

GLENCOE CITY COUNCIL MEETING AGENDA

JANUARY 3, 2022 - 7:00pm

1. PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE
 2. CONSENT AGENDA FOR FINAL 2021 BUSINESS
 - A. Approve minutes of the regular meeting of December 20, 2021
 - B. Glencoe Wine and Spirits Bills for 2021
 3. ADJOURN
-

2022 CITY COUNCIL ORGANIZATIONAL MEETING AGENDA

JANUARY 3, 2022 – 7:00pm

1. VOTE FOR VICE PRESIDENT OF CITY COUNCIL
2. DESIGNATE DEPOSITORY OF CITY FUNDS
Security Bank & Trust Company for City of Glencoe
3. DESIGNATE REGULAR MEETING NIGHTS & TIME OF CITY COUNCIL MEETINGS
First and Third Mondays at 7:00 p.m. Except for Holidays on Following Tuesday
4. SET PRICES FOR RENTAL EQUIPMENT & PART TIME LABOR FOR 2022
 - A. See Attached
 - B. City Center Non-Profit Fee Schedule
 - C. City Center Minimum Rental
5. APPOINTMENTS MADE BY THE CITY COUNCIL
 - A. Cemetery Commission- Open position
 - B. Airport Commission – Open position
 - C. Light & Power Commission -Appoint Paul Ruud
 - D. Library Board – Re-appoint Mark Schmidt
 - E. Park Board – Appoint Matt Roberts
 - F. Planning & Industrial Comm.-Open position
 - G. Charter Commission – 2 Year: Duane Klaustermeier, Doug Wagoner, Gary Zieman, Cory Neid. 4 Year: Charles Lemke, Earl Dammann, Ron Knop, Sharon Hoesse
6. CITY COUNCIL WORKSHOPS
Second Monday of each month at 5:30pm (may be changed for summer schedule)

7. LIAISONS

- A. Park Board – Sue Olson
 - B. Library Board – Open
 - C. Light & Power Commission – John Schrupp
 - D. Planning & Industrial Commission – Paul Lemke
 - E. Cemetery Commission- Ryan Voss
 - F. Airport Commission – Sue Olson
 - G. Fire Department – Ryan Voss
 - H. Glencoe Wine & Spirits – Ryan Voss
 - I. Police Department – Ryan Voss
 - J. Administration – Ryan Voss
 - K. Economic Development – Paul Lemke
-

REGULAR CITY COUNCIL BUSINESS MEETING

JANUARY 3, 2022 – 7:00pm

1. CONSENT AGENDA

- A. Approve following building permits:
 - 1. Kurt Kramer, 1011 Hennepin – Plumbing
 - 2. Gary Koester, 811 Park Street – Mechanical
 - 3. Kurt Kramer, 1011 Hennepin – Remodel
 - 4. Kurt Kramer, 1011 Hennepin – Mechanical
 - 5. Don Haus, 1903 14th St E – Window
 - 6. Mary Metag, 102 Pleasant – Fireplace, Gas Line
- B. Book Transfers
 - 1. \$36,396.90 – From 2021 St Improvement – 10th Street to Muni State Aid

2. PUBLIC COMMENT (Agenda Items Only)

3. BIDS & QUOTES

- A. Official Newspaper Bid for 2022 Printing – City Administrator
- B. Supplemental Letter Agreement for General Engineering Services and Municipal State Aid Services – John Rodeberg, SEH

4. REQUESTS TO BE HEARD

- A. Second Reading- Tobacco Ordinance No. 612 – Mark Ostlund, City Attorney
 - 1. Set Public Hearing for January 18 at 7:15pm
- B. Review Rental Inspection Ordinance – Mark Ostlund, City Attorney
- C. Review Lodging Tax Ordinance – Mark Ostlund, City Attorney

5. ITEMS FOR DISCUSSION

A. Joint City Council / County Board Workshop on February 15, 2022 at 10:30am

6. ROUTINE BUSINESS

A. Project Updates

B. Economic Development

C. Public Input

D. Reports

E. City Bills

F. Adjourn

**This Page is Blank to
Separate Agenda Items**

GLENCOE CITY COUNCIL MEETING MINUTES
DECEMBER 20, 2021
7:00 P.M.

Mayor Voss called the regular meeting of the city council to order at 7:00 p.m. Members present: Lemke, Schrupp, Olson, and Robeck. Absent: Neid. Also present: City Administrator Larson, City Attorney Mark Ostlund, Finance Director Trippel, Police Chief Padilla, PW Director Voigt

PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

CONSENT AGENDA

Councilor Lemke entered the motion to approve the consent agenda as presented. Councilor Schrupp seconded. Motion carried in a vote of 4 to 0.

A. Approve the minutes of the regular meeting of December 6, 2021.

B. Approve the following building permits:

1. Paul Becker, 1921 10th St E; Remodel
2. Glen Knoll Properties, 707 and 702 Park St ; Manufactured home permits
3. Sigfredo Lopez, 1521 DeSoto Ave N; Remodel
4. Timothy Emery, 1607 Judd Ave N; Foundation Anchors
5. Cherrie Grack, 1507 11th St E; Plumbing Permit
6. Ryan Aspholm, 1004 10th St E; Reroof and Reside garage
7. Marvin Gustafson, 1929 15th St E; Plumbing Permit
8. Lisa Alsleben, 1412 Armstrong Ave N; Mechanical Permit
9. Tony Stepien, 1327 15th St E; Reroof garage
10. Julio Arce, 1605 Birch Ave N; Mechanical Permit
11. Jeff Bieganek, 110 Edgewood Dr; Egress Window

C. Approve the following licenses:

1. Speedway Glencoe; Tobacco License Renewal
2. Main Street Sports Bar; Tobacco, video game, music machine license renewals
3. Chandler Go For It Gas, Tobacco license renewal
4. Kwik Trip Inc.; Tobacco license renewal
5. Family Dollar; Tobacco license renewal
6. Coborn's Inc., Tobacco license renewal

PUBLIC HEARINGS: None Scheduled

BIDS AND QUOTES: None

REQUESTS TO BE HEARD:

A. RESOLUTION NO. 2021-36 SETTING POLLING PLACE FOR
ELECTIONS ANNUALLY

Motion by Member Robeck approving the following resolution and moving for its adoption:

RESOLUTION NO. 2021-36
RESOLUTION SETTING POLLING PLACE FOR ELECTIONS IN THE CITY
CENTER GRAND BALLROOM FOR 2022

WHEREAS, the election laws of the State of Minnesota providing that the governing body of the municipality must set the polling place for elections for the following year by resolution.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GLENCOE, MINNESOTA, That the following polling places will be used during elections for 2019: Glencoe City Center, 1107 11th Street East; Suite 112, Grand Ballroom.

Precinct One in the City Center Grand Ballroom

Precinct Two in the City Center Grand Ballroom

Precinct Three in the City Center Grand Ballroom

Precinct Four in the City Center Grand Ballroom

Member Lemke seconded. Upon a roll call vote all members present voted in favor. Whereupon said resolution was adopted and approved.

B. 2022 ASSESSMENT AGREEMENT WITH MCLEOD COUNTY

Councilor Schrupp entered the motion to approve the 2022 Assessment Agreement with McLeod County for 2419 parcels at \$7.50 per parcel. Councilor Robeck seconded. All members Present voted in favor. This agreement amount is the same as 2021.

C. RESOLUTION NO. 2021-37 2022 STREET IMPROVEMENT PROJECT
Brody Bratsch, SEH presented the proposed changes to the 2022 Street Improvement Projects.

Motion by Councilor Lemke approving the following resolution for its adoption:

RESOLUTION NO. 2021-37
ORDERING PREPARATION OF REPORT ON IMPROVEMENT
WHEREAS, it is proposed to make improvements to the following street:

- 14th Street from Morningside Avenue to Prairie Avenue
- Union Avenue from 10th Street to 11th Street

and to assess the benefited property for all or a portion of the cost of the improvement, pursuant to Minnesota Statutes, Chapter 429,

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

That the proposed improvement be referred to Short Elliott Hendrickson Inc. (SEH®) for study and that they are instructed to report to the council with all convenient speed

advising the council in a preliminary way as to whether the proposed improvement is necessary, cost-effective, and feasible and as to whether it should best be made as proposed or in connection with some other improvement, and the estimated cost of the improvement as recommended.

Motion was seconded by Councilor Robeck to approve said resolution. Upon a roll call vote, all members present voted in favor. Whereupon said resolution was adopted.

D. APPOINT DEPUTY CITY CLERK POSITION

Interviews were conducted for the Deputy Clerk position being vacated by the retirement of Deb Rolf. It is recommended to appoint Kelly Hayes of Glencoe to the position.

Councilor Olson motioned to appoint Kelly Hayes to the position of Deputy Clerk. Councilor Robeck seconded. All members present voted in favor.

E. FIRST READING OF TOBACCO ORDINANCE NO. 612

Councilor Lemke motioned approval of the first reading of Ordinance No. 612 amending and restating section 625 of the Glencoe municipal code to change the age of purchase. Councilor Schrupp seconded the motion. All members present voted in favor.

ITEMS FOR DISCUSSION:

A. MORNINGSIDE AVENUE PAYMENT TO MCLEOD COUNTY

McLeod County's invoice for Morningside Avenue Project for the city portion has been received and on the bill list for council approval of payment. Our portion is in the amount of \$1,678,436.02.

ROUTINE BUSINESS:

PROJECT UPDATES: Ice rink is being flooded. Hope to have it ready before Christmas, however, the ground is not frozen yet.

ECONOMIC DEVELOPMENT: Contacted six hotel chains, 4 have shown interest. Appointments will be scheduled in the near future.

PUBLIC INPUT: Kendall Picha, 1627 Ford Ave N- Hwy 212 J-turns-detour concerns

REPORTS: None

CITY BILLS: Motion entered by Councilor Schrupp and seconded by Councilor Olson to approve payment of the city bills Motion carried 3 to 1 with Robeck entering the no vote.

ADJOURN: Mayor Voss called for adjournment at 7:33 p.m. Councilor Robeck entered that motion with Councilor Olson seconding. Motion carried in a 4 to 0 vote.

Ryan Voss, Mayor

Date

Mark D. Larson, City Administrator

Date

**This Page is Blank to
Separate Agenda Items**



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

To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: December 30, 2021

Re: **Item 4** – Organization Meeting – Rental Equipment, Fees, and Part-time Labor rates

Item 4A – It is recommended to approve Rental Rates and Part-time labor rates. It is recommended by the Park Board to increase Campground rates to \$30.00 per night

Item 4B – See Assistant City Attorney Jerabek's recommendation on Non-profit fees for the City Center.

Item 4C – See Assistant City Attorney Jerabek's recommendation on Minimum rental of 2 hours at the City Center.

PRICES FOR RENTAL RATES, EQUIPMENT & LABOR RENTAL & PART-TIME LABOR			
ADMINISTRATION		2022	
Election Judges			\$12.50 per hour
Part-Time Employees			Up to \$15.00 per hour
Mileage			Federal Rate
PARK DEPARTMENT			
Shelter Rental			Shelter #1 \$95/day (tax \$7.01)
			Shelter #2 \$130/day (tax \$9.59)
			Shelter #3 \$85/day (tax \$6.27)
			Shelter #4 & #5 \$75/day (tax \$5.53)
			Shelter #A \$100/day (tax \$7.38)
Warming House Rental			\$35/2 hr. limit
Aquatic Center Rental			\$100/hour + \$15 add'l guard+tax
	Seasonal Family Rate (Family of 3))		\$145.00
	Seasonal Family Rate (Family of 4)		\$160.00
	Seasonal Family Rate (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 daycare participant (up to 10 total per pass)			\$10.00
	Daily Rate		\$6.00
	Children 0-4		\$2.00
Campground Fees			\$30 + tax/day-20% discount for 7+ nights
Oscar Olson Park Field Rental Rate			
	Sand Volleyball		\$50/team/season
	Soccer Fields		\$100/team/season or \$10/game
		\$80/day/tournament	\$200/weekend/tournament
Oak Leaf Park Field Rental Rate			
	Softball Field	summer league	\$100/team/season or \$10/game
		fall league	\$70/team/season or \$10/game
		\$80/day/tournament	\$200/weekend/tournament
	Sand Volleyball		\$50/team/season
	Baseball		\$100/team/season
			\$25 Light Fee/game
	Flag Football		\$100/team/season
	Disc Golf	\$80/day/tournament	League \$5.00 /player
Park Development Fee for Single Family Lot			\$800.00
In-Lieu of Land Fee (7% of Development)			\$6500.00 per acre
POLICE DEPARTMENT			
Uniformed Armed Police Officer			\$50 per hour
Police Call False Alarms			\$25 per alarm
Copies of Police Reports			\$4.00/1st page, \$.25/additional
Video Tape Copies DVD's			\$25 per incident
Prisoner/Mental Health Transports			\$40 per + Federal Rate
Storage/Impounded Vehicle			\$25 per day
Parking Ticket			\$25.00
Snowbird Citations			\$50.00
Nuisance Citations			\$100.00
Storage/Fire Arms			\$1.00/day/firearm
Dangerous Dog/Potentially Dangerous Dog			\$200.00 annual license fee
STREET DEPARTMENT			
Labor Rate/ Employee	Normal Hours		\$50
	Over time hours		\$120
Shop Rate			\$95
Aerovator & Tractor			\$130/hour
Roller with Operator			\$70 per hour
Grass Mower with Operator			\$110 per hour
Small Grass Mower with Operator			\$70 per hour

Street Sweeper with Operator		\$110 per hour
Leaf vacuum w/operator		\$110 per hour
Front End Loader with Operator		\$110 per hour
Street Painter with Operator		\$70 per hour + paint
Operator & Truck, 5 cu. yd.		\$80 per hour
Snowblower with Operator		\$110 per hour
Vactor with Operator		\$120 per hour
Wood Chipper with Operator		\$110 per hour
Pick-up with Plow and Operator		\$60 per hour
Bobcat		\$85 per hour
Sanding Salt		market cost
Labor for Additional Employees		\$75 per hour
Snow Hauling Fee paid to Haulers s -Commercial		\$95 per hour
Operator & Truck, 5 cu.yd.with Plow		\$85 per hour
Operator & Truck, 5 cu. yd.with Sander		\$85 per hour + sand
STORM WATER MS4		
Minor Violation		\$200
Major Violation		\$500
Sump Pump Permit (2 way valve program)		\$15 per year
Storm Water monthly service charge		\$12.50 (REF/month capped at \$1000)
WWTP		
Sewer Rodder Jetter with Operator		\$110 per hour
Residential Septage at WWTP		\$110 per 1,000 gal.
Sludge/Vacuum Truck with Operator		\$110 per hour
Extra Operator (After Hours)		\$120 per hour
Sewer Availability Charge		\$1250/\$250 Residential
Sewer Rate		\$10.00/1,000 gals or \$.0749/cu.ft.
Sewer Monthly Service Charge		\$28.00/month/unit
WATER DEPARTMENT		
Water Availability Charge		\$1850/\$250 Residential
Water On Charge		\$22.50
Water Off Charge		\$22.50
Construction Water Fee		\$36.00
Bulk Water		\$12.00/1000 gal + \$8.00 fill chg
		500 gal min or \$.090/cu.ft.
Water Rate		\$6.15/1,000 gal or \$.0460/cu.ft.
Water Monthly Service Charge		11.00/mo./unit
Fire Tag Seal		\$30.00 per site
Fire Protection Service Lines		
	Under 4" Pipe	\$4.00 per month
	4" Pipe Construction	\$8.00 per month
	6" Pipe Construction	\$12.00 per month
	8" Pipe Construction	\$16.00 per month
	10" Pipe Construction	\$20 per month
Service Plus Plan		\$1.50 per month
Tap Machine		\$30 per tap + hourly rate



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

To: Administrator Mark Larson

Date: December 29, 2021

From: Jon Jerabek, Assistant City Administrator

Re: City Center Fee Schedule

In reviewing the rates for the City Center rentals, I am proposing to maintain the rates for 2022. They were last increased in 2020. I am recommending that there be a minimum rental amount for the hourly room rates. I believe that minimum should be set at 2 hours. With the amount of time spent coordinating the event, setting up the room, cleaning and taking down the room, we need to ensure that at the very least our costs are being covered.

**This Page is Blank to
Separate Agenda Items**



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

To: Administrator Mark Larson

Date: December 29, 2021

From: Jon Jerabek, Assistant City Administrator

Re: City Center Non-Profit Fee Schedule

The City Center is frequently used by non-profit organizations or groups for meetings, events, etc. Instead of charging the regular fees, a separate non-profit fee schedule was created. The last update was made in 2014 from what I've gathered.

I have reviewed the former non-profit fee schedule and our current regular fee schedule and am recommending adoption of the updated non-profit fee schedule.

Included in packet:

- Current City Center Fee Schedule
- Current Non-Profit City Center Fee Schedule (2014)
- Proposed Non-Profit City Center Fee Schedule



Glencoe City Center Fee Schedule

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

citycenter@ci.glencoe.mn.us
320.864.6951

Updated: January 2020

Ballroom (rates effective as of 01/08/2019)		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 \$25 per hour		\$300.00	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 \$25 per hour		\$350.00	n/a
FULL GRAND BALLROOM – total banquet seating for 500 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 \$50 per hour		\$650.00	\$800.00
BALCONY – approximate seating for 376		\$200.00	\$200.00
COURTYARD		\$100.00	\$100.00

*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 01/08/2019)		Sunday-Saturday Basic Rate
MARTIN MCLEOD ROOM (Senior Community Room)		\$35.00 per hour
NORTH CONFERENCE ROOM		\$25.00 per hour
WEST CONFERENCE ROOM		\$20.00 per hour
HENRY HILL ROOM		\$20.00 per hour
BASEMENT MEETING ROOM		\$15.00 per hour

* 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

Other Fees:		
Non-Refundable Reservation Fee	Must be submitted with application - applied to total reservation fee.	25% of basic room rental fee
Refundable Damage Deposit	Required	\$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.	\$25.00-\$100.00 per event
Platform Rental (i.e. staging for head tables)	Optional	\$150.00 per event
Performance Stage Backdrop	Optional	\$100.00 per event
Kitchen Rental	Applies whenever the catering kitchen is needed.	\$100.00 per event
Coffee/Water Service	Optional	1-30 cups = \$20 50-80 cups = \$35 All day service = \$50
Table Linens/Table Skirting	Optional	\$7.00 per table linen/skirt .35 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.	\$1.25 per place setting
Bar Service (bar equipment rental)	Optional	\$150.00 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 55336

citycenter@ci.glencoe.mn.us
320.864.6951

Weekend / Wedding Package (rates effective as of 01/06/2020) Fees also apply to quinceañera parties		Rate
Basic Ballroom Wedding Package Includes: <ul style="list-style-type: none"> • Pre-Day Decorating Rental (eight hour time block from 8am to 4pm) • Wedding Day Rental (ten hour time block) • Kitchen Rental (prep-kitchen for meal) • Bar Service • Requires \$400 down payment to hold date 		\$1,400.00
Refundable Damage Deposit (required)		\$200.00
Elevated Stage for head table (optional)		\$150.00
Table Linens/Chair Covers (optional)		\$7.00 per table (white or ivory) .35 cents per linen napkin \$1.00 per chair (white only)
Dishware Rental (optional)		\$1.25 per setting

*Basic rental package include facility rental; room (i.e. tables, chairs, and linens) 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. Minimum gratuity charge of 15% applies to the final bar bill.

Glencoe City Center Fee Schedule- Nonprofit

(May 2014)



1107 11th Street East
Glencoe, MN 55336

320.864.6951

Rental Space		Sunday-Thursday Basic Daily Rate	Friday, Saturday, & Holidays Basic Daily Rate
SOUTH GRAND BALLROOM - approximate banquet seating for 150		\$75.00	n/a
NORTH GRAND BALLROOM - approximate banquet seating for 250		\$125.00	n/a
BALCONY – approximate seating for 376		\$100.00	\$100.00
FULL GRAND BALLROOM – total banquet seating for 500		\$200.00	\$300.00
MARTIN MCLEOD ROOM (SENIOR COMMUNITY ROOM) - Theatre-Style Total Capacity 80		\$12.50 per hour with max daily rate of \$62.50 (applies Sunday through Saturday)	
HENRY HILL EAST CONFERENCE ROOM – Classroom Style - Total Capacity 42		\$7.50 per hour with max daily rate of \$37.50 (applies Sunday through Saturday)	
WEST CONFERENCE ROOM – Board Room Style - Total Capacity 45		\$7.50 per hour with max daily rate of \$37.50 (applies Sunday through Saturday)	
COURTYARD		\$50.00 daily rate (applies Sunday through Saturday)	
Guests making a weekend reservation (Friday through Saturday) must reserve the full Grand Ballroom.			
Guests reserving the full Grand Ballroom for both Friday and Saturday receive a discounted rate of \$250.00 per day (\$500.00 total).			
Daily rental includes facility rental, tables, chairs and moving equipment available for renter.			
Other Fees:			
Non-Refundable Reservation Fee	Must be submitted with application - applied to total reservation fee	25% of basic room rental fee	
Pre-Event Rental (up to 4 hours the day prior to the event)	Based on availability. Please coordinate time w/Event Coordinator.	\$75.00	
Refundable Damage Deposit	Required; due 2 weeks before	\$200.00 per Grand Ballroom event \$50.00 per event in other rental spaces	
Security Reserve Charges	Required when alcohol is served	\$37.50 per Reserve – per hour Max \$200	
Technology/Communications Package	Optional – Includes wireless mic, LCD projector, sound system	\$100.00 per event	
Catering Kitchen	Optional – *Midnight lunches* require catering kitchen rental.	\$50.00 per event	
Potluck Fee	If you would like to bring in your own food, the potluck fee applies. Please note: <i>You will be asked to complete a waiver if you choose to bring in your own food to the Glencoe City Center.</i>	1 to 50 guests = \$25.00 51 to 100 guests = \$50.00 101+ guests = \$75.00	
Coffee/Water Service	Optional	1-30 cups = \$15 50-80 cups = \$30 All day service = \$50	

Glencoe City Center Fee Schedule- Nonprofit (May 2014)

Table Linens/Table Skirting	Optional	\$5 per table linen/skirt .25 cents per linen napkin \$2 per chair cover (white only)
Dishware	Optional -A place setting includes: dinner plate, salad/dessert plate, fruit dish, coffee cup, water goblet, and flatware.	\$1 per place setting
Food & Beverage Vendor Service Fee	Vendors* are charged a 15% service fee to operate at the Glencoe City Center. Each vendor decides whether to pass along this fee to their client. Licensed-beverage vendors, located outside of the Glencoe city limits, must purchase a permit to provide service. *15% food vendor service fee or nonprofit polluck pricing, whichever is smaller.	



Glencoe City Center Fee Schedule – NONPROFIT

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

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

Ballroom (rates effective as of _____)	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 \$25 per hour	\$200.00	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 \$25 per hour	\$250.00	n/a
FULL GRAND BALLROOM – total banquet seating for 500 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 \$50 per hour	\$400.00	\$800.00
BALCONY – approximate seating for 376	\$100.00	\$200.00
COURTYARD	\$50.00	\$100.00

*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 _____)	Sunday-Saturday Basic Rate
MARTIN MCLEOD ROOM (Senior Community Room)	\$17.50 per hour
NORTH CONFERENCE ROOM	\$12.50 per hour
WEST CONFERENCE ROOM	\$10.00 per hour
HENRY HILL ROOM	\$10.00 per hour
BASEMENT MEETING ROOM	\$7.50 per hour

* 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.	25% of basic room rental fee
Refundable Damage Deposit	Required	\$200.00 per Grand Ballroom event \$100.00 per event in other spaces
Technology/Communications Package	Optional –Wireless mic; LCD projector, podium, sound system.	\$25.00-\$100.00 per event
Platform Rental (i.e. staging for head tables)	Optional	\$150.00 per event
Performance Stage Backdrop	Optional	\$100.00 per event
Kitchen Rental	Applies whenever the catering kitchen is needed.	\$100.00 per event
Coffee/Water Service	Optional	1-30 cups = \$20 50-80 cups = \$35 All day service = \$50
Table Linens/Table Skirting	Optional	\$7.00 per table linen/skirt .35 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.	\$1.25 per place setting
Bar Service (bar equipment rental)	Optional	\$150.00 per event
Security (only required for public dances/events)	Required for public dances	\$250.00 per event

**This Page is Blank to
Separate Agenda Items**



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

To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: December 30, 2021

Re: Organization Meeting - **Item 5** -Appointments by the City Council

- A. Open seat on the Cemetery Board vacated by Marlene Robeck for time served
- B. Open seat on the Airport Commission vacated by Ken Polifka for time served
- C. It is recommended by the Light and Power Commission to appoint Paul Ruud.
Open seat of Tom Huesser after serving one term. Ruud Application is attached.
- D. It is recommended to re-appoint Mark Schmidt to another 3 year term.
- E. It is recommended to appoint Matt Roberts to open seat on Park Board. See
attached application.
- F. Open seat on the Planning and Industrial Commission vacated by Lynn Exsted for
time served.
- G. It is recommended reappoint Glencoe City Charter Commission Members.
Currently, there are two open positions due to members moving out of the City.
Randy Wilson and Maria Thurn.



December 29, 2020

Dear Mayor Voss:

At the Commission meeting held on December 27, 2021, the Light and Power Commissioners reviewed the application that was submitted and voted to recommend to the Glencoe City Council that Paul Ruud be appointed to the Light and Power Commission.

Sincerely,

A handwritten signature in black ink, appearing to read "D. Meyer".

David C. Meyer
General Manager
Glencoe Light and Power Commission

CITY OF GLENCOE

INTEREST FORM

FOR SERVING ON BOARDS/COMMISSIONS

Glencoe City Center, 1107 11th St E, Glencoe, MN 55336 (320) 864-5586

Fax: 320-864-6405

Paul Ruud

Name: _____

Address: 30718th Street West, Glencoe, mn 55336

Home Phone: _____ Work Phone: _____

Cell Phone: 320-510-0229 E-Mail Address: beruud@yahoo.com

Occupation: Retired High School Teacher

Place of Employment: Central High School- NorwoodYoungAmerica, GSL High School - Glencoe

Education Background: Bachelor of Science - Bemidji State University

Number of years as Glencoe Resident: 37

I am interested in serving on the following City Board or Commission:

- ☐ Airport Commission (3 yr. term)
- ☐ Cemetery Board (3 yr. term)
- ☐ City Center Board (3 yr. term)
- ☐ Library Board (3 yr. term)
- ☒ Light and Power Commission (5 yr. term)
- ☐ Park Board (3 yr. term)
- ☐ Planning and Industrial Commission (3 yr. term)
- ☐ Charter Commission

-OVER-

Description of Boards/Commissions

Airport Commission: The Airport Commission meets at 6:30 p.m. the 3rd Thursday/monthly at the airport. The Commission consists of five members, shall be residents of the City and serve staggered five (3) year terms and one of whom shall be a member of the City Council. The Commission shall advise the City Council in all matters dealing with the airport and its operations.

Charter Commission: The Charter Commission members serve a two or four year term and meet as statutorily required.

Cemetery Board: The Cemetery Board meets quarterly on a Wednesday at 10:00 a.m. at the City Center. The board consists of 5 members. One said board member may be a member of the City Council or the Mayor. The board sets rules for governing the operation and use and maintenance of the municipal cemetery.

City Center Board: The City Center Board meets monthly at 7:30 a.m. at the City Center. The board consists of 5 members who are either residents of the City of Glencoe or one individual who is a business owner who owns property within the city limits of Glencoe and who resides within 10 miles of the City of Glencoe. One of said board members may be a member of the City Council or the Mayor. The City Center Board shall make recommendations regarding the administration, maintenance and control of the City Center, including the Event Center, and available space within the building.

Library Board: The Library Board meets at 7:00 p.m. the 2nd Tuesday at the Library. The board consists of 5 members who are residents of the City of Glencoe and one such member at the option of the City Council, may be a legal voter, not residing in the City of Glencoe but shall reside within 10 miles of the City of Glencoe. One said board member may be a member of the City Council or the Mayor. The Library Board is an advisory board to the City of Glencoe regarding administration, maintenance and control of the library.

Park Board: The Park Board meets at 6:30 p.m. the 4th Wednesday/monthly at the City Center. The commission consists of 6 members and are residents of the City of Glencoe or one individual who is a business owner who owns property within the city limits of Glencoe and who resides within 10 miles of the City of Glencoe. One board member may be a member of the City Council or the Mayor. Members serve staggered 3 year terms.

Planning Commission: The Planning and Industrial Commission meets the 2nd Thursday at 7:00 p.m. at the City Center. The commission consists of 5 members. The City Council may select one member of the commission from among its members. The Planning Commission shall have all the powers and duties defined or granted in the statutes and the City Code relating to planning, zoning and subdivision regulation and shall act in an advisory capacity to the City Council.

Light and Power Commission: The Light and Power Commission meets the 4th Monday at 7:30 p.m. at the Light Plant. The commission consists of 5 members all of whom shall be qualified voters of the City of Glencoe and be appointed by the City Council. The commission has control and management of the generation, acquisition and distribution of electric energy in the City of Glencoe.

Explain why you are interested in this

board/commission: Gives me a chance to give back to the community.

Please describe any prior/current experience that may relate to serving on this board/commission: Served on hiring and safety committee.

Please list other municipal boards and/or commissions you may have served.

- 1.) _____ years served _____ to _____
- 2.) _____ years served _____ to _____
- 3.) _____ years served _____ to _____
- 4.) _____ years served _____ to _____

**This Page is Blank to
Separate Agenda Items**

CITY OF GLENCOE

INTEREST FORM

FOR SERVING ON BOARDS/COMMISSIONS

Glencoe City Center, 1107 11th St E, Glencoe, MN 55336 (320) 864-5586

Fax: 320-864-6405

Name: Matt Roberts
Address: 407 18th St W, Glencoe, MN 55336
Home Phone: N/A Work Phone: 320-234-8505
Cell Phone: 612-229-9011 E-Mail Address: MattRoberts-8@hotmail.com
Occupation: Academic Advisor
Place of Employment: Ludgewater College
Education Background: AA Degree, BES Degree, MS degree
Number of years as Glencoe Resident: 20+ years

I am interested in serving on the following City Board or Commission:

- ☐ Airport Commission (3 yr. term)
- ☐ Cemetery Board (3 yr. term)
- ☐ City Center Board (3 yr. term)
- ☐ Library Board (3 yr. term)
- ☐ Light and Power Commission (5 yr. term)
- ☒ **Park Board (3 yr. term)**
- ☐ Planning and Industrial Commission (3 yr. term)
- ☐ Charter Commission

-OVER-

Description of Boards/Commissions

Airport Commission: The Airport Commission meets at 6:30 p.m. the 3rd Thursday/monthly at the airport. The Commission consists of five members, shall be residents of the City and serve staggered five (3) year terms and one of whom shall be a member of the City Council. The Commission shall advise the City Council in all matters dealing with the airport and its operations.

Charter Commission: The Charter Commission members serve a two or four year term and meet as statutorily required.

Cemetery Board: The Cemetery Board meets quarterly on a Wednesday at 10:00 a.m. at the City Center. The board consists of 5 members. One said board member may be a member of the City Council or the Mayor. The board sets rules for governing the operation and use and maintenance of the municipal cemetery.

City Center Board: The City Center Board meets monthly at 7:30 a.m. at the City Center. The board consists of 5 members who are either residents of the City of Glencoe or one individual who is a business owner who owns property within the city limits of Glencoe and who resides within 10 miles of the City of Glencoe. One of said board members may be a member of the City Council or the Mayor. The City Center Board shall make recommendations regarding the administration, maintenance and control of the City Center, including the Event Center, and available space within the building.

Library Board: The Library Board meets at 7:00 p.m. the 2nd Tuesday at the Library. The board consists of 5 members who are residents of the City of Glencoe and one such member at the option of the City Council, may be a legal voter, not residing in the City of Glencoe but shall reside within 10 miles of the City of Glencoe. One said board member may be a member of the City Council or the Mayor. The Library Board is an advisory board to the City of Glencoe regarding administration, maintenance and control of the library.

Park Board: The Park Board meets at 6:30 p.m. the 4th Wednesday/monthly at the City Center. The commission consists of 6 members and are residents of the City of Glencoe or one individual who is a business owner who owns property within the city limits of Glencoe and who resides within 10 miles of the City of Glencoe. One board member may be a member of the City Council or the Mayor. Members serve staggered 3 year terms.

Planning Commission: The Planning and Industrial Commission meets the 2nd Thursday at 7:00 p.m. at the City Center. The commission consists of 5 members. The City Council may select one member of the commission from among its members. The Planning Commission shall have all the powers and duties defined or granted in the statutes and the City Code relating to planning, zoning and subdivision regulation and shall act in an advisory capacity to the City Council.

Light and Power Commission: The Light and Power Commission meets the 4th Monday at 7:30 p.m. at the Light Plant. The commission consists of 5 members all of whom shall be qualified voters of the City of Glencoe and be appointed by the City Council. The commission has control and management of the generation, acquisition and distribution of electric energy in the City of Glencoe.

Explain why you are interested in this

board/commission: It's crazy for me to be involved in the community that I live. I have benefited from the decisions those before me have made and would like to do the same for future use by the citizens of Glencoe

Please describe any prior/current experience that may relate to serving on this

board/commission: I have utilized the parks as I have young children
that have used the facilities. I have also used lots of the facilities
myself being that I have lived here most of my life. Have previously
been on the Glencoe Bowers Board.

Please list other municipal boards and/or commissions you may have served.

- | | | | | | |
|-----|-------|--------------|-------|----|-------|
| 1.) | _____ | years served | _____ | to | _____ |
| 2.) | _____ | years served | _____ | to | _____ |
| 3.) | _____ | years served | _____ | to | _____ |
| 4.) | _____ | years served | _____ | to | _____ |

**This Page is Blank to
Separate Agenda Items**



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

To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: December 30, 2021

Re: Organization Meeting - **Item 7** – Liaisons

A – Park Board – Sue Olson

B - Library Board – Open

C – Light and Power Commission – John Schrupp

D – Planning and Industrial Commission – Paul Lemke

E - Cemetery Commission – Ryan Voss

F – Airport Commission – Sue Olson

G – Fire Department – Ryan Voss

H - Glencoe Wine and Spirits – Ryan Voss

I – Police Department – Ryan Voss

J – Administration – Ryan Voss

K – Economic Development – Paul Lemke

**This Page is Blank to
Separate Agenda Items**



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

To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: December 30, 2021

Re: Regular Meeting - **Item 4A** – Official City Newspaper

Item 4A – It is recommended to approve the official City Newspaper as the McLeod County Chronicle. Rates have increased by \$.25 pe column inch.



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

December 22, 2021

PROPOSAL

Bid for Legal Printing for City of Glencoe, Minnesota for 2022

We, the undersigned, doing business as The McLeod 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 \$8.25 per column inch.

Also, the sum of \$16.25 per column inch for camera ready.

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

Owner: Lain Samet

Date: 12/27/21

Mayor: Ryan Voss City Administrator: Mark Larson
Council Members: Allen Robeck – Paul Lemke – Cory Neid – John Schrupp – Sue Olson

**This Page is Blank to
Separate Agenda Items**



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

To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: December 30, 2021

Re: Regular Meeting - **Item 4B** – Supplemental Letter Agreement for General Engineering and Municipal State Aid Services – John Rodeberg,

Item 4B – John Rodeberg will review the attached supplemental letter agreement for General Engineering Services and Municipal State Aid. It is recommended to approve.



Building a Better World
for All of Us®

January 1, 2022

RE: City of Glencoe, Minnesota
2022 Agreement for Professional
Services
SEH No. GLENC 159487 10.03

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

Dear Mark:

Short Elliott Hendrickson Inc. (SEH®) is honored to serve as the City Engineer for the City of Glencoe. As a supplement to the Master Agreement for Professional Services dated January 1, 2020, we are submitting our yearly Supplemental Letter Agreements (SLA) to continue our services for calendar year 2022 to provide general engineering, architectural, and other consulting services to the City of Glencoe, as well as Municipal State Aid Engineering services on an "as requested" basis.

As we have discussed, this work may include items such as site plan review, cost estimating, architectural review, structural review, project review and discussions, RPR services, mapping, grant writing or other work as requested by the City. It is understood that work under this project number and agreement will be based on written (hard copy or email) requests from the City Administrator to SEH Client Service Manager John Rodeberg, or assigned representatives.

Below are some examples of work completed over the last year or so through the General Engineering and Municipal State Aid services agreements:

- 23rd Street Corridor Coordination and Review
- State Highway 22 Project Review and Coordination with MnDOT
- Union Avenue Closure Plan and Quote Package
- Seal Coat Plan and Update of 5 Year Pavement Management Plan
- Sanitary sewer service area review
- WWTF sampling review
- Stormwater Pollution Prevention Plan (SWPPP) updates
- Judd Avenue Utility Extension and site plan review
- Update of standard details, mapping updates, order of magnitude cost estimates
- Other work as requested

For the Municipal State Aid System work, we complete all work required as part of state requirements for updating and reporting, which include:

- Yearly Certification of Mileage updates

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

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

- State Aid Needs System on-line yearly updates
- Funding review related to advances, bonds, federal funding and balances
- Communication and coordination with State Aid services staff
- Communication and coordination with MnDOT related to federal funding, ATP and other opportunities

SEH only completes this work at the specific request of the City, the total, yearly amount of work can vary. Based on discussions with the City, we are proposing a total not-to-exceed amount for 2022 to remain at the same levels as the past several years, \$50,000 for General Engineering Services and \$10,000 for Municipal State Aid Services. As has been our long-term practice, the City would be provided a detailed invoice of the work completed.

For all significant projects with the City, a separate SLA is developed that outlines the specific assumed scope and estimated cost for the project. Our work often includes specialists/experts at SEH. If the scope of the project increases, a separate SLA may be completed and presented to the City Council for approval.

Notes regarding SEH services:

- *SEH generally attends City Council meetings at no cost. Some time may be charged for the time individual projects are discussed. We may also be asked to present at Planning Commission, Finance Team, or other community meetings, and often attend these meetings at no cost.*
- *SEH also attends Director's Meetings and offices from City Center on Monday mornings at no cost, unless specific projects are discussed.*
- *SEH completes a yearly review of wage rates to verify that our rates are comparable with our peers.*
- *SEH invoices include a Billing Back-up that includes an extensive break-down of work completed, including scope, efforts and costs.*

PROPOSED FEES

We propose to provide the services outlined above for the City of Glencoe on an Hourly basis, not-to-exceed a total of **\$50,000** for General Engineering services and **\$10,000** for Municipal State Aid services in calendar year 2022.

Please contact us with any questions or comments concerning this proposal/agreement.

Sincerely,



John Rodeberg, PE
Client Service Manager/City Engineer
(Lic. MN)

jb
Enclosures

Supplemental Letter Agreement

In accordance with the Master Agreement for Professional Services between City of Glencoe, Minnesota ("Client"), and Short Elliott Hendrickson Inc. ("Consultant"), effective January 1, 2020, this Supplemental Letter Agreement dated January 1, 2022, authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: **2022 General Engineering Services**.

Client's Authorized Representative: Mark Larson, City Administrator
Address: 1107 11th Street East, Suite 107
Glencoe, MN 55336
Telephone: 320.864.5586 **email:** mlarson@ci.glencoe.mn.us

Project Manager: Justin Black, PE (Lic. MN)
Address: 1390 Hwy 15 South, Suite 200, PO Box 308
Hutchinson, MN 55350
Telephone: 952.913.0702 **email:** jblack@sehinc.com

Scope: The Basic Services to be provided by Consultant:

General engineering, architectural, or other consulting services as indicated in the attached letter dated January 1, 2022.

Schedule: Services to be provided in calendar year 2022.

Payment: The fee is hourly not-to-exceed **\$50,000** including expenses and equipment without written approval from Client.

The payment method, basis, frequency and other special conditions are set forth in attached Exhibit A-1.

Other Terms and Conditions: Other or additional terms contrary to the Master Agreement for Professional Services that apply solely to this project as specifically agreed to by signature of the Parties and set forth herein: Subconsultant services shall be contracted directly with the Client when possible, and otherwise the Consultant cost shall include actual expenditures but not the 10% markup for the cost of administration and insurance as noted, unless otherwise approved by the Client.

x:\j\g\glenc\159467\1-gen\10-setup-conf\03-proposal\2022 gen eng\2022 gen services sla.docx

Short Elliott Hendrickson Inc.

City of Glencoe, Minnesota

By: 
John Rodeberg
Title: Client Service Manager

By: _____
Title: _____

Exhibit A-1
to Supplemental Letter Agreement
Between City of Glencoe, Minnesota (Client)
and
Short Elliott Hendrickson Inc. (Consultant)
Dated January 1, 2022

Payments to Consultant for Services and Expenses
Using the Hourly Basis Option

The Agreement for Professional Services is amended and supplemented to include the following agreement of the parties:

A. Hourly Basis Option

The Client and Consultant select the hourly basis for payment for services provided by Consultant. Consultant shall be compensated monthly. Monthly charges for services shall be based on Consultant's current billing rates for applicable employees plus charges for expenses and equipment.

Consultant will provide an estimate of the costs for services in this Agreement. It is agreed that after 90% of the estimated compensation has been earned and if it appears that completion of the services cannot be accomplished within the remaining 10% of the estimated compensation, Consultant will notify the Client and confer with representatives of the Client to determine the basis for completing the work.

Compensation to Consultant based on the rates is conditioned on completion of the work within the effective period of the rates. Should the time required to complete the work be extended beyond this period, the rates shall be appropriately adjusted.

B. Expenses

The following items involve expenditures made by Consultant employees or professional consultants on behalf of the Client. Their costs are not included in the hourly charges made for services and shall be paid for as described in this Agreement but instead are reimbursable expenses required in addition to hourly charges for services:

1. Transportation and travel expenses.
2. Long distance services, dedicated data and communication services, teleconferences, Project Web sites, and extranets.
3. Lodging and meal expense connected with the Project.
4. Fees paid, in the name of the Client, for securing approval of authorities having jurisdiction over the Project.
5. Plots, Reports, plan and specification reproduction expenses.
6. Postage, handling and delivery.
7. Expense of overtime work requiring higher than regular rates, if authorized in advance by the Client.
8. Renderings, models, mock-ups, professional photography, and presentation materials requested by the Client.
9. All taxes levied on professional services and on reimbursable expenses.
10. Other special expenses required in connection with the Project.
11. ~~The cost of special consultants or technical services as required. The cost of subconsultant services shall include actual expenditure plus 10% markup for the cost of administration and insurance.~~
Subconsultant services shall be contracted directly with the Client when possible, and otherwise the Consultant cost shall include actual expenditures but not the 10% markup for the cost of administration and insurance as noted, unless otherwise approved by the Client.

The Client shall pay Consultant monthly for expenses.

C. Equipment Utilization

The utilization of specialized equipment, including automation equipment, is recognized as benefiting the Client. The Client, therefore, agrees to pay the cost for the use of such specialized equipment on the project. Consultant invoices to the Client will contain detailed information regarding the use of specialized equipment on the project and charges will be based on the standard rates for the equipment published by Consultant.

The Client shall pay Consultant monthly for equipment utilization.

x:\j\g\glenc154648\1-gen\10-setup-cont\03-proposal\2021 gen eng\exhibit a1.docx

Supplemental Letter Agreement

In accordance with the Master Agreement for Professional Services between City of Glencoe, Minnesota ("Client"), and Short Elliott Hendrickson Inc. ("Consultant"), effective January 1, 2020, this Supplemental Letter Agreement dated January 1, 2022, authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: **2022 Municipal State Aid (MSA) Services**.

Client's Authorized Representative: Mark Larson, City Administrator
Address: 1107 11th Street East, Suite 107
Glencoe, MN 55336
Telephone: 320.864.5586 **email:** mlarson@ci.glencoe.mn.us

Project Manager: Justin Black, PE (Lic. MN)
Address: 1390 Hwy 15 South, Suite 200, PO Box 308
Hutchinson, MN 55350
Telephone: 952.913.0702 **email:** jblack@sehinc.com

Scope: The Basic Services to be provided by Consultant:

Municipal State Aid (MSA) services as indicated in the attached letter dated January 1, 2022.

Schedule: Services to be provided in calendar year 2022.

Payment: The fee is hourly not-to-exceed **\$10,000** including expenses and equipment without written approval from Client.

The payment method, basis, frequency and other special conditions are set forth in attached Exhibit A-1.

Other Terms and Conditions: Other or additional terms contrary to the Master Agreement for Professional Services that apply solely to this project as specifically agreed to by signature of the Parties and set forth herein: Subconsultant services shall be contracted directly with the Client when possible, and otherwise the Consultant cost shall include actual expenditures but not the 10% markup for the cost of administration and insurance as noted, unless otherwise approved by the Client.

x:\fj\glenc\159488\1-gen\10-setup-conf\03-proposal\2022 msa\2022 msa sla.docx

Short Elliott Hendrickson Inc.

City of Glencoe, Minnesota

By: 
John Rodeberg
Title: Client Service Manager

By: _____
Title: _____

Exhibit A-1
to Supplemental Letter Agreement
Between City of Glencoe, Minnesota (Client)
and
Short Elliott Hendrickson Inc. (Consultant)
Dated January 1, 2022

Payments to Consultant for Services and Expenses
Using the Hourly Basis Option

The Agreement for Professional Services is amended and supplemented to include the following agreement of the parties:

A. Hourly Basis Option

The Client and Consultant select the hourly basis for payment for services provided by Consultant. Consultant shall be compensated monthly. Monthly charges for services shall be based on Consultant's current billing rates for applicable employees plus charges for expenses and equipment.

Consultant will provide an estimate of the costs for services in this Agreement. It is agreed that after 90% of the estimated compensation has been earned and if it appears that completion of the services cannot be accomplished within the remaining 10% of the estimated compensation, Consultant will notify the Client and confer with representatives of the Client to determine the basis for completing the work.

Compensation to Consultant based on the rates is conditioned on completion of the work within the effective period of the rates. Should the time required to complete the work be extended beyond this period, the rates shall be appropriately adjusted.

B. Expenses

The following items involve expenditures made by Consultant employees or professional consultants on behalf of the Client. Their costs are not included in the hourly charges made for services and shall be paid for as described in this Agreement but instead are reimbursable expenses required in addition to hourly charges for services:

1. Transportation and travel expenses.
2. Long distance services, dedicated data and communication services, teleconferences, Project Web sites, and extranets.
3. Lodging and meal expense connected with the Project.
4. Fees paid, in the name of the Client, for securing approval of authorities having jurisdiction over the Project.
5. Plots, Reports, plan and specification reproduction expenses.
6. Postage, handling and delivery.
7. Expense of overtime work requiring higher than regular rates, if authorized in advance by the Client.
8. Renderings, models, mock-ups, professional photography, and presentation materials requested by the Client.
9. All taxes levied on professional services and on reimbursable expenses.
10. Other special expenses required in connection with the Project.
11. ~~The cost of special consultants or technical services as required. The cost of subconsultant services shall include actual expenditure plus 10% markup for the cost of administration and insurance.~~
Subconsultant services shall be contracted directly with the Client when possible, and otherwise the Consultant cost shall include actual expenditures but not the 10% markup for the cost of administration and insurance as noted, unless otherwise approved by the Client.

The Client shall pay Consultant monthly for expenses.

C. Equipment Utilization

The utilization of specialized equipment, including automation equipment, is recognized as benefiting the Client. The Client, therefore, agrees to pay the cost for the use of such specialized equipment on the project. Consultant invoices to the Client will contain detailed information regarding the use of specialized equipment on the project and charges will be based on the standard rates for the equipment published by Consultant.

The Client shall pay Consultant monthly for equipment utilization.

x:\fj\g\glenc\159488\1-gen\10-setup-conf\03-proposal\2022 msa\exhibit a1.docx

**This Page is Blank to
Separate Agenda Items**



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

To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: December 30, 2021

Re: Regular Meeting - **Item 5A** – Tobacco Ordinance

Item 5A – It is recommended to set the Public Hearing for the Tobacco Ordinance Revisions for January 18 at 7:15 PM.

ORDINANCE NO. 612
AN ORDINANCE AMENDING AND RESTATING SECTION 625 OF
THE GLENCOE MUNICIPAL CODE TO CHANGE THE AGE OF PURCHASE FROM
18 TO 21

Findings and Purpose:

It is the purpose and intent of this section is to change the age from 18 to 21 in which tobacco licensees may sell tobacco products so that the City's ordinances comply with state statute.

NOW THEREFORE:

Section 1: The following Sections 625 of the Glencoe Municipal Code are amended and otherwise restated as follows:

625 TOBACCO PRODUCTS

625.01 Because the City recognizes that many persons under the age of twenty-one (21) years purchase or otherwise obtain, possess, and use tobacco, tobacco products, and tobacco-related devices, and such sales, possession, and use are in violation of both State and Federal laws; and because studies have shown that most smokers begin smoking before they have reached the age of twenty-one (21) years and that those persons who reach the age of twenty-one (21) years without having started smoking are significantly less likely to begin smoking; and because smoking has been shown to be the cause of several serious health problems which subsequently place a financial burden on all levels of government; this ordinance shall be intended to regulate the sale, possession and use of tobacco, tobacco products, and tobacco related devices for the purpose of enforcing and furthering existing laws, to protect minors against the serious effects associated with the illegal use of tobacco, tobacco products, and tobacco-related devices, and to further the official public policy of the State of Minnesota in regard to preventing young people from starting to smoke as stated in Minn. Stat. §144.391.

625.02 Except as may otherwise be provided or clearly implied by context, all terms shall be given their commonly accepted definitions. The singular shall include the plural and the plural shall include the singular. The masculine shall include the feminine and neuter, and vice versa. The term "shall" means mandatory and the term "may" means permissive. The following terms shall have the definitions given to them:

a. TOBACCO OR TOBACCO PRODUCTS. "Tobacco" or "Tobacco products" shall mean any substance or item containing tobacco leaf, including but not limited to cigarettes, cigars; pipe tobacco; snuff; fine cut or other chewing tobacco; cheroots, stogies, perique; granulated, plug cut, crimp cut, ready-rubbed, and other smoking tobacco; snuff flowers, cavendish; shorts; plug and twist tobaccos; dipping tobaccos; refuse craps, clippings, cuttings, and sweepings of tobacco; and other kinds and forms of tobacco leaf prepared in such manner as to be suitable for chewing, sniffing, or smoking.

b. TOBACCO-RELATED DEVICES. "Tobacco-related devices" shall mean any tobacco product as well as a pipe, rolling papers, or other device intentionally designed or intended to be used in a manner which enables the chewing, snuffing, or smoking of tobacco or tobacco products.

c. SELF-SERVICE MERCHANDISING. "Self-Service Merchandising" shall mean open displays of tobacco, tobacco products, or tobacco-related devices in any manner where any person may have access to the tobacco, tobacco products or tobacco-related devices, without the assistance or intervention of the licensee or licensee's employee. The assistance or intervention shall entail the actual physical exchange of the tobacco, tobacco product, or tobacco-related device between the customer and the licensee or employee. Self-service merchandising shall not include vending machines.

d. VENDING MACHINE. "Vending Machine" shall mean any mechanical, electric, or electronic, or other type of device which dispenses tobacco, tobacco products, or tobacco-related devices upon the insertion of money, tokens, or other form of payment directly into the machine by the person seeking to purchase the tobacco, tobacco product, or tobacco related device.

e. INDIVIDUALLY PACKAGED. "Individually packaged" shall mean the practice of selling any tobacco or tobacco product wrapped individually for sale. Individually wrapped tobacco and tobacco products shall include, but not be limited to, single cigarette packs, single bags or cans of loose tobacco in any form, and single cans or other packaging of snuff or chewing tobacco. Cartons or other packaging containing more than a single pack or other container as described in this subdivision shall not be considered individually packaged.

f. LOOSIES. "Loosies" shall mean the common term used to refer to a single or individually packaged cigarette.

g. MINOR. "Minor" shall mean any natural person who has not yet reached the age of twenty-one (21) years.

h. RETAIL ESTABLISHMENT. "Retail Establishment" shall mean any place of business where tobacco, tobacco products, or tobacco-related devices are available for sale to the general public. Retail establishment shall include, but not be limited to grocery stores, convenience stores, restaurants, bars, and liquor outlets.

i. MOVABLE PLACE OF BUSINESS. "Moveable Place of Business" shall refer to any form of business operated out of a truck, van, automobile, or other type of vehicle or transportable shelter and not a fixed address store front or other permanent type of structure authorized for sales transactions.

j. SALE. A "sale" shall mean any transfer of goods for money, trade, barter, or other consideration.

k. COMPLIANCE CHECKS. "Compliance Checks" shall mean the system McLeod County uses to investigate and ensure that those unauthorized to sell tobacco, tobacco products, and tobacco-related devices are following and complying with the requirements of this ordinance. Compliance checks shall involve the use of minors as authorized by this ordinance. Compliance Checks shall also mean the use of minors who attempt to purchase tobacco, tobacco products, or tobacco related devices for educational, research and training purposes as authorized by State and Federal laws. Compliance checks may also be conducted by other units of government for the purpose of enforcing appropriate Federal, State or local laws and regulations relating to tobacco, tobacco products, and tobacco-related devices.

625.03 No person shall sell or offer to sell any tobacco, tobacco products, or tobacco-related device without first having obtained a license to do so from the City of Glencoe.

a. APPLICATION. An application for a license to sell tobacco, tobacco products, or tobacco-related device shall be made on a form provided by City of Glencoe. The application shall contain the full name of the applicant, the applicant's residential and business

addresses and telephone numbers, the name of the business for which the license is sought, and any additional information the city deems necessary. Upon receipt of a completed application, City of Glencoe shall determine whether the applicant is eligible for a license and forward the application to the City Council for actions at its next regularly scheduled board meeting. If the City determines that an application is incomplete, the application will be returned to the applicant with notice of the information necessary to make the application complete.

b. ACTION. The City Council may either approve or deny the license, or it may delay action for such reasonable period of time as necessary to complete any investigation of the application or the applicant it deems necessary. If the City Council shall approve the license, the City Administrator shall issue the license to the applicant. If the City Council denies the license, notice of the denial shall be given to the applicant along with notice of the applicant's right to appeal the decision.

c. TERM. The term of all licenses issued hereunder shall be from January 1st to the following December 31 or any part thereof.

d. REVOCATION OR SUSPENSION. Any license issued under this ordinance may be revoked or suspended as provided in the Violations and Penalties section of this ordinance.

e. TRANSFERS. All licenses issued under the ordinance shall be valid only on the premises for which the license was issued and only for the person to whom the license was issued. No transfer of any license to another location or person shall be valid without the prior approval of the City Council.

f. MOVEABLE PLACE OF BUSINESS. No license shall be issued to a movable place of business. Only fixed location business shall be eligible to be licensed under this ordinance.

g. DISPLAY. All licenses shall be posted and displayed in plain view of the general public on the licensed premises.

h. RENEWALS. The renewal of a license issued under this section shall be handled in the same manner as the original application. The request for a renewal shall be made at least twenty (20) days but no more than sixty (60) days before the expiration of the current license. The issuance of a license issued under this ordinance shall be

considered a privilege and not an absolute right of the applicant and shall not entitle the holder to an automatic renewal of the license.

625.04 No license shall be issued under this ordinance until the appropriate license fees shall be paid in full. The fee for a license under this ordinance shall be \$25.00 per year, but in no case shall it exceed the cost of enforcement of this ordinance. The City Council may readjust the license fee by resolution as may be necessary. License fees shall not be prorated for a partial year.

625.05 The following shall be grounds for denying the issuance or renewal of a license under this ordinance; however, except as may otherwise be provided by law, the existence of any particular ground for denial does not mean that the City of Glencoe must deny the license. If a license is mistakenly issued or renewed to a person, it shall be revoked upon the discovery that the person was ineligible for the license under this Section:

- a. The applicant is under the age of twenty one (21) years.
- b. The applicant has been convicted within the past five (5) years of any violation of a Federal, State, or local law, ordinance provision or other regulation relating to tobacco or tobacco products, or tobacco-related devices.
- c. The applicant has had a license to sell tobacco, tobacco products, or tobacco-related devices revoked within the preceding twelve (12) months of the date of application.
- d. The applicant fails to provide any information required on the application, or provides false or misleading information.
- e. The applicant is prohibited by Federal, State or other local law, ordinance, or other regulation from holding such a license.

625.06 It shall be a violation of this ordinance for any person to sell or offer to sell any tobacco, tobacco product, or tobacco-related device:

- a. Without first obtaining a license from the City of Glencoe.
- b. To any person under the age of twenty-one (21) years.
- c. By means of any type of vending machine, except as may otherwise be provided in this ordinance.
- d. By means of self-service methods whereby the customer does not

need to make a verbal or written request to an employee of the licensed premise in order to receive the tobacco, tobacco product, or tobacco-related device and whereby there is not a physical exchange of the tobacco, tobacco product, or tobacco-related device between the licensee or the licensee's employee, and the customer.

e. By means of loosies as defined in Article 2 of this Ordinance.

f. Containing opium, morphine, jimson weed, bella donna, strychnos, cocaine, marijuana, or other deleterious, hallucinogenic, toxic, or controlled substances except nicotine and other substances found naturally in tobacco or added as part of an otherwise lawful manufacturing process.

g. By any other means, to any other person, or in any other manner form prohibited by Federal, State or other local law, ordinance provision or other regulation.

625.07 It shall be unlawful for a person licensed under this ordinance to allow the sale of tobacco, tobacco products, or tobacco-reacted devices by the means of a vending machine unless minors are at all times prohibited from entering the licensed establishments.

625.08 It shall be unlawful for a licensee under this ordinance to allow the sale of tobacco, tobacco products, or tobacco related devices by any means whereby the customer may have access to such items without having to request the item from the licensee or the licensee's employee and whereby there is not a physical exchange of the tobacco, tobacco product, or tobacco-related device between the licensee or his or her clerk and the customer. All tobacco, tobacco products and tobacco-related devices shall either be stored behind a counter or other area not freely accessible to customers. Any retailer selling tobacco, tobacco products, or tobacco-related devices at the time this ordinance is adopted shall comply with this Article within sixty (60) days.

625.09 All licensees under this ordinance shall be responsible for the actions of their employees in regard to the sale of tobacco, tobacco products, or tobacco-related devices on the licensed premises, and the sale of such an item by an employee shall be considered a sale by the license holder. Nothing in this section shall be construed as prohibiting the City of Glencoe from also subjecting the clerk to whatever penalties are appropriate under this ordinance, State or Federal law, or other applicable law or regulation.

625.10 All licensed premises shall be open to inspection by the local law enforcement agencies or other authorized City of Glencoe official during business hours.

From time to time, but at least once per year, the City of Glencoe shall conduct compliance checks by engaging, with the written consent of their parents or guardians, minors over the age of fifteen (15) years but less than twenty-one (21) years, to enter the licensed premises to attempt to purchase tobacco, tobacco products, or tobacco-related devices. Minors used for the purposes of compliance checks shall not be guilty of the unlawful purchase or attempted purchase, nor the unlawful possession of tobacco, tobacco products, or tobacco-related devices when such items are obtained or attempted to be obtained as a part of the compliance check. No minor used in compliance checks shall attempt to use a false identification misrepresenting the minor's age, and all minors lawfully engaged in a compliance check shall answer all questions about the minor's age asked by the licensee or his or her employee and shall produce any identification, if any exists, for which he or she is asked. Nothing in this Article shall prohibit compliance checks authorized by State or Federal laws for educational, research, or training purposes, or required for the enforcement of a particular State or Federal law.

Conducting compliance checks shall be the responsibility of the Police Department and Public Health Department, acting in concert. For all compliance checks, the supervising adult shall be a licensed peace officer. All minor participants shall receive training prior to engaging in compliance check activities. Transportation shall be provided by the supervising adult, or other adult employee of the City as designated by the Police Department. Participating minors shall be "volunteers" subject to receipt of a per diem payment in an amount established for other city boards and commissions.

625.11 Unless otherwise provided, the following acts shall be a violation of this ordinance.

- a. **ILLEGAL SALES.** It shall be a violation of this ordinance for any person to sell, give, or otherwise provide any tobacco, tobacco product, or tobacco-related device to any minor.
- b. **ILLEGAL POSSESSION.** It shall be a violation of this ordinance for any minor to have in his or her possession any tobacco, tobacco product, or tobacco-related device. This Section shall not apply to minors lawfully involved in a compliance check.
- c. **ILLEGAL USE.** It shall be a violation of this ordinance for any minor to smoke, chew, sniff, or otherwise use any tobacco, tobacco product, or tobacco-related device.

d. **ILLEGAL PROCUREMENT.** It shall be a violation of this ordinance for any minor to purchase or attempt to purchase or otherwise obtain any tobacco, tobacco product, or tobacco-related device, and it shall be a violation of this ordinance for any person to purchase or otherwise obtain such items on behalf of a minor. It shall further be a violation for any person to coerce or attempt to coerce a minor to illegally purchase or otherwise obtain or use any tobacco, tobacco product, or tobacco-related device. This Section shall not apply to minors lawfully involved in a compliance check.

e. **USE OF FALSE IDENTIFICATION.** It shall be a violation of this ordinance for any minor to attempt to disguise his or her true age by the use of a false form of identification, whether the identification is that of another person or one on which the age of the person has been modified or tampered with to represent an age older than the actual age of the person.

625.12

a. **NOTICE.** Upon discovery of a suspected violation, the alleged violator shall be issued, either personally or by mail, a citation that sets forth the alleged violation and which shall inform the alleged violator or his or her right to be heard on the accusation.

b. **HEARINGS.** If a person accused of violating this ordinance so requests, a hearing shall be scheduled, the time and place of which shall be published and provided to the accused violator.

c. **HEARING PANEL.** The City of Glencoe shall serve as the panel.

d. **DECISION.** If the Panel determines that a violation of this ordinance did occur, that decision, along with the Panel reasons for finding a violation and the penalty to be imposed under Article 13 of this ordinance, shall be recorded in writing, a copy of which shall be provided to the accused violator.

e. **APPEALS.** Appeals of any decision made by the Panel shall be filed in the District Court for the jurisdiction of McLeod County in which the alleged violation occurred.

f. **MISDEMEANOR PROSECUTION.** Nothing in this Article shall prohibit the City of Glencoe from seeking prosecution as a misdemeanor for any alleged violation of this ordinance. If the City of Glencoe elects to seek misdemeanor prosecution, no administrative penalty shall be imposed.

g. **CONTINUED VIOLATION.** Each violation, and every day in which a

violation occurs or continues, shall constitute a separate offense.

625.13

a. NON-LICENSED PERSON/RETAIL ESTABLISHMENTS. Non-licensed person/retail establishments found to have sold any tobacco, tobacco product or tobacco-related device to a person without obtaining a license shall be charged an administrative fee of one hundred fifty dollars (\$150.00).

b. LICENSEES. Any licensee found to that violated this ordinance, or whose employee shall have violated this ordinance, shall be charged an administrative fine of seventy-five dollars (\$75.00) for a first violation of this ordinance; two hundred dollars (\$200.00) for a second offense at the same licensed premises within a twenty-four (24) month period; and two hundred fifty dollars (\$250.00) for a third or subsequent offense at the same location within a twenty-four (24) month period. In addition, after the third offense, the license shall be suspended for not less than seven (7) days.

c. OTHER INDIVIDUALS. Other individuals, other than minors otherwise regulated by this Article, found to be in violation of this ordinance shall be charged an administrative fee of fifty dollars (\$50.00).

d. MINORS. Minors under the age of twenty one but over the age of eighteen found in unlawful possession of or who unlawfully purchase or attempt to purchase, tobacco, tobacco products, or tobacco-related devices, shall not be subject to criminal prosecution but shall otherwise subject to the following civil administrative penalties:

1. First time offense. Be subject to a \$75 civil fine.

2. Second time offense and each offense thereafter. Be subject to a \$100 civil fine.

Administrative penalties imposed under this section shall be subject to the same process available under section 625.12 of this Article.

e. MISDEMEANOR. Unless otherwise stated herein, nothing in this Article shall prohibit the City of Glencoe from seeking prosecution as a misdemeanor for any violation of this ordinance.

625.14 Nothing in this ordinance shall prevent the providing of tobacco, tobacco products, or tobacco-related devices to a minor as part of a lawfully recognized religious, spiritual, or cultural ceremony. It shall be an affirmative defense to the violation of this ordinance for a person to have reasonably relied on proof of age as described by State law.

625.15 If any session or portion of this ordinance shall be found unconstitutional or otherwise invalid or unenforceable by a court of competent jurisdiction, that finding shall not serve as an invalidation or effect the validity and enforceability of any other Article or provision of this ordinance.

Section 2: Effective Date and Repeal. City code sections 625 shall be worded as contained herein in Section 1 effective upon the date herein, publication and service upon applicable license holders, per state statute.

Adopted this _____ day of _____, 2021.

CITY OF GLENCOE

By _____
Ryan Voss, Mayor

Attest:

By _____
Mark D. Larson, City Administrator

**This Page is Blank to
Separate Agenda Items**



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

To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: December 30, 2021

Re: Regular Meeting - **Item 5B** – Rental Inspection Ordinance update

Item 5B – Mark Ostlund will discuss proposed changes to the Occupancy inspection ordinance for Rental Housing that came up at the recent workshop.

ORDINANCE NO. _____

**AN ORDINANCE ADDING ORDINANCE NO. 576 TITLED “SHORT TERM RENTAL
ORDINANCE.” AND AMENDING ORDINANCE 509.05**

WHEREAS, the City of Glencoe has instituted and/or is instituting a Short-Term Rental regulatory structure; and

WHEREAS, as part of that regulatory structure, the City of Glencoe intends to regulate those Short Term Rentals within its City limits; and

The City Council of Glencoe, Minnesota ordains:

Section 1. Ordinance No. 576 titled “Short Term Rental Ordinance” shall read:

Definition:

Short Term Rental Unit – a dwelling unit, as defined by this Chapter, offered for trade or sale, whether for money or exchange of goods or services, for not more than 30 consecutive nights.

The following standards apply to Short Term Rentals:

1. The minimum rental period shall not be more than 28 consecutive nights.
2. The permit holder (owner) of a short-term rental must apply for and receive an Interim Use Permit. Owner occupied dwellings that are also short-term rentals do not require an Interim Use Permit.
3. The application for an Interim Use Permit shall include:
 - a. All information required for a Conditional Use Permit
 - b. Floor plan of the structure, including the number of bedrooms with dimensions and all other sleeping accommodations
 - c. A to-scale site plan which shows locations and dimensions of property lines, the dwelling unit intended for licensing, accessory structures, parking areas and shoreland recreational facilities.
 - d. A plan for garbage disposal by the permit holder.
 - e. A pet policy.
 - f. A representation that the permit applicant lives within 25 miles of the property, or in the alternative, substantiation that a property manager who does reside or hold an office within 25 miles of the property.
4. The permit holder shall post emergency contact information (police, fire, hospital) and show renters the location of fire extinguishers in the short-term rental.

5. A permit holder must provide the name, address, and phone number for the managing agent or local contact to all property owners within 100' of the property boundary. The permit holder shall notify all property owners within 100' of the property boundary within 10 days of a change in the managing agent or local contact's contact information.
6. A permit holder must disclose in writing to their renters the following information:
 - a. The managing agent or local contact's name, address, and phone number
 - b. The maximum number of guests allowed at the property
 - c. The maximum number of vehicles, recreational vehicles, and trailers allowed at the property and where they are to be parked
 - d. Property rules related to use of exterior features of the property, such as decks, patios, grills, recreational fires, pools, hot tubs, saunas and other outdoor recreational facilities
 - e. Applicable sections of City ordinances governing noise, parks, parking and pets
7. The occupancy of a short-term rental shall be limited to not more than 2 people per bedroom.
8. Rooms used for sleeping shall be provided with egress windows and smoke detectors in locations that comply with the Minnesota state building code or the requirements of the Building Department, whichever is stricter.
9. The short-term rental shall be connected to city sewer and water.
10. A short-term rental shall have a full bathroom (sink, toilet and tub or shower).
11. Additional occupancy by use of recreational vehicles, tents, accessory structures or fish houses is not permitted.
12. The permit holder shall provide a physical visual demarcation of the property lines.
13. The permit holder shall keep a report; detailing use of the short-term rental by recording the full name, address, phone number and vehicle license number of guests using the rental. A copy of the report shall be provided to the Planning Department upon request.
14. A short-term rental shall be a licensed rental unit by the City and shall meet the requirements of all statutes, rules, regulations, and ordinances including, but not limited to the City's rental housing maintenance code. Each unit shall be inspected annually by the rental housing inspector and the fire marshal.

15. The Planning Commission may impose conditions that will reduce the impacts of the proposed use on neighboring properties, public services, nearby water bodies, public safety and safety of renters. Said conditions may include but not be limited to – fencing or vegetative screening, native buffer along the shoreline, noise standards, duration of permit, restrictions as to the docking of watercraft, and number of renters.
16. A permit holder must post their permit number on all print, poster or web advertisements;
17. A permit holder must apply for and be granted state and local sales tax numbers, including hotel and motel use sales tax.
18. In addition to an Interim Use permit, short term rentals rented for less than 7 days are considered a hotel and are required to have a Minnesota Department of Health License.
19. All short term rentals, operating prior to the effective date of these standards, shall be in compliance with this section by May 1, 2022.

Section 2. Ordinance No. 509.05 titled “Special Uses” shall be amended to add the following additional language:

509.05(c)(i) Short Term Rental

Passed by the City Council of Glencoe, Minnesota this ____ day of _____, 2022.

Ryan Voss, Mayor

Attested:

Mark Larson, City Administrator

**This Page is Blank to
Separate Agenda Items**



SMALL CITY  BIG FUTURE

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

Phone: (320) 864-5586

To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: December 3, 2021

Re: Regular Meeting – **Item 5C**- Lodging Tax Ordinance

Item 5C – City Attorney Ostlund will review proposed changes to the lodging tax ordinance based upon the recent City Council workshop.

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

Council Members: Allen Robeck – Sue Olson – John Schrupp – Paul Lemke – Cory Neid

ORDINANCE NO. _____

AN ORDINANCE AMENDING ORDINANCE NO. 786 TITLED “LODGING TAX.”

WHEREAS, the City of Glencoe has instituted and/or is instituting a Short Term Rental regulatory structure; and

WHEREAS, as part of that regulatory structure, the City of Glencoe intends to regulate those Short Term Rentals within its City limits; and

WHEREAS, the State of Minnesota considers Short Term Rentals to be subject to the City’s Lodging Tax; and

The City Council of Glencoe, Minnesota ordains:

Section 1. The DEFINITIONS of Ordinance No. 786 titled “LODGING TAX” is amended to read:

LODGING. The furnishing for a consideration of lodging by a Short Term Rental Unit (as defined in City Code no. 787) hotel, motel, bed and breakfast or public or private campground, except where that lodging shall be for a continuous period of 30 days or more to the same lodger(s). The furnishing of rooms owned by religious, educational or nonprofit organizations for self-sponsored activities shall not constitute **LODGING** for purposes of this program.

OPERATOR. The person who is the proprietor of the Lodging facility (as defined above under Lodging), whether in the capacity of owner, lessee, sublessee, licensee or any other capacity.

Those definitions not otherwise listed above shall remain in full force and effect.

Passed by the City Council of Glencoe, Minnesota this _____ day of _____, 2022.

Ryan Voss, Mayor

Attested:

Mark Larson, City Administrator

**This Page is Blank to
Separate Agenda Items**

Glencoe Municipal Liquor Store
Profit & Loss Statement for September 2021

Sales	
Liquor	60,008.13
Beer	114,922.19
Wine	17,870.10
Other Merchandise	4,763.09
Total Sales	<u>197,563.51</u>

Cost of Sales	
Beginning Inventory	374,357.13
Purchases	160,947.01
Total Merch. Avail. for Sale	<u>535,304.14</u>
Less Inventory Ending	387,035.33
Cost of Sales	<u>148,268.81</u>
Gross Profit on Sales	<u>49,294.70</u>
	24.95%

Operating Expenses	
Sales Tax (Use tax)	125.00
Full-Time Employees	5,483.94
Full-Time Employees- Overtime	159.84
Part-Time Employees	5,248.90
PERA Contributions	759.60
FICA Contributions	671.49
Medicare Contributions	157.04
Health & Life Insurance	2,276.10
Operating Supplies	4,385.39
Cleaning Supplies	0.00
Repair & Maintenance	14.99
Professional Services	0.00
Training	0.00
Computer Repair/Equipment	0.00
Telephone	65.08
Travel Expense	0.00
Advertising	1,549.45
Printing & Binding	0.00
Electricity	933.64
Natural Gas	244.96
Uniforms	0.00
Miscellaneous	0.00
Sub-total	<u>22,075.42</u>
Insurance- Liquor, Property, Gen'l Liability	787.51
Depreciation	3,669.96
Audit	250.00
Worker's Comp	342.03
Bond Interest	1,138.58
Total Operating Expenses	<u>28,263.50</u>

Non-Operating Expenses/Income	
Interest Income	3.35
Miscellaneous	0.00
Sales Tax Variance	3.02
Cash Drawer +/-	13.69
Bottle Deposit/Paid Out	0.00
Bad/Collected Checks	0.00
Total Non-Operating Exp./Inc.	<u>20.06</u>

Net Income	21,051.26
Year-To-Date Income	211,422.01

Comparative Figures

Previous Year (2020)

Total Sales	202,974.18
Gross Profit on Sales	51,857.17
Total Operating Expenses	26,930.32
Total Non-Operating Exp./Inc.	(13.69)
Net Income	24,913.16
Year-To-Date Income	219,953.30

Current YTD Cash Balance	213,069.56
Last Month YTD Income	190,370.75

FUND BALANCES

FUND #	2021 CASH BALANCES	MONTH SEPTEMBER	MONTH AUGUST	MONTH JULY
101	General-Operating	\$ 1,260,308.04	\$ 1,735,746.66	\$ 1,984,720.11
101	General-Childhood Intervention	\$ 886.55	\$ 886.55	\$ 886.55
101	General-Crime Prevention	\$ 655.58	\$ 2,047.58	\$ 2,047.58
601	Water-Operating	\$ 2,565,530.20	\$ 2,498,678.16	\$ 2,421,513.33
601	Water-Water Availability Charge	\$ 557,197.31	\$ 546,532.23	\$ 546,272.46
601	Water-Trunk Water Charge	\$ 25,230.53	\$ 25,230.11	\$ 25,229.66
601	Water-Bonds	\$ (10,683.26)	\$ (14,883.01)	\$ (19,082.67)
601	Water-Construction	\$ -	\$ -	\$ -
602	W.W.T.P.-Operating	\$ 2,372,273.69	\$ 1,964,390.78	\$ 2,898,681.84
602	W.W.T.P.-Sewer Availability Charge	\$ 1,093,294.87	\$ 1,083,001.88	\$ 1,082,732.51
602	W.W.T.P.-Trunk Sewer Charge	\$ 128,687.77	\$ 128,685.63	\$ 128,683.33
602	W.W.T.P.-Bonds	\$ 15,687.19	\$ 9,587.03	\$ 3,486.97
602	W.W.T.P.-Construction	\$ -	\$ -	\$ -
603	Sanitation	\$ 29,311.08	\$ 28,788.62	\$ 27,569.69
604	City Center-Operating	\$ (33,708.19)	\$ (24,604.64)	\$ (4,986.02)
604	City Center-Bonds	\$ (536,430.88)	\$ (536,421.97)	\$ (536,412.37)
609	Liquor Store	\$ 213,069.56	\$ 201,999.68	\$ 171,336.11
612	Airport	\$ (107,294.46)	\$ (42,286.44)	\$ (45,189.17)
651	Storm Water Management	\$ 428,205.13	\$ 386,460.33	\$ 365,579.82
213	Park Improvement	\$ 128,706.96	\$ 127,904.84	\$ 127,102.57
223	Aquatic Center	\$ (260,908.20)	\$ (149,053.94)	\$ (122,512.24)
223	Aquatic Center-Lifeguard Training	\$ 1,702.43	\$ 1,702.43	\$ 1,702.43
225	Cable TV	\$ 29,384.91	\$ 29,484.42	\$ 32,539.58
226	Cemetery	\$ (17,982.15)	\$ (15,764.11)	\$ (13,793.73)
229	Municipal State Aid	\$ 1,834,868.24	\$ 1,734,942.42	\$ 1,735,307.37
230	Engineering/Inspection Services	\$ (165,289.54)	\$ (165,286.79)	\$ (165,283.83)
231	American Rescue Plan	\$ 293,324.79	\$ 293,324.79	\$ 293,324.79
300	City Sinking	\$ 124,132.07	\$ 124,130.01	\$ 124,127.79
382	2007 Tax Increment Bond-2007 Industrial Park	\$ (58,680.43)	\$ (58,679.46)	\$ (58,678.41)
383	2014 Tax Increment Bond-West Industrial Park	\$ (5,825.12)	\$ (5,825.02)	\$ (5,824.92)
384	2018 Tax Increment Bond-Panther Heights	\$ (50,098.08)	\$ (50,097.25)	\$ (50,096.35)
409	Tax Increment #4-Industrial Park	\$ 267,350.32	\$ 267,345.88	\$ 267,341.10
421	Tax Increment #14-Downtown Redevelopment	\$ 40,426.06	\$ 40,425.39	\$ 40,424.67
424	Tax Increment #17-Miller Manufacturing	\$ 12,044.71	\$ 12,044.51	\$ 32,043.94
425	Tax Increment #18-West Industrial Park	\$ 2,246.91	\$ 2,246.87	\$ 2,246.83
426	Tax Increment #19-Panther Heights	\$ 34,594.87	\$ 34,594.30	\$ 34,593.68
465	2021 Street Improvement-10th Street	\$ 175,205.76	\$ 625,426.85	\$ (15,353.43)
523	2008 11th Street/Morningside Bond	\$ (50,796.69)	\$ (50,795.85)	\$ (50,794.94)
524	2014 Street Improvement Bond	\$ (19,692.48)	\$ (19,692.15)	\$ (19,691.80)
525	2015 Street Improvement Bond-Lincoln Park	\$ (361,705.27)	\$ (361,699.26)	\$ (361,692.79)
526	2016 Street Improvement Bond-Armstrong Avenue	\$ (107,037.31)	\$ (107,035.53)	\$ (107,033.61)
527	2017 Street Improvement Bond-Baxter Avenue	\$ (46,115.79)	\$ (46,115.02)	\$ (46,114.19)
528	2018 Storm Water Improvement Bond-Central Storm Sewer	\$ (124,577.92)	\$ (124,575.85)	\$ (124,573.62)
529	2021 Street Improvement Bond-10th Street	\$ 36,358.00	\$ -	\$ -
TOTALS		\$ 9,713,857.76	\$ 10,132,791.66	\$ 10,602,380.62

GARY'S REPORT
WATER & W.W.T.P.
OVERTIME HOURS - 2021

Pay Date	Collection System	W.W.T.P. Work	Biosolids Hauling	Heavy Rain Falls	Distribution System	Wells/Towers	W.T.P. Work	Flood Control	Street/ Park Work	Total Hours
1/13/2021		21.30			2.00					23.30
1/27/2021		39.80					5.33			45.13
2/10/2021		34.00								34.00
2/24/2021	3.00	42.30			4.00		5.33			54.63
3/10/2021		26.50			2.00					28.50
3/24/2021		23.50			2.00		2.00			27.50
4/7/2021		20.00			0.50					20.50
4/21/2021		7.00			2.00					9.00
5/5/2021		11.00			2.00					13.00
5/19/2021		25.25			1.00					26.25
6/2/2021	1.00	16.83								17.83
6/16/2021		19.97			2.50		5.33			27.80
6/30/2021		4.00			13.50					17.50
7/14/2021	0.50	9.30			2.00		5.33			17.13
7/28/2021	2.00	2.00								4.00
8/11/2021		7.00			6.25					13.25
8/25/2021		4.0			3.25					7.25
9/8/2021	2.00	2.00			6.50		4.00			14.50
9/22/2021		9.33					5.33			14.66
10/6/2021	4.00	8.50								12.50
10/20/2021		6.00								6.00
11/3/2021	0.50	4.00	8.25		4.50		5.33			17.25
11/17/2021		7.30			1.00		10.66			13.63
12/1/2021		10.60								21.26
12/15/2021	3.00						6.33			3.00
12/29/2021		5.30								11.63
2021 OVERTIME HOURS	16.00	366.78	8.25	0.00	55.00	0.00	54.97	0.00	0.00	501.00
2020 OVERTIME HOURS	22.00	155.56	32.50	0.00	16.00	4.00	49.47	0.00	0.00	279.53
DIFFERENCE (+/-)	-6.00	211.22	-24.25	0.00	39.00	-4.00	5.50	0.00	0.00	221.47

**CITY OF GLENCOE
DEPARTMENT SUPERVISOR
MONTHLY SUMMARY REPORT
(Due by 10th of each month)**

Department: Water Department (WTP)

Supervisor Name: Steve Schmitt

Month: November 2021

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

Gopher locates (124X)
Well draw downs, water samples.
Rereads (11X)
Litzau Exca. And Ken P. digs (2X)
Water Off/On at properties (3X)
Sewer/Storm/Water inspections (3X)
Televised properties (8X)
Installed water meters.
New customer list.
Handed out water notices for residents on our daily high-water leak report.
Attended safety meeting.
Updated tar list, Mueller's was in town to patch dig sites.
Fixed up boulevards from water digs.
Changed tower settings for winter, turned on bubblers.
Handed out notices for lead line dig.
Pulled out a phone in catch basin by Highschool.
Took truck to Chaska for bid on repair of utility box.
Worked on Haukos meter pit, ran new wires to outside of pit.
Worked on drains at WWTP.
Met with Ken Polifka on water and sewer into Elsie Drive Lot, building new house.
Pulled seasonal meters.
Cleaned up well #4, removed old vents.
Rebuilt chlorine injector on old side of plant, replace check valve on it.
Bradley Security was out to cut two new keys for WTP.
Took inventory on parts and placed order.
Met with property owners at 1618 and 1620 Ford, on separating, shared sewer line.

Other departmental concerns to be addressed by City Council.

Signature: Steve Schmitt

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

(Due by 10th of each month)

Department: Waste Water Treatment Plant (WWTP)

Supervisor Name: Ron VonBerge Month :November 2021

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

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

Weekly plant maintenance task (4 X) Weekly Construction meeting (4X)

Week of 11/1/2021

Checked all HVAC systems for winter

Cleaning #15 building

Stopped wasting cleaned DAF

Moved all pumps and jetter from central garage to WWTP

Week of 11/8//2021

Cleaned plant lift station

Painted Lab hall way and utility rooms

Cleaned disc filters

Week of 11/15/2021

UV system shut down for the season serviced lamps/wipers and cleaned channel

Painting hallway and stairs

Meeting with Rice Lake

October DMR

Week of 11/22/21

Lab floors cleaned and waxed

Painting

Week of 11/29/21

Started wasting at 35gpm

Painting garage area

Cleaning in 08 building

Cleaned #2 Disc filter

Other departmental concerns to be addressed by City Council

Signature: Ron VonBerge

**This Page is Blank to
Separate Agenda Items**

CITY OF GLENCOE BILLS

JANUARY 3, 2022

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

VENDOR	DEPARTMENT: DESCRIPTION	TOTAL
CITY OF GLENCOE EMPLOYEES	MULTIPLE DEPTS.: CITY OF GLENCOE PAYROLL 10-20-21	\$64,940.65
CITY OF GLENCOE EMPLOYEES	MULTIPLE DEPTS.: CITY OF GLENCOE PAYROLL 11-3-21	\$60,385.23
WIRE TRANSFER	MULT DEPTS:EMP/CITY PAYROLL TAXES,HSA,PERA,D COMP,CAFE	\$88,793.38
	TOTAL PREPAID BILLS ----->	<u><u>\$214,119.26</u></u>

INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

JAN 3, 2022 - PREPAID BILLS

Date: 12/28/2021

Time: 9:20 am

Page: 1

City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
A.H. HERMEL CO.	0573	LIQUOR STORE: MERCH FOR RESALE	171687	10/22/2021	747.39
				Vendor Total:	747.39
ARCTIC GLACIER USA, INC	0495	LIQUOR STORE: MERCH FOR RESALE	171688	10/22/2021	689.20
				Vendor Total:	689.20
ARTISAN BEER COMPANY	1258	LIQUOR STORE: MERCH FOR RESALE	171689	10/22/2021	759.30
				Vendor Total:	759.30
BELLBOY CORPORATION	1113	LIQUOR STORE: MERCH FOR RESALE	171705	10/29/2021	684.30
				Vendor Total:	684.30
BREAKTHRU BEVERAGE	0513	LIQUOR STORE: MERCH FOR RESALE	171695	10/22/2021	1,271.78
BREAKTHRU BEVERAGE	0513	LIQUOR STORE: MERCH FOR RESALE	171706	10/29/2021	1,599.59
				Vendor Total:	2,871.37
C & L DISTRIBUTING	0492	LIQUOR STORE: MERCH FOR RESALE	171690	10/22/2021	25,600.77
C & L DISTRIBUTING	0492	LIQUOR STORE: MERCH FOR RESALE	171707	10/29/2021	20,613.48
				Vendor Total:	46,214.25
COLONIAL LIFE	0735	MULT DEPTS: INS PREMIUMS	171696	10/22/2021	263.70
				Vendor Total:	263.70
INDIAN ISLAND WINERY	1512	LIQUOR STORE: MERCH FOR RESALE	171708	10/29/2021	129.12
				Vendor Total:	129.12
JOHNSON BROS - ST PAUL	0504	LIQUOR STORE: MERCH FOR RESALE	171697	10/22/2021	7,081.60
JOHNSON BROS - ST PAUL	0504	LIQUOR STORE: MERCH FOR RESALE	171709	10/29/2021	4,649.38
				Vendor Total:	11,730.98
LEGALSHIELD	0485	MULT DEPTS: INS PREMIUMS	171698	10/22/2021	138.50
				Vendor Total:	138.50
LOCHER BROS., INCORPORATED	0503	LIQUOR STORE: MERCH FOR RESALE	171691	10/22/2021	15,094.35
LOCHER BROS., INCORPORATED	0503	LIQUOR STORE: MERCH FOR RESALE	171710	10/29/2021	14,606.64
				Vendor Total:	29,700.99
MARLIN'S TRUCKING	1387	LIQUOR STORE: MERCH FOR RESALE	171692	10/22/2021	678.15
MARLIN'S TRUCKING	1387	LIQUOR STORE: MERCH FOR RESALE	171711	10/29/2021	450.45
				Vendor Total:	1,128.60
MINNESOTA PUBLIC EMPLOYEE	1439	POLICE: UNION DUES	171699	10/22/2021	108.00
				Vendor Total:	108.00
NCPERS GROUP LIFE INS	1619	ADMIN: INS PREMIUMS	171700	10/22/2021	16.00
				Vendor Total:	16.00
PHILLIPS WINE & SPIRITS, INC.	1010	LIQUOR STORE: MERCH FOR RESALE	171701	10/22/2021	2,800.82
PHILLIPS WINE & SPIRITS, INC.	1010	LIQUOR STORE: MERCH FOR RESALE	171712	10/29/2021	4,123.21
				Vendor Total:	6,924.03
ROUND LAKE VINEYARDS &	1820	LIQUOR STORE: MERCH FOR RESALE	171702	10/22/2021	360.00
				Vendor Total:	360.00
SOUTHERN GLAZER'S OF MN	1429	LIQUOR STORE: MERCH FOR RESALE	171703	10/22/2021	3,160.58
SOUTHERN GLAZER'S OF MN	1429	LIQUOR STORE: MERCH FOR RESALE	171713	10/29/2021	3,438.50
				Vendor Total:	6,599.08
VIKING BEVERAGES	0973	LIQUOR STORE: MERCH FOR RESALE	171693	10/22/2021	4,827.95
VIKING BEVERAGES	0973	LIQUOR STORE: MERCH FOR RESALE	171714	10/29/2021	5,650.70
				Vendor Total:	10,478.65
VIKING COCA-COLA BOTTLING CC	0494	LIQUOR STORE: MERCH FOR RESALE	171694	10/22/2021	379.70
				Vendor Total:	379.70
VINOCOPIA, INC.	1353	LIQUOR STORE: MERCH FOR RESALE	171715	10/29/2021	122.50
				Vendor Total:	122.50
WINE MERCHANTS	0667	LIQUOR STORE: MERCH FOR RESALE	171704	10/22/2021	3,400.00

INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

JAN 3, 2022 - PREPAID BILLS

Date: 12/28/2021
Time: 9:20 am
Page: 2

City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
Vendor Total:					3,400.00
Grand Total:					123,445.66
Less Credit Memos:					0.00
Net Total:					123,445.66
Less Hand Check Total:					0.00
Outstanding Invoice Total :					123,445.66
Total Invoices:		29			

INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

JAN 3, 2022 - PREPAID BILLS

Date: 12/28/2021

Time: 9:24 am

Page: 1

City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
ARTISAN BEER COMPANY	1258	LIQUOR STORE: MERCH FOR RESALE	171821	11/12/2021	409.80
				Vendor Total:	409.80
BREAKTHRU BEVERAGE	0513	LIQUOR STORE: MERCH FOR RESALE	171814	11/05/2021	2,440.25
BREAKTHRU BEVERAGE	0513	LIQUOR STORE: MERCH FOR RESALE	171822	11/12/2021	5,757.47
				Vendor Total:	8,197.72
CROW RIVER WINERY	2067	LIQUOR STORE: MERCH FOR RESALE	171823	11/12/2021	1,117.20
				Vendor Total:	1,117.20
JOHNSON BROS - ST PAUL	0504	LIQUOR STORE: MERCH FOR RESALE	171815	11/05/2021	1,872.77
JOHNSON BROS - ST PAUL	0504	LIQUOR STORE: MERCH FOR RESALE	171824	11/12/2021	3,399.47
				Vendor Total:	5,272.24
MILLNER HERITAGE	0935	LIQUOR STORE: MERCH FOR RESALE	171816	11/05/2021	390.00
				Vendor Total:	390.00
MINNESOTA PUBLIC EMPLOYEE	1439	POLICE: UNION DUES	171817	11/05/2021	108.00
				Vendor Total:	108.00
PHILLIPS WINE & SPIRITS, INC.	1010	LIQUOR STORE: MERCH FOR RESALE	171818	11/05/2021	3,893.30
PHILLIPS WINE & SPIRITS, INC.	1010	LIQUOR STORE: MERCH FOR RESALE	171825	11/12/2021	2,721.95
				Vendor Total:	6,615.25
SOUTHERN GLAZER'S OF MN	1429	LIQUOR STORE: MERCH FOR RESALE	171819	11/05/2021	4,675.18
SOUTHERN GLAZER'S OF MN	1429	LIQUOR STORE: MERCH FOR RESALE	171826	11/12/2021	5,096.96
				Vendor Total:	9,772.14
WINE MERCHANTS	0667	LIQUOR STORE: MERCH FOR RESALE	171820	11/05/2021	1,620.00
				Vendor Total:	1,620.00
				Grand Total:	33,502.35
				Less Credit Memos:	0.00
				Net Total:	33,502.35
				Less Hand Check Total:	0.00
				Outstanding Invoice Total :	33,502.35
Total Invoices:		13			

INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

JAN 3, 2022 - 2021 REG BILLS

Date: 12/29/2021

Time: 3:22 pm

Page: 1

City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
ALPHA TRAINING & TACTICS LLC	0976	POLICE: UNIFORM ACCESSORIES	0	00/00/0000	285.04
				Vendor Total:	285.04
ANDOVER ARMS LLC	2273	POLICE: TRAINING SUPPLIES	0	00/00/0000	700.00
				Vendor Total:	700.00
AXON ENTERPRISE, INC	0439	POLICE: PAYMENT ON TASERS	0	00/00/0000	2,240.00
				Vendor Total:	2,240.00
BROTHERS FIRE & SECURITY	0642	STREET, REIMB: YEARLY MONITORING OF ALARM SYSTEM	0	00/00/0000	378.00
				Vendor Total:	378.00
CARGILL, INC	1636	WATER: SALT	0	00/00/0000	4,638.59
				Vendor Total:	4,638.59
CENTURYLINK	1394	MULT DEPTS: PHONE BILL	0	00/00/0000	790.81
				Vendor Total:	790.81
EGGERSGLUESS, BRAD	0869	ADMIN: MONTHLY CELL PHONE REIMB	0	00/00/0000	50.00
				Vendor Total:	50.00
FLEET SERVICES DIVISION	2144	POLICE: SQUAD CAR LEASES	0	00/00/0000	3,536.66
				Vendor Total:	3,536.66
FRANKLIN PRINTING INC.	0085	WATER, WWTP: OFFICE SUPPLIES	0	00/00/0000	120.26
				Vendor Total:	120.26
GACC TOURISM	0168	REIMB: LODGING TAX	0	00/00/0000	306.54
				Vendor Total:	306.54
HAWKINS, INC.	1133	WATER, WWTP: CHEMICALS	0	00/00/0000	8,132.01
				Vendor Total:	8,132.01
HILLYARD HUTCHINSON	0122	ADMIN: GARBAGE CAN	0	00/00/0000	47.93
				Vendor Total:	47.93
JERABEK, JON	1994	CITY CENTER: MONTHLY CELL PHONE REIMB	0	00/00/0000	50.00
				Vendor Total:	50.00
K & M DIESEL	0768	WWTP: DOT INSPECTION & REPAIRS	0	00/00/0000	117.25
				Vendor Total:	117.25
KEVIN'S TOWING & RECOVERY	0438	REIMB, WWTP: TOWING	0	00/00/0000	1,437.44
				Vendor Total:	1,437.44
KRIS ENGINEERING, INC	1026	STREET: CUTTING EDGES, HARDWARE	0	00/00/0000	2,701.80
				Vendor Total:	2,701.80
LITZAU EXCAVATING	0380	MULT DEPTS: WATER MAIN REPAIR, CATCH BASIN REPLACEMENT, I & I	0	00/00/0000	28,114.00
				Vendor Total:	28,114.00
MCLEOD CO. AUDITOR-TREASURE	0428	PARK: TRAILER REGISTRATION FEES	0	00/00/0000	42.75
				Vendor Total:	42.75
MCLEOD COUNTY SHERIFF'S OFF	1581	POLICE: SECURITY	0	00/00/0000	325.00
				Vendor Total:	325.00
MN DEPT. OF HEALTH	1223	WATER: SUPPLY SERVICE CONNECTION FEE	0	00/00/0000	4,911.00
				Vendor Total:	4,911.00
MVTL, INC.	0353	WWTP: LAB TESTING	0	00/00/0000	270.80
				Vendor Total:	270.80
NORTH AMERICAN SAFETY INC	0903	STREET, PARK, WWTP: SAFETY EQUIPMENT, UNIFORMS	0	00/00/0000	476.24
				Vendor Total:	476.24

INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

JAN 3, 2022 - 2021 REG BILLS

Date: 12/29/2021

Time: 3:22 pm

Page: 2

City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
NORTH CENTRAL LABORATORIES	0631	WATER, WWTP: LAB SUPPLIES, LAB TESTING, EQUIPMENT MAINT.	0	00/00/0000	675.10
				Vendor Total:	675.10
OXYGEN SERVICE COMPANY	0653	STREET: PLASMA CUTTER	0	00/00/0000	2,904.17
				Vendor Total:	2,904.17
PRO AUTO GLENCOE, INC	0527	STREET, PARK, WATER: TIRE REPLACEMENTS, TRUCK REPAIRS	0	00/00/0000	2,160.98
				Vendor Total:	2,160.98
PURPLE ROLL-OFF	1582	STREET: SNOW HAULING	0	00/00/0000	315.00
				Vendor Total:	315.00
SCHRUPP, JAKE	1773	CABLE TV: COUNCIL MEEETING RECORDINGS	0	00/00/0000	100.00
				Vendor Total:	100.00
SEH	1757	MULT DEPTS: ENGINEERING SERVICES	0	00/00/0000	21,999.68
				Vendor Total:	21,999.68
STORM TRUCKING, LLC	1687	STREET: SNOW HAULING	0	00/00/0000	562.50
				Vendor Total:	562.50
VOSS, RYAN	2217	ADMIN: MONTHLY CELL PHONE REIMB	0	00/00/0000	50.00
				Vendor Total:	50.00
				Grand Total:	88,439.55
				Less Credit Memos:	0.00
				Net Total:	88,439.55
				Less Hand Check Total:	0.00
				Outstanding Invoice Total :	88,439.55
Total Invoices:	30				

INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

JAN 3, 2022 - 2022 REG BILLS

Date: 12/29/2021

Time: 12:46 pm

Page: 1

City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
BRADLEY SECURITY, LLC	0209	WWTP: ANNUAL SECURITY RENEWAL	0	00/00/0000	617.29
				Vendor Total:	617.29
CGMC	1672	ADMIN, WWTP: MEMBERSHIP DUES, ENVIRONMENTAL ASSESSMENT	0	00/00/0000	11,256.00
				Vendor Total:	11,256.00
GLENCOE AREA CHAMBER OF CO	0094	ADMIN: MEMBERSHIP DUES, SPONSORSHIP	0	00/00/0000	6,094.00
				Vendor Total:	6,094.00
HACH COMPANY	0114	WWTP: UV SENSOR ANNUAL MAINT. AGREEMENT	0	00/00/0000	3,000.00
				Vendor Total:	3,000.00
JOHNSON CONTROLS FIRE	0874	POLICE, LIQUOR STORE: EMERGENCY LIGHTS & FIRE EXT. INSPECTIONS	0	00/00/0000	1,085.00
				Vendor Total:	1,085.00
LEAGUE OF MINNESOTA CITIES	0154	COUNCIL, ADMIN: MEMBERSHIP DUES	0	00/00/0000	6,397.00
				Vendor Total:	6,397.00
MN DEPT OF HLTH	1216	REIMB, AQUATIC CENTER: OPERATING LICENSES	0	00/00/0000	1,100.00
				Vendor Total:	1,100.00
NORTHLAND TRUST SERVICES	1799	MULT DEPTS: BOND INTEREST, FISCAL AGENT FEES	0	00/00/0000	268,311.88
				Vendor Total:	268,311.88
PRINCIPAL LIFE INSURANCE CO	1167	MULT DEPTS: INS PREMIUMS	0	00/00/0000	4,637.31
				Vendor Total:	4,637.31
SECURITY BANK & TRUST CO.	0259	MULT DEPTS: BOND PRINCIPAL & INTEREST PAYMENTS	0	00/00/0000	411,900.50
				Vendor Total:	411,900.50
TOTAL COMPLIANCE SOLUTIONS	1452	STREET, WATER, WWTP: ANNUAL FEE	0	00/00/0000	210.00
				Vendor Total:	210.00
TYLER TECHNOLOGIES, INC.	2024	FINANCE: SOFTWARE MAINTENANCE CONTRACT	0	00/00/0000	5,337.66
				Vendor Total:	5,337.66
				Grand Total:	719,946.64
				Less Credit Memos:	0.00
				Net Total:	719,946.64
				Less Hand Check Total:	0.00
				Outstanding Invoice Total :	719,946.64
Total Invoices:	12				