



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

GLENCOE CITY COUNCIL MEETING AGENDA

September 19, 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 September 6, 2022

3. PUBLIC COMMENT (agenda items only)

4. PUBLIC HEARINGS

- A. Set Public Hearing for 2022 Pavement Improvement Project – City Engineer – SEH
 - a. Resolution No. 2022-21 - Declaring Cost To Be Assessed, Ordering Preparation Of Proposed Assessment, Andcalling For Hearing On Proposed Assessment
- B. Set Public Hearing for October 17, 2022 at 7:00pm for Delinquent Bills owed to the City of Glencoe – City Administrator Larson

5. BIDS AND QUOTES

- A. Update on Miller Manufacturing Land Purchase – City Attorney Ostlund

6. REQUESTS TO BE HEARD

- A. 2023 Ancillary Insurance renewal proposal – City Administrator Larson
- B. Resolution 2022-22 – Setting Preliminary Property Tax Levy for 2023 – City Attorney Larson
- C. Third Reading of Ordinance 616 – Regarding Loaded Firearms – City Attorney Ostlund

7. ITEMS FOR DISCUSSION

- A. ATV Ordinance Discussion – City Attorney Ostlund
 - a. First Reading of Ordinance 617 – Regarding ATV's in the City of Glencoe
- B. Retirement of Glencoe/Pioneerland Librarian Jackee Fountain – October 10, 2022
- C. Cemetery Software update – City Administrator
- D. Airport Terminal Building Update – City Administrator

8. ROUTINE BUSINES

- A. Project Updates
- B. Economic Development
- C. Public Input
- D. Reports
- E. City Bills

9. Close Meeting to Discuss Union Negotiations

10. ADJOURNMENT

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Attendees: Ryan Voss, Sue Olson, Allen Robeck, Cory Neid, Paul Lemke, Arnold Brinkmann

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

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 August 15, 2022

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

3. PUBLIC COMMENT (agenda items only)

Resident Ralph Aldrich – west pond is full of algae. City Administrator Larson said that they are currently working on mowing down all of the ponds.

4. PUBLIC HEARINGS

A. Public Hearing on Ordinance 616 – An Ordinance Amending Section 710 of Chapter 7 of the Glencoe City Code Regulating the Storage of Firearms

- City Attorney Ostlund reviewed the suggested change amending Chapter 7, Section 710.
- Mayor Voss opened the public hearing at 7:06pm.
- Resident Clint Bell spoke in favor of the proposed change.
- Resident James Keckle asked for clarification; does this ordinance apply to how you keep your firearms at home. Attorney Ostlund said that this ordinance is for what citizens do outside of their home but within the city.

Motion: Lemke, seconded by Neid to close the public hearing at 7:12pm. Vote 4 – 1 with Robeck against, motion carried.

B. 2nd Reading of Ordinance 616 – City Attorney Ostlund

Motion: Brinkmann, seconded by Lemke to approve the 2nd Reading of Ordinance 616. Vote 4 – 1 with Robeck against, motion carries.

5. BIDS AND QUOTES

A. Supplemental Letter Agreement with SEH for Airport Terminal Building – Administrator Larson
Independent Fee Estimate (IFE) – Becher Hoppe Associates, Inc.

Glencoe was awarded a \$712,500 grant to replace the terminal building at the airport. The share amount is \$38,500. 650 applications nationwide and the Glencoe Airport was awarded one out of four applications in Minnesota. Looking at awarding bid in late November.

Motion: Olson, seconded by Brinkmann to approve the architectural agreement with SEH. Vote 4 – 1 with Robeck against, motion carried.

B. Purchase of Used Squad Car from McLeod County Sheriff's Office for School Resource Officer – Chief Padilla

Motion: Olson, seconded by Robeck to approve purchasing a used squad car from McLeod County Sheriff's Office for School Resource Officer. Vote 4 – 1 with Robeck against, motion carried.

6. REQUESTS TO BE HEARD

A. Glencoe Police Department Policy Changes – Chief Padilla

MN Police Officers Standards and Training (POST) just adopted these policies and are requiring police departments to have identical or very similar policies.

1. Confidential Informants/Information Policy 3.17

Motion: Neid, seconded by Brinkmann to approve "Confidential Informants/Information Policy 3.17". All in favor, motion carried.

2. Avoiding Racial Profiling Policy 3.41

Motion: Lemke, seconded by Olson to approve "Avoiding Racial Profiling Policy 3.41". All in favor, motion carried.

B. Light and Power Commission Appointment – Administrator Larson

Three applications were received for the Light & Power Commission opening: Kevin Preis, Milan Alexander, Mike Drew. The commission recommends appointing Kevin Preis. Robeck stated that he thinks Milan Alexander would be better qualified and he thinks Kevin should wait until the opening at the beginning of next year.

Motion: Lemke, seconded by Olson to appoint Kevin Preis to the Light & Power Commission based on the commission's recommendation. Vote 3 – 2 with Robeck and Neid against, motion carries.

C. WAC/SAC Waiver Request from Glencoe Hotel Group, LLC – Administrator Larson

Glencoe Hotel Group, LLC is requesting that the City waive the WAC/SAC charges for the 51 room AmericInn Hotel Project totaling \$82,150. EDC reviewed this request at its August meeting and their recommendation is that if it is a cashflow issue to structure a payment plan such as 0% interest for 5 years. City Attorney Ostlund recommends that a policy should be put in place if the City is interested in looking at waiving fees.

Motion: Robeck, seconded by Neid to table for now. All in favor, motion carried.

7. ITEMS FOR DISCUSSION

8. ROUTINE BUSINESS

- A.** Project Updates: Seal Coat chips – started removing chips today. Crosswalk on 14th is close to being finished. All curb and gutter will be completed by the 19th. Concerns about J-Turn on Highway 212 and Chandler and drivers making illegal turns. MNDot put up huge signs and posts making it impossible to make an illegal turn.
- B.** Economic Development
- C.** Public Input
 - Resident Ralph Aldrich is concerned about kids jumping potholes by McLeod/10th St going down to the pond. Also, ponds need to be cleaned out.
 - Ryan Hansch introduced himself. He will be on the ballot this November for McLeod County Attorney.
- D.** Reports
- E.** City Bills

Motion: Neid, seconded by Robeck to approve paying for the city bills. All in favor, motion carried.

9. CLOSE MEETING – Discuss Union Negotiations

Motion: Lemke, seconded by Robeck to close the meeting to discuss union negotiations. All in favor, motion carried.

Motion: Robeck, seconded by Neid to reopen the meeting at 8:39pm. All in favor, motion carried.

10. ADJOURNMENT

Motion: Robeck, seconded by Neid to adjourn at 8:40pm. All in favor, motion carried.

Ryan Voss, Mayor

Mark Larson, City Administrator

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

To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: September 15, 2022

Re: **Item 4A – Public Hearing on 2022 Pavement Project**

Item 4A – Attached is the proposed Assessment Roll for the 2022 Pavement Project.

It is recommended to approve Resolution 2022-21 setting the Public Hearing for the Pavement Project for October 17th at 7:15 PM.

**RESOLUTION NO. 2022-21
DECLARING COST TO BE ASSESSED,
ORDERING PREPARATION OF PROPOSED ASSESSMENT, AND
CALLING FOR HEARING ON PROPOSED ASSESSMENT**

WHEREAS, costs have been determined for the 2022 Pavement Improvement Project, for the construction of mill and overlay, pavement reclamation and overlay, thin overlay, drain tile, concrete curb and gutter repairs, turf restoration, and miscellaneous items required to complete the improvements, and the estimated final contract price for such improvements is \$1,041,523.90, and the estimated final expenses incurred or to be incurred in the making of such improvements amount to \$91,745.00, so that the estimated final total cost of the improvements will be \$1,133,268.90.

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

1. The portion of the cost of such improvement to be paid by the city is hereby declared to be \$975,340.94, and the portion of the cost to be assessed against benefited property owners is declared to be \$157,927.96.
2. Assessment shall be payable in equal annual installments extending over a period of 5 years, the first of the installments to be payable on or before the first Monday in January, 2023, and shall bear interest at the rate of 2.00 percent per annum from the date of the adoption of the assessment resolution.
3. The City Administrator, with the assistance of the consulting engineer, shall forthwith calculate the proper amount to be specially assessed for such improvement against every assessable lot, piece or parcel of land within the district affected, without regard to cash valuation, as provided by law, and he shall file a copy of such proposed assessment in his office for public inspection.
4. A hearing shall be held on the 17th day of October, 2022, in the Glencoe City Hall at 7:15 p.m., to pass upon such proposed assessment and at such time and place all persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessment.
5. The City Administrator is hereby directed to cause a notice of the hearing on the proposed assessment to be published once in the official newspaper at least two weeks prior to the hearing, and shall state in the notice the total cost of the improvement. The City Administrator shall also cause mailed notice to be given to the owner of each parcel described in the assessment roll not less than two weeks prior to the hearing.
6. The owner of any property so assessed may, at any time prior to certification of the assessment to the McLeod County Auditor-Treasurer, pay the whole of the assessment on such property with interest accrued to the date of payment, to the City Administrator, except that no interest shall be charged if the entire assessment is paid by November 17, 2022. He may at any time thereafter, pay to the City Administrator the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the succeeding year.

Adopted by the council this 19th day of September, 2022.

Mayor

City Administrator

X:\FJ\G\LENC\160341\5-final-dsgn\Assessments\Assessment Hearing\Resolution Declaring Cost, Ordering Prep, & Calling for Hearing on Assessment_Draft.docx

ASSESSMENT ROLL SUMMARY
2022 STREET IMPROVEMENT PROJECT
GLENCOE, MINNESOTA

Parcel No.	First Name	Last Name	AddlName	Property Address	Total Estimated Assessment Amount	Total Assessment Amount
220680050	Dean & Sheila	Scheele		809 16th St E	\$0.00	\$0.00
220680060	Tanya	Olson		1603 Ives Ave N	\$0.00	\$0.00
220680130	Jeffrey & Valerie	Bonderman		1605 Ives Ave N	\$0.00	\$0.00
220680140	Joshua & Erin	Koopmeiners		1607 Ives Ave N	\$0.00	\$0.00
220680210	Jamie & Sharon	Good		1611 Ives Ave N	\$0.00	\$0.00
220680280	Lorraine	Kurtzweg		1701 Ives Ave N	\$0.00	\$0.00
220680290	Corey & Nichol	Roskamp		1703 Ives Ave N	\$0.00	\$0.00
220680400	Leo	Lorenz		1705 Ives Ave N	\$0.00	\$0.00
220680390	Alex	Kunkel		1707 Ives Ave N	\$0.00	\$0.00
220680380	Shirley	Westall		1709 Ives Ave N	\$0.00	\$0.00
220680370	Brian	Sommers		1711 Ives Ave N	\$0.00	\$0.00
220680360	Bradnel & Nicole	Klitzke		1710 Judd Ave N	\$0.00	\$0.00
220680350	Lanette	Grenke		1708 Judd Ave N	\$0.00	\$0.00
220680340	Purple R	Hayes et al		1706 Judd Ave N	\$0.00	\$0.00
220680330	Robert & Nancy	Dose		1704 Judd Ave N	\$0.00	\$0.00
220680250	William & Pamela	Gould		1702 Judd Ave N	\$0.00	\$0.00
220680240	Carolyn	Schiro		1612 Judd Ave N	\$0.00	\$0.00
220680180	William	Clark		1610 Judd Ave N	\$0.00	\$0.00
220680170	Darin	Humann		1608 Judd Ave N	\$0.00	\$0.00
220680100	Karol	Kiefer		1606 Judd Ave N	\$0.00	\$0.00
220680090	Elvira	Exsted		1604 Judd Ave N	\$0.00	\$0.00
220680020	Alexander	Gold		1602 Judd Ave N	\$0.00	\$0.00
220680040	Mark	Dahlke		1602 Ives Ave N	\$0.00	\$0.00
220680070	Shannon & Peggy	Beneke		1604 Ives Ave N	\$0.00	\$0.00
220680120	Brenda	Lemke		1606 Ives Ave N	\$0.00	\$0.00
220680150	Anthony & Elisabeth	Pender		1608 Ives Ave N	\$0.00	\$0.00
220680200	Larry & Gayle	Macht		1610 Ives Ave N	\$0.00	\$0.00
220680220	David	Bargmann		1612 Ives Ave N	\$0.00	\$0.00
220680270	Kelly	Bousson		1702 Ives Ave N	\$0.00	\$0.00
220680300	Matthew	Muenchow	Kayla ODonnell	1706 Ives Ave N	\$0.00	\$0.00
220680310	Sharon	Albers		1705 Judd Ave N	\$0.00	\$0.00
220680320	Judah & Heather	Leier		1703 Judd Ave N	\$0.00	\$0.00
220680260	Kelli	Schwartz		1701 Judd Ave N	\$0.00	\$0.00
220680230	Wes	Moffat		1611 Judd Ave N	\$0.00	\$0.00
220680190	Galen & Ranae	Peterson		1609 Judd Ave N	\$0.00	\$0.00
220680160	Timothy & Cindy	Emery		1607 Judd Ave N	\$0.00	\$0.00
220680110	Stephan	Headlee		1605 Judd Ave N	\$0.00	\$0.00
220680080	Stanley R	Larson Trust		1603 Judd Ave N	\$0.00	\$0.00
220680030		Trilogy Properties of MN LLC		927 16th St E	\$0.00	\$0.00
220501760	Steven	Krueger		831 11th St E	\$6,450.00	\$6,376.00
220501890	Sarah	Domoradzki		1129 Ives Ave N	\$3,036.00	\$3,366.00
220501910		Glencoe Development Assn Inc		905 11th St E (Post Office)	\$3,856.60	\$4,277.32
220501930	Gwen	Regnier Properties LLC		1126 Ives Ave N	\$4,083.75	\$4,529.25
220501920	David & Barbara	Brand		1130 Ives Ave N	\$1,518.00	\$1,683.00
220880010		City of Glencoe	WWTF	615 Vinton Ave	\$27,667.00	\$34,868.00
220880302		City of Glencoe		615 Vinton Ave	\$13,833.50	\$17,434.00
220880240	Robert	Shanahan		2222 7th St E	\$11,716.50	\$14,766.00
220880380	Robert	Shanahan		810 1st St E	\$0.00	\$0.00
220880520	Michael & Mary Ann	Drew		814 1st St E	\$0.00	\$0.00
221450070	Myron	Schuetz Const LLC			\$0.00	\$0.00
221450060	Tracey	Vee		1016 1st St E	\$0.00	\$0.00
221450050	Myron	Schuetz Const LLC			\$0.00	\$0.00
221450040	Xiao	Shou Dong		1013 Mitchell Ct	\$0.00	\$0.00
221450030	Myron	Schuetz Const LLC			\$0.00	\$0.00
221450020	Roger & Mary	Gronholz		1105 Mitchell Ct	\$0.00	\$0.00
221450010	Christopher & Kristen	Sonju		1109 Mitchell Ct	\$0.00	\$0.00
221450340	Kenneth & Bonnie	Teschendorf		1201 Mitchel Rd	\$0.00	\$0.00
221450490	Seth	Tepliy et al			\$0.00	\$0.00
221450520		Glencoe Country Club Inc			\$0.00	\$0.00
221450530		Strawberry Mountain LLC			\$0.00	\$0.00
040510052	Robert	Ellies			\$0.00	\$0.00
040510055	Eric	Withus		1566 1st St E	\$0.00	\$0.00
040510040		The Links LLC		1880 1st St E	\$0.00	\$0.00
070190800	Beverly D	Weber Trust			\$0.00	\$0.00
070181300	Joshua	Weber		6986 100th St	\$0.00	\$0.00
040510030		McLeod County			\$0.00	\$0.00
220880295		Glencoe Country Club Inc			\$0.00	\$0.00
070181000	Michael M	Gavin			\$0.00	\$0.00
220180100	Edward J	Gavin Trust			\$0.00	\$0.00
220180200	Edward J	Gavin Trust			\$0.00	\$0.00
040510020		City of Glencoe			\$0.00	\$0.00
220181100		Fiat Six Inc		720 Morningside Ave	\$0.00	\$0.00
220181200		International Motion Supply		2306 9th St E	\$0.00	\$0.00
220990070		City of Glencoe			\$0.00	\$0.00
221090010		Glen Knoll Properties Inc			\$0.00	\$0.00
220990060		Glen Knoll Properties Inc			\$10,000.00	\$10,000.00
220501500		City of Glencoe			\$0.00	\$0.00
040120300		Ind School District #2859			\$0.00	\$0.00

ASSESSMENT ROLL SUMMARY
2022 STREET IMPROVEMENT PROJECT
GLENCOE, MINNESOTA

Parcel No.	First Name	Last Name	AddName	Property Address	Total Estimated Assessment Amount	Total Assessment Amount
220750180	Herbert & Darlene	Hennessey		1401 Birch Ave N	\$0.00	\$0.00
220750170	Russel & Bernadine	Pettis		1403 Birch Ave N	\$0.00	\$0.00
220750160	Elizabeth	Vinkemeier		1405 Birch Ave N	\$0.00	\$0.00
220750070	Donald & Janice	Petrick		1407 Birch Ave N	\$0.00	\$0.00
220750060	John	Wolter		1409 Birch Ave N	\$0.00	\$0.00
220750050	Mark & Joan	Walford		1411 Birch Ave N	\$0.00	\$0.00
220750040	David & Sara	Brown		1413 Birch Ave N	\$0.00	\$0.00
220750030	Frank	Romano		1415 Birch Ave N	\$0.00	\$0.00
220750150	Kirt	Groe		1402 Birch Ave N	\$0.00	\$0.00
220750140	Timothy	Kaczmarek	Lisa Foster	1404 Birch Ave N	\$0.00	\$0.00
220750130	Margaret M	Mayer Rev Trust		1406 Birch Ave N	\$0.00	\$0.00
220750120	Chad	Laplante		1408 Birch Ave N	\$0.00	\$0.00
220750110	Craig	Allison		1410 Birch Ave N	\$0.00	\$0.00
220750100	Robert & Marilyn	Schuette		1412 Birch Ave N	\$0.00	\$0.00
220750090	Brian	Goff	Jennifer Wendlandt	1414 Birch Ave N	\$0.00	\$0.00
220750080	Candace	Stiles		1416 Birch Ave N	\$0.00	\$0.00
220502110	Joan	Schmeling		1110 McLeod Ave	\$0.00	\$0.00
220502100	Gordon & Maureen	Krumrey		1315 11th St E	\$0.00	\$0.00
220502090	Connie	McBrady		1321 11th St E	\$0.00	\$0.00
220502080	Kira	Pulschinski		1327 11th St E	\$0.00	\$0.00
220502190	James Sr & Judith	Madden		1407 11th St E	\$0.00	\$0.00
220502180	Justin & Rachel	Schuft		1413 11th St E	\$0.00	\$0.00
220502170	David & Julie	Uecker		1419 11th St E	\$0.00	\$0.00
220502160	Leo & Teresa	Ackerson		1429 11th St E	\$0.00	\$0.00
220502270		Grack Family Revocable Tr Agmt		1507 11th St E	\$0.00	\$0.00
220502260	Anthony	Fratzke		1511 11th St E	\$0.00	\$0.00
220502250	Barbara	Nowak		1519 11th St E	\$0.00	\$0.00
220502240	Travis	Weber	Nicole Reinitz	1527 11th St E	\$0.00	\$0.00
220501470	Oscar	Rivera		1304 11th St E	\$0.00	\$0.00
220501480	Jennifer	Meyer		1314 11th St E	\$0.00	\$0.00
220501490	Brian	Stiepen		1318 11th St E	\$0.00	\$0.00
220501500	James & Cynthia	Ford		1326 11th St E	\$0.00	\$0.00
220501380	Yekaterina & Russell	Hamols		1406 11th St E	\$0.00	\$0.00
220501400	Debra	Engelmann		1414 11th St E	\$0.00	\$0.00
220501410	Phyllis	Sopkowiak		1420 11th St E	\$0.00	\$0.00
220501420	Steven	Thayer		1428 11th St E	\$0.00	\$0.00
220501390	Richard	Fimon		1504 11th St E	\$0.00	\$0.00
220501310	Dale & Rebecca	Koktan		1514 11th St E	\$0.00	\$0.00
220501320	Wade	Just		1520 11th St E	\$0.00	\$0.00
220501330	Brian	Remer	Amanda Regenscheid	1530 11th St E	\$0.00	\$0.00
220182300		McLeod County HRA		14th & Morningside	\$3,445.00	\$3,445.00
220182400		Metrolains Acquisition Corp		2401 14th St E	\$5,354.33	\$5,354.33
221420120	Michael & Ginger	Bellanger		1400 Baldwin Ave N	\$443.30	\$443.30
221420110	James	Weckman		1401 Elsie Dr	\$443.30	\$443.30
221400310	Cklair	Hasse		1402 Elsie Dr	\$1,375.00	\$1,375.00
221400320	Gregory & Marilyn	Troska		1403 Ranger Dr	\$1,375.00	\$1,375.00
221400600	Duran & Annette	Koester		1404 Ranger Dr	\$1,331.00	\$1,331.00
221430090		Team Development Co LLP		14th & Prairie	\$1,419.00	\$1,419.00
220182500		McLeod County HRA		14th & Morningside	\$8,799.33	\$8,799.33
221400770		Team Development Co LLP		Empty Parcel	\$16,324.00	\$16,324.00
221400800		City of Glencoe		Pond	\$4,372.50	\$4,372.50
220500910		Terrapin Estates LLC		2017 10th St E	\$3,630.00	\$4,026.00
220500950	Joseph & Megan	Pint		2024 11th St E	\$3,036.00	\$3,366.00
220500900		Caseys Retail Company		2101 10th St E	\$3,856.60	\$4,277.32
220500905		Knorr Properties LLC		2100 11th St E	\$3,856.60	\$4,277.32
	TOTALS				\$141,222.30	\$157,927.96

**ASSESSMENT RATES
2022 STREET IMPROVEMENT PROJECT
GLENCOE, MINNESOTA
SEH NO. GLENC 164352
SEPTEMBER 19, 2022**

Item	Estimated Assessment Rate for Front Footage	Actual Assessment Rate for Front Footage
Residential Mill & Overlay	\$22.00 per L.F.	\$22.00 per L.F.
Commercial Mill & Overlay	\$26.50 per L.F.	\$26.50 per L.F.
Residential Reclaim & Overlay	\$46.00 per L.F.	\$51.00 per L.F.
Commercial Reclaim & Overlay	\$55.00 per L.F.	\$61.00 per L.F.
Commercial Sidewalk Replacement	\$6.00 per S.F	\$5.00 per S.F>
15th Street 8 foot Mill & Overlay	\$10.00 per L.F.	\$10.00 per L.F.
7th Street Full Reconstruction	\$73.00 per L.F.	\$92.00 per L.F.

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

To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: September 15, 2022

Re: **Item 4B – Public Hearing on Delinquent Bills**

Item 4B – It is recommended to set a public hearing on delinquent bills owed to the City of Glencoe for October 17, 2022 at 7:00 PM. Notice will be sent allowing 30 days to pay delinquent bills. If not paid, the bills will be certified for collection with property taxes.

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GLENCOE

SMALL CITY & BIG FUTURE

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

To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: September 15, 2022

Re: **Item 6A** – Ancillary Insurance Coverage

Item 6A – I have been working with Rich Westlund on the City renewals for ancillary insurance coverage for Life and ADD &D, Short Term Disability, Long Term Disability, and Dental Insurance. We compared 6 companies for the upcoming renewal, as follows:

Current Coverage	Company	Monthly Cost	Annual Cost
Life and AD & D	Principal Mutual	\$ 225.70	
Long Term Disability	Principal Mutual	\$ 893.42	
Short Term Disability	Principal Mutual	\$ 211.20	
Dental	Principal Mutual	<u>\$3,523.97</u>	
		\$4,854.29	\$58,251.48

Proposed Renewal

Coverage	Company	Monthly Cost	Annual Cost
Life and AD & D	Mutual of Omaha (2 Yr)	\$ 188.50	
Long Term Disability	Mutual of Omaha (2 Yr)	\$ 490.51	
Short Term Disability	Mutual of Omaha (2 Yr)	\$ 166.40	
Dental	Sun Life (1 Yr)	<u>\$3,111.60</u>	
		\$3,956.91	\$47,482.92

Proposed Savings **\$10,786.56**
X 2 Years **\$21,537.12**

It is recommended to approve the renewals with Mutual and Sun Life.

CITY OF GLENCOE

BASE LIFE & AD&D

Employee: \$25,000 Spouse: \$5,000 Child/ren: \$2,000

	CURRENT	RENEWAL	RELIANCE STANDARD	GUARDIAN	SUN LIFE	UNUM	MUTUAL OF OMAHA
Life Rates/\$1,000	32 0.214	32 0.225	0.18	0.28	0.182	0.20	0.17
AD&D	32 0.025	32 0.025	0.04	0.02	0.03	0.025	0.03
Dependent Life	25 1.38	1.38	1.10	1.27	1.918	2.058	1.14
Volume	\$800,000	\$800,000	\$800,000	\$800,000	\$800,000	\$800,000	\$800,000
Monthly Premium	\$225.70	\$234.50	\$203.50	\$271.75	\$217.55	\$231.45	\$188.50
Rate Guarantee Participation	Current 100%	1 Year 100%	2 Years 100%	2 Years 100%	2 Years 100%	2 Years 100%	2 Years 100%

CITY OF GLENCOE

LONG TERM DISABILITY

	CURRENT	RENEWAL	RELiance STANDARD	GUARDIAN	SUN LIFE	UNUM	MUTUAL OF OMAHA
Benefit %	60% up to	60% up to	60% up to	60% up to	60% up to	60% up to	60% up to
Max Monthly Benefit	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Elimination Period	90 Days	90 Days	90 Days	90 Days	90 Days	90 Days	90 Days
Benefit Duration	SSNRA 3 Years	SSNRA 3 Years	SSNRA 3 Years	SSNRA 3 Years	SSNRA 3 Years	SSNRA 3 Years	SSNRA 3 Years
Own Occupation Duration	3 Months 2 Years	3 Months 2 Years	3 Months 2 Years	3 Months 2 Years	3 Months 2 Years	3 Months 2 Years	3 Months 2 Years
Survivor Benefit Mental & Nervous	Current	1 Year	2 Years	2 Years	2 Years	2 Years	2 Years
Rate Guarantee	0.51 175,181	0.56 175,181	0.28 175,181	0.43 175,181	0.444 175,181	0.43 175,181	0.28 175,181
Rate							
Monthly Covered Payroll	893.42	981.01	490.51	753.28	777.80	753.28	490.51
Monthly Premium							

CITY OF GLENCOE

SHORT TERM DISABILITY

	CURRENT	RENEWAL	RELANCE STANDARD	GUARDIAN	SUN LIFE	UNUM	MUTUAL OF OMAHA
Weekly Benefit	PRINCIPAL 60% up to \$200	PRINCIPAL 60% up to \$200	60% up to \$200	60% up to \$200	60% up to \$200	60% up to \$200	60% up to \$200
Maximum Benefit							
Elimination Periods							
Accident							
Sickness							
Benefit Duration	1st Day 8th Day 13 Weeks	1st Day 8th Day 13 Weeks	1st Day 8th Day 13 Weeks	1st Day 8th Day 13 Weeks	1st Day 8th Day 13 Weeks	1st Day 8th Day 13 Weeks	1st Day 8th Day 13 Weeks
Rate/\$10	0.33	0.35	0.25	0.34	0.322	0.30	0.26
Volume	<u>6,400</u>	<u>6,400</u>	<u>6,400</u>	<u>6,400</u>	<u>6,400</u>	<u>6,400</u>	<u>6,400</u>
Monthly Premium	\$211.20	\$224.00	\$160.00	\$217.60	\$206.08	\$192.00	\$166.40
Rate Guarantee	Current	1 Year	2 Years	2 Years	2 Years	2 Years	2 Years

CITY OF GLENCOE

DENTAL

	CURRENT	RENEWAL	RELANCE STANDARD	GUARDIAN	SUN LIFE	UNUM	MUTUAL OF OMAHA
Deductible	PRINCIPAL \$0 Lifetime	PRINCIPAL \$0 Lifetime	RELANCE STANDARD \$1,500	GUARDIAN \$0 Lifetime	SUN LIFE \$0 Lifetime	UNUM \$1,500	MUTUAL OF OMAHA \$0 Lifetime
Annual Max Benefit	\$1,500	\$1,500	\$25 / \$75 \$1,500	\$1,500	\$1,500	\$50 / \$150 \$1,500	\$1,500
Preventive	100%	100%	100%	100%	100%	100%	100%
Waiting Period	No Wait	No Wait	No Wait	No Wait	No Wait	No Wait	No Wait
Basic	50%	50%	50%	50%	50%	50%	50%
Waiting Period	No Wait	No Wait	No Wait	No Wait	No Wait	No Wait	No Wait
Major	50%	50%	50%	50%	50%	50%	50%
Waiting Period	No Wait	No Wait	No Wait	No Wait	No Wait	No Wait	No Wait
Endodo / Perio	50%	50%	50%	50%	50%	50%	50%
Participation	100%	100%	100%	100%	100%	91%	100%
Rate Guarantee	Current	1 Year	1 Year	2 Years	1 Year	1 Year	1 Year
Employee 8	\$36.05	\$36.05	\$35.50	\$34.61	\$31.92	\$38.14	\$35.48
EE + 1 6	\$72.33	\$72.33	\$74.50	\$69.44	\$64.10	\$75.59	\$74.52
EE + Child/ren 3	\$85.13	\$85.13	\$85.00	\$81.72	\$79.48	\$99.00	\$85.16
Family 20	\$127.31	\$127.31	\$130.00	\$122.22	\$111.66	\$147.72	\$129.51
	\$3,523.97	\$3,523.97	\$3,586.00	\$3,383.08	\$3,111.60	\$4,010.06	\$3,576.64

CITY OF GLENCOE

BASE LIFE/AD&D, SHORT-TERM DISABILITY, LONG-TERM DISABILITY, & DENTAL

CURRENT		RENEWAL							
	PRINCIPAL	PRINCIPAL	RELIANCE STANDARD	GUARDIAN	SUN LIFE	UNUM	MUTUAL OF OMAHA		
Base Life AD&D Dep Life	32 32 25	171.20 20.00 <u>34.50</u>	180.00 20.00 <u>34.50</u>	144.00 32.00 <u>27.50</u>	224.00 16.00 <u>31.75</u>	145.60 24.00 <u>47.95</u>	160.00 20.00 <u>51.45</u>	136.00 24.00 <u>28.50</u>	
	Total	\$225.70	\$234.50	\$203.50	271.75	\$217.55	\$231.45	\$188.50	
	STD	32	\$211.20	\$224.00	\$160.00	\$217.60	\$206.08	\$192.00	\$166.40
	LTD	32	\$893.42	\$981.01	\$490.51	\$753.28	\$777.80	\$753.28	\$490.51
Dental									
Employee	8	288.40	288.40	284.00	276.88	255.36	305.12	283.84	
EE + 1	6	433.98	433.98	447.00	416.64	384.60	453.54	447.12	
EE + Child/ren	3	255.39	255.39	255.00	245.16	238.44	297.00	255.48	
Family	20	<u>2,546.20</u>	<u>2,546.20</u>	<u>2,600.00</u>	<u>2,444.40</u>	<u>2,233.60</u>	<u>2,954.40</u>	<u>2,590.20</u>	
Total		\$3,523.97	\$3,523.97	\$3,586.00	\$3,383.08	\$3,112.00	\$4,010.06	\$3,576.64	
Monthly Total		\$4,854.29	\$4,963.48	\$4,440.01	\$4,625.71	\$4,313.43	\$5,186.79	\$4,422.05	
Annual Total		\$58,251.52	\$59,561.80	\$53,280.08	\$55,508.50	\$51,761.20	\$62,241.46	\$53,064.56	

+2.25%

-8.53%

-4.71%

-11.14%

+6.85%

-8.90%

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Separate Agenda Items**



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

To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: September 16, 2022

Re: **Item 6B – 2023 Preliminary Levy**

Item 6B – It is recommended to approve Resolution 2022-22 to approve the 2023 Preliminary Levy. Increases are for the Debt Service levy and an additional \$100,000 for pavement improvement projects..

The proposed Levy is \$3,201,690 and is an increase is 4.75%.

I have been reviewing the General Fund Budget and have made some adjustment to include the additional studies for Compensation Study, Housing Study, Oscar Olson Park planning study, and an update to the City Land Use Plan and Zoning Ordinance. Currently, the General Fund is about - **\$4,000** Revenues over expenses.

RESOLUTION NO. (2022-22)
RESOLUTION SETTING PRELIMINARY 2023 TAX LEVY

WHEREAS, the Department of Revenue has set September 30th, 2022 as the deadline for certifying 2023 Preliminary tax levies; and,

WHEREAS, the City Administrator has provided the City Council with the preliminary 2023 City General Fund and Debt Service Budgets, which includes a recommended Ad Valorem Tax Levy.

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

1. That the following sums of money be levied for the current year, collectable in 2023, upon taxable property in the City of Glencoe, for the following purposes:

GENERAL

General Fund/Ad Valorem Levy	\$1,650,000.00
------------------------------	----------------

DEBT SERVICE/SPECIAL LEVY

Street Overlay	\$ 600,000.00
11 th Street/Morningside	\$ 120,000.00
2010 City Center	\$ 150,000.00
2014 Street Improvement	\$ 179,000.00
2015 Lincoln Park Project	\$ 155,000.00
2016 Armstrong Ave Project	\$ 35,690.00
2017 Baxter Avenue Project	\$ 140,000.00
2018 Central Storm	\$ 145,000.00
2021 10 th Street Improvement	<u>\$ 27,000.00</u>
	\$1,551,690.00

TOTAL	\$3,201,690.00
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2. That the City Administrator is hereby instructed to transmit a certified copy of the levy to the County Auditor of McLeod County, Minnesota by September 30, 2022.
3. This is an increase over the 2022 tax levy.
4. That the Truth in Taxation hearing is set for December 5, 2012 at 7:15 p.m.; continuation hearing is set for December 19, 2018 at 7:00 p.m.

Adopted and approved this 19th day of September, 2022.

ATTEST:

Ryan Voss
Mayor

Mark D. Larson
City Administrator

	Final 2019	Final 2020	Final 2021	Final 2022	Preliminary 2023	
General Ad Valorem Levy	\$ 1,577,000.00	\$ 1,563,000.00	\$ 1,563,000.00	\$ 1,613,000.00	\$ 1,613,000.00	
Seal Coat 2019-2022		\$ 37,000.00	\$ 37,000.00	\$ 37,000.00	\$ 37,000.00	Fourth Year
		\$ 1,600,000.00	\$ 1,600,000.00	\$ 1,650,000.00	\$ 1,650,000.00	
Debt Service/Special Levy						
Street Overlay (Fourth Year)		\$300,000.00	\$400,000.00	\$500,000.00	\$600,000.00	Fourth Year
11th Street / Morningside	\$ 120,000.00	\$ 127,365.00	\$ 120,000.00	\$ 120,000.00	\$ 120,000.00	Paid Off 2024
1997 McLod Ave/NC Pond						Paid Off 2017
1997 NC III/Morningside						Paid Off 2013
1999 CSAH #33						Paid Off 2014
1999 Aquatic Center	\$ 85,000.00					Paid Off 2019
2001 NC #5/ Popelka						Paid Off 2013
2002 W R Est II						Paid Off 2013
2003 W R Pond Est						Paid Off 2014
2003 CSAH #3	\$ 65,000.00					Paid Off 2019
2004 NC #6/Glenknoll						Paid Off 2015
2004 Street Overlay						Paid Off 2015
2010 City Center	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	Annual
Airport Reconstruction 2014	\$ -					Completed
2014 Street Improvement	\$ 135,000.00	\$ 140,000.00	\$ 145,000.00	\$ 144,500.00	\$ 179,000.00	9th Payment Paid Off 2024
2015 Lincoln Park Project	\$ 145,000.00	\$ 145,000.00	\$ 150,000.00	\$ 150,000.00	\$ 155,000.00	8th Payment Paid Off 2030
2016 Armstrong Avenue	\$ 34,000.00	\$ 31,070.00	\$ 32,000.00	\$ 32,000.00	\$ 35,690.00	7th Payment Paid Off 2031
2017 Baxter Avenue	\$ 120,000.00	\$ 140,000.00	\$ 140,000.00	\$ 140,000.00	\$ 140,000.00	6th Payment Paid Off 2032
2018 Central Storm Sewer	\$ 114,145.00	\$ 140,000.00	\$ 140,000.00	\$ 145,000.00	\$ 145,000.00	5th Payment Paid Off 2039
2021 10th Street Improvement	\$ -	\$ -	\$ -	\$ 25,000.00	\$ 27,000.00	2st Payment Paid Off 2026
	\$968,145.00	\$1,173,435.00	\$1,277,000.00	\$1,406,500.00	\$1,551,690.00	
	\$2,545,145.00	\$2,773,435.00	\$2,877,000.00	3.73% \$3,056,500.00	6.24% \$3,201,690.00	4.75%

BUDGET WORKSHEET
2023 BUDGET

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City of Glencoe

	Prior Year Actual	Original Budget	Amended Budget	Current Year Actual Thru April	Estimated Total	(6) Dept. Head	(7) Administrator	(8) Adopted
Month: 4/30/2022								
Fund: 101 - General								
Revenues								
Dept: 000.000								
300.010 Ad volorem taxes	2,013,783	2,150,000	2,150,000	0	0	2,250,000		
300.011 Fire pension	0	0	0	0	0			
300.012 Sales tax	5,572	3,900	3,900	1,914	0	5,000		
300.020 Delinquent taxes	0	0	0	0	0			
300.050 Tax increments	0	0	0	0	0			
300.060 Excess TIF	1,718	2,000	2,000	0	0	2,000		
300.100 Business licenses and permits	2,347	13,000	13,000	11,075	0	12,000		
300.102 Special assessments	74,000	45,000	45,000	0	0	100,000		
300.103 Zoning and subdivision fees	910	500	500	335	0	500		
300.104 Plan checking fees	47,028	15,000	15,000	6,719	0	15,000		
300.105 Fines and forfeits	46,195	30,000	30,000	13,673	0	38,000		
300.106 Federal grants in aid	12,472	0	0	-1,077	0			
300.107 Bond proceeds	0	0	0	0	0			
300.108 Lease proceeds	0	0	0	0	0			
300.110 Loan proceeds	0	0	0	0	0			
300.111 Sale of fixed assets	0	500	500	0	0	500		
300.112 Insurance dividends	29,277	7,000	7,000	0	0	22,000		
300.114 Franchise fees - electricity	0	0	0	0	0			
300.115 Franchise fees - natural gas	0	0	0	0	0			
300.200 Operating transfers	602,000	625,000	625,000	0	0	650,000		
300.201 Special police services	0	500	500	0	0	60,500		
300.202 Special fire protection	45,861	40,000	40,000	0	0	44,000		
300.206 Light plant refund	19,889	18,000	18,000	5,256	0	20,000		
300.209 Building permits	88,521	30,000	30,000	18,316	0	30,000		
300.210 Interest income	1,458	3,000	3,000	799	0	2,000		
300.211 State surcharge	5,679	5,000	5,000	782	0	5,500		
300.225 State grants in aid	0	0	0	0	0			
300.233 Credit Card Fees	680	500	500	223	0	750		
300.235 Occupancy inspection fees	8,771	10,000	10,000	1,546	0	13,000		
300.240 ATV/UTV permit	0	0	0	150	0	300		
300.254 Electrical availability charge	0	0	0	0	0			
300.255 Trunk electrical charges	0	0	0	0	0			
300.260 Other licenses and permits	1,975	2,000	2,000	495	0	2,000		
300.302 Emergency Services	0	0	0	0	0			
300.303 Snow removal	5,009	5,000	5,000	1,323	0	5,000		
300.304 Sweeping	990	1,000	1,000	0	0	1,000		
300.305 Mowing and weed control	0	0	0	0	0			

BUDGET WORKSHEET
2023 BUDGET

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City of Glencoe

	Prior Year Actual	Current Year -----				(6) Dept. Head	(7) Administrator	(8) Adopted
	Original Budget	Amended Budget	Actual Thru April	Estimated Total				
Month: 4/30/2022								
Fund: 101 - General								
Revenues								
Dept: 000.000								
300.306 Blacktop	0	0	0	0				
300.307 Painting	0	0	0	0				
300.308 Miscellaneous	100	0	0	0				
300.309 Reimburseables	0	0	0	0				
300.310 Donations	47,444	10,000	10,000	11,331	0	10,000		
300.311 Auction proceeds	3,259	500	500	10,800	0	2,000		
300.312 Donation - city center pledge	0	0	0	0	0	2,000		
300.314 Vehicle towing	4,221	2,000	2,000	649	0	3,000		
300.322 Crime prevention	4,705	2,000	2,000	840	0	2,000		
300.323 Childhood intervention	0	0	0	0	0			
300.361 In lieu of tax - light plant	100,000	102,500	102,500	34,167	0	105,000		
300.401 Local government aid	1,559,260	1,583,000	1,583,000	0	0	1,618,633		
300.402 Market value credit ag	33	0	0	0	0			
300.403 Market value credit mfg home	0	0	0	0	0			
300.404 PERA aid	0	0	0	0	0			
300.405 Low income housing aid	0	0	0	0	0			
300.406 Market value credit reimburse.	0	0	0	0	0			
300.407 Other state aid	0	0	0	0	0			
300.408 State PEPFF Contribution	0	0	0	0	0			
300.409 State GERF Contribution	0	0	0	0	0			
300.416 Police training reimbursement	8,243	3,000	3,000	0	0	4,000		
300.417 Fire training reimbursement	3,085	1,500	1,500	7,180	0	1,500		
300.418 Insurance proceeds	16,254	6,000	6,000	6,244	0	6,000		
300.419 Supplemental retirement aid	3,000	3,000	3,000	2,000	0	3,000		
300.420 Insurance tax - fire	49,334	47,000	47,000	0	0	49,000		
300.421 Insurance tax - police	62,050	75,000	75,000	0	0	64,000		
300.422 Lodging tax	3,157	1,000	1,000	866	0	2,000		
300.780 Park shelter fees	11,154	10,000	10,000	5,325	0	12,000		
300.781 Administrative fees	0	0	0	0	0			
300.782 Park camping fees	43,790	27,000	27,000	18,367	0	45,000		
300.910 Penalties and interest	0	0	0	0	0			
300.951 Misc.- general government	7,128	0	0	0	0			
300.952 Misc.- public safety	890	0	0	317	0			
300.953 Misc.- highways and streets	2,758	0	0	251	0			
300.954 Misc.- culture and recreation	3,386	0	0	437	0			
300.961 Reimb.- general government	14,379	0	0	2,373	0			
300.962 Reimb.- public safety	5,392	0	0	0	0			

BUDGET WORKSHEET

2023 BUDGET

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City of Glencoe

Month: 4/30/2022	Prior	Current Year				(6)	(7)	(8)
	Year Actual	Original Budget	Amended Budget	Actual Thru April	Estimated Total	Dept. Head	Administrator	Adopted
Fund: 101 - General								
Revenues								
Dept: 000.000								
300.963 Reimb.- highways and streets	10,752	0	0	4,527	0			
300.964 Reimb.- culture and recreation	2,887	0	0	136	0			
Dept: 000.000	4,980,796	4,880,400	4,880,400	167,339	0	5,208,183	0	0
Total Revenues	4,980,796	4,880,400	4,880,400	167,339	0	5,208,183	0	0
Expenditures								
Dept: 411.100 City council								
400.012 Sales tax	0	0	0	0	0			
400.103 Part-time employees	30,138	29,700	29,700	9,900	0	29,700		
400.121 PERA contributions	1,507	1,485	1,485	495	0	1,485		
400.122 FICA contributions	0	0	0	0	0			
400.125 Medicare contributions	437	431	431	144	0	431		
400.151 Workers compensation	75	80	80	54	0			
400.200 Office supplies	49	500	500	25	0	500		
400.311 Training	2,145	2,500	2,500	431	0	2,500		
400.324 Election Judges	0	0	0	0	0			
400.325 Boards & Commissions	3,825	3,850	3,850	0	0	3,850		
400.331 Travel expense	0	1,500	1,500	0	0	1,500		
400.361 Gen. & property liability ins.	0	0	0	0	0			
400.430 Miscellaneous	2,176	2,000	2,000	0	0	2,000		
400.433 Dues & subscriptions	0	500	500	30	0	500		
400.500 Equipment	0	0	0	0	0			
400.595 Capital leases principal	0	0	0	0	0			
400.599 Capital outlay	0	0	0	0	0			
City council	40,352	42,546	42,546	11,079	0	42,466	0	0
Dept: 414.000 Administration								
400.012 Sales tax	0	0	0	0	0			
400.101 Full-time employees	219,552	225,348	225,348	81,752	0	233,834		
400.102 Full-time employees - overtime	307	3,000	3,000	772	0	1,500		
400.103 Part-time employees	0	2,500	2,500	0	0	2,500		
400.121 PERA contributions	16,452	17,089	17,089	4,942	0	17,763		
400.122 FICA contributions	12,995	14,313	14,313	5,021	0	14,839		
400.125 Medicare contributions	3,039	3,348	3,348	1,174	0	3,471		
400.131 Health & life insurance	59,095	71,000	71,000	20,312	0	65,000		
400.141 Unemployment insurance	0	0	0	0	0			
400.151 Workers compensation	2,109	2,300	2,300	1,409	0	2,100		
400.200 Office supplies	4,035	6,000	6,000	1,578	0	4,500		
400.202 Accessories	0	0	0	0	0	1,000		

BUDGET WORKSHEET
2023 BUDGET

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City of Glencoe

Month: 4/30/2022	Prior	Current Year				(6)	(7)	(8)
	Year Actual	Original Budget	Amended Budget	Actual Thru April	Estimated Total	Dept. Head	Administrator	Adopted
Fund: 101 - General								
Expenditures								
Dept: 414.000 Administration								
400.203 Printing	0	0	0	0	0			
400.210 Operating supplies	3,202	3,000	3,000	904	0	3,000		
400.220 Repair & maintenance	13,519	5,000	5,000	4,866	0	5,000		
400.240 Small tools & minor equipment	973	2,000	2,000	0	0	2,000		
400.300 Professional services	124,298	100,000	100,000	8,582	0	80,000		
400.301 Auditing & accounting	43,650	44,000	44,000	0	0	45,000		
400.304 Legal fees - civil	60,173	65,000	65,000	16,347	0	62,000		
400.305 Legal fees - prosecutions	0	0	0	0	0			
400.307 Management fees	0	0	0	0	0			
400.308 Chamber	5,891	5,891	5,891	6,094	0	6,100		
400.309 Computer software	81	0	0	206	0			
400.311 Training	3,736	2,000	2,000	1,252	0	3,000		
400.319 Computer repair - equipment	0	3,000	3,000	84	0	1,500		
400.321 Telephone	4,764	4,000	4,000	1,415	0	4,000		
400.322 Postage	2,879	3,500	3,500	1,150	0	3,000		
400.331 Travel expense	533	2,000	2,000	540	0	2,000		
400.340 Advertising	5,912	3,500	3,500	583	0	3,500		
400.350 Printing & binding	4,898	6,000	6,000	1,049	0	5,000		
400.361 Gen. & property liability ins.	30,622	30,000	30,000	0	0	31,000		
400.381 Electricity	58,352	55,000	55,000	14,349	0	56,000		
400.383 Natural gas	12,427	6,500	6,500	4,030	0	7,500		
400.401 Building repair	201	4,000	4,000	839	0	3,000		
400.404 Equipment repair	2,148	2,500	2,500	0	0	2,500		
400.405 Subscriptions	581	500	500	0	0	500		
400.406 Continuing education & dues	759	1,500	1,500	0	0	1,500		
400.407 League of MN cities	6,367	18,000	18,000	9,854	0	18,000		
400.409 State GERP Contribution	0	0	0	0	0			
400.417 Uniforms	730	600	600	0	0	750		
400.430 Miscellaneous	0	0	0	0	0			
400.520 Building & structures	0	0	0	0	0			
400.530 Other improvements	0	0	0	0	0			
400.560 Furniture & fixtures	0	1,000	1,000	0	0			
400.570 Office equipment	4,244	3,000	3,000	1,419	0	2,000		
400.580 Other equipment	0	0	0	0	0			
400.594 Capital leases interest	686	0	0	0	0			
400.595 Capital leases principal	31,315	0	0	0	0			
400.599 Capital outlay	0	0	0	0	0			

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2023 BUDGET

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City of Glencoe

	Prior Year Actual	Original Budget	Amended Budget	Current Year Actual Thru April	Estimated Total	(6) Dept. Head	(7) Administrator	(8) Adopted
Month: 4/30/2022								
Fund: 101 - General								
Expenditures								
Administration	740,525	716,389	716,389	190,523	0	694,357	0	0
Dept: 415.000 Finance								
400.012 Sales tax	0	0	0	0	0			
400.101 Full-time employees	146,583	149,199	149,199	41,444	0	155,148		
400.102 Full-time employees - overtime	0	500	500	0	0	500		
400.121 PERA contributions	10,809	11,228	11,228	3,228	0	11,674		
400.122 FICA contributions	8,554	9,282	9,282	2,512	0	9,651		
400.125 Medicare contributions	2,001	2,171	2,171	587	0	2,257		
400.131 Health & life insurance	50,506	61,000	61,000	18,464	0	58,000		
400.141 Unemployment insurance	0	0	0	0	0			
400.200 Office supplies	1,407	2,000	2,000	121	0	2,000		
400.203 Printing	1,017	500	500	0	0	500		
400.220 Repair & maintenance	0	400	400	0	0	400		
400.240 Small tools & minor equipment	51	100	100	0	0	100		
400.309 Computer software	5,083	5,100	5,100	5,338	0	5,400		
400.311 Training	0	500	500	0	0	500		
400.322 Postage	8	10	10	19	0			
400.331 Travel expense	17	500	500	0	0	500		
400.361 Gen. & property liability ins.	0	0	0	0	0			
400.405 Subscriptions	0	0	0	0	0			
400.406 Continuing education & dues	0	200	200	0	0	200		
400.417 Uniforms	165	400	400	0	0	400		
400.430 Miscellaneous	0	200	200	0	0	200		
400.560 Furniture & fixtures	0	0	0	0	0			
400.570 Office equipment	334	1,000	1,000	0	0	500		
400.595 Capital leases principal	0	0	0	0	0			
400.599 Capital outlay	0	0	0	0	0			
Finance	226,535	244,290	244,290	71,713	0	247,930	0	0
Dept: 421.000 Police								
400.012 Sales tax	0	0	0	0	0			
400.101 Full-time employees	643,174	703,166	703,166	182,495	0	814,468		
400.102 Full-time employees - overtime	24,339	25,000	25,000	7,777	0	25,000		
400.103 Part-time employees	22,430	27,216	27,216	6,560	0	29,816		
400.121 PERA contributions	113,164	124,453	124,453	33,339	0	144,029		
400.122 FICA contributions	4,589	5,218	5,218	1,362	0	5,519		
400.125 Medicare contributions	9,649	10,954	10,954	2,810	0	12,605		
400.131 Health & life insurance	197,132	185,000	185,000	71,949	0	200,000		
400.141 Unemployment insurance	0	0	0	0	0			

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2023 BUDGET

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City of Glencoe

	Prior Year	Current Year				(6)	(7)	(8)
Month: 4/30/2022	Actual	Original Budget	Amended Budget	Actual Thru April	Estimated Total	Dept. Head	Administrator	Adopted
Fund: 101 - General								
Expenditures								
Dept: 421.000 Police								
400.151 Workers compensation	39,828	0	0	26,616	0	40,000		
400.202 Accessories	4,072	3,700	3,700	982	0	3,700		
400.207 Training supplies	2,910	3,000	3,000	875	0	8,000		
400.210 Operating supplies	4,932	5,000	5,000	1,612	0	7,000		
400.212 Motor fuels	23,738	24,000	24,000	7,178	0	30,000		
400.221 Equipment parts	1,660	2,000	2,174	1,413	0	2,000		
400.222 Tires	3,740	3,000	3,000	25	0	3,000		
400.228 Photo work	0	0	0	0	0			
400.240 Small tools & minor equipment	0	1,000	1,000	0	0	1,000		
400.271 Crime prevention	5,489	500	500	0	0	500		
400.304 Legal fees - civil	6,551	2,000	2,000	105	0	2,000		
400.305 Legal fees - prosecutions	52,085	45,000	45,000	10,807	0	55,000		
400.306 Personnel testing/recruitment	0	1,000	1,000	443	0	1,000		
400.311 Training	10,133	11,000	11,000	4,668	0	11,000		
400.312 Investigation	4,233	4,000	4,000	1,290	0	8,000		
400.313 Vaccinations	0	500	500	0	0	500		
400.314 Vehicle towing	0	0	0	0	0			
400.315 Emergency services	672	1,000	1,000	129	0	4,000		
400.319 Computer repair - equipment	18,521	19,000	19,000	4,642	0	19,000		
400.321 Telephone	12,965	8,000	8,000	3,909	0	8,000		
400.322 Postage	189	500	500	42	0	500		
400.323 Childhood intervention	0	0	0	0	0			
400.331 Travel expense	250	500	500	0	0	500		
400.340 Advertising	0	500	500	0	0	500		
400.350 Printing & binding	0	0	0	0	0			
400.361 Gen. & property liability ins.	26,565	19,000	19,000	0	0	19,000		
400.381 Electricity	11,322	10,000	10,000	2,432	0	10,000		
400.383 Natural gas	4,493	3,000	3,000	1,676	0	4,000		
400.401 Building repair	0	5,000	5,000	406	0	5,000		
400.404 Equipment repair	6,129	8,000	8,000	675	0	8,000		
400.406 Continuing education & dues	702	750	750	320	0	750		
400.408 State PEPFF Contribution	0	0	0	0	0			
400.417 Uniforms	7,050	10,000	10,000	983	0	10,000		
400.431 Animal control	0	2,500	2,500	0	0	2,500		
400.550 Motor vehicles	0	0	0	0	0			
400.554 Motor vehicle leases	40,466	42,000	42,000	7,073	0	46,000		
400.580 Other equipment	36,660	25,000	25,000	14,819	0	25,000		

BUDGET WORKSHEET
2023 BUDGET

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City of Glencoe

	Prior Year Actual	Original Budget	Amended Budget	Current Year Actual Thru April	Estimated Total	(6) Dept. Head	(7) Administrator	(8) Adopted
Month: 4/30/2022								
Fund: 101 - General								
Expenditures								
Dept: 421.000 Police								
400.583 Equipment leases	18,768	21,000	21,000	842	0	21,000		
400.594 Capital leases interest	0	0	0	0	0			
400.595 Capital leases principal	0	0	0	0	0			
400.599 Capital outlay	0	0	0	0	0			
Police	1,358,600	1,362,457	1,362,631	400,254	0	1,587,887	0	0
Dept: 422.000 Fire								
400.012 Sales tax	0	0	0	0	0			
400.103 Part-time employees	22,200	22,200	22,200	7,400	0	5,400		
400.121 PERA contributions	1,260	1,260	1,260	420	0			
400.122 FICA contributions	1,376	1,376	1,376	459	0	335		
400.123 State aid - 2%	49,334	47,000	47,000	0	0	49,000		
400.124 Fire pension contributions	40,777	45,000	45,000	0	0	42,000		
400.125 Medicare contributions	322	322	322	107	0	79		
400.126 Supplemental retirement aid	3,000	3,000	3,000	0	0	3,000		
400.127 Rural man hours	0	0	0	0	0			
400.141 Unemployment insurance	0	0	0	0	0			
400.151 Workers compensation	14,224	15,000	15,000	9,504	0	14,500		
400.200 Office supplies	6,402	3,500	3,500	2,067	0	3,500		
400.211 Cleaning supplies	460	500	500	0	0	650		
400.212 Motor fuels	5,564	7,500	7,500	849	0	8,250		
400.213 Lubricants & additives	0	0	0	0	0			
400.220 Repair & maintenance	9,930	18,000	18,000	249	0	16,000		
400.240 Small tools & minor equipment	6,612	9,500	9,500	194	0	9,000		
400.311 Training	8,305	11,000	11,000	4,099	0	10,000		
400.319 Computer repair - equipment	0	3,000	3,000	0	0	3,000		
400.321 Telephone	915	1,000	1,000	259	0	1,000		
400.322 Postage	61	0	0	0	0	100		
400.331 Travel expense	0	1,500	1,500	976	0	1,500		
400.340 Advertising	1,244	1,300	1,300	0	0	1,400		
400.361 Gen. & property liability ins.	4,249	4,300	4,300	0	0	4,300		
400.381 Electricity	3,148	2,600	2,600	621	0	3,100		
400.383 Natural gas	3,607	3,200	3,200	2,158	0	3,500		
400.401 Building repair	862	2,500	2,500	5,700	0	2,500		
400.404 Equipment repair	9,454	12,000	12,000	353	0	13,000		
400.406 Continuing education & dues	315	4,000	4,000	1,740	0	4,000		
400.417 Uniforms	18,316	20,000	20,000	422	0	18,000		
400.430 Miscellaneous	2,940	2,000	2,000	19	0	3,000		

BUDGET WORKSHEET
2023 BUDGET

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City of Glencoe

	Prior Year Actual	Current Year				(6) Dept. Head	(7) Administrator	(8) Adopted
		Original Budget	Amended Budget	Actual Thru April	Estimated Total			
Month: 4/30/2022								
Fund: 101 - General								
Expenditures								
Dept: 422.000 Fire								
400.520 Building & structures	2,197	3,000	3,000	395	0	3,000		
400.580 Other equipment	86,714	17,000	23,070	7,070	0	24,000		
400.586 Pumper trunk	0	0	0	0	0			
400.594 Capital leases interest	10,831	7,374	7,374	7,373	0	3,766		
400.595 Capital leases principal	79,436	82,894	82,894	82,894	0	86,502		
400.599 Capital outlay	0	0	0	0	0			
400.602 Equipment cert. principal	0	0	0	0	0			
400.612 Equipment cert. interest	0	0	0	0	0			
Fire	394,055	352,826	358,896	135,328	0	337,382	0	0
Dept: 424.000 Code enforcement								
400.012 Sales tax	0	0	0	0	0			
400.200 Office supplies	0	500	500	0	0			
400.302 Building inspector	110,151	32,000	32,000	7,259	0	36,000		
Code enforcement	110,151	32,500	32,500	7,259	0	36,000	0	0
Dept: 431.000 Street								
400.012 Sales tax	0	0	0	0	0			
400.101 Full-time employees	219,560	213,197	213,197	47,518	0	221,527		
400.102 Full-time employees - overtime	4,538	7,000	7,000	3,236	0	6,000		
400.103 Part-time employees	571	2,000	2,000	439	0	2,000		
400.121 PERA contributions	14,977	16,440	16,440	3,845	0	17,065		
400.122 FICA contributions	13,461	13,777	13,777	3,148	0	14,293		
400.125 Medicare contributions	3,148	3,222	3,222	736	0	3,343		
400.131 Health & life insurance	44,722	41,000	41,000	15,686	0	50,000		
400.141 Unemployment insurance	0	0	0	0	0			
400.151 Workers compensation	17,254	18,000	18,000	11,530	0	17,500		
400.200 Office supplies	1,834	1,700	1,700	612	0	1,800		
400.206 Flower Baskets	3,648	4,000	4,000	0	0	4,500		
400.207 Training supplies	0	200	200	0	0	200		
400.212 Motor fuels	21,965	30,000	30,000	10,157	0	30,000		
400.213 Lubricants & additives	879	3,000	3,000	495	0	2,000		
400.220 Repair & maintenance	6,661	5,500	5,500	1,429	0	6,500		
400.221 Equipment parts	5,690	8,000	8,000	677	0	8,000		
400.222 Tires	6,818	8,500	8,500	0	0	8,500		
400.224 Street maintenance materials	12,801	20,000	20,000	2,164	0	17,000		
400.225 Landscaping materials	2,888	1,500	1,500	0	0	2,000		
400.227 Snow removal	2,956	20,000	20,000	2,755	0	18,000		
400.232 Safety equipment	1,382	2,500	2,500	1,180	0	2,500		

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2023 BUDGET

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City of Glencoe

Month: 4/30/2022	Prior	Current Year				(6)	(7)	(8)
	Year Actual	Original Budget	Amended Budget	Actual Thru April	Estimated Total	Dept. Head	Administrator	Adopted
Fund: 101 - General								
Expenditures								
Dept: 431.000 Street								
400.240 Small tools & minor equipment	6,940	5,500	5,500	1,397	0	5,500		
400.300 Professional services	1,192	2,000	2,000	0	0	1,000		
400.311 Training	1,442	3,000	3,000	1,015	0	2,000		
400.319 Computer repair - equipment	0	500	500	0	0	500		
400.321 Telephone	1,489	1,900	1,900	403	0	1,800		
400.330 Mosquito control	10,768	11,000	11,000	0	0	11,500		
400.331 Travel expense	90	1,500	1,500	0	0	1,500		
400.361 Gen. & property liability ins.	8,766	8,000	8,000	1,000	0	8,800		
400.381 Electricity	3,113	3,000	3,000	861	0	3,200		
400.383 Natural gas	5,075	4,500	4,500	3,691	0	5,000		
400.401 Building repair	3,909	5,000	5,000	929	0	5,000		
400.404 Equipment repair	29,621	30,000	30,000	7,961	0	30,000		
400.409 State GERP Contribution	0	0	0	0	0			
400.417 Uniforms	281	1,600	1,600	95	0	1,600		
400.430 Miscellaneous	542	1,500	1,500	263	0	1,000		
400.531 Street overlay	620,082	600,000	600,000	15,596	0	700,000		
400.532 Seal coat	41,168	35,000	35,000	0	0	35,000		
400.533 Sidewalk repair	0	5,000	5,000	0	0	5,000		
400.534 Crack filling/potholes	18,741	19,000	19,000	0	0	20,000		
400.535 Ponds/wetlands	0	3,000	3,000	0	0			
400.540 Machinery	0	0	0	0	0			
400.550 Motor vehicles	0	0	0	0	0			
400.580 Other equipment	0	6,000	6,000	0	0	6,000		
400.582 Storm sewer	0	0	0	0	0			
400.588 Maintenance facility principal	0	0	0	0	0			
400.589 Maintenance facility interest	0	0	0	0	0			
400.594 Capital leases interest	3,198	1,960	1,960	1,920	0	1,002		
400.595 Capital leases principal	34,420	20,994	20,994	21,032	0	21,951		
400.599 Capital outlay	186,480	172,000	172,000	0	0	172,000		
400.602 Equipment cert. principal	0	0	0	0	0			
400.612 Equipment cert. interest	0	0	0	0	0			
400.620 Fiscal agent fees	0	0	0	0	0			
400.623 Bond discount	0	0	0	0	0			
Street	1,363,070	1,361,490	1,361,490	161,770	0	1,472,081	0	0
Dept: 452.000 Parks and recreation								
400.012 Sales tax	0	0	0	0	0			
400.101 Full-time employees	203,535	212,697	212,697	72,402	0	221,027		

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City of Glencoe

	Prior Year Actual	Original Budget	Amended Budget	Current Year Actual Thru April	Estimated Total	(6) Dept. Head	(7) Administrator	(8) Adopted
Month: 4/30/2022								
Fund: 101 - General								
Expenditures								
Dept: 452.000 Parks and recreation								
400.102 Full-time employees - overtime	13,384	12,000	12,000	7,352	0	12,000		
400.103 Part-time employees	42,433	50,000	50,000	4,477	0	52,500		
400.121 PERA contributions	16,187	16,815	16,815	6,033	0	17,440		
400.122 FICA contributions	15,449	17,187	17,187	5,021	0	17,703		
400.125 Medicare contributions	3,613	4,020	4,020	1,174	0	4,141		
400.131 Health & life insurance	71,054	62,000	62,000	28,536	0	80,000		
400.141 Unemployment insurance	0	0	0	0	0			
400.151 Workers compensation	10,532	11,000	11,000	7,037	0	11,000		
400.200 Office supplies	1,575	1,500	1,500	517	0	1,600		
400.211 Cleaning supplies	0	1,500	1,500	0	0	1,000		
400.212 Motor fuels	19,413	11,000	11,000	2,846	0	13,000		
400.213 Lubricants & additives	309	1,000	1,000	0	0	1,000		
400.216 Chemicals & product supplies	11,302	9,000	9,000	2,347	0	10,000		
400.220 Repair & maintenance	5,903	7,000	7,000	575	0	6,000		
400.232 Safety equipment	2,343	3,500	3,500	1,206	0	3,000		
400.240 Small tools & minor equipment	2,256	3,000	3,000	30	0	3,000		
400.307 Management fees	0	0	0	0	0			
400.311 Training	20	2,000	2,000	1,315	0	1,500		
400.317 Rental expense	4,130	4,500	4,500	283	0	4,500		
400.319 Computer repair - equipment	0	500	500	0	0	500		
400.321 Telephone	1,616	2,000	2,000	431	0	2,000		
400.331 Travel expense	0	1,000	1,000	0	0	500		
400.361 Gen. & property liability ins.	24,427	24,000	24,000	0	0	24,500		
400.381 Electricity	7,198	5,400	5,400	1,159	0	7,000		
400.383 Natural gas	1,635	1,300	1,300	656	0	1,700		
400.404 Equipment repair	6,681	10,000	10,000	2,098	0	9,000		
400.417 Uniforms	595	1,800	1,800	76	0	1,500		
400.430 Miscellaneous	1,374	1,500	1,500	289	0	1,000		
400.520 Building & structures	0	0	0	0	0			
400.540 Machinery	0	0	0	0	0			
400.580 Other equipment	6,327	2,000	2,000	499	0	2,000		
400.594 Capital leases interest	0	0	0	0	0			
400.595 Capital leases principal	0	0	0	0	0			
400.599 Capital outlay	0	9,000	9,000	0	0	10,000		
Parks and recreation	473,291	488,219	488,219	146,359	0	520,111	0	0
Dept: 455.000 Library								
400.012 Sales tax	0	0	0	0	0			

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2023 BUDGET

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City of Glencoe

	Prior Year Actual	Original Budget	Amended Budget	Current Year Actual Thru April	Estimated Total	(6) Dept. Head	(7) Administrator	(8) Adopted
Month: 4/30/2022								
Fund: 101 - General								
Expenditures								
Dept: 455.000 Library								
400.103 Part-time employees	0	0	0	0	0			
400.121 PERA contributions	0	0	0	0	0			
400.122 FICA contributions	0	0	0	0	0			
400.125 Medicare contributions	0	0	0	0	0			
400.151 Workers compensation	0	0	0	0	0			
400.200 Office supplies	501	900	900	61	0	900		
400.210 Operating supplies	2,651	2,200	2,200	492	0	2,500		
400.307 Management fees	90,000	93,600	93,600	234	0	95,000		
400.310 Janitorial expense	0	0	0	0	0			
400.311 Training	0	0	0	0	0			
400.319 Computer repair - equipment	0	0	0	0	0			
400.321 Telephone	798	800	800	251	0	800		
400.331 Travel expense	0	0	0	0	0			
400.361 Gen. & property liability ins.	2,371	2,200	2,200	0	0	2,400		
400.381 Electricity	11,919	11,000	11,000	2,097	0	12,000		
400.383 Natural gas	12,427	6,500	6,500	4,030	0	8,000		
400.401 Building repair	273	1,000	1,000	839	0	1,000		
400.404 Equipment repair	1,486	2,100	2,100	0	0	2,100		
400.406 Continuing education & dues	0	0	0	0	0			
400.520 Building & structures	0	0	0	0	0			
400.560 Furniture & fixtures	150	2,000	2,000	0	0			
400.590 Books & materials	2,091	2,000	2,000	408	0	2,100		
400.595 Capital leases principal	0	0	0	0	0			
400.599 Capital outlay	0	0	0	0	0			
Library	124,667	124,300	124,300	8,412	0	126,800	0	0
Dept: 493.000 Reimbursables								
400.012 Sales tax	5,719	3,500	3,500	1,696	0	5,000		
400.013 State surcharge	5,384	5,000	5,000	158	0	5,000		
400.233 Credit Card Fees	2,033	1,500	1,500	368	0	2,000		
400.314 Vehicle towing	2,020	3,000	3,000	195	0	3,000		
400.318 Donation reimbursement	4,550	0	0	3,500	0			
400.319 Computer repair - equipment	0	0	0	0	0			
400.361 Gen. & property liability ins.	0	0	0	0	0			
400.422 Lodging tax reimbursement	3,157	1,000	1,000	713	0			
400.430 Miscellaneous	0	0	0	130	0			
400.432 Flood expenses	0	0	0	0	0			
400.434 Reimbursables	40,975	10,000	10,000	8,310	0	10,000		

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City of Glencoe

	Prior Year Actual	Original Budget	Amended Budget	Current Year Actual Thru April	Estimated Total	(6) Dept. Head	(7) Administrator	(8) Adopted
Month: 4/30/2022								
Fund: 101 - General								
Expenditures								
Dept: 493.000 Reimbursables								
400.435 Field house	0	0	0	0	0			
400.440 Electrical availability charge	0	0	0	0	0			
400.441 Trunk electrical charge	0	0	0	0	0			
400.460 Economic development	10,167	9,000	9,000	7,500	0	15,000		
400.461 Industrial park	0	0	0	0	0			
400.594 Capital leases interest	0	0	0	0	0			
400.595 Capital leases principal	0	0	0	0	0			
400.596 DEED loan principal	6,379	6,379	6,379	6,379	0	6,379		
400.597 DEED loan interest	1,850	1,085	1,085	574	0	957		
400.599 Capital outlay	0	0	0	0	0			
400.610 Interest expense	0	0	0	0	0			
400.720 Transfers	133,500	100,000	100,000	0	0	100,000		
Reimbursables	215,734	140,464	140,464	29,523	0	147,336	0	0
Total Expenditures	5,046,980	4,865,481	4,871,725	1,162,220	0	5,212,350	0	0
General	-66,184	14,919	8,675	-994,881	0	-4,167	0	0
Grand Total:	-66,184	14,919	8,675	-994,881	0	-4,167	0	0

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Separate Agenda Items**



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

To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: September 15, 2022

Re: **Item 6C – Third Reading of Ordinance Number 616**

Item 6C – It is recommended by City Attorney Ostlund to approve the Final Reading of the updated Firearms ordinance number **616**.

ORDINANCE 616

AN ORDINANCE AMENDING SECTION 710 OF CHAPTER 7 OF THE GLENCOE CITY CODE REGULATING THE STORAGE OF FIREARMS

Findings and Purpose:

WHEREAS, The purpose of this section is to protect the public safety, health and welfare of the citizens of the City of Glencoe and to prevent and abate unnecessary injury or death.

WHEREAS, It is the intent of the City of Glencoe by the adoption of this Section to regulate firearms in compliance with Minnesota State law.

The City Council of Glencoe, Minnesota ordains:

Section 1: Section 710 of Chapter 7 of the Glencoe Municipal Code is hereby amended as follows:

710.03. No person except a police officer in the performance of his duty shall, within the City of Glencoe, carry any gun, pistol, or firearm, of any description, unless it is dismounted or broken apart or carried in a case in such manner that it cannot be discharged. This subdivision shall not prevent the carrying of a hand gun within the City under a permit subject to the restrictions imposed by law.

710.11. It shall be unlawful for any parent or guardian of any person under the age of 18 years knowingly to permit such person to violate any provision of this Chapter.

Section 2. Repeal. Anything contrary language to the proposed amendment is hereby repealed upon the effective date of this ordinance.

Section 3. Effective Date. 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

FOR REFERENCE PURPOSES:

First Reading: _____

Second Reading: _____

Third Reading: _____

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Separate Agenda Items**



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

To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: September 15, 2022

Re: **Item 7A – Items for Discussion**

Item 7A – I have attached an updated ATV Ordinance number 617 regarding concerns heard by the City Council.

Item 7B – Pioneerland/Glencoe Librarian Jackee Fountain has announced her retirement for October 10, 2022.

Item 7C – The Friends of the Glencoe Library have agreed to pay for the hosting fee for the online version of the CIMS Cemetery Software. We hired an intern this summer, Summer Hayes, to provide the Date input of the paper cemetery records into the software program. We are almost ready to go online with the public version very soon.

Item 7D – I will provide a Airport Terminal Building update on Monday night. Depending on timing, it may be necessary to hold a special session to award bids in late November. We will know more as we get closer to completing plans and specifications and setting a bid opening date.

ORDINANCE NO. 617

AN ORDINANCE AMENDING SECTION 426 OF CHAPTER 4 OF THE GLENCOE CITY CODE REGARDING THE USE OF ALL TERRAIN VEHICLES

Findings and Purpose:

WHEREAS, The purpose of this section is to protect the public safety, health and welfare of the citizens of the City of Glencoe and to prevent and abate unnecessary injury or death.

WHEREAS, It is the intent of the City of Glencoe by the adoption of this Section to regulate Utility Task Vehicles or Class 1 All-Terrain Vehicles in compliance with Minnesota State law.

The City Council of Glencoe, Minnesota ordains:

Section 1: Section 426 of Chapter 4 of the Glencoe Municipal Code is hereby amended as follows:

Section 426.01 (A)(4) Permit Term. Permits shall be granted for a term of three calendar years from January 1 to December 31st (regardless of what month the permit is issued) and must be renewed through an annual application and payment applicable permit fee payment pursuant to the requirements of this section.

Section 426.01 (A)(11) Compliance with Traffic and Motor Vehicle Laws. A permitted Driver or any person operating a Utility Task Vehicle or Class 1 All-Terrain Vehicle unlawfully without a permit under this section has all the rights and duties applicable to the driver of any other vehicle under the provisions of Minn. Stat. ch. 169, subd. 6, as it may be amended from time to time, except when these provisions cannot reasonably be applied and except as otherwise specifically provided in Minn. Stat. § 169.045, subd.7, as it may be amended. Notwithstanding the foregoing, a permitted Driver or any person operating a UTV or Class 1 ATV unlawfully without a permit shall at all time observe all Minnesota statutes and City ordinances applicable to traffic and motor vehicles, including but not limited to the following which shall be unlawful:

- a. At a rate of speed or rate of acceleration greater than reasonable or proper under all the surrounding circumstances and in no event at a rate of speed greater than the posted speed limit.
- b. In a careless, reckless, or negligent manner so as to endanger other persons or property.
- c. To tow anything including any person or object, unless the UTV or Class 1 ATV is towing a street legal trailer to or from the City's yard waste and/or compost facility.

- d. In a manner creating loud, unnecessary or unusual noise, or that otherwise disturbs or interferes with the peace and quiet of other persons.
- e. Without a headlight and taillight illuminating at all times, each of minimum candlepower as prescribed by rules of Commissioner of Public Safety.
- f. Without brakes conforming to standards prescribed by rule of the Commissioner.
- g. Without a rear-view mirror to provide the driver with adequate vision from behind as required by Minn. Stat. § 169.70.
- h. Without property functioning front turn signals, rear turn signals, front headlamps, rear headlamps, an electronically actuated horn, and a speedometer.
- i. To operate a ATV or UTV upon City right-of-way without complying with manufacturer's guidance on safe street operation, including but not limited to tires designed for street operation.
- j. To travel with a passenger(s) except as authorized by Minn. Stat. §84.9257(a) or (b).
- k. A permitted Driver or any person operating a Utility Task Vehicle or Class 1 All-Terrain Vehicle may use arm signals when practicable.
- l. The signals herein required shall be given either by means of the hand and arm or by a signal lamp or signal device of a type approved by the commissioner of public safety, but when a vehicle is so constructed or loaded that a hand and arm signal would not be visible in normal sunlight, and at night both to the front and rear of such vehicle, then the signals must be given by such a lamp or device. When the signal is given by means of the hand and arm the driver shall indicate intention to start, stop, or turn by extending the hand and arm from and beyond the left side of the vehicle in the following manner and these signals shall indicate as follows:
 - i. left turn: hand and arm extended horizontally;
 - ii. right turn: hand and arm extended upward;
 - iii. stop or decrease speed: hand and arm extended downward.

Section 2. Repeal. Anything contrary language to the proposed amendment is hereby repealed upon the effective date of this ordinance.

Section 3. Effective Date. 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:

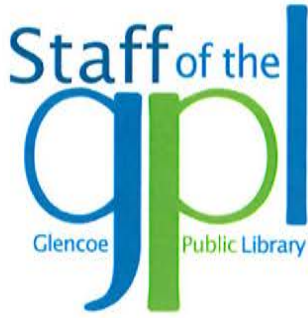
Mark Larson, City Administrator

FOR REFERENCE PURPOSES:

First Reading: _____

Second Reading: _____

Third Reading: _____



**Thank you for all you do for
the Glencoe Library and its
patrons. You are awesome!**

Mark Larson, City Administrator

City of Glencoe, MN

September 15, 2022

Thank you for the opportunities to serve as Head Librarian at the Glencoe Public Library. It is time I think of retirement and act on that. This letter is my notice of retirement from Glencoe Public Library of Pioneerland Library System as of October 10, 2022. I can't say it is retirement from librarianship as "once a librarian and book lover; Always!" Same thought as "once a teacher, always a teacher." I will miss the city of Glencoe's confidence and trust and support you have given me as Head Librarian.

I know I will enjoy the memories of the many daily challenges, all the library projects, events, and working with the Glencoe Library staff in bringing library services to the Glencoe community. I will miss the variety of library patrons I have served.

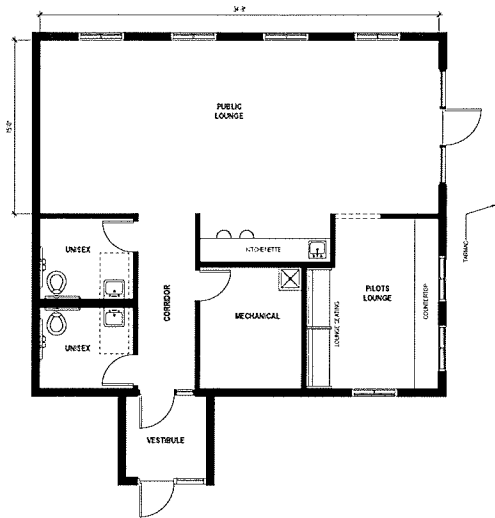
Gabby Fountain will serve as Interim Head Librarian until PLS hires. The city of Glencoe and possibly Glencoe Library Board might be included in that process.

Thank you again.

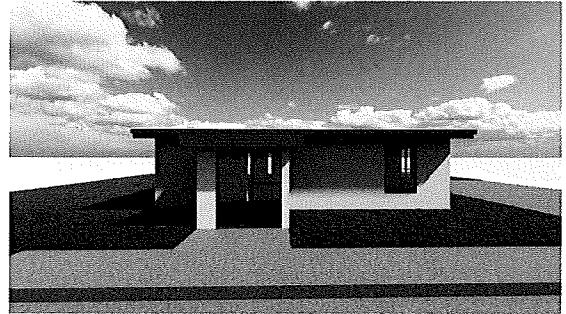
A handwritten signature in black ink that reads "Jackee".

Jackee Fountain

Item 70 - 2022 Airport Terminal



FLOOR PLAN
10' x 12'



TERMINAL BUILDING

[CONCEPTUAL DESIGN | ELLENDALE, MA | (DP 14022)]

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Separate Agenda Items**

CITY OF GLENCOE BILLS

SEPTEMBER 19, 2022

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

VENDOR	DEPARTMENT: DESCRIPTION	TOTAL
CITY OF GLENCOE EMPLOYEES	MULTIPLE DEPTS.: CITY OF GLENCOE PAYROLL 6-15-22	\$76,044.29
WIRE TRANSFER	MULTIPLE DEPTS.: MEDICA INSURANCE PREMIUM	\$42,324.17
WIRE TRANSFER	MULT DEPTS: STATE SALES TAX	\$21,308.00
WIRE TRANSFER	MULT DEPTS:EMP/CITY PAYROLL TAXES,HSA,PERA,D COMP,CAFE	\$51,011.00
	TOTAL PREPAID BILLS ----->	<u>\$190,687.46</u>

INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

SEPT. 19, 2022 - PREPAID BILLS

Date: 09/15/2022

Time: 8:51 am

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City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
BREAKTHRU BEVERAGE	0513	LIQUOR STORE: MERCH FOR RESALE	173860	06/10/2022	6,528.19
				Vendor Total:	6,528.19
CARLOS CREEK WINERY, INC.	0188	LIQUOR STORE: MERCH FOR RESALE	173861	06/10/2022	816.00
				Vendor Total:	816.00
JOHNSON BROS - ST PAUL	0504	LIQUOR STORE: MERCH FOR RESALE	173862	06/10/2022	6,466.15
				Vendor Total:	6,466.15
PHILLIPS WINE & SPIRITS, INC.	1010	LIQUOR STORE: MERCH FOR RESALE	173863	06/10/2022	4,790.10
				Vendor Total:	4,790.10
SOUTHERN GLAZER'S OF MN	1429	LIQUOR STORE: MERCH FOR RESALE	173864	06/10/2022	2,614.74
				Vendor Total:	2,614.74
				Grand Total:	21,215.18
				Less Credit Memos:	0.00
				Net Total:	21,215.18
				Less Hand Check Total:	0.00
				Outstanding Invoice Total :	21,215.18
Total Invoices:		5			

INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

SEPT. 19, 2022 - PREPAID BILLS

Date: 09/15/2022

Time: 8:52 am

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City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
A.H. HERMEL CO.	0573	LIQUOR STORE: MERCH FOR RESALE	173958	06/14/2022	901.76
				Vendor Total:	901.76
ARCTIC GLACIER USA, INC	0495	LIQUOR STORE: MERCH FOR RESALE	173959	06/14/2022	1,409.55
				Vendor Total:	1,409.55
ARTISAN BEER COMPANY	1258	LIQUOR STORE: MERCH FOR RESALE	173960	06/14/2022	474.95
				Vendor Total:	474.95
BRASS FOUNDRY BREWING CO	0823	LIQUOR STORE: MERCH FOR RESALE	173961	06/14/2022	98.92
				Vendor Total:	98.92
C & L DISTRIBUTING	0492	LIQUOR STORE: MERCH FOR RESALE	173962	06/14/2022	19,984.68
				Vendor Total:	19,984.68
LOCHER BROS., INCORPORATED	0503	LIQUOR STORE: MERCH FOR RESALE	173963	06/14/2022	20,202.04
				Vendor Total:	20,202.04
MARLIN'S TRUCKING	1387	LIQUOR STORE: MERCH FOR RESALE	173964	06/14/2022	771.75
				Vendor Total:	771.75
VIKING BEVERAGES	0973	LIQUOR STORE: MERCH FOR RESALE	173965	06/14/2022	10,951.90
				Vendor Total:	10,951.90
VIKING COCA-COLA BOTTLING CC	0494	LIQUOR STORE: MERCH FOR RESALE	173966	06/14/2022	605.45
				Vendor Total:	605.45
				Grand Total:	55,401.00
				Less Credit Memos:	0.00
				Net Total:	55,401.00
				Less Hand Check Total:	0.00
				Outstanding Invoice Total :	55,401.00
Total Invoices:		9			

INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

SEPT. 19, 2022 - PREPAID BILLS

Date: 09/15/2022

Time: 8:53 am

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City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
ARTISAN BEER COMPANY	1258	LIQUOR STORE: MERCH FOR RESALE	174020	06/21/2022	782.70
				Vendor Total:	782.70
BREAKTHRU BEVERAGE	0513	LIQUOR STORE: MERCH FOR RESALE	174021	06/21/2022	1,036.89
				Vendor Total:	1,036.89
JOHNSON BROS - ST PAUL	0504	LIQUOR STORE: MERCH FOR RESALE	174022	06/21/2022	1,209.75
				Vendor Total:	1,209.75
MINNESOTA PUBLIC EMPLOYEE	1439	POLICE: UNION DUES	174023	06/21/2022	126.00
				Vendor Total:	126.00
MPCA	1680	WWTP: PERMIT REISSUANCE	174024	06/21/2022	1,240.00
				Vendor Total:	1,240.00
PERMANENT COATING SOLUTION	1771	PARK IMPROVE: FLOOR COATING ON PARK BATHROOMS & AQ CENTER	174025	06/21/2022	10,075.00
				Vendor Total:	10,075.00
PHILLIPS WINE & SPIRITS, INC.	1010	LIQUOR STORE: MERCH FOR RESALE	174026	06/21/2022	1,115.31
				Vendor Total:	1,115.31
SOUTHERN GLAZER'S OF MN	1429	LIQUOR STORE: MERCH FOR RESALE	174027	06/21/2022	8,291.81
				Vendor Total:	8,291.81
				Grand Total:	23,877.46
				Less Credit Memos:	0.00
				Net Total:	23,877.46
				Less Hand Check Total:	0.00
				Outstanding Invoice Total :	23,877.46
Total Invoices:		8			

INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

SEPT. 19, 2022 - REGULAR BILLS

Date: 09/16/2022

Time: 11:08 am

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City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
A.H. HERMEL CO.	0573	AQUATIC CENTER: MERCH FOR RESALE	0	00/00/0000	822.35
				Vendor Total:	822.35
ADDICTIONS & STRESS CLINIC	0415	POLICE: EVALUATION	0	00/00/0000	500.00
				Vendor Total:	500.00
AEM MECHANICAL SVCS, INC.	1453	CITY CENTER: ICE MACHINE REPAIR	0	00/00/0000	452.55
				Vendor Total:	452.55
AT&T MOBILITY	1205	MULT DEPTS: CELL PHONE BILL	0	00/00/0000	586.39
				Vendor Total:	586.39
AXON ENTERPRISE, INC	0439	POLICE: HOLSTER	0	00/00/0000	77.35
				Vendor Total:	77.35
BEACON ATHLETICS	1905	PARK: WIND WEIGHTED TARP	0	00/00/0000	1,509.00
				Vendor Total:	1,509.00
BECHER HOPPE ASSOCIATES, INC	0238	AIRPORT: INDEPENDENT FEE ESTIMATE	0	00/00/0000	3,500.00
				Vendor Total:	3,500.00
BORDER STATES INDUSTRIES INC	0852	ADMIN: BULBS	0	00/00/0000	197.12
				Vendor Total:	197.12
CARD SERVICES	0330	ADMIN, AQUATIC CENTER, WWTP: OPERATING SUPPLIES, FUEL	0	00/00/0000	375.55
				Vendor Total:	375.55
CENTERPOINT ENERGY	0204	MULT DEPTS: NATURAL GAS	0	00/00/0000	7,603.85
				Vendor Total:	7,603.85
CENTRAL HYDRAULICS	1913	STREET, PARK: EQUIPMENT REPAIR PARTS	0	00/00/0000	510.38
				Vendor Total:	510.38
CLARKE MOSQUITO CONT. PRODI	0445	STREET: MOSQUITO CONTROL PRODUCTS	0	00/00/0000	10,017.70
				Vendor Total:	10,017.70
COMMERCIAL ASPHALT CO	0388	STREET: BLACKTOP	0	00/00/0000	942.33
				Vendor Total:	942.33
CORE & MAIN LP	1741	WATER: CURB STOPS, ANGLE VALVES	0	00/00/0000	2,827.27
				Vendor Total:	2,827.27
EDAM	1827	ADMIN: SUMMER CONFERENCE REGISTRATION	0	00/00/0000	345.00
				Vendor Total:	345.00
ENVIRONMENTAL RESOURCE ASSE	1061	WWTP: LAB TESTING	0	00/00/0000	134.61
				Vendor Total:	134.61
FERGUSON WATERWORKS #2518	0567	WATER: METER BOX COVERS	0	00/00/0000	769.25
				Vendor Total:	769.25
FLEET SERVICES DIVISION	2144	POLICE: SQUAD CAR LEASES	0	00/00/0000	7,617.82
				Vendor Total:	7,617.82
FOSTER MECHANICAL, INC.	0647	WATER: DEHUMIDIFIER REPAIR	0	00/00/0000	328.00
				Vendor Total:	328.00
FRANKLIN PRINTING INC.	0085	WWTP, LIQUOR STORE: OFFICE SUPPLIES	0	00/00/0000	185.46
				Vendor Total:	185.46
GALLS, LLC	0452	POLICE: UNIFORMS	0	00/00/0000	1,214.24
				Vendor Total:	1,214.24
GAVIN, JANSSEN, STABENOW &	0087	POLICE: LEGAL SERVICES	0	00/00/0000	6,815.00
				Vendor Total:	6,815.00
GLENCOE CO-OP ASSN.	1842	MULT DEPTS: FUEL, WEED SPRAY	0	00/00/0000	7,726.98
				Vendor Total:	7,726.98
GLENCOE FLEET SUPPLY	2074	MULT DEPTS: REPAIR & MAINT SUPPLIES, UNIFORMS, SAFETY EQ.	0	00/00/0000	2,203.94

INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

SEPT. 19, 2022 - REGULAR BILLS

Date: 09/16/2022

Time: 11:08 am

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City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
Vendor Total:					2,203.94
GOLDEN TONGUE CONSULTANTS	1305	POLICE: TRANSLATION SERVICES	0	00/00/0000	80.00
Vendor Total:					80.00
GOPHER STATE ONE CALL	0482	WATER, WWTP, STORM WATER: LOCATE TICKETS	0	00/00/0000	170.10
Vendor Total:					170.10
HAWKINS, INC.	1133	WATER, WWTP: CHEMICALS	0	00/00/0000	12,733.14
Vendor Total:					12,733.14
HILLYARD HUTCHINSON	0122	PARK: PAPER PRODUCTS	0	00/00/0000	477.18
Vendor Total:					477.18
HUEMOELLER, GONTAREK &	1800	ADMIN, TAX INC #18, WATER: LEGAL SERVICES	0	00/00/0000	11,744.75
Vendor Total:					11,744.75
HY-VEE ACCOUNTS RECEIVABLE	1996	WWTP: OPERATING SUPPLIES	0	00/00/0000	19.82
Vendor Total:					19.82
JOHN DEERE FINANCIAL	1299	PARK, WWTP: A/C COMPRESSOR, EQUIPMENT REPAIR PARTS	0	00/00/0000	1,047.77
Vendor Total:					1,047.77
KDUZ - KARP - KGLB	2248	LIQUOR STORE: ADVERTISING	0	00/00/0000	760.00
Vendor Total:					760.00
KWIK TRIP	1653	POLICE: FUEL	0	00/00/0000	2,826.26
Vendor Total:					2,826.26
LEAGUE OF MN CITIES INS. TRUS	0389	MULT DEPTS: WORK COMP INS	0	00/00/0000	76,153.00
Vendor Total:					76,153.00
LEAGUE OF MN CITIES	1323	WATER: REIMB DUPLICATE INSURANCE PAYMENT	0	00/00/0000	11,208.32
Vendor Total:					11,208.32
LEEDSTONE	1541	WWTP: CLEANING SUPPLIES	0	00/00/0000	325.20
Vendor Total:					325.20
LIGHT & POWER COMMISSION	1484	MULT DEPTS: ELECTRICITY, BILLING FEE	0	00/00/0000	29,124.05
Vendor Total:					29,124.05
LITZAU EXCAVATING	0380	WATER: REPAIR BROKEN WATER MAIN	0	00/00/0000	3,350.00
Vendor Total:					3,350.00
MCLEOD COOP. POWER ASS'N.	0201	ADMIN, AIRPORT: ELECTRICITY	0	00/00/0000	519.31
Vendor Total:					519.31
MCLEOD PUBLISHING, INC.	0339	LIQUOR STORE: ADVERTISING	0	00/00/0000	668.33
Vendor Total:					668.33
METRO SALES, INC	1066	ADMIN: OFFICE EQUIPMENT LEASE	0	00/00/0000	309.89
Vendor Total:					309.89
MINI BIFF	0177	PARK: WASTE REMOVAL	0	00/00/0000	882.30
Vendor Total:					882.30
MN. RURAL WATER ASSOC.	0175	WATER, WWTP: TRAINING	0	00/00/0000	855.00
Vendor Total:					855.00
MNSPECT	0722	CODE ENFORCE: INSPECTIONS	0	00/00/0000	8,490.44
Vendor Total:					8,490.44
MORRIS ELECTRONICS INC	1372	POLICE: IT SERVICE	0	00/00/0000	118.75
Vendor Total:					118.75
MVTL , INC.	0353	WATER, WWTP: LAB TESTING	0	00/00/0000	515.00
Vendor Total:					515.00
NORTH CENTRAL LABORATORIES	0631	WWTP: LAB SUPPLIES	0	00/00/0000	59.40

INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

SEPT. 19, 2022 - REGULAR BILLS

Date: 09/16/2022

Time: 11:08 am

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City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
Vendor Total:					59.40
NUVERA	2120	MULT DEPTS: INTERNET, PHONE, IT SUPPORT	0	00/00/0000	4,985.23
Vendor Total:					4,985.23
OFFICE OF MN. IT SERVICES	1423	POLICE: INTERNET SERVICE	0	00/00/0000	120.92
Vendor Total:					120.92
OXYGEN SERVICE COMPANY	0653	STREET: WELDING SUPPLIES	0	00/00/0000	14.88
Vendor Total:					14.88
PEARSON BROS., INC.	1523	STREET, MUNI STATE AID: SEAL COAT & FOG SEAL	0	00/00/0000	148,823.60
Vendor Total:					148,823.60
PLUNKETT'S PEST CONTROL, INC	0446	AQUATIC CENTER, WWTP, CITY CENTER: PEST CONTROL	0	00/00/0000	251.63
Vendor Total:					251.63
PREMIUM WATERS, INC.	1081	MULT DEPTS: WATER	0	00/00/0000	355.78
Vendor Total:					355.78
PRINTING SYSTEMS, INC.	0346	FINANCE: OFFICE SUPPLIES	0	00/00/0000	377.98
Vendor Total:					377.98
QUALITY FLOW SYSTEMS, INC.	1038	WWTP: EQUIPMENT REPAIR	0	00/00/0000	1,990.00
Vendor Total:					1,990.00
RUNNING'S SUPPLY, INC.	1616	STREET, PARK, WATER: REPAIR PARTS, UNIFORMS	0	00/00/0000	324.86
Vendor Total:					324.86
SAM'S TIRE SERVICE INC.	0250	POLICE, PARK: VEHICLE CHECK, FLAT REPAIR	0	00/00/0000	83.85
Vendor Total:					83.85
SHRED-N-GO, INC	0032	FINANCE, POLICE: PAPER SHREDDING SERVICE	0	00/00/0000	79.08
Vendor Total:					79.08
SOUTHERN MN INSPECTION CO.	0358	PARK: EQUIPMENT INSPECTIONS	0	00/00/0000	490.10
Vendor Total:					490.10
STAR GROUP, L.L.C.	0972	MULT DEPTS: LUBRICANTS, BELTS, REPAIR PARTS	0	00/00/0000	390.50
Vendor Total:					390.50
THOMSON REUTERS	1260	POLICE: INVESTIGATION MATERIALS	0	00/00/0000	171.55
Vendor Total:					171.55
TIMBER GARAGE DOOR SYSTEMS	0627	POLICE: GARAGE DOOR REPAIR	0	00/00/0000	170.00
Vendor Total:					170.00
TRI-COUNTY WATER	1016	STREET, REIMB: WATER	0	00/00/0000	55.50
Vendor Total:					55.50
WATER CONSERVATION SERVICE	1298	WATER: LEAK LOCATES	0	00/00/0000	999.98
Vendor Total:					999.98
WM. MUELLER & SONS, INC.	0206	STREET: 2021 ST IMPROVEMENT PROJECT FINAL PAYMENT	0	00/00/0000	6,457.16
Vendor Total:					6,457.16
Grand Total:					385,842.75
Less Credit Memos:					0.00
Net Total:					385,842.75
Less Hand Check Total:					0.00
Outstanding Invoice Total :					385,842.75
Total Invoices:	65				

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Separate Agenda Items**

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

Sales	
Liquor	61,909.53
Beer	104,806.10
Wine	22,793.17
Other Merchandise	3,340.78
Total Sales	<u>192,849.58</u>

Cost of Sales	
Beginning Inventory	400,447.98
Purchases	160,862.85
Total Merch. Avail. for Sale	<u>561,310.83</u>
Less Inventory Ending	409,933.51
Cost of Sales	<u>151,377.32</u>
Gross Profit on Sales	<u>41,472.26</u>
	21.50%

Operating Expenses	
Sales Tax (Use tax)	122.00
Full-Time Employees	5,711.14
Full-Time Employees- Overtime	0.00
Part-Time Employees	5,609.79
PERA Contributions	820.80
FICA Contributions	697.55
Medicare Contributions	163.16
Health & Life Insurance	2,310.96
Operating Supplies	5,927.84
Cleaning Supplies	0.00
Repair & Maintenance	0.00
Professional Services	0.00
Training	0.00
Computer Repair/Equipment	0.00
Telephone	66.18
Travel Expense	0.00
Advertising	544.00
Printing & Binding	0.00
Electricity	838.03
Natural Gas	381.52
Uniforms	0.00
Miscellaneous	0.00
Sub-total	<u>23,192.97</u>
Insurance- Liquor, Property, Gen'l Liability	787.51
Depreciation	3,587.18
Audit	250.00
Worker's Comp	456.92
Bond Interest	1,042.29
Total Operating Expenses	<u>29,316.87</u>

Non-Operating Expenses/Income	
Interest Income	2.58
Miscellaneous	0.00
Sales Tax Variance	0.67
Cash Drawer +/-	(31.44)
Bottle Deposit/Paid Out	0.00
Bad/Collected Checks	0.00
Total Non-Operating Exp./Inc.	<u>(28.19)</u>

Net Income	12,127.20
Year-To-Date Income	63,958.82

Comparative Figures

Previous Year (2021)

Total Sales	194,128.40
Gross Profit on Sales	51,185.99
Total Operating Expenses	29,083.14
Total Non-Operating Exp./Inc.	(8.32)
Net Income	22,094.53
Year-To-Date Income	77,547.65

Current YTD Cash Balance	70,734.99
Last Month YTD Income	51,831.62

FUND BALANCES

FUND #	2022 CASH BALANCES	MONTH APRIL	MONTH MARCH	MONTH FEBRUARY
101	General-Operating	\$ 1,126,514.15	\$ 1,418,204.86	\$ 1,622,521.60
101	General-Childhood Intervention	\$ 886.55	\$ 886.55	\$ 886.55
101	General-Crime Prevention	\$ 5,500.24	\$ 5,500.24	\$ 5,500.24
601	Water-Operating	\$ 2,253,100.28	\$ 2,200,541.05	\$ 2,105,093.40
601	Water-Water Availability Charge	\$ 565,065.56	\$ 564,542.54	\$ 564,282.96
601	Water-Trunk Water Charge	\$ 25,234.16	\$ 25,233.13	\$ 25,232.70
601	Water-Bonds	\$ 1,916.57	\$ 1,916.49	\$ 1,916.46
601	Water-Construction	\$ -	\$ -	\$ -
602	W.W.T.P.-Operating	\$ 2,498,921.42	\$ 2,444,650.43	\$ 2,284,369.25
602	W.W.T.P.-Sewer Availability Charge	\$ 1,097,552.34	\$ 1,097,007.60	\$ 1,096,988.98
602	W.W.T.P.-Trunk Sewer Charge	\$ 128,706.25	\$ 128,701.00	\$ 128,698.82
602	W.W.T.P.-Bonds	\$ 16,381.13	\$ 12,980.60	\$ 9,580.44
602	W.W.T.P.-Construction	\$ -	\$ -	\$ -
603	Sanitation	\$ 25,576.00	\$ 24,072.24	\$ 14,593.91
604	City Center-Operating	\$ (59,589.47)	\$ (40,041.16)	\$ (18,800.95)
604	City Center-Bonds	\$ (535,827.05)	\$ (535,805.20)	\$ (535,796.11)
609	Liquor Store	\$ 70,734.99	\$ 63,173.36	\$ 44,985.18
612	Airport	\$ (26,618.92)	\$ (45,789.93)	\$ (62,510.16)
651	Storm Water Management	\$ 117,933.96	\$ 80,495.29	\$ 21,383.86
213	Park Improvement	\$ 141,126.47	\$ 139,520.78	\$ 139,518.41
223	Aquatic Center	\$ (113,982.48)	\$ (111,027.61)	\$ (110,537.42)
223	Aquatic Center-Lifeguard Training	\$ 2,202.43	\$ 2,202.43	\$ 1,702.43
225	Cable TV	\$ 24,222.02	\$ 17,049.06	\$ 18,498.75
226	Cemetery	\$ (795.22)	\$ 1,060.61	\$ 1,035.96
229	Municipal State Aid	\$ 214,961.51	\$ 218,442.93	\$ 219,572.20
230	Engineering/Inspection Services	\$ (135,310.55)	\$ (135,305.03)	\$ (135,302.73)
231	American Rescue Plan	\$ -	\$ -	\$ -
300	City Sinking	\$ 37,289.07	\$ 37,287.55	\$ 37,286.92
382	2007 Tax Increment Bond-2007 Industrial Park	\$ (63,285.87)	\$ (63,283.29)	\$ (63,282.22)
383	2014 Tax Increment Bond-West Industrial Park	\$ 47.78	\$ 47.78	\$ 47.78
384	2018 Tax Increment Bond-Panther Heights	\$ 16.70	\$ 16.70	\$ 16.70
409	Tax Increment #4-Industrial Park	\$ 245,053.54	\$ 245,043.55	\$ 245,039.39
421	Tax Increment #14-Downtown Redevelopment	\$ -	\$ 45,448.54	\$ 45,448.54
424	Tax Increment #17-Miller Manufacturing	\$ 31,496.96	\$ 31,495.68	\$ 31,495.15
425	Tax Increment #18-West Industrial Park	\$ (32,878.74)	\$ (92.24)	\$ 2,677.21
426	Tax Increment #19-Panther Heights	\$ 13,386.77	\$ 13,386.22	\$ 13,385.99
465	2021 Street Improvement-10th Street	\$ 110,225.30	\$ 112,361.48	\$ 113,756.15
523	2008 11th Street/Morningside Bond	\$ 2,645.32	\$ 2,645.21	\$ 2,645.17
524	2014 Street Improvement Bond	\$ (143,544.63)	\$ (143,538.78)	\$ (143,536.34)
525	2015 Street Improvement Bond-Lincoln Park	\$ (20,014.38)	\$ (20,013.56)	\$ (20,013.22)
526	2016 Street Improvement Bond-Armstrong Avenue	\$ 120,664.73	\$ 120,659.81	\$ 120,657.76
527	2017 Street Improvement Bond-Baxter Avenue	\$ 175,075.11	\$ 165,307.62	\$ 165,304.81
528	2018 Storm Water Improvement Bond-Central Storm Sewer	\$ 143,437.67	\$ 143,431.82	\$ 143,429.39
529	2021 Street Improvement Bond-10th Street	\$ 135,421.87	\$ 135,416.35	\$ 135,414.05
TOTALS		\$ 8,199,449.54	\$ 8,403,832.70	\$ 8,273,187.96

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

October 2022

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

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

GLENCOE

SMALL CITY & BIG FUTURE

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

To: City Council

Date: 09/08/2022

From: Jon VanDamme

Re: Monthly Sales Summary – Glencoe Wine & Spirits

	<u>Monthly (August) Sales</u>	<u>Year-to-date Sales (1/1-8/31)</u>
2022	\$221,315.54 (GP 25.8%)	\$1,700,772.29
<u>2021</u>	<u>\$220,979.52</u>	<u>\$1,729,593.99</u>
	+0.15%	-1.67%

August was up slightly from last year +\$336. We were competing against Winstock week last year, so the sales numbers were good when you factor that in. Customer counts were up 40 transactions from last year, while item count was down 623 items. Average transaction size was down: \$26.98 compared to \$27.07 last year (Winstock factor).

- Beer sales were down a fraction -0.43%, with some fluctuation in sub-categories - Domestic +1.2%, Imports +10.7%, Malt bev +14.1%, Craft -7.1%, and Seltzers -30.7%. Seltzers are down almost equal to the amount that Pre-mix in Liquor is up. Craft sales are a little concerning, so we'll try to boost with some promotions in September.
- Liquor sales were up +2.6%. Without Pre-Mix being up \$3k, Liquor would have been down as a category. Most of the other sub-categories were down, with only Irish (+31.3%), Scotch (+38.9%), and non-associated Whisky (+15.9%) being up. We will watch this closely as inflation continues to take hold.
- Wine sales were up a hair + 1.4%. Bubbly (+77.4%) and Sauvignon Blanc (+48.4%) were the only bigger increase categories, most others were flat or down. The wine sale that started at the end of the month gave sales a little boost.
- August promotions included the Clydesdale event at the City Center parking lot, along with some Facebook posts and in-store sale pricing. We closed out the month with the beginning of the Labor Day Wine Sale.
- YTD Quantity Sold – Product Count (1/1-8/31)

2022	118,531	(-5.4%)
<u>2021</u>	<u>125,242</u>	

Sales Item Report

Glencoe Municipal Liquor

Sorts: Department Description

8/1/2022 - 8/31/2022

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Description 1		Description 2		Class Desc		Item #		Manufacturer		Size		Style		Color	
Avg Cost	Price 1	GP %	SaleQty	Ext Cost	Ext Disc	Sales	Gross Profit	GP %	Min Qty	On Order	QoH	PID Qty	MID Qty	YID Qty	PY Qty
Dept Desc: BEER - 10															
Subtotal 508	Dept Desc: BEER - 10	8130.00		90315.15	88.43	118259.89	27951.22	23.6		5909.00	694.00	2.00	54906.00	81927.00	
Dept Desc: LIQUOR - 20															
Subtotal 706	Dept Desc: LIQUOR - 20	5480.00		45183.73	206.71	62353.30	17171.45	27.5		18890.00	438.00	5.00	38222.00	53351.00	
Dept Desc: MISC 7.375% TAX															
Subtotal 92	Dept Desc: MISC 7.375% TAX	695.00		2236.04	0.00	3062.44	826.84	27.0		1266.00	54.00	0.00	5459.00	8896.00	
Dept Desc: MISC BEER															
Subtotal 1	Dept Desc: MISC BEER	1.00		0.00	0.00	19.99	19.99	100.0		0.00	1.00	0.00	28.00	40.00	
Dept Desc: MISC LIQUOR															
Subtotal 1	Dept Desc: MISC LIQUOR	0.00		0.00	0.00	0.34	0.34	100.0		0.00	0.00	0.00	8.00	14.00	
Dept Desc: MISC NONTAX															
Subtotal 3	Dept Desc: MISC NONTAX	378.00		1045.55	0.00	1568.61	523.06	33.3		232.00	16.00	0.00	1565.00	2.00	
Dept Desc: WINE - 30															
Subtotal 445	Dept Desc: WINE - 30	1403.00		10908.48	473.66	16370.31	5461.86	33.4		8793.00	208.00	0.00	8995.00	15142.00	
Total 1756		16087.00		149688.95	768.80	201634.88	51954.76	25.8		35090.00	1411.00	7.00	109183.0	159372.0	

Sales Item Report

Glencoe Municipal Liquor

Sorts: Department Description

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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		Ptd Qty	Mtd Qty	Ytd Qty PY Qty
Dept Desc: BEER - 10														
Subtotal 533	Dept Desc: BEER - 10	8575.00	94853.51	140.63	118766.16	23920.09	20.1			4985.00	595.00	2.00	50637.00	89134.00
Dept Desc: LIQUOR - 20														
Subtotal 660	Dept Desc: LIQUOR - 20	5291.00	45458.70	187.73	60750.15	15293.08	25.2			16405.00	340.00	3.00	34065.00	56596.00
Dept Desc: MISC 7.375% TAX														
Subtotal 94	Dept Desc: MISC 7.375% TAX	917.00	2873.27	2.40	3499.95	627.03	17.9			1154.00	46.00	0.00	5270.00	9278.00
Dept Desc: MISC BEER														
Subtotal 1	Dept Desc: MISC BEER	1.00	0.00	0.00	15.99	15.99	100.0			0.00	1.00	0.00	28.00	40.00
Dept Desc: MISC LIQUOR														
Subtotal 1	Dept Desc: MISC LIQUOR	0.00	0.00	0.00	-1.00	-1.00	0.0			0.00	0.00	0.00	8.00	14.00
Dept Desc: MISC NONTAX														
Subtotal 2	Dept Desc: MISC NONTAX	540.00	1434.40	0.00	2207.61	773.21	35.0			0.00	0.00	0.00	864.00	3830.00
Dept Desc: WINE - 30														
Subtotal 442	Dept Desc: WINE - 30	1386.00	11153.88	499.53	16144.64	4990.77	30.9			8340.00	158.00	0.00	8279.00	16383.00
Total 1733		16710.00	155773.76	830.29	201383.50	45619.17	22.6			30884.00	1140.00	5.00	99151.00	175275.0

Sales Item Report

Glencoe Municipal Liquor

Sorts: Department Description

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Description 1		Description 2		Class Desc		Item #		Manufacturer		Size		Style		Color	
Avg Cost	Price 1	GP %	SaleQty	Ext Cost	Ext Disc	Sales	Gross Profit	GP %	Min Qty	On Order	QOH	PID Qty	MHD Qty	YTD Qty	PY Qty
Dept Desc: BEER - 10															
Subtotal 717	Dept Desc: BEER - 10		57149.00	681501.75	1501.70	883439.91	201980.54	22.9			6106.00	694.00	2.00	57151.00	89150.00
Dept Desc: LIQUOR - 20															
Subtotal 1171	Dept Desc: LIQUOR - 20		41721.00	362948.98	1360.56	495317.90	132362.28	26.7			22182.00	438.00	5.00	41726.00	59945.00
Dept Desc: MISC 7.375% TAX															
Subtotal 127	Dept Desc: MISC 7.375% TAX		5695.00	19088.30	3.89	25177.65	6092.73	24.2			1399.00	54.00	0.00	5695.00	9589.00
Dept Desc: MISC BEER															
Subtotal 1	Dept Desc: MISC BEER		28.00	0.00	0.40	272.72	272.72	100.0			0.00	1.00	0.00	28.00	40.00
Dept Desc: MISC LIQUOR															
Subtotal 1	Dept Desc: MISC LIQUOR		8.00	0.00	0.00	97.79	97.79	100.0			0.00	0.00	0.00	8.00	14.00
Dept Desc: MISC NONTAX															
Subtotal 5	Dept Desc: MISC NONTAX		2429.00	6075.30	0.00	9915.44	3840.14	38.7			232.00	16.00	0.00	2429.00	3832.00
Dept Desc: MISC WINE															
Subtotal 1	Dept Desc: MISC WINE		3.00	0.00	0.00	19.97	19.97	100.0			0.00	0.00	0.00	3.00	4.00
Dept Desc: WINE - 30															
Subtotal 944	Dept Desc: WINE - 30		11498.00	90443.39	2631.73	135167.83	44724.64	33.1			13651.00	208.00	0.00	11498.00	20430.00
Total 2967			118531.0	1160057.72	5498.28	1549409.21	389410.81	25.1			43570.00	1411.00	7.00	118538.0	183004.0

Sales Item Report

Glencoe Municipal Liquor

Sorts: Department Description

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Description 1		Description 2		Class Desc		Item #		Manufacturer		Size		Style		Color	
Avg Cost	Price 1	GP %	SaleQty	Ext Cost	Ext Disc	Sales	Gross Profit	GP %	Min Qty	On Order	QoH	Ptd Qty	Mtd Qty	Ytd Qty	PY Qty
Dept Desc: BEER - 10															
Subtotal 744	Dept Desc: BEER - 10	64084.00	734477.59	1850.24	913664.94	179237.31	19.6	5186.00	624.00	2.00	52094.00	92758.00			
Dept Desc: LIQUOR - 20															
Subtotal 1101	Dept Desc: LIQUOR - 20	39442.00	358443.80	994.15	480786.67	122353.86	25.4	19119.00	379.00	3.00	37837.00	61728.00			
Dept Desc: MISC 7.375% TAX															
Subtotal 126	Dept Desc: MISC 7.375% TAX	6450.00	22097.72	30.70	28054.96	5960.29	21.2	1240.00	48.00	0.00	5471.00	9670.00			
Dept Desc: MISC BEER															
Subtotal 1	Dept Desc: MISC BEER	7.00	0.00	0.00	76.31	76.31	100.0	0.00	1.00	0.00	28.00	40.00			
Dept Desc: MISC LIQUOR															
Subtotal 1	Dept Desc: MISC LIQUOR	6.00	0.00	0.00	53.46	53.46	100.0	0.00	0.00	0.00	8.00	14.00			
Dept Desc: MISC NONTAX															
Subtotal 2	Dept Desc: MISC NONTAX	2866.00	7170.90	4.43	10392.12	3221.22	31.0	0.00	0.00	0.00	864.00	3830.00			
Dept Desc: MISC WINE															
Subtotal 1	Dept Desc: MISC WINE	3.00	0.00	0.00	38.47	38.47	100.0	0.00	0.00	0.00	3.00	4.00			
Dept Desc: WINE - 30															
Subtotal 919	Dept Desc: WINE - 30	12384.00	96014.06	2352.67	142676.58	46663.11	32.7	11993.00	198.00	0.00	10640.00	21116.00			
Total 2895		125242.0	1218204.07	5232.19	1575743.51	357604.03	22.7	37538.00	1250.00	5.00	106945.0	189160.0			

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

Department: Streets/Parks/Airport/Cemetery

Supervisor Name: Jamie Voigt

Month: August 2022

Week of 8/1/22

Pool
Mowing Route/Push route
Mowing Oak Leaf route
Airport small mowers
City Center stone cleaning
Storm clear streets down limbs
Storm catch basin clear tops
Storm alley entrance wash out cleanup
Remove weeds 212 path
Spray weeds ball fields
Garbage route/bathrooms/shelters
Equipment maintenance/repairs

Week of 8/8/22

Detail breakroom, bathrooms
Pool
Mowing Route/Push route
Mowing/weed whip Oak Leaf route
Fire Extinguisher/Ladder inspections
City Center window cleaning
Blacktop patching
Storm catch basin clear tops
Storm alley entrance wash out cleanup Water trees central storm
Water trees central storm
Garbage route/bathrooms/shelters
Equipment maintenance/repairs

Week of 8/15/22

Detail breakroom, bathrooms
Pool
Mowing route/Push route
Mowing Oak Leaf route
Airport mowing batwing
Airport mowing mowers/weed whip
Split/bundle campground wood
City Center window cleaning
Trim trees
Cemetery Cremation (1)
Garbage route/bathrooms/shelters
Equipment maintenance/repairs

Week of 8/22/22

Detail breakroom/bathrooms/shop/trucks
Pool
Mowing Route/Push route
Mowing Oak Leaf route
Mosquito spraying (1)
Striping
City Center window cleaning
Flail mowing ponds
Remove weeds Morningside/CR 33 path
Spray weeds playgrounds
Water trees central storm
Cemetery Mark (3) software verify lots
Garbage route/bathrooms/shelters
Equipment maintenance/repairs

Week of 8/29/22

Detail breakroom/bathrooms/shop/trucks
Pool drain
Mowing Route/Push route
Mowing Oak Leaf route
Airport mowing batwing
Airport mowing mowers/weed whip
Fill DNR pond
Mosquito spraying (1)
Striping
City Center window cleaning
Flail mowing ponds
Remove weeds Oak Leaf path
Spray weeds all paths
Water trees central storm
Cemetery Cremation (1) Mark (2) software verify lots
Garbage route/bathrooms/shelters
Equipment maintenance/repairs

Signature: _____

A handwritten signature in black ink, appearing to be "R. J. G.", written over a horizontal line.