



Mayor: Ryan Voss  
Precinct 1 Councilor: Sue Olson  
Precinct 2 Councilor: Mark Hueser  
Precinct 3 Councilor: Paul Lemke  
Precinct 4 Councilor: Cory Neid  
At-Large Councilor: Luz Duvall

## **GLENCOE CITY COUNCIL MEETING AGENDA**

**January 3, 2023 – 7:00pm**

City Center Ballroom

**Final Meeting of 2022**

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

### **2. CONSENT AGENDA**

- A. Approve Minutes of December 19, 2022
- B. Glencoe Wine and Spirits Bills for 2022

### **3. ADJOURN**

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## **2023 ORGANIZATION MEETING AGENDA**

**January 3, 2023**

### **1. Oath of Office - Council Members – Mark Ostlund, City Attorney**

- A. Luz Duvall, City Councilor at Large
- B. Mark Hueser, Councilor Second Precinct
- C. Paul Lemke, Councilor, Third Precinct

### **2. ELECT VICE-PRESIDENT OF THE CITY COUNCIL**

### **3. DESIGNATE DEPOSITORY OF CITY FUNDS**

- A. Security Bank & Trust Company for City of Glencoe

### **4. DESIGNATE REGULAR MEETING NIGHTS & TIME OF CITY COUNCIL MEETINGS**

- A. First and Third Mondays at 7:00 p.m. Except for Holidays on Following Tuesday
- B. Workshops on the 2 Monday with time to be determined

### **5. SET PRICES FOR RENTAL EQUIPMENT & PART TIME LABOR FOR 2023 See Attached**

- A. City Center Non-Profit Fee Schedule

### **6. APPOINTMENTS MADE BY THE CITY COUNCIL**

- A. Cemetery Commission- 2 Open position
- B. Airport Commission – Re-appoint Mike Drew and 1 Open position
- C. Light & Power Commission - 1 Open Position
- D. Library Board – Re-appoint Mark Schmidt
- E. Park Board –Re-Appoint Jarrod Fisher and Amanda Ortloff; 1 open position
- F. Planning & Industrial Commission – Re-Appoint Robert Senst and 1 Open position
- G. Charter Commission – Mark Ostlund update – Appointment by First District Court Judge

## **7. LIAISONS**

- A. Park Board – Luz Duvall
  - B. Library Board – Cory Neid
  - C. Light & Power Commission – Paul Lemke
  - D. Planning & Industrial Commission – Mark Hueser
  - E. Cemetery Commission- Ryan Voss
  - F. Airport Commission – Susan Olson
  - G. Fire Department – Ryan Voss
  - H. Glencoe Wine & Spirits – Ryan Voss
  - I. Police Department – Ryan Voss
  - J. Administration – Ryan Voss
  - K. Economic Development Committee– Paul Lemke
- 

## **REGULAR BUSINESS MEETING**

**JANUARY 3, 2023**

## **8. CONSENT AGENDA**

- A. Approve License / Permits
  - Family Dollar – Tobacco
  - Dollar Fresh - Tobacco

## **9. PUBLIC COMMENT (agenda items only)**

## **10. PUBLIC HEARINGS – None Scheduled**

## **11. BIDS AND QUOTES**

- A. Official Newspaper Bid for 2023 Printing

## **12. REQUESTS TO BE HEARD**

- A. City Council Rules of Decorum – City Attorney
- B. Glencoe CSAH 15-33 Trail Maintenance Agreement – City Administrator

## **13. ITEMS FOR DISCUSSION – None Scheduled**

## **14. ROUTINE BUSINESS**

- a. Project Updates
- b. Economic Development
- c. Public Input
- d. Reports
- e. City Bills
- f. **Close Meeting for Police Union Negotiations**

## **15. ADJOURNMENT**



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*Phone: (320) 864-5586*

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**Mayor:** Ryan Voss

**City Administrator:** Mark D. Larson

**Council Members:** Luz Duvall – Sue Olson – Mark Hueser – Paul Lemke – Cory Neld

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

Absent: Cory Neid

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

Others: Rich Glennie, Mark Hueser, Mark Simons, Brody Bratsch, Justin Black

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

Mayor Voss called the meeting to order at 7:00pm. Present: Ryan Voss, Sue Olson, Allen Robeck, Cory Neid, Paul Lemke, Arnie Brinkmann. Absent: Cory Neid

**2. CONSENT AGENDA**

- A. Approve Minutes of December 5, 2022, City Council Meeting
- B. Approve Annual Permits and Licenses

Robeck did not agree with changing the charter from the December 5, 2022, meeting. He said that the vote was against the City Charter and MN Statutes. Mayor Voss asked Robeck if the minutes reflected the actual vote at the last meeting, Robeck said yes. Attorney Ostlund noted that the minutes are what is up for vote at this time.

*Motion: Lemke, seconded by Olson to approve the consent agenda. Vote 3 – 1 with Robeck against. Motion carries.*

- C. Awards – Glencoe Police Department

Glencoe Police Department presented lifesaving awards to Officer Brianna Korson, Sergeant Brian Stiles and Glencoe Resident Mark Simons for actions taken on August 14, 2022, at Oak Leaf Park which involved saving the life of John Sukalski,

**3. PUBLIC COMMENT (agenda items only) - There was no public comment.**

**4. PUBLIC HEARINGS**

- A. Presentation of 2023-27 Pavement Management Study – Brody Bratsch, SEH

**1. Resolution 2022 - 032 – Resolution receiving report and setting Public Hearing for January 17, 2023 at 7:00 PM**

*Motion: Brinkmann, seconded by Robeck to approve Resolution 2022 - 032 – Resolution receiving report and setting Public Hearing for January 17, 2023, at 7:00 PM. All in favor, motion carried.*

**5. BIDS AND QUOTES – NONE SCHEDULED**

**6. REQUESTS TO BE HEARD**

- A. Short Term Rental - Ordinance Number 619 – Second Reading, City Attorney Ostlund

*Motion: Lemke, seconded by Brinkmann to approve the second reading of Ordinance 619 regarding Short Term Rental. Vote 3-0-1 with Olson abstaining. Motion carries.*

- B. Occupancy Regulations – Ordinance Number 620 – Third Reading, City Attorney Ostlund  
Robeck requested to have the word "natural" removed. Robeck noted that he feels as though this ordinance takes away from the rights of a landlord.



*Motion: Olson, seconded by Brinkmann to approve the third reading of Ordinance 620, Occupancy Regulations. Vote 3 - 1 with Robeck against. Motion carries.*

**C. 2023 General Fund Budget and Debt Service Levy – City Administrator**

**1. Resolution 2022-030 – Levy Resolution**

*Motion: Lemke, seconded by Brinkmann to approve Resolution 2022-030 setting the 2023 General Fund Budget and Debt Service Levy. Vote 3 – 1 with Robeck against. Motion carries.*

**D. Decertification of Tax Increment District 18 – West Industrial Park – City Administrator**

**1. Resolution 2022-031 – Resolution to Decertify TIF District**

*Motion: Olson, seconded by Lemke to approve Resolution 2022-031 – a Resolution to Decertify TIF District. All in favor, motion carries.*

**E. Establishing the 2023 Polling Place Resolution 2022-033 – City Clerk Kelly Hayes**

*Motion: Robeck, seconded by Lemke to approve Resolution 2022-033 Establishing the 2023 Polling Place. All in favor, motion carries.*

**F. 2023/2024 Police Union Contract**

There were some discrepancies in language. This will be brought back to the council at the next meeting.

**G. Assessment Contract with McLeod County – City Administrator**

*Motion: Robeck, seconded by Olson to approve Assessment Contract with McLeod County. All in favor, motion carries.*

**7. ITEMS FOR DISCUSSION**

**A. 2022 Airport Terminal Project Status**

Still waiting for federal grants to be finalized. Looking at what the sale process will be for the current airport building.

**B. Board and Commission member openings for 2023 Organizational meeting**

There are openings on all of the boards and commissions: Park, Cemetery, Library, Light & Power, Planning, Charter, Airport.

**8. ROUTINE BUSINESS**

**A. Project Updates - none**

**B. Economic Development – Hotel looking to break ground in January.**

**C. Public Input - none**

**D. Reports – The next City Council meeting will be on Tuesday, January 3, 2023 at 7:00pm.**

**E. City Bills**

*Motion: Lemke, seconded by Brinkmann to approve the city bills. All in favor, motion carries.*

**9. ADJOURNMENT**

*Motion: Robeck, seconded by Brinkmann to adjourn at 7:58pm. All in favor, motion carries.*

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Ryan Voss, Mayor

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Mark Larson, City Administrator



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To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: December 30, 2022

Re: Organizational Meeting

Item 1 – City Attorney Mark Ostlund will administer the oath of office to Councilors Lemke, Hueser, and Duvall.

Item 2 – The City Council will elect a Vice- President of the City Council. Councilor Lemke was elected the Vice President of the City Council for 2022.

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

Item 4 – A. It is recommended to designate the Regular City Council Meetings for the first and third Monday of each month at 7:00 PM. Council meetings on Holidays will be held on the following Tuesday.

B. It is recommended to designate the City Council workshops for the Second Monday of each month at a time to be determined by the City Council.



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Item 5 – A. Attached is the Fee Schedule for the City of Glencoe. It is recommended to approve for 2023 with proposed changes by department supervisors in the yellow column.

## 2023 FEE SCHEDULE

### ADMINISTRATION

Election Judges	\$12.50 per hour	\$15 - \$18
Part-Time Employees	Up to \$15.00 per hour	up to \$18
Copy - Black/White	new line item - per copy	\$0.25
Copy - Colored	new line item - per copy	\$1.00
Mileage	Federal Rate	
Credit Card Fee	new line item - 2.5% of total	3%
Special Assessment Search	new line item \$5	\$10.00
Returned Check Charge	new line item \$25	\$25.00

### PARK DEPARTMENT

Shelter Rental	Shelter #1 \$95/day (tax \$7.01)	
	Shelter #2 \$130/day (tax \$9.59)	
	Shelter #3 \$85/day (tax \$6.27)	
	Shelter #4 & #5 \$75/day (tax \$5.53)	
	Shelter #A \$100/day (tax \$7.38)	
Warming House Rental	\$35/2 hr. limit	
Aquatic Center Rental	\$100/hour + \$15 add'l guard+tax	
Seasonal Family Rate (Family of 3))	\$145.00	
Seasonal Family Rate (Family of 4)	\$160.00	
Seasonal Family Rate (Family of 5)	\$175.00	
Each additional Family member (up to 10 total per pass)	\$15.00	
Seasonal Individual Rate	\$75.00	
Daycare pass (first 3 participants)	\$145.00	
Each additional daycare participant (up to 10 total per pass)	\$10.00	
Daily Rate	\$6.00	
Children 0-4	\$2.00	
Campground Fees (20% discount for 7+ nights)		
RV Site	\$30 + tax per day	
Tent Site	\$20 + tax per day	
Waste Disposal	\$5.00	
Oscar Olson Park Field Rental Rate		
Sand Volleyball	\$50/team/season	
Soccer Fields	\$100/team/season or \$10/game	
	\$80/day/tournament	\$200/weekend/tournament
Oak Leaf Park Field Rental Rate		
Softball Field	summer league	\$100/team/season or \$10/game
	fall league	\$70/team/season or \$10/game
	\$80/day/tournament	\$200/weekend/tournament
Sand Volleyball	\$50/team/season	
Baseball	\$100/team/season	
	\$25 Light Fee/game	
Flag Football	\$100/team/season	
Disc Golf	\$80/day/tournament	League \$5.00 /player
Park Development Fee for Single Family Lot	\$800.00	
In-Lieu of Land Fee (7% of Development)	\$6500.00 per acre	

### POLICE DEPARTMENT

Uniformed Armed Police Officer	\$100 per hour	\$125.00
Police Call False Alarms	\$25 per alarm	
Copies of Police Reports	\$4.00/1st page, \$.25/additional	



DVD / USB Copies	\$25 per incident	
Prisoner/Mental Health Transports	\$40 per + Federal Rate	
Storage/Impounded Vehicle	\$25 per day	
Parking Ticket	\$25.00	
Snowbird Citations	\$50.00	
Nuisance Citations	\$100.00	
Storage/Fire Arms	\$1.00/day/firearm	
Dangerous Dog/Potentially Dangerous Dog	\$200.00 annual license fee	
<b>Part-Time Police Officer</b>	<b>new line item - per hour</b>	<b>\$28 - \$30</b>

#### STREET DEPARTMENT

<b>Labor Rate/ Employee Normal Hours</b>	<b>\$50</b>	<b>\$75.00</b>
<b>Over time hours</b>	<b>\$120</b>	<b>\$120.00</b>
Shop Rate	\$95	
Aerovator & Tractor	\$130/hour	
<b>Roller with Operator</b>	<b>\$70 per hour</b>	<b>\$85.00</b>
<b>Grass Mower with Operator</b>	<b>\$110 per hour</b>	<b>\$125.00</b>
<b>Small Grass Mower with Operator</b>	<b>\$70 per hour</b>	<b>\$75.00</b>
<b>Street Sweeper with Operator</b>	<b>\$110 per hour</b>	<b>\$125.00</b>
<b>Leaf vacuum w/operator</b>	<b>\$110 per hour</b>	<b>\$125.00</b>
<b>Front End Loader with Operator</b>	<b>\$110 per hour</b>	<b>\$125.00</b>
<b>Street Painter with Operator</b>	<b>\$70 per hour + paint</b>	<b>\$75.00</b>
<b>Operator &amp; Truck, 5 cu. yd.</b>	<b>\$80 per hour</b>	<b>\$95.00</b>
<b>Snowblower with Operator</b>	<b>\$110 per hour</b>	<b>\$125.00</b>
<b>Vactor with Operator</b>	<b>\$120 per hour</b>	<b>\$125.00</b>
<b>Wood Chipper with Operator</b>	<b>\$110 per hour</b>	<b>\$125.00</b>
<b>Pick-up with Plow and Operator</b>	<b>\$60 per hour</b>	<b>\$95.00</b>
<b>Bobcat</b>	<b>\$85 per hour</b>	<b>\$95.00</b>
Sanding Salt	market cost	
<b>Labor for Additional Employees</b>	<b>\$75 per hour</b>	<b>\$75.00</b>
<b>Snow Hauling Fee paid to Haulers</b>	<b>s -Commercial</b>	<b>\$95 per hour</b>
<b>Operator &amp; Truck, 5 cu.yd.with Plow</b>	<b>\$85 per hour</b>	<b>\$125.00</b>
<b>Operator &amp; Truck, 5 cu. yd.with Sander</b>	<b>\$85 per hour + sand</b>	<b>\$125.00</b>

#### STORM WATER MS4

Minor Violation	\$200	
Major Violation	\$500	
Sump Pump Permit	(2 way valve program)	\$15 per year
Storm Water monthly service charge	\$12.50 (REF/month capped at \$1000)	

#### WWTP

Sewer Rodder Jetter with Operator	\$110 per hour	
Residential Septage at WWTP	\$110 per 1,000 gal.	
<b>Sludge/Vaccuum Truck with Operator</b>	<b>\$110 per hour</b>	<b>remove</b>
Extra Operator (After Hours)	\$120 per hour	
Sewer Availability Charge	\$1250/\$250 Residential	
Sewer Rate	\$10.00/1,000 gals or \$.0749/cu.ft.	
Sewer Monthly Service Charge	\$28.00/month/unit	
<b>Combination Jetter/Vac Truck with 2 Operators</b>	<b>new line item, per hour</b>	<b>\$175.00</b>

#### WATER DEPARTMENT

Water Availability Charge	\$1850/\$250 Residential	
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Water On Charge	\$22.50
Water Off Charge	\$22.50
Construction Water Fee	\$36.00
Bulk Water	\$12.00/1000 gal + \$8.00 fill chg
	500 gal min or \$.090/cu.ft.
Water Rate	\$6.15/1,000 gal or \$.0460/cu.ft.
Water Monthly Service Charge	11.00/mo./unit
Fire Tag Seal	\$30.00 per site
Fire Protection Service Lines	
Under 4" Pipe	\$4.00 per month
4" Pipe Construction	\$8.00 per month
6" Pipe Construction	\$12.00 per month
8" Pipe Construction	\$16.00 per month
10" Pipe Construction	\$20 per month
Service Plus Plan	\$1.50 per month
Tap Machine	\$30 per tap + hourly rate

## CITY CENTER

Full Grand Ballroom (Sunday-Thursday)	\$650.00	\$700.00
Additional Hour	\$50.00	\$60.00
Non-Profit Rate	\$400.00	\$425.00
Full Grand Ballroom (Friday, Saturday, Holiday)	\$800.00	\$850.00
Additional Hour	\$50.00	\$60.00
Wedding Package	\$1,400.00	\$1,600.00
North Grand Ballroom (Sunday-Thursday)	\$350.00	\$400.00
Additional Hour	\$25.00	\$35.00
Non-Profit Rate	\$250.00	\$275.00
South Grand Ballroom (Sunday-Thursday)	\$300.00	\$350.00
Additional Hour	\$25.00	\$35.00
Non-Profit Rate	\$200.00	\$225.00
Balcony	\$200.00	\$225.00
Non-Profit Rate	\$100.00	\$125.00
Courtyard	\$100.00	\$125.00
Non-Profit Rate	\$50.00	\$75.00
Martin McLeod Room (Senior Community Room)	\$35 per hour	\$45.00
Non-Profit Rate	\$17.50 per hour	\$22.50
North Conference Room	\$25 per hour	\$35.00
Non-Profit Rate	\$12.50 per hour	\$17.50
West Conference Room	\$20 per hour	\$30.00
Non-Profit Rate	\$10 per hour	\$15.00
Henry Hill Room	\$20 per hour	\$30.00
Non-Profit Rate	\$10 per hour	\$15.00
Basement Meeting Room	\$15 per hour	\$25.00
Non-Profit Rate	\$7.50 per hour	\$12.50
Non-Refundable Reservation Fee	25% of room rental fee	
Grand Ballroom Refundable Damage Deposit	\$200	
All Other Rooms Refundable Damage Deposit	\$100	
Technology/Communications Package	\$25-\$100	
Platform	\$150	\$175.00
Performance Stage Backdrop	\$100	\$150.00
Catering Kitchen	\$100	\$125.00
Coffee/Water Service	\$20 (1-30 cups)	\$30.00



	\$35 (50-80 cups)	\$60.00
	\$50 (All day service)	\$80.00
Table Linens	\$7 per linen	\$8.00
Linen Napkins	\$0.35 per napkin	\$0.45
Dishware	\$1.25 per place setting	\$1.75
Bar Service	\$150	\$165.00
Security (public dances/events)	\$250	

#### CEMETERY

Lot Price 5' x 10' parcel	\$500.00	
Second Internment Fee-1/2 price of current lot price	\$250.00	
Grave opening & closing - funeral director bills family		
Cremation opening & closing - only City to do digging	\$150.00	
Cremation opening & closing holidays & weekends & after hours	\$200.00	
Burial Permit Fee - for the administration of every interment	\$150.00	
Vault Storage fee during winter months per deceased	\$75.00	
Casket labor fee - when funeral director request city employee help to load/unload casket at vault	\$50.00	remove
Marker Permit Fee (staking for installation of marker)	\$25.00	
Cemetery Records Search	\$25.00	remove



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## Item 6 – Committee and Board Appointment

### A. **Cemetery Board** - With the death of Cemetery Board

Chairperson Gary Vogt, there is an open position on the Cemetery Board. Paula Bulau is up for re-appointment to a 3-year term.

In 2022 the Cemetery had 11 Burials and in 2021, there were 8 burials. Burials continue to decline. The Cemetery Fund has had a negative fund balance for many years and the Cemetery has limited revenue and the maintenance and operation is and has part of the Street and Park Department. The Cemetery Board currently is scheduled to meet quarterly, but there is really no role for them at this time. It is the recommendation of the City Administration that the City Council **assume** the role of the Cemetery Commission and make the necessary decisions regarding the operations of the Cemetery. This will require an ordinance change. I am recommending no appointments or reappointments at this time.



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**B. Airport Commission** – It is recommended to reappoint Mike Drew to the Airport Commission to a three-year term. There is an open position and attached are the applications of Bob Scheidt and Randy Schumacher. One position can have residence outside the Glencoe City limits of the City of Glencoe.

# **Airport Commission Applications**



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Website: [www.glencoe.mn.us](http://www.glencoe.mn.us) Phone: (320) 864-5586 Email: [info@ci.glencoe.mn.us](mailto:info@ci.glencoe.mn.us)

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NAME Bob Scheidt  
ADDRESS 420 9th St. E.  
EMAIL bscheidt@ci.glencoe.mn.us  
YEARS AS GLENCOE RESIDENT 70 years

TODAY'S DATE 12-27-2022  
TELEPHONE 320-510-1363  
EMPLOYER Retired  
OCCUPATION Retired

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

X AIRPORT COMMISSION

X LIGHT & POWER COMMISSION

       CEMETERY BOARD

       PARK BOARD

X CHARTER COMMISSION

X PLANNING & INDUSTRIAL COMMISSION

       LIBRARY BOARD

Why you are interested in serving on this board/commission: I would like to continue my  
with the City of Glencoe

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Describe any prior/current experience that may relate to serving on this board/commission: 32 years  
on the Glencoe Fire Dept. (retired) Deputy Emergency Manager, Retired Rental Inspector  
for the City of Glencoe, Prepared the Emergency Operations manual for the City

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List other municipal boards/commissions you have served on:

- |          |                   |          |
|----------|-------------------|----------|
| 1. _____ | Served from _____ | to _____ |
| 2. _____ | Served from _____ | to _____ |
| 3. _____ | Served from _____ | to _____ |

Robert Scheidt  
\_\_\_\_\_  
Signature of Applicant

12-27-2022  
\_\_\_\_\_  
Date

# GLENCOE

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Website: [www.glencoe.mn.org](http://www.glencoe.mn.org) Phone: (320) 864-5586 Email: [info@ci.glencoe.mn.us](mailto:info@ci.glencoe.mn.us)

NAME RANDY SCHUMACHER TODAY'S DATE 12/12/22  
ADDRESS 8363 Co. Rd. 2, Glencoe MN TELEPHONE 320-212-9659  
EMAIL brw8363@gmail.com EMPLOYER SELF  
YEARS AS GLENCOE RESIDENT 30 years OCCUPATION CARPENTER

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

☒ AIRPORT COMMISSION ☐ LIGHT & POWER COMMISSION  
☐ CEMETERY BOARD ☐ PARK BOARD  
☐ CHARTER COMMISSION ☐ PLANNING & INDUSTRIAL COMMISSION  
☐ LIBRARY BOARD

Why you are interested in serving on this board/commission: TO continue the  
growth of the airport in a responsible way.

Describe any prior/current experience that may relate to serving on this board/commission: —

List other municipal boards/commissions you have served on:

1. — Served from — to —  
2. — Served from — to —  
3. — Served from — to —

Randy Schumacher  
Signature of Applicant

12/12/22  
Date





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**C. Light and Power Commission** – Attached are applications from Bob Scheidt, Mike Drew and Milan Alexander for the open position. The applications from Mike Drew and Milan Alexander are from the August 2022 opening. This is a five-year term.

# **Light and Power Commission Applications**

# GLENCOE

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Website: [www.glencoe.mn.us](http://www.glencoe.mn.us) Phone: (320) 864-5586 Email: [info@ci.glencoe.mn.us](mailto:info@ci.glencoe.mn.us)

NAME Bob Scheidt  
ADDRESS 420 9th St. E.  
EMAIL bscheidt@ci.glencoe.mn.us  
YEARS AS GLENCOE RESIDENT 70 years

TODAY'S DATE 12-27-2022  
TELEPHONE 320-510-1363  
EMPLOYER Retired  
OCCUPATION Retired

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

☒ AIRPORT COMMISSION

☒ LIGHT & POWER COMMISSION

☐ CEMETERY BOARD

☐ PARK BOARD

☒ CHARTER COMMISSION

☒ PLANNING & INDUSTRIAL COMMISSION

☐ LIBRARY BOARD

Why you are interested in serving on this board/commission: I would like to continue my  
with the City of Glencoe

Describe any prior/current experience that may relate to serving on this board/commission: 32 years  
on the Glencoe Fire Dept. (retired) Deputy Emergency Manager, Retired Rental Inspector  
for the City of Glencoe, Prepared the Emergency Operations manual for the City

List other municipal boards/commissions you have served on:

1. \_\_\_\_\_ Served from \_\_\_\_\_ to \_\_\_\_\_
2. \_\_\_\_\_ Served from \_\_\_\_\_ to \_\_\_\_\_
3. \_\_\_\_\_ Served from \_\_\_\_\_ to \_\_\_\_\_

Robert Scheidt

Signature of Applicant

12-27-2022

Date



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

Website: [www.glencoe.mn.org](http://www.glencoe.mn.org) Phone: (320) 864-5586 Email: [info@ci.glencoe.mn.us](mailto:info@ci.glencoe.mn.us)

NAME Michael Drew TODAY'S DATE 8-16-2022  
ADDRESS 814 1st St. E. TELEPHONE 320-510-5123  
EMAIL mike.s1drew2emborgmail.com EMPLOYER \_\_\_\_\_  
YEARS AS GLENCOE RESIDENT 45 OCCUPATION Retired

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

☐ AIRPORT COMMISSION ☒ LIGHT & POWER COMMISSION  
☐ CEMETERY BOARD ☐ PARK BOARD  
☐ CHARTER COMMISSION ☐ PLANNING & INDUSTRIAL COMMISSION  
☐ LIBRARY BOARD

Why you are interested in serving on this board/commission: I realize the importance of reliable and affordable energy and the need to stay informed on the latest technology.

Describe any prior/current experience that may relate to serving on this board/commission: As a former City of Glencoe employee I worked a long time light and power. Also worked for 20 yrs. with several boards.

List other municipal boards/commissions you have served on:

1. Airport Commission Chairman Served from 2-21-2017 to current
2. \_\_\_\_\_ Served from \_\_\_\_\_ to \_\_\_\_\_
3. \_\_\_\_\_ Served from \_\_\_\_\_ to \_\_\_\_\_

Michael Drew  
Signature of Applicant

8-16-2022  
Date





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NAME	<u>Milan Alexander</u>	TODAY'S DATE	<u>04 August 2022</u>
ADDRESS	<u>445 Edgewood Dr.</u>	TELEPHONE	<u>320-296-3247</u>
EMAIL	<u>mlalex@embarqmail.com</u>	EMPLOYER	<u></u>
YEARS AS GLENCOE RESIDENT	<u>55</u>	OCCUPATION	<u>Retired/Army</u>

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

<input type="checkbox"/> AIRPORT COMMISSION	<input checked="" type="checkbox"/> LIGHT & POWER COMMISSION
<input type="checkbox"/> CEMETERY BOARD	<input type="checkbox"/> PARK BOARD
<input type="checkbox"/> CHARTER COMMISSION	<input type="checkbox"/> PLANNING & INDUSTRIAL COMMISSION
<input type="checkbox"/> LIBRARY BOARD	

Why you are interested in serving on this board/commission:

It is my desire to serve as a member of the Commission using my knowledge, experience and leadership qualities  
to further serve my community in a professional manner to help achieve the goals of the commission.

Describe any prior/current experience that may relate to serving on this board/commission:

4-years as VP of the Glencoe City Council. Worked on MNDOT Study including roundabout, j-turn and 212.

Testified before Minnesota State Government Committees to receive 3-Million dollar grant for our wastewater plant.

List other municipal boards/commissions you have served on:

1. <u>Airport Commission Liaison</u>	Served from <u>2016</u>	to <u>2020</u>
2. <u>Economic Development Liaison</u>	Served from <u>2016</u>	to <u>2020</u>
3. <u></u>	Served from <u></u>	to <u></u>

Milan Alexander  
Signature of Applicant

04 August 2022  
Date



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**D. Library Board** – It is recommended to reappoint Mark Schmidt to the Library Board for a three-year term. There is an open position with the Death of Judy Schuch. Attached is the application from Nicole Kruger.

# **Library Board Applications**

# GLENCOE

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NAME	<u>Nicole Kruger</u>	TODAY'S DATE	<u>12/5/2022</u>
ADDRESS	<u>1624 Greeley Avenue N</u>	TELEPHONE	<u>612-965-9977</u>
EMAIL	<u>Nlueth20@gmail.com</u>	EMPLOYER	<u>CorTrust Bank</u>
YEARS AS GLENCOE RESIDENT	<u>4</u>	OCCUPATION	<u>Customer Service Representative</u>

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

☐ AIRPORT COMMISSION

☐ LIGHT & POWER COMMISSION

☐ CEMETERY BOARD

☐ PARK BOARD

☐ CHARTER COMMISSION

☐ PLANNING & INDUSTRIAL COMMISSION

☒ LIBRARY BOARD

☐ CITY COUNCIL (temporary)

Why you are interested in serving on this board/commission: To put it plainly, I love books. Reading has always been a source of joy for me, and utilizing the library has been essential for me to be able to continue that enjoyment. My family and I have made Glencoe our home and I would love to see the library grow and flourish in the years to come.

Describe any prior/current experience that may relate to serving on this board/commission: I've never served on any town boards or commission's but my husband is a very active member of the Glencoe Fire Department and I would enjoy being more involved in the community as well.

List other municipal boards/commissions you have served on:

1. \_\_\_\_\_ Served from \_\_\_\_\_ to \_\_\_\_\_
2. \_\_\_\_\_ Served from \_\_\_\_\_ to \_\_\_\_\_
3. \_\_\_\_\_ Served from \_\_\_\_\_ to \_\_\_\_\_

Nicole Kruger  
Signature of Applicant

12/5/2022  
Date





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**E. Park Board** – It is recommended to Reappoint Jerrod Fisher and Amanda Ortloff to the Park Board for a three-year term. (Jerrod’s reappointment was missed in 2022). There is also an open Park Board Position.

**Park Board  
Applications  
None - 12/30/22**



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**F. Planning and Industrial Commission –** It is recommended to Reappoint Robert Sens to the Planning Commission for a three-year term. Attached are the applications of Robert Scheidt and Arnold Brinkmann for the open position.

# **Planning and Industrial Commission Applications**



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NAME Bob Scheidt  
ADDRESS 420 9th St. E.  
EMAIL bscheidt@ci.glencoe.mn.us  
YEARS AS GLENCOE RESIDENT 70 years

TODAY'S DATE 12-27-2022  
TELEPHONE 320-510-1363  
EMPLOYER Retired  
OCCUPATION Retired

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

☒ AIRPORT COMMISSION

☒ LIGHT & POWER COMMISSION

☐ CEMETERY BOARD

☐ PARK BOARD

☒ CHARTER COMMISSION

☒ PLANNING & INDUSTRIAL COMMISSION

☐ LIBRARY BOARD

Why you are interested in serving on this board/commission: I would like to continue my  
with the City of Glencoe

Describe any prior/current experience that may relate to serving on this board/commission: 32 years  
on the Glencoe Fire Dept. (retired) Deputy Emergency Manager, Retired Rental Inspector  
for the City of Glencoe, Prepared the Emergency Operations manual for the City

List other municipal boards/commissions you have served on:

1. \_\_\_\_\_ Served from \_\_\_\_\_ to \_\_\_\_\_
2. \_\_\_\_\_ Served from \_\_\_\_\_ to \_\_\_\_\_
3. \_\_\_\_\_ Served from \_\_\_\_\_ to \_\_\_\_\_

Robert Scheidt  
\_\_\_\_\_  
Signature of Applicant

12-27-2022  
\_\_\_\_\_  
Date



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NAME Arnold Brinkmann TODAY'S DATE 12-12-2022  
ADDRESS 130.5 Dogwood Ave Glencoe TELEPHONE 320-864-3463/320-469-7714  
EMAIL arne.brink54@gmail.com EMPLOYER Michael Foods Chaska  
YEARS AS GLENCOE RESIDENT 46 OCCUPATION Boiler Chief

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

☐ AIRPORT COMMISSION

☐ LIGHT & POWER COMMISSION

☐ CEMETERY BOARD

☐ PARK BOARD

☐ CHARTER COMMISSION

☒ PLANNING & INDUSTRIAL COMMISSION

☐ LIBRARY BOARD

Why you are interested in serving on this board/commission: Attended meetings while  
being on the City Council. I Got interested in  
what is happening.

Describe any prior/current experience that may relate to serving on this board/commission: Attended  
several other commission too while serving  
on the council.

List other municipal boards/commissions you have served on:

1. City Council Served from \_\_\_\_\_ to \_\_\_\_\_
2. \_\_\_\_\_ Served from \_\_\_\_\_ to \_\_\_\_\_
3. \_\_\_\_\_ Served from \_\_\_\_\_ to \_\_\_\_\_

Arnold Brinkmann  
Signature of Applicant

12-12-2022  
Date





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**G.Charter Commission** – Attached are applications for the Charter Commission. City Attorney Ostlund will forward these applications to the First District Judge for initial appointment. There are currently 7 members of the Charter commission.

# **Charter Commission Applications**



Website: [www.glencoe.mn.org](http://www.glencoe.mn.org) Phone: (320) 864-5586 Email: [info@ci.glencoe.mn.us](mailto:info@ci.glencoe.mn.us)

TODAY'S DATE	12-27-2022
TELEPHONE	320-510-1363
EMPLOYER	Retired
OCCUPATION	Retired

LIBRARY BOARD

with the City of Glencoe

Date \_\_\_\_\_



## DESCRIPTION OF BOARDS / COMMISSIONS

**AIRPORT COMMISSION:** The Airport Commission meets the 3<sup>rd</sup> Thursday of the month at 6:30pm at the City Center. The Commission consists of five members that serve a three (3) year term. The Commission shall advise the City Council in all matters dealing with the airport and its operations.

**CEMETERY COMMISSION:** The Cemetery Commission meets at 10:00am on the second Tuesday of the quarter at the City Center. The Commission consists of five members that serve a three (3) year term. The commission sets rules for governing the operation, use and maintenance of the municipal cemetery.

**Charter Commission:** Charter Commission members serve a four year term and meet as statutorily required.

**Library Board:** The Library Board meets the 4<sup>th</sup> Monday of the month at 7:00pm at the Library. The board consists of 5 members who are residents of the City of Glencoe and one such member at the option of the City Council, may be a legal voter, not residing in the City of Glencoe but shall reside within 10 miles of the City of Glencoe. The Library Board is an advisory board to the City of Glencoe regarding administration, maintenance and control of the library.

**Light and Power Commission:** The Light and Power Commission meets the 4<sup>th</sup> Monday at 7:00pm at the Light Plant. The commission consists of 5 members all of whom shall be qualified voters of the City of Glencoe and be appointed by the City Council. The commission has control and management of the generation, acquisition and distribution of electric energy in the City of Glencoe.

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

**Planning and Industrial Commission:** The Planning and Industrial Commission meets the 2<sup>nd</sup> Thursday at 7:00pm at the City Center. The Commission consists of five members that serve a three (3) year term. The City Council may select one member of the commission from among its members. The Planning Commission shall have all the powers and duties defined or granted in the statutes and the City Code relating to planning, zoning and subdivision regulation and shall act in an advisory capacity to the City Council.

# CITY OF GLENCOE

## INTEREST FORM

### FOR SERVING ON BOARDS/COMMISSIONS

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

Fax: 320-864-6405

\*\*\*\*\*

Name: Allen Robeck  
Address: 628 Armstrong Ave. N Glencoe Mn  
Home Phone: 320-864-4346 Work Phone: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_  
Occupation: retired  
Place of Employment: \_\_\_\_\_  
Education Background: 15 years  
Number of years as Glencoe Resident: 49 yrs

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

- ☐ Airport Commission (5 yr. term)
- ☐ Cemetery Board (5 yr. term)
- ☐ City Center Board (5 yr. term)
- ☐ Library Board (5 yr. term)
- ☐ Light and Power Commission (5 yr. term)
- ☐ Park Board (5 yr. term)
- ☐ Planning and Industrial Commission (5 yr. term)
- ☒ Charter Commission (2 yr or 4 yr term)

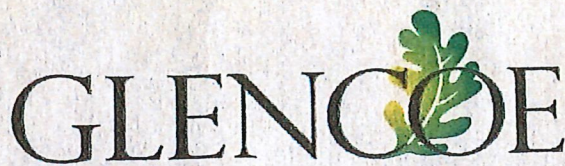
Please describe any prior/current experience that may relate to serving on this board/commission:

*I served the City of Hance for 48 1/2 years, during the time from 1972-1990 I was required to attend council meetings. I also attended many other council meetings that were not required of me. Attended many closed meetings because then council people trusted me completely. Wrote water & sewer ordinances, had them confirmed by city attorney. Council person at large for 8 years. Attended meetings of airport, cemetery, library, Rate & Power, Park, Planning & Dev. & many other. I believe my attendance would be a phenomenal record.*

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

- |     |                    |  |
|-----|--------------------|--|
| 1.) | <i>Water Board</i> | <i>2</i> years served <i>1988</i> to <i>1990</i> |
| 2.) |                    | years served _____ to _____                      |
| 3.) |                    | years served _____ to _____                      |
| 4.) |                    | years served _____ to _____                      |





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NAME Rev. DR. MAREN McDONELL

TODAY'S DATE 10/19/2022

ADDRESS 2425 14th St E

TELEPHONE 612-963-5824

EMAIL Jrmmcdonell@gmail.com

EMPLOYER Disabled / Retired

YEARS AS GLENCOE RESIDENT 3 3/4 yrs

OCCUPATION \_\_\_\_\_

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

☐ AIRPORT COMMISSION

☐ LIGHT & POWER COMMISSION

☐ CEMETERY BOARD

☐ PARK BOARD

☒ CHARTER COMMISSION

☐ PLANNING & INDUSTRIAL COMMISSION

☐ LIBRARY BOARD

☐ CITY COUNCIL (temporary)

Why you are interested in serving on this board/commission:

My interest stems from  
my passion for public service and a commitment to  
equity and inclusion.

Describe any prior/current experience that may relate to serving on this board/commission: As Board

Chair of Harrison Neighborhood Association I was responsible for  
ensuring the integrity and effectiveness of the board's governance role  
and processes for the community of Wap. in North Minneapolis.

List other municipal boards/commissions you have served on:

1. Board Chair Harrison Neighborhood Association Served from 2008 to 2013
2. Board Chair Harrison Neighborhood Association Served from 2008 to 2010
3. Board Chair Harrison Neighborhood Association Served from 2009 to 2013  
African American Leadership Forum.

Rev. Dr. Maren McDowell  
Signature of Applicant

10-19-2022  
Date



# GLENCOE

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NAME Wesley Olson  
ADDRESS 1428 Greeley Avenue North  
EMAIL wesolson301@gmail.com  
YEARS AS GLENCOE RESIDENT 41 years

TODAY'S DATE 8/11/2022  
TELEPHONE 320.296.0721  
EMPLOYER self-employed  
OCCUPATION business owner / ret. GPD

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

☐ AIRPORT COMMISSION

☐ LIGHT & POWER COMMISSION

☐ CEMETERY BOARD

☐ PARK BOARD

☒ CHARTER COMMISSION

☐ PLANNING & INDUSTRIAL COMMISSION

☐ LIBRARY BOARD

Why you are interested in serving on this board/commission: \_\_\_\_\_

As a current business owner my concerns are with Glencoe's growth,  
development, prosperity and ensuring a safe community.

Describe any prior/current experience that may relate to serving on this board/commission: \_\_\_\_\_

Retired 25 year Glencoe Police Officer, experienced in community involvement,  
public relations, management skills, problem solving

List other municipal boards/commissions you have served on:

1. Planning and Industrial Commission Served from 2012 to present
2. \_\_\_\_\_ Served from \_\_\_\_\_ to \_\_\_\_\_
3. \_\_\_\_\_ Served from \_\_\_\_\_ to \_\_\_\_\_

Signature of Applicant

Date

*Wesley Olson*

8-11-22



# CITY OF GLENCOE

## INTEREST FORM

### FOR SERVING ON BOARDS/COMMISSIONS

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

Fax: 320-864-6405

\*\*\*\*\*

Name: Steven Olmstead  
Address: 915 Glenmoor LN

Home Phone:                      Work Phone                       
Cell Phone: 320 510 4228 E-Mail Address: solmstead@embargo@mail.com  
Occupation: Retired  
Place of Employment: Edward Jones  
Education Background: College  
Number of years as Glencoe Resident: 30

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

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

-OVER-

**Description of Boards/Commissions**

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

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

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

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

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

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

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

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

Explain why you are interested in this board/commission:

asked by Ryan Vos

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

Hospital board 9 years / as chair  
various business boards

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

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



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To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: December 30, 2022

Re: Item 11 – Official Newspaper for the City of Glencoe

Item 11 - We are requesting a quote from the McLeod County Chronicle for the Official Newspaper for the City of Glencoe. This will be presented at the Second Meeting in January.





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*Phone: (320) 864-5586*

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To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: December 30, 2022

Re: Item 12A – Rules of Decorum

Item 12A – City Attorney Ostlund will review the City Council Rules of Decorum with the City Council on Tuesday night.



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## **City Council Rules of Procedure/Decorum Guidelines**

### **All Council Members**

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

### **All Councilmembers should:**

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

### **Council Conduct with One Another**

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

### **In Public Meetings**

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

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

### **In Private Encounters**

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

### **Council Conduct with City Staff**

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

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



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

### **Council Conduct with Boards and Commissions**

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

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

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

### **Staff Conduct with City Council**

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

### **Other Procedural Issues**

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

### **Enforcement**

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



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

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

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To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: December 30, 2022

Re: Item 12B – Trail Maintenance Agreement

Item 12B – It is recommended to approve the Attached Trail Maintenance Agreement with McLeod County for Trails on County Roads in the City of Glencoe. This basically memorializes what has been taking place in the past.

McLeod County has already approved this agreement.

**AGREEMENT  
GLENCOE & McLEOD COUNTY  
MAINTENANCE AND FUTURE CONSTRUCTION  
MULTI-USE TRAIL ALONG PORTIONS OF CSAH 15 & CSAH 33**

This Agreement is hereby made between the County of McLeod ("County"), and City of Glencoe ("City") for the construction and maintenance of a multi-use trail ("Trail") installed along County State Aid Highway ("CSAH") 15 between CSAH 33 and 14<sup>th</sup> Street & CSAH 33 between CSAH 2 and CSAH 15 in the City.

These sections of Trail were constructed and/or rehabilitated recently and the construction costs were mutually divided between both parties. This agreement is intended to spell out future maintenance and reconstruction obligations for each party.

The terms of this Agreement shall be as follows:

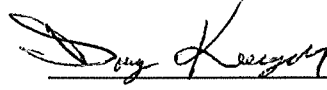
1. The City shall perform all routine maintenance on the Trail. Routine maintenance shall include, but not be limited to: mowing, sweeping, snow/ice control, debris removal, and other activities mutually agreed upon by the City Administrator and County Engineer. Routine maintenance costs shall be the obligation of the City.
2. Any preventative maintenance required on any section of the Trail shall be mutually agreed upon by the City Administrator and County Engineer. Preventative maintenance shall include, but not be limited to: crack filling, fog sealing, chip sealing, and other activities as agreed upon by the City Administrator and County Engineer. Preventative maintenance costs shall be mutually divided between both parties.
3. Major rehabilitation and/or reconstruction of any section of the Trail shall be mutually agreed upon by the City Administrator and County Engineer. Major rehabilitation shall include, but not be limited to: bituminous overlays, mill and overlays, full-depth reclamation, resurfacing, and other activities as agreed upon by the City Administrator and County Engineer.
4. This agreement shall expire on a section of Trail at the time major rehabilitation and/or reconstruction is required on that section of Trail, subject to 5. The agreement shall remain in effect on the remaining sections of Trail.
5. A new agreement spelling out the terms shall be executed on that section of Trail when major rehabilitation and/or reconstruction is mutually desired by the parties on that section of Trail.



Glencoe

McLeod County

\_\_\_\_\_  
Mayor

  
\_\_\_\_\_

Chairperson

\_\_\_\_\_  
City Administrator

  
\_\_\_\_\_

County Administrator

\_\_\_\_\_  
Date

12/20/22  
\_\_\_\_\_

Date



SMALL CITY & BIG FUTURE

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

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# January 2023

January 2023							February 2023						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7	5	6	7	8	9	10	11
8	9	10	11	12	13	14	12	13	14	15	16	17	18
15	16	17	18	19	20	21	19	20	21	22	23	24	25
22	23	24	25	26	27	28	26	27	28				
29	30	31											

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

## DECEMBER 2022 BUILDING PERMITS

ADDRESS	PERMIT TYPE	DESCRIPTION	DATE ISSUED	TOTAL FEE
1420 PRAIRIE AVE	Repair/Remodel/Alteration (Commercial)	replace sign	12/1/2022	\$485.69
2447 14th St	Re-roof (Commercial)	Re-roof	12/1/2022	\$1,233.86
200 WOODDALE DR	Repair/Remodel/Alteration (Residential)	REMODEL BATHROOM	12/1/2022	\$411.44
1605 IVES AVE N	Plumbing (Residential)	replace water heater	12/1/2022	\$51.00
1206 BALDWIN AVE	Repair/Remodel/Alteration (Commercial)	Build new decks on units 101 & 103 and 201 & 203	12/1/2022	\$764.10
2006 10TH ST E	Repair/Remodel/Alteration (Residential)	Installing 92 LNFT Drain tile & sump pump	12/1/2022	\$284.54
1709 12TH ST E	Re-Window/Exterior Door (Residential)	Replacing 6 Windows. No change to opening.	12/1/2022	\$61.00
1312 13th Street East	Re-Side - Non-Lath (Residential)	RESIDE	12/1/2022	\$51.00
101 8TH ST E	Re-Side (Commercial)	RESIDE; INSTALL NEW STEEL ON EXTERIOR OF BUILDING	12/5/2022	\$169.06
200 WOODDALE DR	Plumbing (Residential)	Install new tub shower combo, new toilet, and all in same places	12/5/2022	\$76.00
2006 10th Street East	Re-Window/Exterior Door (Residential)	replace 2 windows in existing opening	12/9/2022	\$51.00
127 15TH ST E	Mechanical Replacement (Residential)	replace boiler	12/15/2022	\$51.00
1319 CHANDLER AVE	Repair/Remodel/Alteration (Residential)	Build 4' wall, install bath fan, and new toilet and sink	12/20/2022	\$295.81
207 9TH ST E	Re-Window/Exterior Door (Residential)	rewindow 6 windows in existing opening	12/21/2022	\$51.00
1817 IVES AVE N	Re-Window/Exterior Door (Residential)	replace one window in existing space	12/21/2022	\$51.00
1503 Greeley Avenue N	Re-Window/Exterior Door (Residential)	replace one window in current opening	12/21/2022	\$51.00
2406 14th Street East	Plumbing (Residential)	replace water heater	12/21/2022	\$76.00
1521 MCLEOD AVE	Re-Window/Exterior Door (Residential)	REPLACE 8 WINDOWS AND 1 PATIO DOOR	12/27/2022	\$51.00



# CITY OF GLENCOE BILLS

JANUARY 3, 2023

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

<u>VENDOR</u>	<u>DEPARTMENT: DESCRIPTION</u>	<u>TOTAL</u>
CITY OF GLENCOE EMPLOYEES	MULTIPLE DEPTS.: CITY OF GLENCOE PAYROLL 9-21-22	\$69,836.26
CITY OF GLENCOE EMPLOYEES	MULTIPLE DEPTS.: CITY OF GLENCOE PAYROLL 10-5-22	\$66,819.21
WIRE TRANSFER	MULT DEPTS: STATE SALES TAX	\$23,214.00
WIRE TRANSFER	MULT DEPTS:EMP/CITY PAYROLL TAXES,HSA,PERA,D COMP,CAFE	\$99,450.15
	TOTAL PREPAID BILLS ----->	<u><u>\$259,319.62</u></u>



# INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

JAN 3, 2023 - PREPAID BILLS

Date: 12/28/2022

Time: 10:04 am

Page: 1

City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
ARTISAN BEER COMPANY	1258	LIQUOR STORE: MERCH FOR RESALE	175185	09/23/2022	50.80
				Vendor Total:	50.80
BASS FOUNDRY BREWING CO	0823	LIQUOR STORE: MERCH FOR RESALE	175186	09/23/2022	142.45
				Vendor Total:	142.45
BREAKTHRU BEVERAGE	0513	LIQUOR STORE: MERCH FOR RESALE	175187	09/23/2022	2,340.83
BREAKTHRU BEVERAGE	0513	LIQUOR STORE: MERCH FOR RESALE	175201	09/30/2022	3,643.12
				Vendor Total:	5,983.95
C & L DISTRIBUTING	0492	LIQUOR STORE: MERCH FOR RESALE	175188	09/23/2022	31,237.79
				Vendor Total:	31,237.79
CITY OF GLENCOE	0035	LIQUOR STORE: CITY CENTER BAR PETTY CASH	175189	09/23/2022	90.50
				Vendor Total:	90.50
COLONIAL LIFE	0735	MULT DEPTS: INS PREMIUMS	175190	09/23/2022	263.70
				Vendor Total:	263.70
JOHNSON BROS - ST PAUL	0504	LIQUOR STORE: MERCH FOR RESALE	175191	09/23/2022	5,221.35
JOHNSON BROS - ST PAUL	0504	LIQUOR STORE: MERCH FOR RESALE	175202	09/30/2022	3,955.65
				Vendor Total:	9,177.00
LOCHER BROS., INCORPORATED	0503	LIQUOR STORE: MERCH FOR RESALE	175192	09/23/2022	17,742.88
				Vendor Total:	17,742.88
MARLIN'S TRUCKING	1387	LIQUOR STORE: MERCH FOR RESALE	175193	09/23/2022	418.25
				Vendor Total:	418.25
MINNESOTA PUBLIC EMPLOYEE	1439	POLICE: UNION DUES	175194	09/23/2022	144.00
				Vendor Total:	144.00
NCPERS GROUP LIFE INS	1619	ADMIN: INS PREMIUMS	175195	09/23/2022	16.00
				Vendor Total:	16.00
PHILLIPS WINE & SPIRITS, INC.	1010	LIQUOR STORE: MERCH FOR RESALE	175196	09/23/2022	4,076.66
PHILLIPS WINE & SPIRITS, INC.	1010	LIQUOR STORE: MERCH FOR RESALE	175203	09/30/2022	6,301.60
				Vendor Total:	10,378.26
PPLSI	0485	MULT DEPTS: INS PREMIUMS	175197	09/23/2022	112.60
				Vendor Total:	112.60
SCHEIDT, CORY	2117	FIRE: RE-ISSUE CHECK THAT WAS LOST IN THE MAIL	175198	09/23/2022	230.87
				Vendor Total:	230.87
SOUTHERN GLAZER'S OF MN	1429	LIQUOR STORE: MERCH FOR RESALE	175199	09/23/2022	6,498.10
SOUTHERN GLAZER'S OF MN	1429	LIQUOR STORE: MERCH FOR RESALE	175204	09/30/2022	10,374.76
				Vendor Total:	16,872.86
VIKING BEVERAGES	0973	LIQUOR STORE: MERCH FOR RESALE	175200	09/23/2022	6,419.60
				Vendor Total:	6,419.60
VINOCOPIA, INC.	1353	LIQUOR STORE: MERCH FOR RESALE	175205	09/30/2022	132.00
				Vendor Total:	132.00
VISA	0350	MULT DEPTS: TRAINING/TRAVEL, OPERATING/REPAIR SUP'S,CABINET	175206	09/30/2022	2,682.29
				Vendor Total:	2,682.29
				Grand Total:	102,095.80
				Less Credit Memos:	0.00
				Net Total:	102,095.80
				Less Hand Check Total:	0.00
				Outstanding Invoice Total :	102,095.80
Total Invoices:		22			

## INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

JAN 3, 2023 - PREPAID BILLS

Date: 12/28/2022

Time: 10:05 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	175314	10/07/2022	151.12
BREAKTHRU BEVERAGE	0513	LIQUOR STORE: MERCH FOR RESALE	175320	10/14/2022	1,551.67
				Vendor Total:	1,702.79
CITY OF GLENCOE	0035	LIQUOR STORE: CITY CENTER BAR PETTY CASH	175315	10/07/2022	52.50
CITY OF GLENCOE	0035	LIQUOR STORE: CITY CENTER BAR PETTY CASH	175321	10/14/2022	90.00
				Vendor Total:	142.50
JOHNSON BROS - ST PAUL	0504	LIQUOR STORE: MERCH FOR RESALE	175316	10/07/2022	513.00
JOHNSON BROS - ST PAUL	0504	LIQUOR STORE: MERCH FOR RESALE	175322	10/14/2022	5,544.32
				Vendor Total:	6,057.32
MINNESOTA PUBLIC EMPLOYEE	1439	POLICE: UNION DUES	175317	10/07/2022	144.00
				Vendor Total:	144.00
PAUSTIS WINE COMPANY	0916	LIQUOR STORE: MERCH FOR RESALE	175323	10/14/2022	1,925.10
				Vendor Total:	1,925.10
PHILLIPS WINE & SPIRITS, INC.	1010	LIQUOR STORE: MERCH FOR RESALE	175318	10/07/2022	3,059.75
PHILLIPS WINE & SPIRITS, INC.	1010	LIQUOR STORE: MERCH FOR RESALE	175324	10/14/2022	2,066.01
				Vendor Total:	5,125.76
SOUTHERN GLAZER'S OF MN	1429	LIQUOR STORE: MERCH FOR RESALE	175319	10/07/2022	1,178.65
SOUTHERN GLAZER'S OF MN	1429	LIQUOR STORE: MERCH FOR RESALE	175325	10/14/2022	3,937.52
				Vendor Total:	5,116.17
VINOCOPIA, INC.	1353	LIQUOR STORE: MERCH FOR RESALE	175326	10/14/2022	1,010.99
				Vendor Total:	1,010.99
WINE COMPANY	2004	LIQUOR STORE: MERCH FOR RESALE	175327	10/14/2022	959.00
				Vendor Total:	959.00
				Grand Total:	22,183.63
				Less Credit Memos:	0.00
Total Invoices:	14			Net Total:	22,183.63
				Less Hand Check Total:	0.00
				Outstanding Invoice Total :	22,183.63

# INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

JAN 3, 2023 - 2022 REG BILLS

Date: 12/28/2022

Time: 4:22 pm

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City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
BRAUN INTERTEC CORPORATION	0796	STREET: GEOTECHNICAL EVALUATION	0	00/00/0000	1,389.00
				Vendor Total:	1,389.00
CANNON TECHNOLOGIES, INC	1588	WATER: NODES	0	00/00/0000	11,750.40
				Vendor Total:	11,750.40
CARGILL, INC	1636	WATER: SALT	0	00/00/0000	5,280.56
				Vendor Total:	5,280.56
CENTURYLINK	1394	MULT DEPTS: PHONE BILL	0	00/00/0000	810.66
				Vendor Total:	810.66
CGMC -	1118	ADMIN: CONFERENCE REGISTRATION	0	00/00/0000	205.00
				Vendor Total:	205.00
DIETZ, KEVIN	0411	COUNCIL: PLANNING COMMISSION PAY	0	00/00/0000	200.00
				Vendor Total:	200.00
EGGERSGLUESS, BRAD	0869	ADMIN: MONTHLY CELL PHONE REIMB	0	00/00/0000	50.00
				Vendor Total:	50.00
FERGUSON WATERWORKS #2518	0567	WATER: COUPLINGS	0	00/00/0000	391.46
				Vendor Total:	391.46
FLEET SERVICES DIVISION	2144	POLICE: SQUAD CAR LEASES	0	00/00/0000	3,809.11
				Vendor Total:	3,809.11
FLEXIBLE PIPE TOOL COMPANY	0080	WWTP: JET/VAC TRUCK	0	00/00/0000	482,709.00
				Vendor Total:	482,709.00
FRANKLIN PRINTING INC.	0085	WATER, WWTP: TONER, OFFICE SUPPLIES	0	00/00/0000	289.69
				Vendor Total:	289.69
FREITAG, BENTON	0659	CABLE TV: COUNCIL MEETING RECORDINGS	0	00/00/0000	100.00
				Vendor Total:	100.00
GACC TOURISM	0168	REIMB: LODGING TAX	0	00/00/0000	316.14
				Vendor Total:	316.14
GOLDEN TONGUE CONSULTANTS	1305	POLICE: TRANSLATION SERVICES	0	00/00/0000	80.00
				Vendor Total:	80.00
HAWKINS, INC.	1133	AQUATIC CENTER: CHEMICALS	0	00/00/0000	70.00
				Vendor Total:	70.00
HILLYARD HUTCHINSON	0122	STREET: FLOOR SCUBBER REPAIR	0	00/00/0000	379.00
				Vendor Total:	379.00
JENNEKE, BARB	1617	COUNCIL: PLANNING COMMISSION PAY	0	00/00/0000	125.00
				Vendor Total:	125.00
JERABEK, JON	1994	CITY CENTER: MONTHLY CELL PHONE REIMB	0	00/00/0000	50.00
				Vendor Total:	50.00
LEEDSTONE	1541	WWTP: CLEANING SUPPLIES	0	00/00/0000	343.37
				Vendor Total:	343.37
LITZAU EXCAVATING	0380	WATER: WATER MAIN EXTENSION, WATER LINE REPAIR	0	00/00/0000	22,443.00
				Vendor Total:	22,443.00
MN DEPT. OF HEALTH	1223	WATER: SUPPLY SERVICE CONNECTION FEE	0	00/00/0000	4,911.00
				Vendor Total:	4,911.00
MVTL , INC.	0353	WATER, WWTP: LAB TESTING	0	00/00/0000	470.20
				Vendor Total:	470.20
NORTH AMERICAN SAFETY INC	0903	STREET: SAFETY SHIRTS	0	00/00/0000	412.38
				Vendor Total:	412.38

# INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

JAN 3, 2023 - 2022 REG BILLS

Date: 12/28/2022

Time: 4:22 pm

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City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
NORTH CENTRAL INTERNATIONAL	0683	STREET: FILTERS	0	00/00/0000	92.76
				Vendor Total:	92.76
NORTH CENTRAL LABORATORIES	0631	WWTP: LAB SUPPLIES	0	00/00/0000	377.71
				Vendor Total:	377.71
OBER, GARRETT	1841	STREET: UNIFORM ALLOWANCE	0	00/00/0000	200.00
				Vendor Total:	200.00
OLSON, WESLEY	0220	COUNCIL: PLANNING COMMISSION PAY	0	00/00/0000	200.00
				Vendor Total:	200.00
PIONEERLAND LIBRARY SYSTEMS	0227	REIMB: CARDS & FINES	0	00/00/0000	24.00
				Vendor Total:	24.00
PLUMBING AND HEATING BY CRAI	1275	WATER: RPZ BACKFLOW REPAIRS & TEST	0	00/00/0000	1,308.37
				Vendor Total:	1,308.37
REVIER WELDING	1509	SANITATION: LEAF VAC PART	0	00/00/0000	169.70
				Vendor Total:	169.70
SCR, INC - ST. CLOUD	0738	ADMIN. LIQUOR STORE: HVAC MAINTENANCE, GAS VALVE	0	00/00/0000	2,268.20
				Vendor Total:	2,268.20
SENST, BOB	1015	COUNCIL: PLANNING COMMISSION PAY	0	00/00/0000	125.00
				Vendor Total:	125.00
STARK, DAVID	1546	COUNCIL: PLANNING COMMISSION PAY	0	00/00/0000	175.00
				Vendor Total:	175.00
STORM TRUCKING, LLC	1687	STREET: SNOW HAULING	0	00/00/0000	403.75
				Vendor Total:	403.75
USA BLUEBOOK	1693	WWTP: MANHOLE LID EXTRACTORS	0	00/00/0000	570.35
				Vendor Total:	570.35
VOSS, RYAN	2217	ADMIN: MONTHLY CELL PHONE REIMB	0	00/00/0000	50.00
				Vendor Total:	50.00
ZARNOTH BRUSH WORKS, INC.	1910	STREET: BOBCAT BROOM REFILL	0	00/00/0000	558.00
				Vendor Total:	558.00
				Grand Total:	543,107.81
				Less Credit Memos:	0.00
				Net Total:	543,107.81
				Less Hand Check Total:	0.00
				Outstanding Invoice Total :	543,107.81
Total Invoices:		37			



## INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

JAN 3, 2023 - 2023 REG BILLS

Date: 12/28/2022

Time: 12:47 pm

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City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
CGMC	1672	ADMIN, WWTP: MEMBERSHIP DUES, ENVIRONMENTAL ACTION FUND	0	00/00/0000	11,724.00
Vendor Total:					11,724.00
JOHNSON CONTROLS FIRE	0874	POLICE, LIQUOR STORE: ANNUAL FIRE EXT-EMERGENCY LIGHT INSP	0	00/00/0000	1,085.00
Vendor Total:					1,085.00
MN. CHIEFS OF POLICE ASSOC.	0180	POLICE: MEMBERSHIP RENEWAL	0	00/00/0000	342.00
Vendor Total:					342.00
TYLER TECHNOLOGIES, INC.	2024	FINANCE: SOFTWARE MAINTENANCE CONTRACT	0	00/00/0000	5,604.54
Vendor Total:					5,604.54
Grand Total:					18,755.54
Less Credit Memos:					0.00
Net Total:					18,755.54
Less Hand Check Total:					0.00
Outstanding Invoice Total :					18,755.54
Total Invoices:		4			