



## City Council

Mayor:	Ryan Voss
Precinct 1 Councilor:	Sue Olson
Precinct 2 Councilor:	John Schrupp
Precinct 3 Councilor:	Paul Lemke
Precinct 4 Councilor:	Cory Neid
At Large Councilor:	Allen Robeck

## GLENCOE CITY COUNCIL MEETING AGENDA

**May 16, 2022 – 7:00pm**

City Center Ballroom

1. **PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE**
2. **CONSENT AGENDA**
  - A. Approve minutes of the regular meeting of May 2, 2022
3. **PUBLIC COMMENT (agenda items only)**
4. **PUBLIC HEARINGS**
  - A. Public Hearing on Comprehensive Plan
    1. Presentation by Antonio Rosell, Community Design Group
    2. Public Comments
5. **BIDS AND QUOTES**
6. **REQUESTS TO BE HEARD**
  - A. Glencoe Days 2022 – Jon and Myranda VanDamme
  - B. Transfer of Public Works Employee from Wastewater Department to Water Department due to retirement – PW Director Lemen
  - C. Appoint Police Department Sergeant – Police Chief Padilla
  - D. Awning Grant Request – Home Solutions – Assistant City Administrator Jerabek
  - E. Awning Grant Request – Glencoe VFW – Assistant City Administrator Jerabek
7. **ITEMS FOR DISCUSSION**
  - A. First Reading of Streets and Sidewalks Ordinance 613 Amendment for MS4 - City Attorney Ostlund
  - B. First Reading of Land Use Control Ordinance 614 Amendment for MS4 – City Attorney Ostlund
  - C. First Reading of General Regulations Ordinance 615 Amendment for MS4 – City Attorney Ostlund
  - D. Update on 2021 City Health Insurance Surplus/refund from Medica – City Administrator Larson
8. **ROUTINE BUSINESS**
  - A. Project Updates
  - B. Economic Development
  - C. Public Input
  - D. Reports
  - E. City Bills
9. **ADJOURNMENT**



**GLENCOE CITY COUNCIL MEETING MINUTES**  
**May 2, 2022 – 7:00pm**

Attendees: Ryan Voss, John Schrupp, Sue Olson, Allen Robeck, Cory Neid, Paul Lemke

City Staff: City Administrator Mark Larson, Finance Director Todd Trippel, Public Works Director Mark Lemen, Assistant City Administrator Jon Jerabek, Public Works Director Jamie Voigt, Deputy City Clerk Kelly Hayes, Police Chief Tony Padilla, City Attorney Mark Ostlund

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

Meeting was called to order by Mayor Voss at 7:00pm with all members present.

**2. CONSENT AGENDA**

**A.** Approve minutes of the regular meeting of April 18, 2022

**B.** Acknowledge the following building permits:

101 8th St W	mechanical - bathroom remodel
928 13th St W	commercial plumbing
928 13th St W	commercial plumbing
928 13th St W	commercial add bathroom
2905 14th St E	MS4
923 Chandler Ave N	sign
1411 Prairie Ave	new home
1411 Prairie Ave	plumbing new home
1411 Prairie Ave	mechanical new home
2401 14th St E	reroof
923 Chandler Ave N	commercial reside
611 Chandler	demolition, controlled burn
1518 Elsie Dr	plumbing new home
1518 Elsie Dr	mechanical new home
1929 15th Street E	plumbing replace shower
702 11th St E	deck
1405 Prairie Ave N	fence
1129 Ives Ave N	fence

**C.** Approve the following licenses: Temporary Liquor License First Congregational Church

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

**3. PUBLIC COMMENT (agenda items only) - none**

**4. PUBLIC HEARINGS**

**A.** Set Public Hearing on Comprehensive Plan – Assistant City Administrator Jerabek

*Motion: Neid, seconded by Lemke to schedule a public hearing on Monday, May 16, 2022 for the Comprehensive Plan. All in favor, motion carried.*

**B.** Public Hearing on Tax Abatement including Annexation of Development Land with IKWE Development and Glencoe Hotel Group, LLC for AmericInn Hotel Project – Michelle Lickness, IKWE Development

Mayor Voss opened the public hearing at 7:07pm.

Mike Gavin, the owner of the property, spoke about how important it is to have a hotel in the community and how it would attract others to Glencoe which in turn would bring additional business to business owners.

*Motion: Schrupp, seconded by Neid to close the public hearing at 7:22pm. All in favor, motion carried.*

1. Approve Resolution 2022-014 - in the Matter of the Annexation Between the City of Glencoe and Helen Township Pursuant to Minnesota Statutes 414.035 – City Attorney Ostlund

*Motion: Schrupp, seconded by Robeck to approve Resolution 2022-014 - in the Matter of the Annexation Between the City of Glencoe and Helen Township Pursuant to Minnesota Statutes 414.035. All in favor, motion carried.*

2. Approve Resolution 2022-015 – Resolution Approving Tax Abatement for Certain property in the City of Glencoe for Hotel project – City Attorney Ostlund

*Motion: Lemke, seconded by Schrupp to approve Resolution 2022-015 – Resolution Approving Tax Abatement for Certain property in the City of Glencoe for Hotel project. All in favor, motion carried.*

**C. MS4 Public Hearing – Public Works Director Lemen**

MS4 public hearing was opened by Mayor Voss at 7:27pm. There was no public comment.

*Motion: Neid, seconded by Schrupp to close the public hearing at 7:29pm. All in favor, motion carried.*

**5. BIDS AND QUOTES**

- A. Floor Covering quotes for Park Restrooms and Aquatic Center Floor – Public Works Director Voigt

Two bids were received to update the flooring in the outdoor restrooms. Both companies gave a discount if the entrance and employee area in the Aquatic Center was included.

- B. Wall Coating in Oak Leaf Park Softball Bathrooms and Main Restroom – Public Works Director Voigt

6. *Motion: Neid, seconded by Lemke to approve the bid from Permanent Coating Solutions for the floors and walls for \$17,402.50. All in favor, motion carried.*

**7. REQUESTS TO BE HEARD - none**

**8. ITEMS FOR DISCUSSION**

- A. Appraisal for Shanahan Property on Morningside Avenue – City Attorney Ostlund  
Appraisal came in much higher than expected, \$365,000. It was recommended not to do anything at this time until the right project comes up.

- B. Remove Building Permit Acknowledgement from Consent Agenda to be replaced with a monthly report on Building Permits issued – City Administrator Larson

*Motion: Schrupp, seconded by Neid to remove the building permit from the consent agenda and have a report at the end of the packet. All in favor, motion carried.*

- C. Awning and Sign Grant Funding – City Administrator

*Motion: Schrupp, seconded by Neid to add another \$5,000 to the line item and then take others on a case by case basis. All in favor, motion carried.*

**9. ROUTINE BUSINESS**

- A. Project Updates

Contracts have been signed for the 2022 Pavement Plan with Wm. Mueller & Sons.

- B. Economic Development - none

- C. Public Input - none

D. Reports - none

E. City Bills

*Motion: Schrupp, seconded by Neid to approve the city bills. All in favor, motion carried.*

**10. ADJOURNMENT**

*Motion: Robeck, seconded by Olson to adjourn at 7:54pm. All in favor, motion carried.*

---

Ryan Voss, Mayor

---

Date

---

Mark D. Larson, City Administrator

---

Date



---

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

---

To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: May 13, 2022

Re: Item 4A – Public Hearing for Comprehensive Plan

Item 4A – At 7:00 PM or immediately thereafter, the City Council will hold a public hearing on the proposed Comprehensive Plan. Antonio Rosell will provide a brief presentation on the planning document prior to the public hearing.

At this time, staff has received no public comment since the plan has been posted on the City Website and on Facebook.

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



---

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

---

To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: May 13, 2022

Re: Item 6A – Glencoe Days 2022

Item 5A – Jon and Myranda VanDamme of the Glencoe Days Committee will review Glencoe Days – 2022.

Glencoe Days is requesting the following and it is recommended to approve:

1. Assistance from PW – Streets and Parks Department in setting up and tearing down for Glencoe Days at Oak Leaf Park.
2. Approval of the Glencoe Days Beer License for June 24<sup>th</sup> and 25<sup>th</sup>.
3. Extend Park Hours to 12:30 am for the two day celebration.
4. Waive the Fireworks permit and parade permit on June 25<sup>th</sup>.



GLENCOE DAYS, INC.  
1107 11<sup>th</sup> Street East, Suite 104  
Glencoe, MN 55336

May 11, 2022

Dear Glencoe City Council,

On behalf of the Glencoe Days Committee, I would like to begin by thanking the City Council for their past support of our local Glencoe Days Celebration. This event would not be possible without the assistance from the City of Glencoe granted by the City Council.

Glencoe Days Inc. is requesting the following assistance for the annual Glencoe Days Celebration.

1. Assistance from the City Parks Department in setting up and tearing down at Oak Leaf Park.
2. Approve Glencoe Days, Inc. beer license for the two-day celebration (June 24th & 25th).
3. Extend park hours until 12:30 am for the two day celebration.
4. Waive the Fireworks Permit for the annual fireworks show on Saturday, June 25th at 10:00 pm.

Someone will be at the Council meeting on Monday, May 16<sup>th</sup> to answer any questions. In the meantime, please feel free to review the draft schedule of events that is enclosed.

Sincerely,

Jon VanDamme, Board Co-Chair  
Glencoe Days, Inc.



# GLENCOE DAYS

*June 24-26, 2022*  
**Fireworks - Parade - Live Music - & More!**

## **Thursday, June 23th**

5:00 PM Medallion Hunt Begins - Clue to be released on Facebook

## **Friday, June 24th**

5:00 PM National Anthem

5:00 PM Carnival Rides Open

5:00 PM Annual Corn Feed Sponsored by Seneca Foods

5:00 PM Food Stands Open

5:00 PM FREE Live Music "*Andy Austin*"

5:00 PM - 7:00 PM GaGa Ball Sponsored by Subway

5:00 PM Sand Art & Candy Stand Opens

5:30 PM Bingo in Shelter #1

5:30 PM Bean Bag Tourney sponsored by Glencoe Fire Dept. (register by calling 320-390-4997 by June 20<sup>th</sup>)  
Registration 5:30PM, 6:00PM Start

7:00 PM Glencoe Brewers vs. Brownton Bruins

8:00 PM-Midnight FREE Live Music "*Full Throttle Band*"

## **Saturday, June 25th**

8:30 AM Glencoe Days 2 Mile **Fun Run & Walk** sponsored by GRH (run at 8:30 AM, walk at 9:00 AM)

**\*\*New Location – GRH Walking Path\*\***

11:00 AM Glencoe Days **Parade** (East on 16<sup>th</sup> St. from Cedar to Ford; South on Ford to 14<sup>th</sup> St.; West on 14<sup>th</sup> St. to Cedar)

12:00 PM Food Stands Open

12:00 PM Carnival Rides Open

1:00 PM Sand Art & Candy Stand Opens

2:00 PM FREE Live Music "*Josey Sanken*"

2:00 PM Kiddie Tractor **Pedal Pull** (registration at 1:30 PM) Sponsored by the Glencoe Lions Club

2:00 PM Desserts in the Park sponsored by Glencoe Historic Preservation Society

2:00 PM Bingo in Shelter #1

3:00 PM - 6:00 PM Kids Quarter Carnival

5:00 PM FREE Live Music "*Bill Litzau & Open Highway*"

6:00 PM Bingo in Shelter #1

6:00 PM Human Foosball

8:00 PM-Midnight FREE Live Music "*TV Play*"

10:00 PM Glencoe Days **Fireworks** Celebration

## **Sunday, June 26th**

11:00 AM Glencoe Car Show \*Glencoe City Center

4:00 PM Glencoe Royalty **Coronation** \*Glencoe City Center

*All events at Oak Leaf Park unless otherwise noted on schedule. \* Events and times may be changed.*

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

# GLENCOE

SMALL CITY & BIG FUTURE

---

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

---

To: Mayor and City Council

From: Mark Lemen, Public Works Director

Date: May 16, 2022

Re: Item 6B – Public Works Transfer – Mike Bartels

Item 6B - Effective August 1, 2022, Water Treatment Plant Operator Gerard Strobel will no longer be employed with the City of Glencoe due to retirement. Mr. Strobel's contributions throughout his tenure with the City of Glencoe are greatly appreciated and the City wishes him well in retirement.

Due to the notice of Mr. Strobel's retirement, the public works department internally posted for the position of water treatment plant operator. The public works department received an application from wastewater treatment plant operator Michael Bartels. After reviewing the application and interviewing Mr. Bartels, I feel that this transfer would greatly increase our efficiency and add redundancy to the departments.

As part of Mr. Strobel's main duties, he performs most of our utility locating services. Mr. Bartels has gained extensive utility locating experience as a utility locator for a large-scale utility locating company. Considering this, his interest in the water treatment operator position, and his experience assisting the water treatment plant with I&I inspections, I feel this transfer would benefit the public works department. Moreover, transferring Mr. Bartels to the water treatment plant provides redundancy and cross training in water and wastewater operations should we need assistance in coverage of both treatment plants due to unforeseeable conditions.

The City of Glencoe public works department is seeking council approval for the transfer of Michael Bartels from the Wastewater Treatment Operator Position to Water Treatment Operator Position.

# Michael Bartels

4632 108<sup>th</sup> Circle, Glencoe, MN 55336  
612-308-7460

mikegbartels@hotmail.com

## WORK EXPERIENCE

### Utility Locate Technician

Vannguard Utility Partners, Inc - February 2020 to Present

#### *Responsibilities/skills used:*

- Respond to routine tickets requests, emergencies, and relocates
- Utilizes mapping tools and other location information, with locating equipment to locate underground utilities including electric, gas, telephone & communication lines
- Respond to after-hours emergency calls
- Computer skills
- Indicate utility locations with paint and flags

### Relief Operator

Bongards Creameries – Norwood Young America, MN – March 2016 to Feb 2020

#### *Responsibilities/Skills Used:*

- Supporting co-workers in their positions, manufacturing
- Mixing/packing machine operator
- Food Laboratory skills, check ph balances, salt content, color comparison & tests
- Learned all the roles & responsibilities
- Computer skills, Math
- Fork lift operator,
- checking/tracking inventory,
- machine operator

### Home Health Aid

St. Mary's Care Center – Winsted, MN – April 2015 to March 2016

#### *Responsibilities/Skills Used:*

- Medication administration, Vital signs
- Cooking, Cleaning,
- Activities of daily living assistance,
- Ambulation & Toileting assistance,
- Computer Charting,
- Customer service

### HVAC Installer

Sabre Heating and Plumbing – Plymouth, MN - May 2013 to April 2015

#### *Responsibilities/Skills Used:*

- Residential Heating and Air conditioning installation,
- Sheet metal fitting,
- Home heating installation,
- Air flow installation,
- Customer service

### Sales Representative

Fleet Farm - Carver, MN - June 2012 to September 2012

#### *Responsibilities/Skills:*

- Sales,
- Customer service, Stocking shelves,
- Fork lift operator,
- Sanitation

### Meat processor

Lang's Family Meats - Glencoe, MN - April 2010 to January 2012

#### *Responsibilities/Skills:*

- Meat processing, handling and packing,
- Sanitation
- Machine maintenance,
- Customer service

## **Michael Bartels**

4632 108<sup>th</sup> Circle, Glencoe, MN 55336  
612-308-7460

mikegbartels@hotmail.com

### **EDUCATION**

Ridgewater College – Hutchinson – 2015 to 2016

#### **Heating, Ventilation and Air Conditioning**

Hennepin Technical College - Eden Prairie, MN - 2012 to 2013

North Dakota School of Science - August 2005 to May 2006

### **CERTIFICATIONS**

- AC&R Safety Coalition R-410A safety certified, ESCO group, OSHA: Construction Safety and Health, Gastite and Flash Shield Qualified Installer

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



---

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

---

To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: May 13, 2022

Re: Item 6C – Appointment of Sergeant Position

Item 6C – It is the recommendation of Police Chief Padilla to appoint Tyler Bruns to the position of Police Sergeant.

**Glencoe Police  
Department**

# Memo

**To:** Mark Larson, City Administrator  
**From:** Tony Padilla, Police Chief  
**cc:**  
**Date:** May 12, 2022  
**Re:** Sergeant Recommendation

---

Monday May 9, 2022 interviews took place to select a sergeant for the police department. The process consisted of an interview panel made up of Mark Lemen Glencoe Public Works Director, Sheriff Tim Langenfeld, Captain Jamey Retzer, and I. Each candidate was graded on a number scale for each question with the total points achieved by each candidate added up at the end of the interview. The number one candidate at the conclusion of the interview was Officer Tyler Bruns.

At this time, I would like to recommend Officer Tyler Bruns for the position of sergeant within the Glencoe Police Department, effective immediately.

See attached letters of interest and resumes from Officer Tyler Bruns.



4788 230<sup>th</sup> St Winsted, Minnesota 55395

Cell: (320)583-4592

[tbruns@ci.glencoe.mn.us](mailto:tbruns@ci.glencoe.mn.us)

April 17<sup>th</sup>, 2022

Glencoe Police Department  
911 Greeley Avenue North  
Glencoe MN 55336  
(320)864-5171

Dear Chief Padilla,

I am writing to inform you of my interest in the posted Sergeant's position within the Glencoe Police Department. I believe that I have the desired qualifications required for the position. I have been a full-time licensed police officer since 2011. I have been employed with the Glencoe Police Department since July of 2020. I have my associates degree in Law Enforcement through Alexandria Technical and Community College. I also have credits into a bachelor's degree in Criminal Justice through Concordia St. Paul College. I have numerous trainings which would assist me in my position as sergeant including Leadership courses through the Minnesota Chiefs of Police, Field Training Officer, Firearms Instructor, Active Shooter Instructor, EMT and Tactical Medic Instructor. It is with these qualifications as well as a strong duty to serve others that I believe I would be a good fit for the position. Thank you for your consideration.

Sincerely,



Tyler M. Bruns

# TYLER BRUNS

4788 230<sup>th</sup> Street Winsted, MN 55395  
Cell phone: 320-583-4592 | Tbruns65@gmail.com

---

Dedicated and veteran police officer for 10 years in the state of Minnesota. I have a wide variety of experience including employment for Sheriff's Departments, small town Chief of Police and a municipality. I enjoy training other officers and watching their progression in their careers. I hold instructor certification in firearms, active shooter response, less lethal impact munitions and tactical medical care. I am also a Field Training Officer and have assisted in training multiple officers in a past department.

## EXPERIENCE

**07/14/2020 – CURRENT**

### **POLICE OFFICER, GLENCOE POLICE DEPARTMENT**

Enforce traffic laws, handle criminal investigations, train officers within current department and surrounding agencies, attend community orientated policing events and handle blight investigations. I instructed firearms, weapons armorer, field training officer and department IT specialist.

**09/16/2014 – 07/14/2020**

### **POLICE OFFICER, WINSTED POLICE DEPARTMENT**

Enforce traffic laws, handle criminal investigations, train officers within current department and surrounding agencies, attend community orientated policing events and handle blight investigations. I also instructed firearms, less lethal impact munitions and field trained new officers.

**01/27/2016 - CURRENT**

### **PART TIME DEPUTY, MCLEOD COUNTY SHERIFF'S OFFICE**

Enforce traffic laws, civil paper service, handle criminal investigations and conduct civil mediation

**01/27/2016 – 09/16/2014**

### **TRAFFIC SAFETY OFFICER, UPPER SIOUX TRIBAL POLICE DEPARTMENT**

Enforce traffic laws, civil paper service, handle criminal investigations and conduct civil mediation.

**04/24/2012- 06/2014**

### **CHIEF OF POLICE, ECHO POLICE DEPARTMENT**

Enforce traffic laws, handle criminal investigations, blight investigations, manage budget, coordinate community-orientated policing events and attend city council meetings

**07/27/2010 – 04/24/2012**

### **PART TIME DEPUTY, RENVILLE COUNTY SHERIFF'S OFFICE**

Enforce traffic laws, civil paper service, handle criminal investigations, conduct civil mediation, bailiff and prisoner transports

## EDUCATION

**MAY 2011**

**AAS LAW ENFORCEMENT, ALEXANDRIA TECHNICAL AND COMMUNITY COLLEGE**

Completed the two-year program at ATCC, including the dean's list spring semester of 2011

**JUNE 2009**

**GED, BUFFALO LAKE- HECTOR STEWART HIGH SCHOOL**

Graduated high school in Hector, Minnesota. I was a three-sport athlete, including football, basketball and golf

## SKILLS

- Drug Recognition Evaluator
- Active Shooter Response Instructor
- Tactical Medic Instructor
- Glock Armorer
- Advanced Firearms Instructor
- Less Lethal Impact Munitions Instructor
- Field Training Officer
- DMT-G Certified

## CIVIC ACTIVITIES

**President- McLeod County Peace and Police Officer's Association.**

Current president of a non-profit organization with a goal to bring local law enforcement teams closer and provide events where officer's families can interact. I oversee monthly meetings and assist in planning and organizing events throughout the year.

**Member of Winsted Holding Activities that Unite People (WHATUP)**

Member of WHATUP, a non-profit organization in the city of Winsted. WHATUP holds multiple activities throughout the year for local families to interact such as movie in the City Park, Halloween bash and punt, as well as the pass and kick sporting event.

**Knights of Columbus**

Catholic men's organization whose premise is taking care of widows and orphans and volunteering within the church and community. I also maintain all grounds for the church, school, and park.

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



---

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

---

To: Mayor and City Council

From: Jon Jerabek, Assistant City Administrator

Date: May 13, 2022

Re: Item 6D – Awning Grant Request

Item 6D - It is the recommendation of the Economic Development Committee and the Planning Commission to approve the Awning Grant Request of Home Solutions.





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

### City of Glencoe Awning/Sign Grant Program Application

Name: **HOME SOLUTIONS**  
Address of Property: **1124 HENNEPIN AVE, GLENCOE MN 55336**  
Phone Number: **320-864-5161**

Name of Contractor	Address	Phone Number	Bid Amount
1. ID Sign Solutions	5798 70th St Glencoe, MN 55336	952-201-1906	\$4,359.92

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

#### City of Glencoe Awning Program Guidelines

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

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

Signature: 

Date: **4-11-2022**

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

447" x 48"

MATTRESSES  
APPLIANCES

KITCHEN CABINETS  
APPLIANCE PARTS

ELECTRONICS  
DISH TV



APPLIANCE REPAIR  
ELECTRONIC REPAIR

Client: Home Solutions - overlay  
Design: Size noted above  
Rep: Nathan Rathjen  
Date/Version: 03/15/22  
Designer: Recreate art - WE

Copyright ©2022 Newman Outdoor Advertising Inc. Any use of this proposal without consent or compensation is strictly prohibited. Due to the limitations of the printing process the colors shown may not reflect actual colors.

Vinyl Banner    Paper Banner    ADH Vinyl  
Other: \_\_\_\_\_ Size: \_\_\_\_\_  
Approved by: \_\_\_\_\_



# GLENCOE

SMALL CITY & BIG FUTURE

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

## City of Glencoe Awning/Sign Grant Program Application

Name: *Glencoe VFW Post 5102*

Address of Property: *923 Chandler Ave.*

Phone Number: *612 214 5539 (Jeff Schaepe)*

Name of Contractor	Address	Phone Number	Bid Amount
1. <i>Think Digital Signs</i>	<i>7760 France Ave</i>	<i>952-456-2575</i>	<i>\$44,540.00</i>
2.	<i>Edina, MN</i>	<i>Mike</i>	
3.	<i>55435</i>	<i>Kosbohm</i>	

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

### City of Glencoe Awning/Sign Program Guidelines

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

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

Signature: *[Signature]*

Date: *3/28/22*

Mayor: Ryan Voss

City Administrator: Mark D. Larson

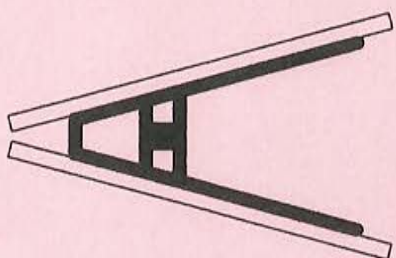
Council Members: Allen Robeck – Paul Lemke – Cory Neid – John Schrupp – Susan Olson





**Glencoe VFW Post 5102**  
**923 Chandler Ave N**  
**Glencoe, MN 55336**

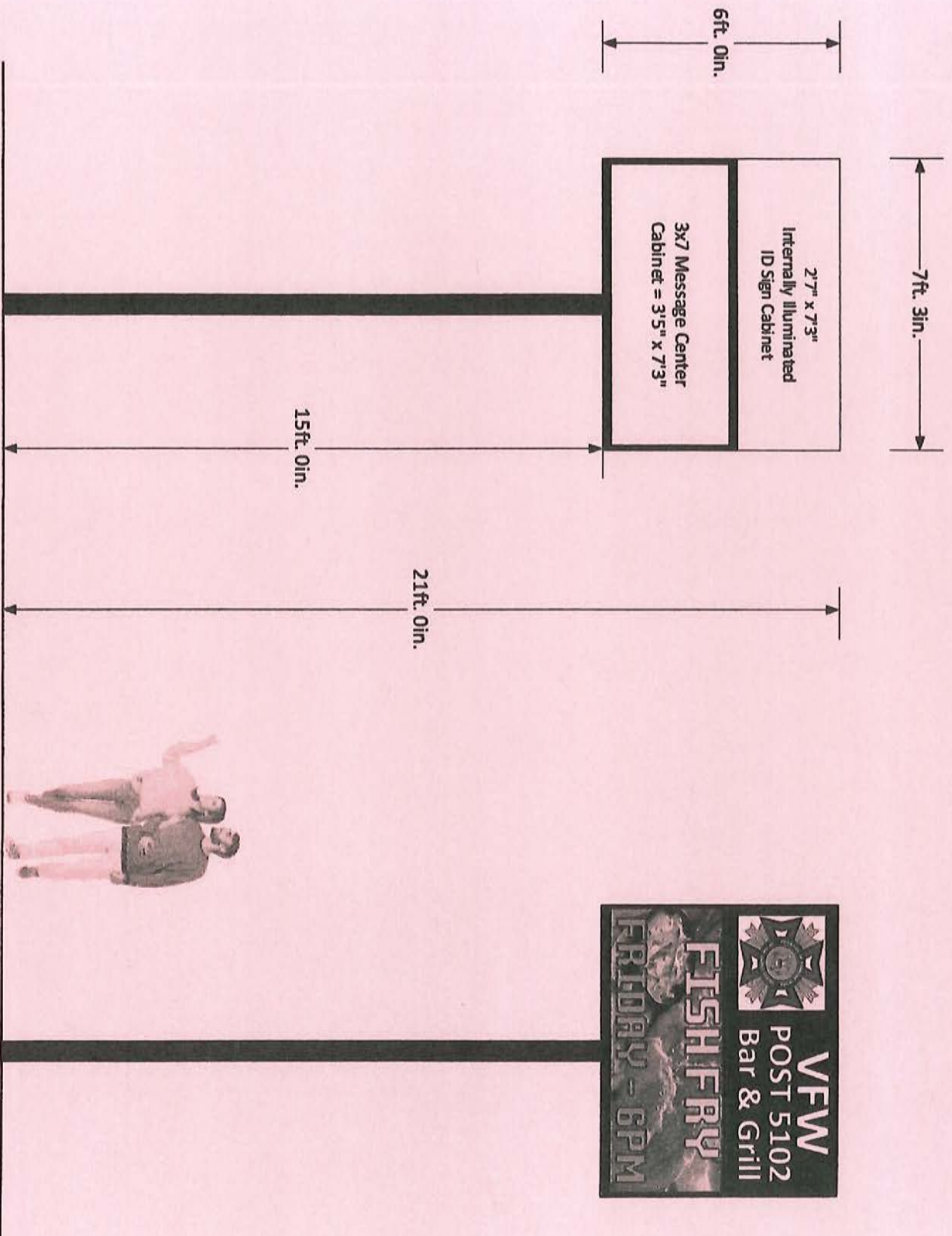
**Sign Quote\_1**  
**October – 2021**

think  
OCEANIC SOLUTIONS

**The Message Center and ID Sign can be installed in a V-Sign configuration.**



# Proposed Sign: 3x7 Double-Sided on a Pole



# Glencoe VFW Post 5102

## Quote Estimate

Glencoe VFW									
Message Center: Size	3x7 Double-Face			5x10 Single-Face			Description		
Message Center: Resolution	16mm	10mm	8mm	16mm	10mm	8mm			
Pixels per Sign Face	6,804	18,900	27,216	16,200	45,000	64,800			
Watchfire Message Center	26,420.00	31,410.00	37,390.00	27,540.00	34,180.00	40,340.00	Watchfire Electronic Message Center.		
Resolution Upgrade Incentive	-	(500.00)	(1,000.00)	-	(500.00)	(1,000.00)	Provided by Think Digital Signs		
Sign Cabinet	2,870.00	2,870.00	2,870.00	-	-	-	Internally Illuminated Sign Cabinet.		
Sign Installation	3,000.00	3,000.00	3,000.00	3,500.00	3,500.00	3,500.00	Sign & Software Installation and Training.		
Sign Pole	7,760.00	7,760.00	7,760.00	-	-	-	Includes : Excavation, Concrete, Sign Pole, V-Sign Frame.		
Install Electrical Service							Install required electric service to sign location. By Client.		
Sign Electrical Connection	Included	Included	Included	Included	Included	Included	Connect the sign and test all electrical.		
Maximum Amps per Sign Face	6	13	15	14	30	35	Requires adequate electrical exists at the sign location.		
Lifetime Broadband Sign Communications Agreement	Included	Included	Included	Included	Included	Included	Includes Watchfire remote sign diagnostics.		
Permit Administration	Included	Included	Included	Included	Included	Included	Permit administration included.		
Sales Taxes (7.375%)	NA	NA	NA	NA	NA	NA	Permit fees paid by client.		
Total	40,050.00	44,540.00	50,020.00	31,040.00	37,180.00	42,840.00	Sales Tax Included.		
*5-Year Monthly Lease Amount	\$ 814.00	\$ 905.00	\$ 1,016.00	\$ 631.00	\$ 755.00	\$ 870.00	*Lease rates may vary depending on client credit and equipment qualification.		

Message Center  
5-Year Parts Warranty  
1-Year Labor Warranty  
Sign Cabinet: 1-Year Parts & Labor

Installation includes electrical connection, communications, software and training.

> Electrical connection assumes adequate electrical exists at sign location.

If additional electrical service is required, we can provide an estimate.

> **Lifetime Broadband Sign Communication Agreement**

> Permit Administration – Included (Permit Fees paid by Client)

> Software training includes: Webinar Training from Watchfire

Day of Installation Support

Ongoing training as needed

Terms: 75% Deposit at time of Order

25% at Installation

### OPx Sign Software Account Set Up

Name: \_\_\_\_\_

Email: \_\_\_\_\_

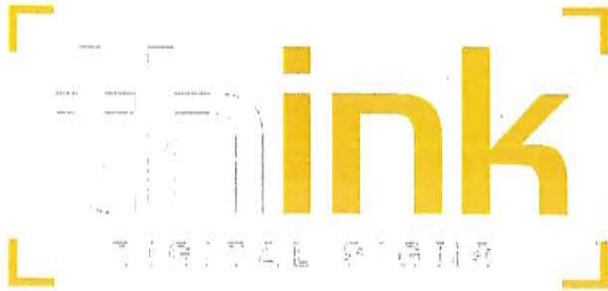
### Glencoe VFW Post 5102

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_



[REQUEST A LOCATION ANALYSIS!](#)

Call us today to start a conversation:

# 952-456-2575

[HOME](#)[WHY DIGITAL](#)[GALLERY](#)[PRODUCTS](#)[SOFTWARE](#)[INDUSTRIES ▾](#)[SERVICES](#)[ABOUT](#)[CONTACT](#)

We use cookies on our website to give you the most relevant experience by remembering your preferences and repeat visits. By clicking "Accept All", you consent to the use of ALL the cookies. However, you may visit "Cookie Settings" to provide a controlled consent.

[Cookie Settings](#)[Accept All](#)

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



---

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

---

To: Mayor and City Council

From: Jon Jerabek, Assistant City Administrator

Date: May 13, 2022

Re: Item 6E – Sign Grant Request of Glencoe VFW

Item 6E – It is recommendation of the Economic Development Committee and the Planning Commission to approve the Sign Grant Request of the Glencoe VFW.



SMALL CITY & BIG FUTURE

---

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

---

**City of Glencoe Awning/Sign Grant Program Application**

Name: *Glencoe VFW Post 5102*

Address of Property: *923 Chandler Ave.*

Phone Number: *612 214 5539 (Jeff Schaepe)*

Name of Contractor	Address	Phone Number	Bid Amount
1. <i>Think Digital Signs</i>	<i>7760 France Ave</i>	<i>952-456-2575</i>	<i>\$44,540.00</i>
2.	<i>Edina, MN</i>	<i>55435</i>	<i>Mike</i>
3.		<i>Kosbom</i>	

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

**City of Glencoe Awning/Sign Program Guidelines**

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

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

Signature: *[Signature]* *DM*

Date: *3/28/22*

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

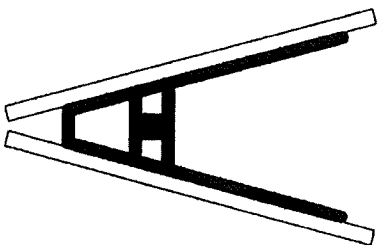
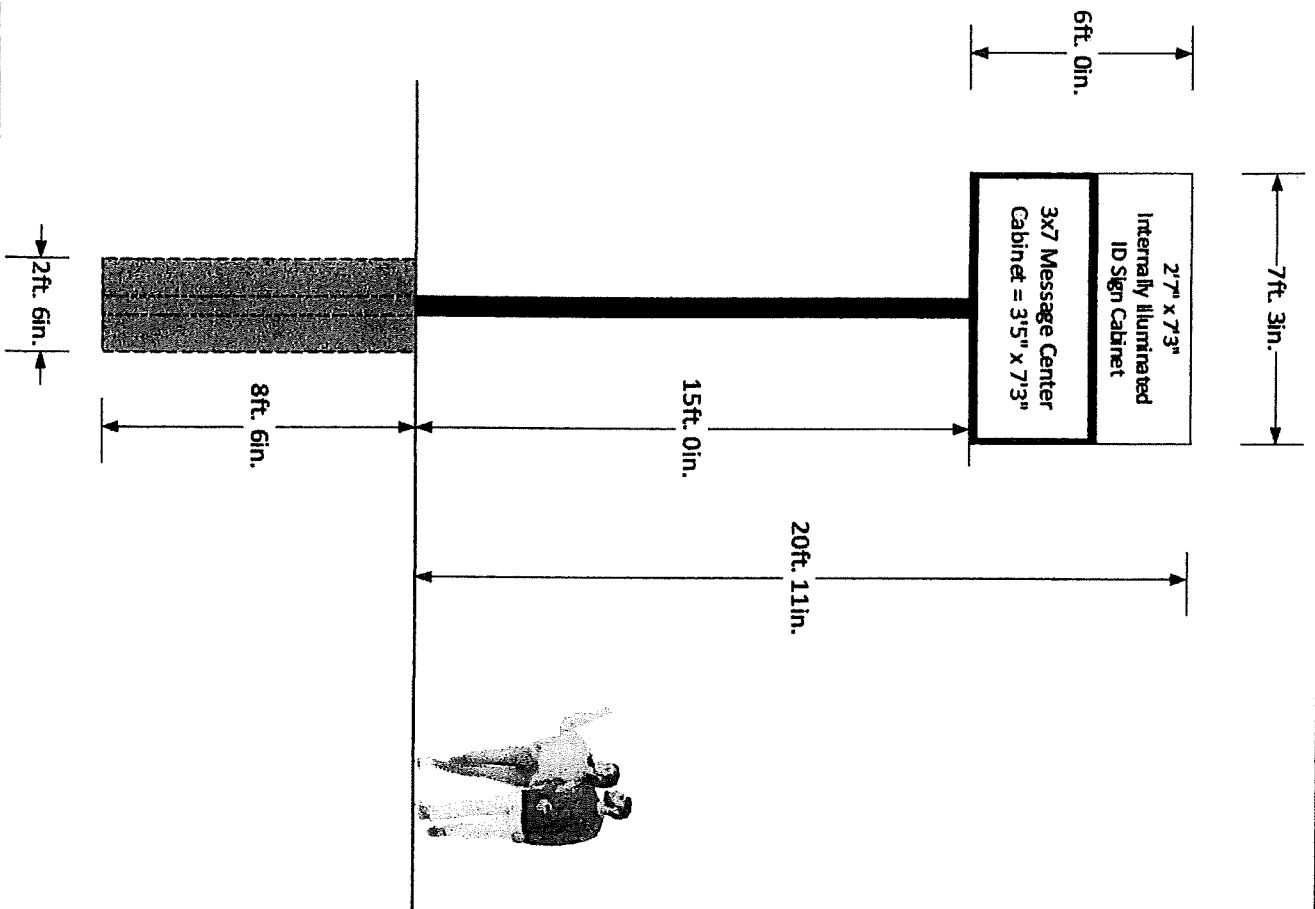




**Glencoe VFW Post 5102**  
**923 Chandler Ave N**  
**Glencoe, MN 55336**

**Sign Quote\_1**  
**October – 2021**

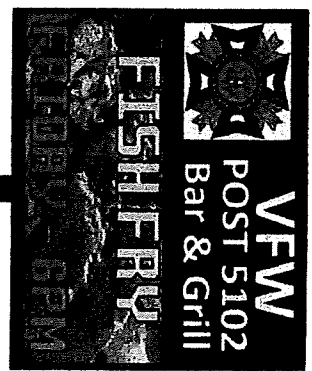
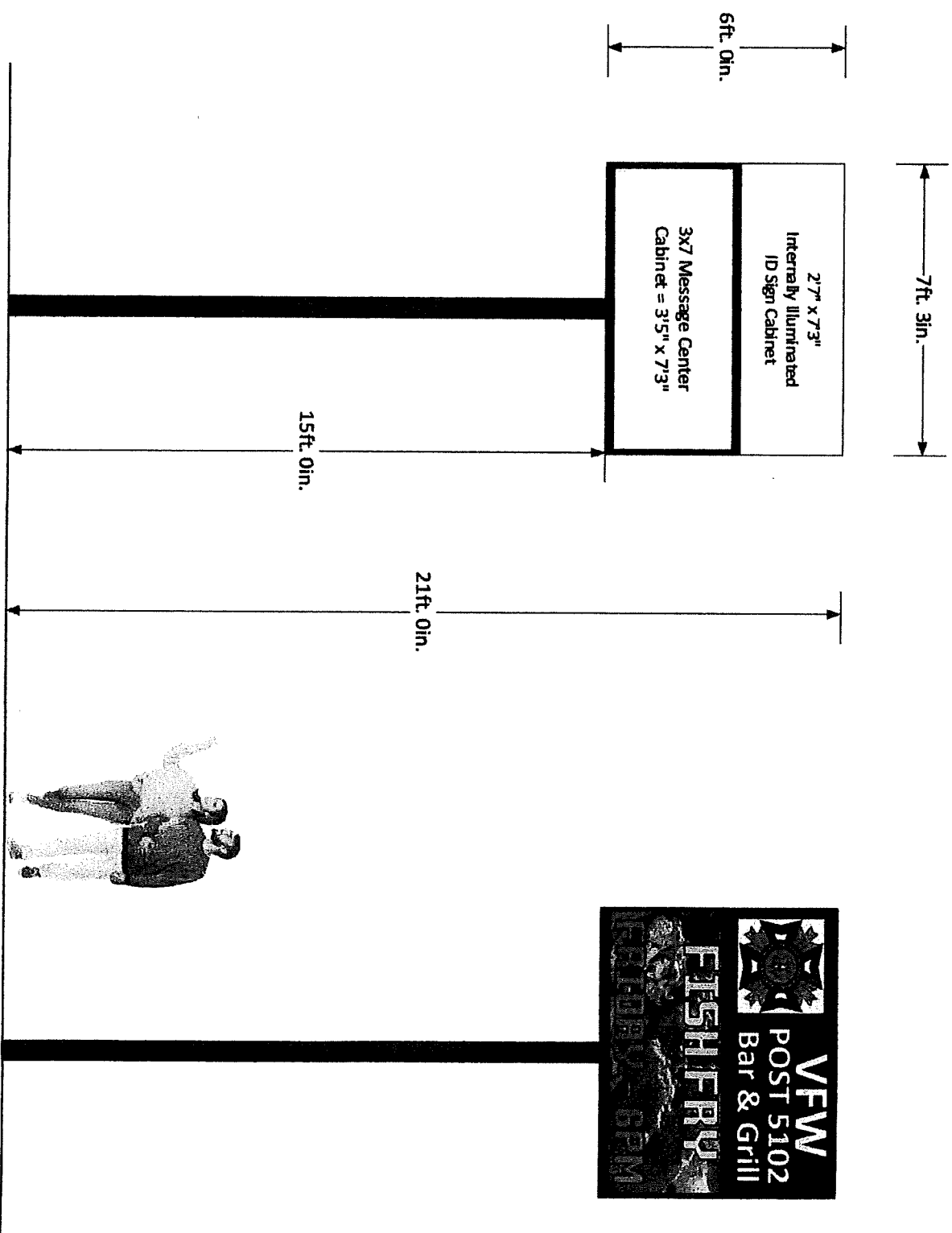
# Proposed Sign: 3x7 Double-Sided on a Pole



The Message Center and ID Sign can be installed in a V-Sign configuration.

Overall Sign Area  
6' x 7'3" x 5"

# Proposed Sign: 3x7 Double-Sided on a Pole



# Glencoe VFW Post 5102 Quote Estimate

Glencoe VFW									
Message Center: Size	3x7 Double-Face			5x10 Single-Face			Description		
	16mm	10mm	8mm	16mm	10mm	8mm			
Message Center: Resolution	16mm	10mm	8mm	16mm	10mm	8mm	Watchfire Electronic Message Center. Provided by Think Digital Signs Internally Illuminated Sign Cabinet. Sign & Software Installation and Training. Includes : Excavation, Concrete, Sign Pole, V-Sign Frame. Install required electric service to sign location. By Client. Connect the sign and test all electrical. Requires adequate electrical exists at the sign location. Maximum Amps Draw per Sign Face		
Pixels per Sign Face	6,804	18,900	27,216	16,200	45,000	64,800			
Watchfire Message Center	26,420.00	31,410.00	37,390.00	27,540.00	34,180.00	40,340.00			
Resolution Upgrade Incentive	-	(500.00)	(1,000.00)	-	(500.00)	(1,000.00)			
Sign Cabinet	2,870.00	2,870.00	2,870.00	-	-	-			
Sign Installation	3,000.00	3,000.00	3,000.00	3,500.00	3,500.00	3,500.00			
Sign Pole	7,760.00	7,760.00	7,760.00	-	-	-			
Install Electrical Service									
Sign Electrical Connection	Included	Included	Included	Included	Included	Included			
Maximum Amps per Sign Face	6	13	15	14	30	35			
Lifetime Broadband Sign	Included	Included	Included	Included	Included	Included	Includes Watchfire remote sign diagnostics. Permit administration included. Permit fees paid by client. Sales Tax Included.		
Communications Agreement									
Permit Administration	Included	Included	Included	Included	Included	Included			
Sales Taxes (7.375%)	NA	NA	NA	NA	NA	NA			
Total	40,050.00	44,540.00	50,020.00	31,040.00	37,180.00	42,840.00			
*5-Year Monthly Lease Amount	\$ 814.00	\$ 905.00	\$ 1,016.00	\$ 631.00	\$ 755.00	\$ 870.00	*Lease rates may vary depending on client credit and equipment qualification.		

\*Lease rates may vary depending on client credit and equipment qualification.

Message Center  
5-Year Parts Warranty  
1-Year Labor Warranty  
Sign Cabinet: 1-Year Parts & Labor

Installation includes electrical connection, communications, software and training.

> Electrical connection assumes adequate electrical exists at sign location.  
If additional electrical service is required, we can provide an estimate.

> **Lifetime Broadband Sign Communication Agreement**  
> Permit Administration – Included (Permit Fees paid by Client)  
> Software training includes: Webinar Training from Watchfire  
Day of Installation Support  
Ongoing training as needed

Terms: 75% Deposit at time of Order  
25% at Installation

## OPx Sign Software Account Set Up

Name: \_\_\_\_\_

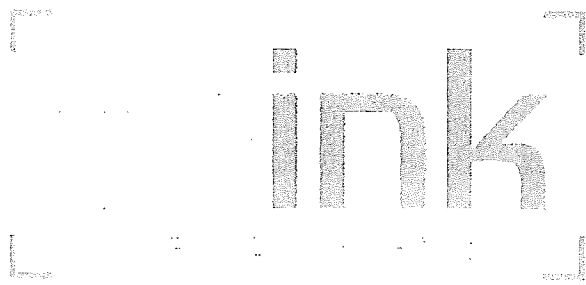
Email: \_\_\_\_\_

## Glencoe VFW Post 5102

Name: \_\_\_\_\_

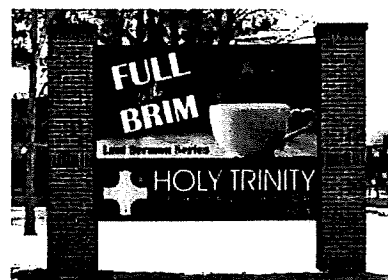
Date: \_\_\_\_\_

Signature: \_\_\_\_\_

[REQUEST A LOCATION ANALYSIS!](#)

Call us today to start a conversation:

952-456-2575

[HOME](#)[WHY DIGITAL](#)[GALLERY](#)[PRODUCTS](#)[SOFTWARE](#)[INDUSTRIES ▾](#)[SERVICES](#)[ABOUT](#)[CONTACT](#)

We use cookies on our website to give you the most relevant experience by remembering your preferences and repeat visits. By clicking "Accept All", you consent to the use of ALL the cookies. However, you may visit "Cookie Settings" to provide a controlled consent.

[Cookie Settings](#)[Accept All](#)

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



---

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

---

To: Mayor and City Council

From: Mark Larson, City Administrator

Date: May 13, 2022

Re: Item 7A – MS4 – Streets and Sidewalks

Item 7A – It is recommended to approve the first reading of the Streets and Sidewalk Ordinance Amendment to comply with MS4 requirements. This was reviewed by City Attorney Ostlund at last week's workshop.

## ORDINANCE NO. 613

### AN ORDINANCE REGULATING STREETS AND SIDEWALKS.

**The City Council of Glencoe, Minnesota ordains:**

**Section 1:** Section 316.046.02 of Chapter 3 of the Glencoe Municipal Code is hereby amended as follows:

- d. Construction Activity. Activities subject to NPDES Construction Permits. Such activities include but are not limited to clearing and grubbing, grading, excavating, and demolition.
- e. Deicer. Any substance used to melt snow and ice or used for its anti-icing effects.
- f. Hazardous Materials. Any material, including any substance, waste, or combination thereof, which because of its quantity, concentration, or physical, chemical, or infectious characteristics may cause, or significantly contribute to, a substantial present or potential hazard to human health, safety, property, or the environment when improperly treated, stored, transported, disposed of, or otherwise managed.
- g. Illegal Discharge. Any direct or indirect non-storm water discharge to the storm drain system, except as exempted in Section 316.046.08 of this ordinance.
- h. Illicit Connections. An illicit connection is defined as either of the following:
  - i. Any drain or conveyance, whether on the surface or subsurface that allows an illegal discharge to enter the storm drain system including but not limited to any conveyances that allow any non-storm water discharge including sewage, process wastewater, and wash water to enter the storm drain system and any connections to the storm drain system from indoor drains and sinks, regardless of whether said drain or connection had been previously allowed, permitted, or approved by an authorized enforcement agency or,
  - ii. Any drain or conveyance connected from a commercial or industrial land use to the storm drain system that has not been documented in plans, maps, or equivalent records and approved by an authorized enforcement agency.
- i. Industrial Activity. Activities subject to NPDES Industrial Storm Water Permits.
- j. Municipal Separate Storm Sewer System (MS4). The system of conveyances (including sidewalks, roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, man-made channels, or storm drains) owned and operated by the City of Glencoe and designed or used for collecting or conveying storm water, and that is not used for collecting or conveying sewage.



- k. National Pollutant Discharge Elimination System (NPDES) Storm Water Discharge Permit. means a permit issued by EPA (or by a State under authority delegated pursuant to 33 USC § 1342(b)) that authorizes the discharge of pollutants to waters of the United States, whether the permit is applicable on an individual, group, or general area-wide basis.
- l. Non-Storm Water Discharge. Any discharge to the storm drain system that is not composed entirely of storm water.
- m. Person. Any individual, association, organization, partnership, firm, corporation or other entity recognized by law and acting as either the owner or as the owner's agent.
- n. Pollutant. Anything which causes or contributes to pollution. Pollutants may include, but are not limited to: paints, varnishes, and solvents; oil and other automotive fluids; non-hazardous liquid and solid wastes and yard wastes; refuse, rubbish, garbage, litter, or other discarded or abandoned objects, ordinances, and accumulations, so that same may cause or contribute to pollution; floatables; deicers, pesticides, herbicides, and fertilizers; hazardous substances and wastes; sewage, fecal coliform and pathogens; dissolved and particulate metals; animal wastes; wastes and residues that result from constructing a building or structure; and noxious or offensive matter of any kind.
- o. Premises. Any building, lot, parcel of land, or portion of land whether improved or unimproved including adjacent sidewalks and parking strips.
- p. Storm Drainage System. Publicly-owned facilities by which storm water is collected and/or conveyed, including but not limited to any roads with drainage systems, municipal streets, gutters, curbs, inlets, piped storm drains, pumping facilities, retention and detention basins, natural and human-made or altered drainage channels, reservoirs, and other drainage structures.
- q. Storm Water. Any surface flow, runoff, and drainage consisting entirely of water from any form of natural precipitation, and resulting from such precipitation.
- r. Storm Water Management Plan. A document which describes the Best Management Practices and activities to be implemented by a person or business to identify sources of pollution or contamination at a site and the actions to eliminate or reduce pollutant discharges to Storm Water, Storm Water Conveyance Systems, and/or Receiving Waters to the Maximum Extent Practicable.
- s. Wastewater. Any water or other liquid, other than uncontaminated storm water, discharged from a facility.

**Section 2:** Section 316.046 of Chapter 3 of the Glencoe Municipal Code is hereby amended as follows:

Section 316.046.09: Deicer Storage Requirements. Property owners of commercial,

institutional, and non-NPDES permitted industrial facilities must employ best management practices to minimize the discharge of polluted runoff from salt and deicer storage and application as follows:

- a. Designated salt and deicer storage areas must be covered or indoors;
- b. Designated salt and deicer storage areas must be located on an impervious surface; and
- c. Implementation of Best Management Practices (BMPs) to reduce exposure when transferring material in designated deicer storage areas (e.g., sweeping, diversions, and/or containment).

Section 316.046.10: Watercourse Protection. Every person owning property through which a watercourse passes and/or contains a stormwater inlet or catch basin, or such person's lessee, shall keep and maintain that part of the watercourse and/or stormwater inlet or catch basin within the property free of trash, debris, excessive vegetation, and other obstacles that would pollute, contaminate, or significantly retard the flow of water through the watercourse. In addition, the owner or lessee shall maintain existing privately owned structures within or adjacent to a watercourse, so that such structures will not become a hazard to the use, function, or physical integrity of the watercourse.

Section 316.046.11: Industrial or Construction Activity Discharges. Submission of Notice of Coverage/Authorization to the City of Glencoe.

- d. Any person subject to an industrial or construction activity NPDES storm water discharge permit shall comply with all provisions of such permit. Proof of compliance with said permit may be required in a form acceptable to the City of Glencoe prior to the allowing of discharges to the MS4.
- e. The operator of a facility, including construction sites, required to have an NPDES permit to discharge storm water associated with industrial or construction activity shall submit a copy of the coverage notification or notification of permit authorization to the City of Glencoe.
- f. The copy of the coverage notification or notification of permit authorization may be delivered to the City of Glencoe either in person or by mailing it to:  
City of Glencoe  
Attn: City Administrator  
1107 11<sup>th</sup> Street East, Suite 107  
Glencoe, MN 55336
- g. A person commits an offense if the person operates a facility that is discharging storm water associated with industrial or construction activity without having submitted a copy of the coverage notification or notification of permit authorization to do so to the City of Glencoe.

Section 316.046.12: Compliance Monitoring.

- a. Right of Entry: Inspection and Sampling. The City of Glencoe shall be permitted to enter and inspect facilities subject to regulation under this ordinance as often as may be necessary to determine compliance with this ordinance.
  - i. If a discharger has security measures in force which require proper identification and clearance before entry into its premises, the discharger shall make the necessary arrangements to allow access to representatives of the City of Glencoe.
  - ii. Facility operators shall allow the City of Glencoe ready access to all parts of the premises for the purposes of inspection, sampling, examination and copying of records that must be kept under the conditions of an NPDES permit to discharge storm water, and the performance of any additional duties as defined by state and federal law.
  - iii. The City of Glencoe shall have the right to set up on any permitted facility such devices as are necessary in the opinion of the City of Glencoe to conduct monitoring and/or sampling of the facility's storm water discharge.
  - iv. The City of Glencoe has the right to require the discharger to install monitoring equipment as necessary. The facility's sampling and monitoring equipment shall be maintained at all times in a safe and proper operating condition by the discharger. Sampling and monitoring activities and equipment, including installation, maintenance, and removal shall be at the discharger's own expense. All devices used to measure storm water flow and quality shall be calibrated to ensure their accuracy.
  - v. Any temporary or permanent obstruction to safe and easy access to the facility to be inspected and/or sampled shall be promptly removed by the operator at the written or oral request of the City of Glencoe and shall not be replaced. The costs of clearing such access shall be borne by the operator.
  - vi. Unreasonable delays in allowing the City of Glencoe access to a permitted facility is a violation of a storm water discharge permit and of this ordinance. A person who is the operator of a facility with an NPDES permit to discharge storm water associated with industrial or construction activity commits an offense if the person denies the City of Glencoe reasonable access to the permitted facility for the purpose of conducting any activity authorized or required by this ordinance.
- b. Search Warrants. If the City of Glencoe has been refused access to any part of the premises from which storm water is discharged, and he/she is able to demonstrate probable cause to believe that there may be a violation of this ordinance, or that there is a need to inspect and/or sample as part of a routine inspection and sampling program designed to verify compliance with this ordinance or any order issued hereunder, or to protect the overall public health, safety, and welfare of the

community, then the City of Glencoe may seek issuance of a search warrant from any court of competent jurisdiction.

Section 316.046.13: Requirement to Prevent, Control and Reduce Storm Water Pollutants by the Use of Best Management Practices. The owner or operator of any activity, operation, or facility which may cause or contribute to pollution or contamination of storm water, the storm drain system, or waters of the United States shall provide, at their own expense, reasonable protection from accidental discharge of prohibited materials or other wastes into the municipal storm drain system or watercourses through the use of structural and non-structural Best Management Practices. Further, any person responsible for a property or premise that is, or may be, the source of an illicit discharge, may be required to implement, at said person's expense, additional structural and non-structural BMPs to prevent the further discharge of pollutants to the MS4. Compliance with all terms and conditions of a valid NPDES permit authorizing the discharge of storm water associated with industrial or construction activity, to the extent practicable, shall be deemed compliance with the provisions of this section. These BMPs shall be part of a Storm Water Management Plan (SWMP) as necessary for compliance with requirements of the NPDES permit.

Section 316.046.14: Notification of Spills. Notwithstanding other requirements of law, as soon as any person responsible for a facility or operation, or responsible for emergency response for a facility or operation has information of any known or suspected release of materials which are resulting or may result in illegal discharges or pollutants discharging into storm water, the storm drain system, or waters of the United States, said person shall take all necessary steps to ensure the discovery, containment, and cleanup of such release, at their own expense. In the event of such a release of hazardous materials said person shall immediately notify emergency response agencies of the occurrence via emergency dispatch services. In the event of a release of non-hazardous materials, said person shall notify the City of Glencoe in person or by phone or email no later than the next business day. Notifications in person or by phone shall be confirmed by written notice addressed and mailed to the City of Glencoe within two (2) business days of the phone notice. If the discharge of prohibited materials emanates from a commercial or industrial establishment, the owner or operator of such establishment shall also retain an on-site written record of the discharge and the actions taken to prevent its recurrence. Such records shall be retained for at least three (3) years. Failure to provide notification of a release as provided above is a violation of this ordinance.

Section 316.046.15: Violations, Enforcement, and Penalties.

- a. Violations. It shall be unlawful for any person to violate any provision or fail to comply with any of the requirements of this ordinance. Any person who has violated or continues to violate the provisions of this ordinance, may be subject to the enforcement actions outlined in this section or may be restrained by injunction or otherwise abated in a manner provided by law.

In the event the violation constitutes an immediate danger to public health or public safety, the City of Glencoe is authorized to enter upon the subject private property, without giving prior notice, to take any and all measures necessary to

abate the violation and/or restore the property. The City of Glencoe is authorized to seek costs of the abatement as outlined in Section 316.046.21.

- b. **Warning Notice.** When the City of Glencoe finds that any person has violated, or continues to violate, any provision of this ordinance, or any order issued hereunder, the City of Glencoe may serve upon that person a written Warning Notice, specifying the particular violation believed to have occurred and requesting the discharger to immediately investigate the matter and to seek a resolution whereby any offending discharge will cease. Investigation and/or resolution of the matter in response to the Warning Notice in no way relieves the alleged violator of liability for any violations occurring before or after receipt of the Warning Notice. Nothing in this subsection shall limit the authority of the City of Glencoe to take any action, including emergency action or any other enforcement action, without first issuing a Warning Notice.
- c. **Notice of Violation.** Whenever the City of Glencoe finds that a person has violated a prohibition or failed to meet a requirement of this ordinance, the City of Glencoe may order compliance by written notice of violation to the responsible person. The Notice of Violation shall contain:
  - i. The name and address of the alleged violator;
  - ii. The address when available or a description of the building, structure or land upon which the violation is occurring, or has occurred;
  - iii. A statement specifying the nature of the violation;
  - iv. A description of the remedial measures necessary to restore compliance with this ordinance and a time schedule for the completion of such remedial action;
  - v. A statement of the penalty or penalties that shall or may be assessed against the person to whom the notice of violation is directed;
  - vi. A statement that the determination of violation may be appealed to the City of Glencoe by filing a written notice of appeal within 30 days of service of notice of violation; and
  - vii. A statement specifying that, should the violator fail to restore compliance within the established time schedule, the work will be done by a designated governmental agency or a contractor and the expense thereof shall be charged to the violator.

Such notice may require without limitation, at their own expense:

- viii. The performance of monitoring, analyses, and reporting;
- ix. The elimination of illicit connections or discharges;
- x. That violating discharges, practices, or operations shall cease and desist;
- xi. The abatement or remediation of storm water pollution or contamination hazards and the restoration of any affected property;
- xii. Payment of a fine to cover administrative and remediation costs; and

- xiii. The implementation of source control or treatment MPs.

Section 316.046.16 Costs. In addition to the other penalties provided herein, the City may recover engineering fees, court costs, court reporter's fees, attorney fees, and other expenses of litigation or enforcement by an appropriate action against the person or entity found to have violated this ordinance or the orders, rules, regulations, and permits issued hereunder.

Section 316.046.17: Suspension of MS4 Access.

- a. Emergency Cease and Desist Orders. When the City of Glencoe finds that any person has violated, or continues to violate, any provision of this ordinance, or any order issued hereunder, or that the person's past violations are likely to recur, and that the person's violation(s) has (have) caused or contributed to an actual or threatened discharge to the MS4 or waters of the United States which reasonably appears to present an imminent or substantial endangerment to the health or welfare of persons or to the environment, the City of Glencoe may issue an order to the violator directing it immediately to cease and desist all such violations and directing the violator to:
  - i. Immediately comply with all ordinance requirements; and
  - ii. Take such appropriate preventive action as may be needed to properly address a continuing or threatened violation, including immediately halting operations and/or terminating the discharge.

Any person notified of an emergency order directed to it under this Subsection shall immediately comply and stop or eliminate its endangering discharge. In the event of a discharger's failure to immediately comply voluntarily with the emergency order, the City of Glencoe may take such steps as deemed necessary to prevent or minimize harm to the MS4 or waters of the United States, and/or endangerment to persons or to the environment, including immediate termination of a facility's water supply, sewer connection, or other municipal utility services. The City of Glencoe may allow the person to recommence its discharge when it has demonstrated to the satisfaction of the City of Glencoe that the period of endangerment has passed, unless further termination proceedings are initiated against the discharger under this ordinance. A person that is responsible, in whole or in part, for any discharge presenting imminent endangerment shall submit a detailed written statement, describing the causes of the harmful discharge and the measures taken to prevent any future occurrence, to the City of Glencoe within five (5) days of receipt of the emergency order. Issuance of an emergency cease and desist order shall not be a bar against, or a prerequisite for, taking any other action against the violator.

- b. Suspension due to Illicit Discharges in Emergency Situations. The City of Glencoe may, without prior notice, suspend MS4 discharge access to a person when such suspension is necessary to stop an actual or threatened discharge which presents or may present imminent and substantial danger to the environment, or to the health or welfare of persons, or to the MS4 or waters of the United States. If the violator fails to comply with a suspension order issued in

an emergency, the City of Glencoe may take such steps as deemed necessary to prevent or minimize damage to the MS4 or waters of the United States, or to minimize danger to persons.

- c. **Suspension due to the Detection of Illicit Discharge.** Any person discharging to the MS4 in violation of this ordinance may have their MS4 access terminated if such termination would abate or reduce an illicit discharge. The City of Glencoe will notify a violator of the proposed termination of its MS4 access. The violator may petition the City of Glencoe for a reconsideration and hearing.

A person commits an offense if the person reinstates MS4 access to premises terminated pursuant to this Section, without the prior approval of the City of Glencoe.

**Section 316.046.18: Civil Penalties.** In the event the alleged violator fails to take the remedial measures set forth in the notice of violation or otherwise fails to cure the violations described therein within ten (10) days, or such greater period as the City of Glencoe shall deem appropriate, after the City of Glencoe has taken one or more of the actions described above, the City of Glencoe may impose a penalty not to exceed \$ 1,000.00 (depending on the severity of the violation) for each day the violation remains un-remedied after receipt of the notice of violation.

**Section 316.046.19: Criminal Penalties.** Any person violating any of the provisions of this Ordinance shall be guilty of a misdemeanor and upon conviction thereof shall be punished by a fine of not more than \$ 1,000.00 or by imprisonment for not to exceed ninety (90) days or both.

**Section 316.046.20: Appeal of Notice of Violation:** Any person receiving a Notice of Violation may appeal the determination of the City of Glencoe. The notice of appeal must be received within thirty (30) days from the date of the Notice of Violation, except in the instance where a Cease and Desist Order is issued as described in Section 316.046.16, then the notice of appeal must be received within ten (10) days from the date of the Cease and Desist Order. Hearing on the appeal before the appropriate authority or his/her designee shall take place within thirty (30) days from the date of receipt of the notice of appeal. The decision of the municipal authority or their designee shall be final.

**Section 316.046.21: Enforcement Measures After Appeal.** If the violation has not been corrected pursuant to the requirements set forth in the Notice of Violation, or, in the event of an appeal, within ten (10) days of the decision of the municipal authority upholding the decision of the City of Glencoe, then representatives of the City of Glencoe shall enter upon the subject private property and are authorized to take any and all measures necessary to abate the violation and/or restore the property. It shall be unlawful for any person, owner, agent or person in possession of any premises to refuse to allow the government agency or designated contractor to enter upon the premises for the purposes set forth above.

**Section 316.046.22: Cost of Abatement of the Violation.** Within forty-five (45) days after abatement of the violation, the owner of the property will be notified of the cost of abatement, including administrative costs. The property owner may file a written protest

objecting to the amount of the assessment within thirty (30) days. If the amount due is not paid within a timely manner as determined by the decision of the municipal authority or by the expiration of the time in which to file an appeal, the charges shall become a special assessment against the property and shall constitute a lien on the property for the amount of the assessment.

Any person violating any of the provisions of this article shall become liable to the City of Glencoe by reason of such violation. The liability shall be paid in not more than twelve (12) equal payments. Interest at the rate of eight (8) percent per annum shall be assessed on the balance beginning on the first day following discovery of the violation.

Section 316.046.23: Violations Deemed a Public Nuisance. In addition to the enforcement processes and penalties provided, any condition caused or permitted to exist in violation of any of the provisions of this ordinance is a threat to public health, safety, and welfare, and is declared and deemed a nuisance, and may be summarily abated or restored at the violator's expense, and/or a civil action to abate, enjoin, or otherwise compel the cessation of such nuisance may be taken.

Section 316.046.24: Remedies Not Exclusive. The remedies listed in this ordinance are not exclusive of any other remedies available under any applicable federal, state or local law and it is within the discretion of the City of Glencoe to seek cumulative remedies.

**Section 3:** This ordinance becomes effective from and after its passage and publication.

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**



---

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

---

To: Mayor and City Council

From: Mark Larson, City Administrator

Date: May 13, 2022

Re: Item 7B – MS4 – Land Use Control

Item 7B – It is recommended to approve the first reading of the Land Use Control Amendment to comply with MS4 requirements. This was reviewed by City Attorney Ostlund at last week's workshop.

## ORDINANCE NO. 614

### AN ORDINANCE REGULATING LAND USE CONTROL.

#### The City Council of Glencoe, Minnesota ordains:

**Section 1:** Section 529.002 of Chapter 5 of the Glencoe Municipal Code is hereby amended as follows:

- K. “MPCA Construction Stormwater Permit” means the most current Minnesota Pollution Control Agency (MPCA) General Permit to Discharge Stormwater Associated with Construction Activity Under the National Pollution Discharge Elimination System State Disposal System Program (NPDES/SDS).

**Section 2:** Section 529.005 of Chapter 5 of the Glencoe Municipal Code is hereby amended as follows:

- A. An application and applicable application fee for a grading permit shall be filed with the City of Glencoe on an approved form, with accompanying documents, and Stormwater Pollution Prevention Plan (SWPPP) meeting the requirements set forth in the City of Glencoe Stormwater Management Design Standards.

**Section 3:** Section 529.007 of Chapter 5 of the Glencoe Municipal Code is hereby amended as follows:

- B. The City of Glencoe or City representative may make inspections during the construction and land disturbance activity. Upon inspection the City of Glencoe shall notify the permittee wherein the work fails to comply with this ordinance or the site specific Stormwater Pollution Prevention Plan as approved.
- C. The permitted or his/her agent shall make regular inspections of the property, construction activity, land disturbance activity in accordance with this ordinance and the site specific Stormwater Pollution Prevention Plan as approved. All inspections shall be documented in written form and made available upon request to the City of Glencoe or City representative.

**Section 4:** This ordinance becomes effective from and after its passage and publication.

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**



---

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

---

To: Mayor and City Council

From: Mark Larson, City Administrator

Date: May 13, 2022

Re: Item 7C – MS4 – General Regulations

Item 7C – It is recommended to approve the first reading of the General Regulations Ordinance Amendment to comply with MS4 requirements. This was reviewed by City Attorney Ostlund at last week's workshop.



## ORDINANCE NO. 615

### AN ORDINANCE REGULATING GENERAL REGULATIONS.

#### The City Council of Glencoe, Minnesota ordains:

**Section 1:** Section 701, Subdivision 1 of Chapter 7 of the Glencoe Municipal Code is hereby amended as follows:

- A. *Animal* means every non-human species of animal, both domestic and wild.
- B. *Animal Control Officer* means any employee of the City of Glencoe who holds that employment position and job classification within the City of Glencoe. The Animal Control Officer shall be primarily responsible for responding to dog and cat related problems and the enforcement of ordinances and statutes.
- C. *At large* means a dog shall be at large when it is not under restraint as defined in this Ordinance.
- D. *Cat* means a domesticated feline both male or female, intact or neutered.
- E. *Cruelty* means every act, omission, or neglect which causes or permits unnecessary or unjustifiable pain, suffering, or death.
- F. *Dangerous Dog* means any dog that has:
  - (1) without provocation, inflicted substantial bodily harm on a human being on public or private property; or
  - (2) killed a domestic animal without provocation while off the owner's property; or
  - (3) been found to be potentially dangerous, and after the owner has been sent notice that the dog is potentially dangerous, the dog aggressively bites, attacks or endangers the safety of humans or other domestic animals.
- G. *Dog* means both male and female and includes any dog of the dog kind.
- H. *Other Animal Kept As a Pet* means an animal other than a dog or cat for which a rabies vaccine is licensed for the species by the United States Department of Agriculture. An animal that is deemed a prohibited wild animal pursuant to Division B of this Ordinance shall not be kept as a pet even though a rabies vaccine is licensed for the animal, and such an animal shall not be included in the definition of Other Animal Kept as a Pet.

- I. *Owner/Custodian* means any person, firm, corporation, organization or department possessing, keeping, harboring or maintaining a dog or cat within the City. A dog or cat shall be deemed to be harbored if it is fed or sheltered for three days or more.
- J. *Potentially dangerous dog* means any dog that:
- when unprovoked, inflicts bites on a human or domestic animal on public or private property; or
  - when unprovoked, chases or approaches a person including a person on a bicycle, upon the streets, sidewalks or any public or private property, other than the dog owner's property, in an apparent attitude of attack; or
  - has a known propensity, tendency, or disposition to attack without provocation, causing injury or otherwise threatening the safety of humans or other domestic animals.
- R. *Waste* means solid matter expelled from the bowels of the pet; excrement
- S. *Wild Animal* is every non-human species of the animal kingdom, including those born or raised in captivity except the following:
- (1) Domestic dogs (excluding hi-breds with wolves, coyotes or jackals)
  - (2) Domestic cats (excluding hi-breds with ocelots or margays) properly vaccinated against rabies pursuant to law;
  - (3) Farm animals, including bees, Vietnamese pot-bellied pigs, and pigeons, provided that no more than one Vietnamese pot-bellied pig and no more than five pigeons can be kept on any one lot or premises;
  - (4) Rodents, including hamsters, mice, gerbils, white rats, guinea pigs, hedgehogs, capable of being maintained continuously in cages;
  - (5) Rabbits;
  - (6) Captive-bred species of common cage birds;
  - (7) Small non-poisonous snakes;
  - (8) Chinchillas, non-poisonous lizards, and other similar small species capable to being maintain continuously in cages;
  - (9) Fish, unless prohibited by state or federal law.
  - (10) Neutered male or spayed female domestic ferrets.

**Section 2:** Section 701, Subdivision 2 of Chapter 7 of the Glencoe Municipal Code is hereby amended as follows:

- (A) Restraint. A custodian of any dog within the City shall keep the dog under restraint at all times.

- (B) Tag Required. All dogs and cats shall wear a collar and have an identification tag firmly affixed thereto indicating the dog's owner by name, address and phone number. It is unlawful for the owner of any dog or cat to fail to have the identification tag firmly attached to a collar worn at all times by the dog or cat.
- (C) License Issuance and License Fees Deleted by Ordinance 571

**Section 2:** Section 701, Subdivision 3 of Chapter 7 of the Glencoe Municipal Code is hereby amended as follows:

**Subdivision 3. Disposal and Removal of Pet Waste.**

- (A) Disposal of Feces and Possession of Material to Remove Feces. No owner or custodian of any animal shall cause or allow such animal to soil, defile or defecate on any public property or upon any street, sidewalk, public way, play area or common grounds, or upon private property other than that of the owner, unless such owner immediately removes and disposes of all feces deposited by such animal in a sanitary manner. A custodian of an animal shall keep in his or her possession at all times feces removal materials such as a plastic bag, paper towels, etc. to properly dispose of such feces in a sanitary manner. Violation of this provision shall be a petty misdemeanor.
- (B) Proper Disposal. Proper disposal of animal waste shall be limited to burial where lawfully permitted, flushing in the toilet, bagging for disposal in the owner or custodian's waste receptacle, and bagging for disposal in a waste receptacle in a public park or park area.
- (C) Prohibited Areas. Prohibited areas for animal waste disposal include storm drains and public compost.

The provisions of this section shall not apply to the ownership or use of any properly identified service animals, animals when used for police activities, or tracking animals when used by or with the permission of the appropriate authorities.

**Section 3:** Section 725.03 of Chapter 7 of the Glencoe Municipal Code is hereby amended as follows:

- 4. All human waste shall be disposed of only through the Glencoe wastewater treatment system by deposit into the sanitary sewer collection system. Pet waste shall be collected and disposed of as described in Section 701. No large animal manure (cows, horses, swine, etc.) shall be permitted to be deposited within the City of Glencoe and the owner of any animal which deposits large animal manure within the City shall be responsible for the immediate removal of the same to dispose of it outside of the City limits in a lawful manner.

**Section 4:** This ordinance becomes effective from and after its passage and publication.

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**



---

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

---

To: Mayor and City Council

From: Mark Larson, City Administrator

Date: May 13, 2022

Re: Item 7D – Medica Surplus/Refund

Item 7D – In 2021, the City of Glencoe switched Health Insurance Plans with Medica to a self-funded plan that would provide refund of premiums paid based upon the loss to premium ratio. Attached is a letter from Medica that notes that the City of Glencoe will receive a refund of \$22,996.24 based upon the fact that the premiums paid by the City of Glencoe exceeded the claims liability by Medica.

The City Employees should be commended for being a pretty healthy group of people.



May 5, 2022

Westlund Associates  
Attn: Rich Westlund  
PO Box 668  
Hutchinson, MN 55350

Dear Rich Westlund,

Medica has completed the year-end reconciliation of maximum liability self-funded plans. We have determined that claims were lower than the established maximum liability for one of your assigned groups, CITY OF GLENCOE, for the plan year that ended on 12/31/21.

We are returning the surplus due to CITY OF GLENCOE under the Administrative Services Agreement between CITY OF GLENCOE and Medica Self-Insured. Enclosed is a copy of the mailing that is being sent to your client.

Sincerely,

Daniel Badger  
Agency Relationship Manager  
Medica

Enclosures

# Maximum Liability Reconciliation

Group: City of Glencoe  
Incurral Period: 1/1/21 - 12/31/21  
Runout Through: 3/31/2022

A) Cumulative Monthly Claims Liability:	\$164,549.62
B) Claims:	\$131,690.58
C) Specific Claims (if applicable):	<u>\$0.00</u>
D) Adjusted Claims (B - C)	\$131,690.58
E) IBNR Reserve (2.5% of A)	<u>\$4,113.74</u>
F) Adjusted Claims plus IBNR (D + E)	\$135,804.32
G) Surplus (A - F)	\$28,745.30
H) Deferred Service Fee (20% of G)	<u>\$5,749.06</u>
I) Surplus Due to Group (G - H)	\$22,996.24

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

# CITY OF GLENCOE BILLS

MAY 16, 2022

## **\*\* PREPAID PAYROLL & WIRE TRANSFER BILLS \*\***

<u>VENDOR</u>	<u>DEPARTMENT: DESCRIPTION</u>	<u>TOTAL</u>
CITY OF GLENCOE EMPLOYEES	MULTIPLE DEPTS.: CITY OF GLENCOE PAYROLL 2-23-22	\$65,675.03
WIRE TRANSFER	MULTIPLE DEPTS.: MEDICA INSURANCE PREMIUM	\$39,084.30
WIRE TRANSFER	MULT DEPTS:EMP/CITY PAYROLL TAXES,HSA,PERA,D COMP,CAFE	\$46,264.83
	TOTAL PREPAID BILLS ----->	<u><u>\$151,024.16</u></u>

# INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

MAY 16, 2022 - PREPAID BILLS

Date: 05/13/2022

Time: 12:36 pm

Page: 1

City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
BREAKTHRU BEVERAGE	0513	LIQUOR STORE: MERCH FOR RESALE	172907	02/25/2022	5,687.11
BREAKTHRU BEVERAGE	0513	LIQUOR STORE: MERCH FOR RESALE	172922	03/04/2022	6,932.03
				Vendor Total:	12,619.14
C & L DISTRIBUTING	0492	LIQUOR STORE: MERCH FOR RESALE	172908	02/25/2022	15,370.70
				Vendor Total:	15,370.70
CROW RIVER WINERY	2067	LIQUOR STORE: MERCH FOR RESALE	172909	02/25/2022	688.80
				Vendor Total:	688.80
JOHNSON BROS - ST PAUL	0504	LIQUOR STORE: MERCH FOR RESALE	172910	02/25/2022	7,718.25
JOHNSON BROS - ST PAUL	0504	LIQUOR STORE: MERCH FOR RESALE	172923	03/04/2022	2,195.27
				Vendor Total:	9,913.52
LEGALSHIELD	0485	MULT DEPTS: INS PREMIUMS	172911	02/25/2022	138.50
				Vendor Total:	138.50
LOCHER BROS., INCORPORATED	0503	LIQUOR STORE: MERCH FOR RESALE	172912	02/25/2022	12,457.97
				Vendor Total:	12,457.97
MARLIN'S TRUCKING	1387	LIQUOR STORE: MERCH FOR RESALE	172913	02/25/2022	747.45
				Vendor Total:	747.45
MILLNER HERITAGE	0935	LIQUOR STORE: MERCH FOR RESALE	172914	02/25/2022	159.00
				Vendor Total:	159.00
MINNESOTA PUBLIC EMPLOYEE	1439	POLICE: UNION DUES	172915	02/25/2022	108.00
				Vendor Total:	108.00
NCPERS GROUP LIFE INS	1619	ADMIN: INS PREMIUMS	172916	02/25/2022	16.00
				Vendor Total:	16.00
PAUSTIS WINE COMPANY	0916	LIQUOR STORE: MERCH FOR RESALE	172917	02/25/2022	1,125.25
				Vendor Total:	1,125.25
PHILLIPS WINE & SPIRITS, INC.	1010	LIQUOR STORE: MERCH FOR RESALE	172918	02/25/2022	2,894.55
PHILLIPS WINE & SPIRITS, INC.	1010	LIQUOR STORE: MERCH FOR RESALE	172924	03/04/2022	2,024.06
				Vendor Total:	4,918.61
SOUTHERN GLAZER'S OF MN	1429	LIQUOR STORE: MERCH FOR RESALE	172919	02/25/2022	8,345.00
SOUTHERN GLAZER'S OF MN	1429	LIQUOR STORE: MERCH FOR RESALE	172925	03/04/2022	1,993.75
				Vendor Total:	10,338.75
VIKING BEVERAGES	0973	LIQUOR STORE: MERCH FOR RESALE	172920	02/25/2022	9,679.80
				Vendor Total:	9,679.80
WINE MERCHANTS	0667	LIQUOR STORE: MERCH FOR RESALE	172921	02/25/2022	2,289.00
WINE MERCHANTS	0667	LIQUOR STORE: MERCH FOR RESALE	172926	03/04/2022	680.00
				Vendor Total:	2,969.00
				Grand Total:	81,250.49
				Less Credit Memos:	0.00
				Net Total:	81,250.49
				Less Hand Check Total:	0.00
				Outstanding Invoice Total :	81,250.49
Total Invoices:		20			

## INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

MAY 16, 2022 - REGULAR BILLS

Date: 05/13/2022

Time: 12:34 pm

Page: 1

City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
ANDOVER ARMS LLC	2273	POLICE: TRAINING SUPPLIES	0	00/00/0000	310.00
				Vendor Total:	310.00
ARNOLD'S OF GLENCOE, INC.	1449	STREET: EQUIPMENT PARTS	0	00/00/0000	98.00
				Vendor Total:	98.00
AT&T MOBILITY	1205	MULT DEPTS: CELL PHONE BILL	0	00/00/0000	584.19
				Vendor Total:	584.19
BORDER STATES INDUSTRIES INC	0852	STREET: BULBS	0	00/00/0000	244.20
				Vendor Total:	244.20
BUFFALO CREEK WATERSHED	0911	STORM WATER: MARSH CREEK PROJECT PAYMENT	0	00/00/0000	20,071.57
				Vendor Total:	20,071.57
BUREAU OF CRIMINAL APPREHEN	0021	POLICE: TRAINING	0	00/00/0000	125.00
				Vendor Total:	125.00
CARD SERVICES	0330	ADMIN, WWTP, LIQUOR STORE: FUEL, MERCH FOR RESALE, SUPPLIES	0	00/00/0000	296.85
				Vendor Total:	296.85
CENTER POINT LARGE PRINT	1349	LIBRARY: BOOKS	0	00/00/0000	142.62
				Vendor Total:	142.62
CENTERPOINT ENERGY	0204	MULT DEPTS: NATURAL GAS BILLS	0	00/00/0000	11,950.15
				Vendor Total:	11,950.15
CLIFTONLARSONALLEN LLP	2090	ADMIN: AUDITING FEES	0	00/00/0000	22,050.00
				Vendor Total:	22,050.00
CORE & MAIN LP	1741	WATER: ACCES COVERS, CURB BOX BRACKETS, ANODES	0	00/00/0000	2,363.31
				Vendor Total:	2,363.31
CORTRUST BANK	2102	FINANCE: SAFE DEPOSIT BOX RENT	0	00/00/0000	35.00
				Vendor Total:	35.00
DAHLKE, JON	1072	FIRE: TRAINING/TRAVEL EXPENSE REIMBURSEMENT	0	00/00/0000	189.44
				Vendor Total:	189.44
FERGUSON WATERWORKS #2518	0567	WATER: REPAIR CLAMPS	0	00/00/0000	484.43
				Vendor Total:	484.43
FRANKLIN PRINTING INC.	0085	ADMIN, POLICE: OFFICE SUPPLIES	0	00/00/0000	528.34
				Vendor Total:	528.34
G & B ENVIRONMENTAL, INC	0098	WWTP: AIR FILTERS	0	00/00/0000	1,083.97
				Vendor Total:	1,083.97
GALLS, LLC	0452	POLICE: UNIFORMS	0	00/00/0000	2,016.48
				Vendor Total:	2,016.48
GAVIN, JANSSEN, STABENOW &	0087	POLICE: LEGAL SERVICES	0	00/00/0000	6,140.75
				Vendor Total:	6,140.75
GLENCOE CO-OP ASSN.	1842	MULT DEPTS: FUEL	0	00/00/0000	2,671.09
				Vendor Total:	2,671.09
GLENCOE DAYS INC.	1793	REIMB: CROW RIVER SNO PRO'S DONATION	0	00/00/0000	2,000.00
				Vendor Total:	2,000.00
GLENCOE FIRE RELIEF ASS'N.	0455	FIRE: SUPPLEMENTAL BENEFIT FROM STATE, 1ST HALF PENSION	0	00/00/0000	22,468.50
				Vendor Total:	22,468.50
GLENCOE FLEET SUPPLY	2074	MULT DEPTS: SM TOOLS, UNIFORMS, HARDWARE, REPAIR /MAINT SUPP'S	0	00/00/0000	1,349.22
				Vendor Total:	1,349.22



# INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

MAY 16, 2022 - REGULAR BILLS

Date: 05/13/2022

Time: 12:34 pm

Page: 2

City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
GOPHER STATE ONE CALL	0482	WATER, WWTP STORM WATER: LOCATE TICKETS	0	00/00/0000	139.05
				Vendor Total:	139.05
HALQUIST, AMY	1946	FINANCE: UNIFORM ALLOWANCE	0	00/00/0000	266.72
				Vendor Total:	266.72
HAWKINS, INC.	1133	WATER, WWTP: CHEMICALS	0	00/00/0000	10,851.35
				Vendor Total:	10,851.35
HILLYARD HUTCHINSON	0122	LIQUOR STORE: FLOOR SCRUBBER REPAIR & MAINTENANCE	0	00/00/0000	361.45
				Vendor Total:	361.45
HUEMOELLER, GONTAREK &	1800	ADMIN, TAX INC #18: LEGAL SERVICES	0	00/00/0000	4,480.15
				Vendor Total:	4,480.15
JERABEK, JON	1994	ADMIN: MILEAGE REIMB	0	00/00/0000	150.65
				Vendor Total:	150.65
JOHN DEERE FINANCIAL	1299	STREET: EQUIPMENT REPAIR PARTS	0	00/00/0000	119.77
				Vendor Total:	119.77
KDUZ - KARP - KGLB	2248	CITY CENTER, LIQUOR STORE: ADVERTISING	0	00/00/0000	472.00
				Vendor Total:	472.00
KONE CHICAGO	0800	ADMIN, LIBRARY, CITY CENTER: QUARTERLY EVEVATOR MAINTENANCE	0	00/00/0000	1,020.51
				Vendor Total:	1,020.51
KURITA AMERICA, INC	2216	WATER: EJECTOR	0	00/00/0000	184.71
				Vendor Total:	184.71
KWIK TRIP	1653	POLICE: FUEL	0	00/00/0000	2,138.85
				Vendor Total:	2,138.85
LIGHT & POWER COMMISSION	1484	MULT DEPTS: ELECTRICITY, CREDIT CARD & BILLING FEES	0	00/00/0000	26,801.20
				Vendor Total:	26,801.20
MCLEOD COOP. POWER ASS'N.	0201	ADMIN, AIRPORT: ELECTRICITY	0	00/00/0000	754.20
				Vendor Total:	754.20
MCLEOD PUBLISHING, INC.	0339	MULT DEPTS: ADVERTISING & PUBLISHING	0	00/00/0000	1,040.32
				Vendor Total:	1,040.32
METRO SALES, INC	1066	ADMIN: OFFICE EQUIPMENT LEASE	0	00/00/0000	186.50
				Vendor Total:	186.50
MNSPECT	0722	CODE ENFORCE: INSPECTIONS	0	00/00/0000	10,275.56
				Vendor Total:	10,275.56
MPCA	1680	AIRPORT: WATER PERMIT ANNUAL FEES	0	00/00/0000	400.00
				Vendor Total:	400.00
MVTL , INC.	0353	WWTP: LAB TESTING	0	00/00/0000	349.80
				Vendor Total:	349.80
NORTH CENTRAL LABORATORIES	0631	WWTP: LAB SUPPLIES	0	00/00/0000	995.88
				Vendor Total:	995.88
NUVERA	2120	MULT DEPTS: INTERNET, PHONE, IT SUPPORT	0	00/00/0000	9,268.54
				Vendor Total:	9,268.54
OEM SERVICE CO, LLC	0937	WATER: FABRICATE FLANGES, GASKETS,WELD PATCH ON SOFTENER	0	00/00/0000	705.91
				Vendor Total:	705.91
OFFICE OF MN. IT SERVICES	1423	POLICE: INTERNET SERVICE	0	00/00/0000	103.94
				Vendor Total:	103.94

# INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

MAY 16, 2022 - REGULAR BILLS

Date: 05/13/2022

Time: 12:34 pm

Page: 3

City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
OXYGEN SERVICE COMPANY	0653	STREET: WELDING SUPPLIES	0	00/00/0000	14.40
				Vendor Total:	14.40
PEDERSEN, ZACHARY	0337	WWTP: MILEAGE REIMB.	0	00/00/0000	121.68
				Vendor Total:	121.68
PIONEERLAND LIBRARY SYSTEMS	0227	LIBRARY, REIMB: QUARTERLY FUNDING, CARDS & FINES	0	00/00/0000	44,806.80
				Vendor Total:	44,806.80
PLUNKETT'S PEST CONTROL, INC.	0446	POLICE, WWTP, LIQUOR STORE: PEST CONTROL	0	00/00/0000	298.28
				Vendor Total:	298.28
PREMIUM WATERS, INC.	1081	MULT DEPTS: WATER	0	00/00/0000	155.98
				Vendor Total:	155.98
QUALITY FLOW SYSTEMS, INC.	1038	WWTP: INSTALL FLOAT RUN DRY PROTECTION SYSTEM, REPAIR	0	00/00/0000	2,407.00
				Vendor Total:	2,407.00
READY WATT ELECTRIC	1040	POLICE: TORNADO SIREN REPAIR	0	00/00/0000	350.00
				Vendor Total:	350.00
REVIER WELDING	1509	STREET, WWTP: SWEEPER REPAIR, ALUMINUM FORMED COVER	0	00/00/0000	734.28
				Vendor Total:	734.28
ROBERT W. BAIRD & CO	1766	MULT DEPTS: CONTINUING DISCLOSURE REPORT	0	00/00/0000	2,200.00
				Vendor Total:	2,200.00
RUNNING'S SUPPLY, INC.	1616	CITY CENTER: SAFETY BOOTS	0	00/00/0000	160.00
				Vendor Total:	160.00
SAM'S TIRE SERVICE INC.	0250	POLICE, FIRE: REPLACE TIRES, TIRE REPAIR	0	00/00/0000	935.68
				Vendor Total:	935.68
SASCS, LLC	0022	FIRE: FIREFIGHTER COURSES, TRAINING	0	00/00/0000	13,760.00
				Vendor Total:	13,760.00
SCHEIDT, RYAN	0943	PARK: SAFETY BOOTS REIMB	0	00/00/0000	197.99
				Vendor Total:	197.99
SECURITY BANK & TRUST CO.	0259	MULT DEPTS: BOND PRINCIPAL & INTEREST PAYMENTS	0	00/00/0000	49,194.86
				Vendor Total:	49,194.86
SKARPOHL PRESSURE WASHER & SUPPLIES	1112	STREET: PRESSURE WASHER SUPPLIES & REPAIRS	0	00/00/0000	456.03
				Vendor Total:	456.03
SOUTHWEST EYE CARE	0038	STREET: SAFETY GLASSES	0	00/00/0000	821.52
				Vendor Total:	821.52
STAR GROUP, L.L.C.	0972	STREET, PARK, WWTP: FILTERS, SUPPLIES, REPAIR PARTS	0	00/00/0000	103.86
				Vendor Total:	103.86
TERLINDEN, SUE	1754	CITY CENTER: SAFETY SHOES REIMB	0	00/00/0000	209.99
				Vendor Total:	209.99
THOMSON REUTERS	1260	POLICE: INVESTIGATION MATERIALS	0	00/00/0000	171.55
				Vendor Total:	171.55
TRI-COUNTY WATER	1016	STREET, REIMB: WATER	0	00/00/0000	22.25
				Vendor Total:	22.25
VICTOR'S PC SOLUTIONS	0082	POLICE: COMPUTER HARDWARE, SERVICE	0	00/00/0000	245.10
				Vendor Total:	245.10

# INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

MAY 16, 2022 - REGULAR BILLS

Date: 05/13/2022

Time: 12:34 pm

Page: 4

City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
YELLOWSTONE TRAIL ASSOCIATI	0092	ADMIN: MEMBERSHIP	0	00/00/0000	25.00
Vendor Total:					25.00
Grand Total:					285,662.42
Less Credit Memos:					0.00
Net Total:					285,662.42
Less Hand Check Total:					0.00
Outstanding Invoice Total :					285,662.42
Total Invoices:		67			

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

**Department:** Streets/Parks/Airport/Cemetery

**Supervisor Name:** Jamie Voigt

**Month:** April 2022

**Week of 4/4/22**

Detail bathrooms, shop, trucks  
Baseball Prep  
Fire Extinguisher/Ladder inspections  
Sweeper prep/maintenance  
Wash bay maintenance  
Cemetery seasonal start  
Garbage route  
Equipment maintenance/repairs

**Week of 4/11/22**

Detail break room, bathrooms  
Plow areas repair/seed  
Catch Basin clean/vactor  
Street sweeping  
Wash bay maintenance  
Yard waste maintenance  
Garbage route  
Equipment maintenance/repairs

**Week of 4/18/22**

Detail bathrooms, shop, trucks  
Shelters maintenance/prep  
Catch Basin clean/vactor  
Baseball bathroom prep  
Street sweeping  
Wash bay maintenance  
Cemetery west tree line/ brush removal  
Garbage route  
Equipment maintenance/repairs

**Week of 4/25/22**

Detail break room, bathrooms  
Camp ground/baseball water on  
Parks/shelters prep  
16<sup>th</sup> gravel road maintenance  
Cremation (1)  
Garbage route  
Equipment maintenance/repairs

Signature: 

## FUND BALANCES

FUND #	2022 CASH BALANCES	MONTH JANUARY	MONTH	MONTH
101	General-Operating	\$ 1,938,180.98		
101	General-Childhood Intervention	\$ 886.55		
101	General-Crime Prevention	\$ 4,660.24		
601	Water-Operating	\$ 2,083,191.45		
601	Water-Water Availability Charge	\$ 564,273.83		
601	Water-Trunk Water Charge	\$ 25,232.29		
601	Water-Bonds	\$ 1,916.43		
601	Water-Construction	\$ -		
602	W.W.T.P.-Operating	\$ 2,314,914.47		
602	W.W.T.P.-Sewer Availability Charge	\$ 1,096,971.23		
602	W.W.T.P.-Trunk Sewer Charge	\$ 128,696.74		
602	W.W.T.P.-Bonds	\$ 6,180.34		
602	W.W.T.P.-Construction	\$ -		
603	Sanitation	\$ 13,613.51		
604	City Center-Operating	\$ (6,009.60)		
604	City Center-Bonds	\$ (535,787.44)		
609	Liquor Store	\$ 49,295.56		
612	Airport	\$ (62,674.83)		
651	Storm Water Management	\$ (2,174.79)		
213	Park Improvement	\$ 139,516.15		
223	Aquatic Center	\$ (110,447.91)		
223	Aquatic Center-Lifeguard Training	\$ 1,702.43		
225	Cable TV	\$ 18,548.45		
226	Cemetery	\$ 757.88		
229	Municipal State Aid	\$ 219,348.40		
230	Engineering/Inspection Services	\$ (135,300.54)		
231	American Rescue Plan	\$ -		
300	City Sinking	\$ 37,286.32		
382	2007 Tax Increment Bond-2007 Industrial Park	\$ (63,281.20)		
383	2014 Tax Increment Bond-West Industrial Park	\$ 47.78		
384	2018 Tax Increment Bond-Panther Heights	\$ 16.70		
409	Tax Increment #4-Industrial Park	\$ 245,035.42		
421	Tax Increment #14-Downtown Redevelopment	\$ 45,448.54		
424	Tax Increment #17-Miller Manufacturing	\$ 31,494.64		
425	Tax Increment #18-West Industrial Park	\$ 2,677.17		
426	Tax Increment #19-Panther Heights	\$ 13,385.77		
465	2021 Street Improvement-10th Street	\$ (366,237.92)		
523	2008 11th Street/Morningside Bond	\$ 2,645.13		
524	2014 Street Improvement Bond	\$ (143,534.02)		
525	2015 Street Improvement Bond-Lincoln Park	\$ (20,012.90)		
526	2016 Street Improvement Bond-Armstrong Avenue	\$ 120,655.81		
527	2017 Street Improvement Bond-Baxter Avenue	\$ 165,302.13		
528	2018 Storm Water Improvement Bond-Central Storm Sewer	\$ 143,427.07		
529	2021 Street Improvement Bond-10th Street	\$ 135,411.86		
<b>TOTALS</b>		<b>\$ 8,105,260.12</b>	<b>\$ -</b>	<b>\$ -</b>

**Glencoe Municipal Liquor Store**  
**Profit & Loss Statement for January 2022**

<b>Sales</b>	
Liquor	54,447.77
Beer	78,226.40
Wine	15,623.05
Other Merchandise	2,607.13
<b>Total Sales</b>	<u>150,904.35</u>

<b>Cost of Sales</b>	
Beginning Inventory	361,879.68
Purchases	113,098.21
<b>Total Merch. Avail. for Sale</b>	<u>474,977.89</u>
Less Inventory Ending	363,502.91
<b>Cost of Sales</b>	<u>111,474.98</u>
<b>Gross Profit on Sales</b>	<u>39,429.37</u>
	26.13%

<b>Operating Expenses</b>	
Sales Tax (Use tax)	0.00
Full-Time Employees	4,233.54
Full-Time Employees- Overtime	0.00
Part-Time Employees	3,847.53
PERA Contributions	610.58
FICA Contributions	500.85
Medicare Contributions	117.13
Health & Life Insurance	2,305.20
Operating Supplies	5,477.40
Cleaning Supplies	0.00
Repair & Maintenance	0.00
Professional Services	0.00
Training	0.00
Computer Repair/Equipment	0.00
Telephone	30.83
Travel Expense	0.00
Advertising	780.00
Printing & Binding	0.00
Electricity	0.00
Natural Gas	0.00
Uniforms	0.00
Miscellaneous	542.50
<b>Sub-total</b>	<u>18,445.56</u>
Insurance- Liquor, Property, Gen'l Liability	787.51
Depreciation	3,587.18
Audit	250.00
Worker's Comp	342.03
Bond Interest	1,042.29
<b>Total Operating Expenses</b>	<u>24,454.57</u>

<b>Non-Operating Expenses/Income</b>	
Interest Income	0.34
Miscellaneous	0.00
Sales Tax Variance	(2.17)
Cash Drawer +/-	3.14
Bottle Deposit/Paid Out	0.00
Bad/Collected Checks	0.00
<b>Total Non-Operating Exp./Inc.</b>	<u>1.31</u>

<b>Net Income</b>	14,976.11
<b>Year-To-Date Income</b>	14,976.11

**Comparative Figures**

**Previous Year (2021)**

Total Sales	170,021.02
Gross Profit on Sales	45,036.02
Total Operating Expenses	20,202.77
Total Non-Operating Exp./Inc.	61.25
Net Income	24,894.50
Year-To-Date Income	24,894.50

Current YTD Cash Balance	49,295.56
Last Month YTD Income	0.00

# GLENCOE

SMALL CITY & BIG FUTURE

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

To: City Council

Date: 05/08/2022

From: Jon VanDamme

Re: Monthly Sales Summary – Glencoe Wine & Spirits

	<u>Monthly (April) Sales</u>	<u>Year-to-date Sales (1/1-4/30)</u>
2022	\$205,557.73 (GP 25.4%)	\$732,030.50
2021	\$211,355.46	\$771,928.36
	-2.74%	-5.17%

April was down from last year, but the weather the last few weekends of April didn't help sales. Sales are still strong compared to pre-pandemic numbers, we were 24.3% above April 2019. Customer counts were down 439 transactions from last year. Average transaction size was up: \$29.05 compared to \$28.62 last year.

- Beer sales were down -5.7%, with no sub-categories showing an increase. Beer sales were the softest of the major categories, which I am sure is due to the cooler weather this year. Domestic were only down -1.1%. Seltzers (malt based) were down 22.9%, which is more than expected, but many of those customers are moving to pre-mixed cocktails which is a liquor subcategory.
- Liquor sales were up 3.1%, driven by the large increase in Pre-mixed drinks that were up \$2,334 (+161.8%). Other positive performers included: Brandy (+17.2%), Irish Whiskey (+4.5%), Vodka (+5.8%), and Non-assoc Whiskeys (+4.7%). Again, good growth in "premium" type items and options.
- Wine sales were down about -1%, so not a bad percentage, but I was hoping for better with the wine sale that we had heading into Easter. We had good increases in Cabernets (+17.5%), Minnesota (+32.1%), Moscato (+16.7), Pinot Noir (+43.5%), and Sauv Blanc (+44.9%) – those are showing customers moving towards premium priced products.
- April promotions included our Easter and semi-annual Wine sale, promotions for spring, and some Facebook posts for new and seasonal item releases. I attended the MMBA conference.

- YTD Quantity Sold – Product Count (1/1-4/30)

2022	51,024	(-8.3%)
2021	55,622	



## Sales Item Report

Glencoe Municipal Liquor

Sorts: Department Description, Description 1

4/1/2022 - 4/30/2022

5/4/2022 11:39:24 AM

Page 1

Description 1	Avg Cost	Price 1	Description 2	GP %	SaleQty	Ext Cost	Class Desc	Ext Disc	Sales	Gross Profit	Item #	GP %	Min Qty	Manufacturer	On Order	QOH	Size	PD Qty	Style	YTD Qty	Color	PY Qty
Dept Desc: BEER - 10			Dept Desc: BEER - 10																			
Subtotal 530			6519.00			79351.04		198.38	102349.15	23001.03		22.5				6624.00	269.00		379.00	22353.00	83484.00	
Dept Desc: LIQUOR - 20			Dept Desc: LIQUOR - 20																			
Subtotal 664			5169.00			43157.92		229.90	59635.70	16479.13		27.6				16147.00	249.00		351.00	18160.00	53631.00	
Dept Desc: MISC 7.375% TAX			Dept Desc: MISC 7.375% TAX																			
Subtotal 87			671.00			2034.28		0.00	2786.74	752.48		27.0				1101.00	37.00		46.00	2556.00	8948.00	
Dept Desc: MISC BEER			Dept Desc: MISC BEER																			
Subtotal 1			3.00			0.00		0.00	32.47	32.47		100.0				0.00	0.00		0.00	17.00	40.00	
Dept Desc: MISC LIQUOR			Dept Desc: MISC LIQUOR																			
Subtotal 1			1.00			0.00		0.00	0.99	0.99		100.0				0.00	0.00		0.00	5.00	14.00	
Dept Desc: MISC NONTAX			Dept Desc: MISC NONTAX																			
Subtotal 3			132.00			264.55		0.00	425.70	161.15		37.9				68.00	5.00		7.00	505.00	3832.00	
Dept Desc: WINE - 30			Dept Desc: WINE - 30																			
Subtotal 544			1883.00			14770.97		1046.15	21953.53	7182.64		32.7				10037.00	50.00		67.00	5525.00	16929.00	
Total 1830			14378.00			139578.76		1474.43	187184.28	47609.89		25.4				33977.00	610.00		850.00	49121.00	166878.0	

## Sales Item Report

Glencoe Municipal Liquor

Sorts: Department Description

4/1/2021 - 4/30/2021

5/11/2022 3:17:13 PM

Page 1

Description 1	Price 1	Description 2	Ext Cost	Class Desc	Sales	Gross Profit	Item #	GP %	Min Qty	Manufacturer	QoH	Size	Style	Color
Avg Cost		GP % SaleQty		Ext Disc					On Order			PID Qty	MD Qty	YTD Qty
Dept Desc: BEER - 10														
Subtotal 553	Dept Desc: BEER - 10	7585.00	86567.16	204.86	108506.72	21943.30	20.2			5023.00	371.00	2097.00	22713.00	88791.00
Dept Desc: LIQUOR - 20														
Subtotal 659	Dept Desc: LIQUOR - 20	4745.00	42852.24	113.28	57836.32	14985.52	25.9			14585.00	314.00	1359.00	17212.00	56049.00
Dept Desc: MISC 7.375% TAX														
Subtotal 90	Dept Desc: MISC 7.375% TAX	749.00	2532.90	0.00	3376.71	843.88	25.0			1034.00	36.00	211.00	2634.00	9205.00
Dept Desc: MISC BEER														
Subtotal 1	Dept Desc: MISC BEER	0.00	0.00	0.00	0.00	0.00	0.0			0.00	0.00	4.00	21.00	40.00
Dept Desc: MISC LIQUOR														
Subtotal 1	Dept Desc: MISC LIQUOR	1.00	0.00	0.00	0.99	0.99	100.0			0.00	0.00	0.00	0.00	5.00
Dept Desc: MISC NONTAX														
Subtotal 2	Dept Desc: MISC NONTAX	196.00	446.60	0.00	614.04	167.44	27.3			0.00	0.00	77.00	575.00	3830.00
Dept Desc: WINE - 30														
Subtotal 537	Dept Desc: WINE - 30	1959.00	14879.82	979.17	22166.24	7286.52	32.9			9109.00	51.00	333.00	5211.00	18066.00
Total 1843		15235.00	147278.72	1297.31	192501.02	45227.65	23.5			29751.00	772.00	4081.00	48371.00	175995.0

## Sales Item Report

Glencoe Municipal Liquor

Sorts: Department Description, Description 1

4/1/2020 - 4/30/2020

5/4/2022 11:40:20 AM

Page 1

Description 1	Price 1	Description 2	Ext Cost	Class Desc	Sales	Gross Profit	Item #	GP %	Min Qty	Manufacturer	QOH	Size	Style	Color
Avy Cost		GP % SaleQty		Ext Disc					On Order		PUH	PUH Qty	YTD Qty	PY Qty
Dept Desc: BEER - 10														
Subtotal 558	Dept Desc: BEER - 10	7670.00	91555.66	370.16	111966.93	20414.61	18.2			5086.00	228.00	323.00	19743.00	80939.00
Dept Desc: LIQUOR - 20														
Subtotal 659	Dept Desc: LIQUOR - 20	4322.00	43985.80	222.15	59232.83	15249.00	25.7			13952.00	192.00	281.00	15073.00	50308.00
Dept Desc: MISC 7.375% TAX														
Subtotal 89	Dept Desc: MISC 7.375% TAX	835.00	3422.70	0.00	4490.00	1067.52	23.8			992.00	35.00	43.00	2373.00	8904.00
Dept Desc: MISC BEER														
Subtotal 1	Dept Desc: MISC BEER	2.00	0.00	0.00	7.98	7.98	100.0			0.00	0.00	0.00	17.00	40.00
Dept Desc: MISC LIQUOR														
Subtotal 1	Dept Desc: MISC LIQUOR	1.00	0.00	0.00	34.99	34.99	100.0			0.00	0.00	0.00	5.00	14.00
Dept Desc: MISC NONTAX														
Subtotal 3	Dept Desc: MISC NONTAX	198.00	438.18	0.00	585.82	147.64	25.2			74.00	5.00	7.00	505.00	3830.00
Dept Desc: MISC WINE														
Subtotal 1	Dept Desc: MISC WINE	1.00	0.00	0.00	4.99	4.99	100.0			0.00	0.00	0.00	2.00	4.00
Dept Desc: WINE - 30														
Subtotal 528	Dept Desc: WINE - 30	2022.00	15048.28	235.73	22761.90	7713.80	33.9			7829.00	43.00	62.00	4479.00	16127.00
Total 1840		15051.00	154450.62	828.04	199085.44	44640.53	22.4			27933.00	503.00	716.00	42197.00	160166.0

## Sales Item Report

Glencoe Municipal Liquor

Sorts: Department Description, Description 1

4/1/2019 - 4/30/2019

5/4/2022 11:40:35 AM

Page 1

Description 1	Avg Cost	Price 1	Description 2	GP %	Sale Qty	Ext Cost	Class Desc	Ext Disc	Sales	Gross Profit	Item #	GP %	Min Qty	Manufacturer	On Order	Size	QoH	PD Qty	Style	YTD Qty	Color	PY Qty
Dept Desc: BEER - 10			Dept Desc: BEER - 10																			
Subtotal 535			6197.00			69480.65	91.01		83627.24	14149.72	16.9					4577.00	211.00	301.00	18501.00	74653.00		
Dept Desc: LIQUOR - 20			Dept Desc: LIQUOR - 20																			
Subtotal 530			3528.00			31537.17	96.09		42251.03	10715.49	25.4					11669.00	190.00	267.00	12749.00	45071.00		
Dept Desc: MISC 7.375% TAX			Dept Desc: MISC 7.375% TAX																			
Subtotal 83			570.00			1747.76	15.97		2311.10	563.50	24.4					887.00	30.00	38.00	2202.00	8012.00		
Dept Desc: MISC BEER			Dept Desc: MISC BEER																			
Subtotal 1			17.00			0.00	0.00		133.34	133.34	100.0					0.00	0.00	0.00	17.00	40.00		
Dept Desc: MISC LIQUOR			Dept Desc: MISC LIQUOR																			
Subtotal 1			18.00			0.00	0.00		46.42	46.42	100.0					0.00	0.00	0.00	5.00	14.00		
Dept Desc: MISC NONTAX			Dept Desc: MISC NONTAX																			
Subtotal 4			178.00			299.70	0.00		468.02	168.32	36.0					74.00	5.00	7.00	505.00	3830.00		
Dept Desc: MISC WINE			Dept Desc: MISC WINE																			
Subtotal 1			3.00			0.00	0.00		34.47	34.47	100.0					0.00	0.00	0.00	2.00	4.00		
Dept Desc: WINE - 30			Dept Desc: WINE - 30																			
Subtotal 539			2284.00			15589.39	1390.78		22380.70	6791.58	30.3					7438.00	34.00	50.00	4047.00	14650.00		
Total 1694			12795.00			118654.67	1593.85		151252.32	32602.84	21.6					24645.00	470.00	663.00	38028.00	146274.0		

# May 2022

May 2022							June 2022						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7	5	6	7	8	9	10	11
8	9	10	11	12	13	14	12	13	14	15	16	17	18
15	16	17	18	19	20	21	19	20	21	22	23	24	25
22	23	24	25	26	27	28	26	27	28	29	30		
29	30	31											

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
May 1	2 7:00pm City Council Meeting (City Hall)	3	4 6:00pm Fire Relief (Fire Hall)	5	6	7
8	9 5:30pm City Council Workshop (City Hall)	10 8:30am Department Head (City Hall) 9:00am Safety Committee (City Hall West Conf)	11	12 7:00pm Planning Commission (City Hall)	13	14
15	16 7:00pm City Council (City Hall)	17 8:30am Department Head (City Hall)	18	19 5:00pm Airport Commission (City Hall)	20	21
22	23 7:00pm Library Board (Library) 7:00pm Light & Power (Light Plant)	24	25 12:00pm Economic Development Comm Meeting (City Hall) 6:30pm Park Board (City Hall)	26	27	28
29	30	31	Jun 1	2	3	4

# June 2022

June 2022							July 2022						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
5	6	7	8	9	10	11	3	4	5	6	7	8	9
12	13	14	15	16	17	18	10	11	12	13	14	15	16
19	20	21	22	23	24	25	17	18	19	20	21	22	23
26	27	28	29	30			24	25	26	27	28	29	30
							31						

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
May 29	30	31	Jun 1	2	3	4
	6 7:00pm City Council Meeting (City Hall)	7	6:00pm Fire Relief (Fire Hall)	9 7:00pm Planning Commission (City Hall)	10	11
5			8			
	13 5:30pm City Council Workshop (City Hall)	14 8:30am Department Head (City Hall) 9:00am Safety Committee (City Hall West Conf)	15	16 5:00pm Airport Commission (City Hall)	17	18
12						
	20 7:00pm City Council (City Hall)	21 8:30am Department Head (City Hall)	22 12:00pm Economic Development Comm Meeting (City Hall) 6:30pm Park Board (City Hall)	23	24	25
19						
	27 7:00pm Library Board (Library) 7:00pm Light & Power (Light Plant)	28	29	30	Jul 1	2
26						

## May 2022 Building Permits

606 11th St E	commercial reroof
2915 10th St E	Commercial Fire Suppression
1929 15th Street E	plumbing replace shower
702 11th St E	deck
1408 Cedar	interior drain tile
1405 Prairie Ave N	fence
1129 Ives Ave N	fence
1612 Birch	reside
8708 cty Rd 2	reroof
1612 16th St E	utility shed
1612 16th St E	utility shed
425 Edgewood	replace windows
1106 Morningside	fence
365 Edgewood	replace windows
1406 Fir	mechanical air conditioner