMIN: MEMBERSHIP DUES	0	00/00/0000	168.00
				Vendor Total:	<u>168.00</u>
NORTHLAND TRUST SERVICES	1799	MULT DEPTS: BOND INTERST, FISCAL AGENT FEES	0	00/00/0000	209,128.13
				Vendor Total:	<u>209,128.13</u>
RELIANCE STANDARD LIFE INS CC	1915	MULT DEPTS: INS PREMIUMS	0	00/00/0000	1,220.51
				Vendor Total:	<u>1,220.51</u>
SECURITY BANK & TRUST CO.	0259	MULT DEPTS: BOND PRINCIPAL & INTEREST PAYMENTS	0	00/00/0000	1,420,207.80
				Vendor Total:	<u>1,420,207.80</u>
TYLER TECHNOLOGIES, INC.	2024	FINANCE: SOFTWARE MAINTENANCE CONTRACT	0	00/00/0000	7,193.81
				Vendor Total:	<u>7,193.81</u>
				Grand Total:	<u>1,663,666.25</u>
				Less Credit Memos:	<u>0.00</u>
				Net Total:	<u>1,663,666.25</u>
				Less Hand Check Total:	<u>0.00</u>
				Outstanding Invoice Total :	<u>1,663,666.25</u>
	Total Invoices:	11			



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

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separate agenda items**

FUND BALANCES

FUND #	2024 CASH BALANCES	MONTH SEPTEMBER	MONTH AUGUST	MONTH JULY
101	General-Operating	\$ 1,856,888.18	\$ 2,045,527.81	\$ 2,496,214.30
101	General-Childhood Intervention	\$ 886.55	\$ 886.55	\$ 886.55
101	General-Crime Prevention	\$ 11,059.42	\$ 11,059.42	\$ 11,059.42
601	Water-Operating	\$ 2,447,467.43	\$ 2,405,682.55	\$ 2,467,215.48
601	Water-Water Availability Charge	\$ 596,278.04	\$ 595,606.35	\$ 594,999.31
601	Water-Trunk Water Charge	\$ 25,834.94	\$ 25,805.84	\$ 25,779.54
601	Water-Bonds	\$ 1,962.20	\$ 1,959.99	\$ 1,957.99
601	Water-Construction	\$ -	\$ -	\$ -
602	W.W.T.P.-Operating	\$ 1,789,060.28	\$ 1,761,574.47	\$ 1,778,293.67
602	W.W.T.P.-Sewer Availability Charge	\$ 1,135,746.68	\$ 1,134,467.30	\$ 1,133,311.06
602	W.W.T.P.-Trunk Sewer Charge	\$ 131,770.65	\$ 131,622.21	\$ 131,488.06
602	W.W.T.P.-Bonds	\$ (200,097.42)	\$ (268,105.07)	\$ 425,970.34
602	W.W.T.P.-Construction	\$ -	\$ -	\$ -
603	Sanitation	\$ 47,156.93	\$ 46,522.12	\$ 45,671.99
604	City Center-Operating	\$ (58,547.15)	\$ (52,376.41)	\$ (31,441.58)
604	City Center-Bonds	\$ (701,583.30)	\$ (700,792.99)	\$ (700,078.74)
609	Liquor Store	\$ 226,371.38	\$ 191,563.22	\$ 139,283.98
612	Airport	\$ (122,566.96)	\$ (135,752.72)	\$ (243,804.82)
651	Storm Water Management	\$ 237,648.62	\$ 201,815.41	\$ 159,954.14
213	Park Improvement	\$ 187,822.91	\$ 185,863.31	\$ 185,266.79
223	Aquatic Center	\$ (91,828.92)	\$ (72,273.85)	\$ (22,444.10)
223	Aquatic Center-Lifeguard Training	\$ 997.90	\$ 997.90	\$ 997.90
225	Cable TV	\$ 15,336.80	\$ 15,419.41	\$ 15,503.59
226	Cemetery	\$ (18,664.22)	\$ (17,870.99)	\$ (16,420.42)
229	Municipal State Aid	\$ 146,035.86	\$ 153,240.54	\$ 168,952.41
230	Engineering/Inspection Services	\$ (113,153.64)	\$ (113,026.18)	\$ (112,910.98)
231	Public Safety Aid	\$ 185,366.85	\$ 197,553.15	\$ 197,553.15
300	City Sinking	\$ 411.69	\$ 411.23	\$ 410.81
382	2007 Tax Increment Bond-2007 Industrial Park	\$ (59,480.26)	\$ (59,413.26)	\$ (59,352.71)
384	2018 Tax Increment Bond-Panther Heights	\$ (32,636.37)	\$ (32,599.61)	\$ (32,566.38)
409	Tax Increment #4-Industrial Park	\$ 436,087.55	\$ 435,596.31	\$ 435,152.35
424	Tax Increment #17-Miller Manufacturing	\$ 14,229.43	\$ 14,213.40	\$ 14,198.91
426	Tax Increment #19-Panther Heights	\$ 73,318.12	\$ 73,235.53	\$ 73,160.89
427	Tax Increment #20-Bus Garage	\$ (9,754.08)	\$ (9,743.09)	\$ (9,733.16)
466	2023 Street Improvement	\$ (13,957.90)	\$ (11,440.50)	\$ (7,508.84)
523	2008 11th Street/Morningside Bond	\$ (52,490.05)	\$ (52,430.92)	\$ (52,377.48)
524	2014 Street Improvement Bond	\$ (111,331.98)	\$ (111,206.57)	\$ (111,093.23)
525	2015 Street Improvement Bond-Lincoln Park	\$ (449,111.00)	\$ (448,605.09)	\$ (448,147.87)
526	2016 Street Improvement Bond-Armstrong Avenue	\$ (154,517.24)	\$ (154,343.18)	\$ (154,185.87)
527	2017 Street Improvement Bond-Baxter Avenue	\$ (177,045.88)	\$ (176,846.44)	\$ (176,666.20)
528	2018 Storm Water Improvement Bond-Central Storm Sewer	\$ (234,832.44)	\$ (234,567.91)	\$ (234,328.84)
529	2021 Street Improvement Bond-10th Street	\$ 87,858.23	\$ 87,759.26	\$ 87,669.82
530	2023 Street Improvement Bond	\$ (67,144.23)	\$ (67,068.59)	\$ (67,000.23)
TOTALS		\$ 6,986,853.60	\$ 6,999,919.91	\$ 8,110,891.00

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

Sales	
Liquor	77,444.14
Beer	127,899.35
Wine	16,974.23
Other Merchandise	5,198.35
THC	620.20
Total Sales	<u>228,136.27</u>

Cost of Sales	
Beginning Inventory	487,259.35
Purchases	155,175.49
Total Merch. Avail. for Sale	<u>642,434.84</u>
Less Inventory Ending	480,605.66
Cost of Sales	<u>161,829.18</u>
Gross Profit on Sales	66,307.09
	<u>29.06%</u>

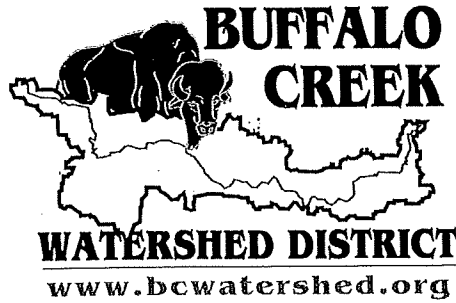
Operating Expenses	
Sales Tax (Use tax)	139.00
Full-Time Employees	6,402.00
Full-Time Employees- Overtime	0.00
Part-Time Employees	5,855.68
PERA Contributions	829.81
FICA Contributions	752.43
Medicare Contributions	175.97
Health & Life Insurance	2,204.00
Operating Supplies	5,288.35
Cleaning Supplies	0.00
Repair & Maintenance	115.11
Professional Services	0.00
Training	0.00
Computer Repair/Equipment	0.00
Telephone	117.91
Travel Expense	0.00
Advertising	975.99
Printing & Binding	0.00
Electricity	1,263.29
Natural Gas	301.42
Uniforms	0.00
Miscellaneous	0.00
Building & Structures (not fixed assets)	4,550.00
Sub-total	<u>28,970.96</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
Total Operating Expenses	<u>34,641.07</u>

Non-Operating Expenses/Income	
Interest Income	216.03
Miscellaneous	821.64
Sales Tax Variance	1.97
Cash Drawer +/-	148.87
Bad/Collected Checks	0.00
Total Non-Operating Exp./Inc.	<u>1,188.51</u>

Net Income	32,854.53
Year-To-Date Income	249,618.20

Comparative Figures	
<u>Previous Year (2023)</u>	
Total Sales	229,884.12
Gross Profit on Sales	60,124.48
Total Operating Expenses	33,757.31
Total Non-Operating Exp./Inc.	551.08
Net Income	26,918.25
Year-To-Date Income	192,387.04

Current YTD Cash Balance	226,371.38
Last Month YTD Income	216,763.67



December 24, 2024

Attention Landowners along Buffalo Creek:

At the last regular meeting of the Buffalo Creek Watershed District, the Board of Managers decided to clean out the Buffalo Creek. We plan on a creek clean out of the channel in your area. At this time of the year, the water levels are low and the ice is acceptable.

We have hired Castle Rock Contracting, Perry Collins, to do the work. Perry and his crew have done other cleanouts of Buffalo Creek in past years. Castle Rock Contracting and crew will be removing any trees and brush that have fallen in the creek, and any trees that are hanging over the channel that may soon fall in, and also any natural dams or beaver dams in the creek.

Aaron or Perry may be contacting you as to an appropriate area to pile wood. Also, if you would like the wood, please contact one of them as they work through your area. If you have any special concerns, contact either Aaron or Perry, or myself in regards to driving in certain areas, and saving any of the trees, etc. They will also be contacting some landowners looking for an easier access to the creek and secure areas to leave his equipment overnight and weekends.

Costs incurred in this cleanout project will be paid for by the Buffalo Creek Watershed District. This cleanout project will start on or about **January 2, 2025** and, weather permitting, will be completed in approximately 75 days.

Any additional information or concerns you may have, please contact one of our contractors at Castle Rock Contracting.

Aaron at **952-807-5559**

Perry at **612-867-9134**

We thank you for your cooperation

Buffalo Creek Watershed District

Larry Phillips, representative for BCWD **320-510-0504** (cell)