



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

February 21, 2023 – 7:00pm

City Center Ballroom

1. PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

2. CONSENT AGENDA

- A. Approve City Council minutes from February 6, 2023
- B. Glencoe Car & Bike Show

3. PUBLIC COMMENT (agenda items only)

4. PUBLIC HEARINGS

5. BIDS AND QUOTES

6. REQUESTS TO BE HEARD

- A. Juneteenth Holiday – Policy Amendment per State Statute
- B. Redevelopment Tax Increment Financing Request of Ryan Voss, RDV Companies to make Improvements to Former Bus Garage Property – Terry Schneider, Project Developers.
 - 1. Set Public Hearing on Tax Increment District for March 20, 2023, at 7:10 PM
- C. Final Reading of Ordinance – Regarding Light and Power Commission Membership – Mark Ostlund, City Attorney
- D. Waive the Statutory tort limits for Liability Coverage with the League of Minnesota Cities Insurance Trust (LMCIT) – City Administrator
- E. Appointing Christine Davis to the Library Board.

7. ITEMS FOR DISCUSSION

- A. Housing Study Update
- B. Oscar Olson Park Study – Meeting February 22, 2023 at 6:30 PM
- C. Airport Terminal Project Kick-off Meeting
- D. Pioneerland Library, Letter of Resignation from Gabrielle Fountain
- E. Highway 212 Update
 - 1. Letter of Support

8. ROUTINE BUSINESS

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

9. ADJOURNMENT

Attendees: Ryan Voss, Sue Olson, Cory Neid, Luz Duvall, Mark Hueser

Absent: Paul Lemke

City Staff: City Administrator Mark Larson, 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, Finance Director Todd Trippel

Others: Rich Glennie, Al Robeck, Lowell Anderson, Dennis Wolters

1. PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

Mayor Voss called the meeting to order at 7:00pm. Present: Ryan Voss, Sue Olson, Cory Neid, Luz Duvall, Mark Hueser. Absent: Paul Lemke.

2. CONSENT AGENDA

A. Presentation of Lifesaving Awards – Police Chief Padilla

Life Saving Awards were presented to Officer Brianna Korson, Detective Andy Fiebelcorn, and Deputy Angie Mulls. November 10th a 911 call was received that there was a man that was not breathing. Officer Korson arrived first and began CPR. Detective Fiebelcorn arrived with a defibrillator. Deputy Mulls then arrived and took over CPR.

B. Approve City Council Meeting Minutes of January 17, 2023

C. Approve Liquor Licenses

Motion: Neid, seconded by Hueser to approve the Consent Agenda. All in favor, motion carried.

3. PUBLIC COMMENT (agenda items only) - none

4. PUBLIC HEARINGS

A. Set MS4 Public Hearing for March 6, 2023, at 7:05 PM – Mark Lemen, Public Works

Motion: Hueser, seconded by Neid to set the MS4 Public Hearing for March 6, 2023. All in favor, motion carried.

5. BIDS AND QUOTES - none

6. REQUEST TO BE HEARD

A. Limited Use Permit for Buffalo Highlands Trail – City Administrator

Motion: Neid, seconded by Olson to approve the Limited Use Permit for Buffalo Highlands Trail. All in favor, motion carried.

~~**B. Redevelopment Tax Increment Financing Request of Ryan Voss, RDV Companies to make Improvements to Former Bus Garage Property – Terry Schneider, Project Developers**~~

~~**1. Set Public Hearing on Tax Increment District for March 6, 2023, at 7:10 PM**~~

~~This item was removed from the agenda.~~

C. Commission and Board Member Appointment

1. Member to the Airport Commission – Airport Commission Recommendation

Motion: Hueser, seconded by Olson to appoint Randy Schumacher to the Airport Commission. All in favor, motion carried.

2. Member to the Library Board – Library Board Recommendation

Motion: Olson, seconded by Neid to appoint Nicole Krueger to the Library Commission. All in favor, motion carried.

There is still one opening on the commission. Please contact City Hall if you would like to apply for this open seat.

D. Pay Equity Implementation Report – City Administrator

Every four years the state requires a completion of a Pay Equity Report

Motion: Neid, seconded by Hueser to approve the Pay Equity Implementation Report. All in favor, motion carried.

7. ITEMS FOR DISCUSSION

A. Housing Study Update

Assistant City Administrator, Jon Jerabek, sent a letter to companies requesting a proposal for a housing study; he received one back. The others saying they didn't have the capacity at this time. One other company said that all of Jerabek's emails went into their spam folder but they would like to submit a proposal.

8. ROUTINE BUSINESS

A. Project Updates

The Glencoe Police Department is currently having roof issues. Administrator Larson has received one proposal for replacing the roof. He has also reached out to the League of MN Cities regarding submitting a claim.

B. Economic Development - none

C. Public Input - none

D. Reports – none

E. City Bills

Motion: Neid, seconded by Hueser to pay the city bills. All in favor, motion carried.

F. Close Meeting to review Offer to purchase Real Estate – Economart Lot.

At 7:22pm the meeting closed to review an offer to purchase the former Economart lot.

Meeting was reopened at 8:30pm and Resolution 2023-003 "A purchase agreement from the Overland Group, LLC to purchase real property owned by the City of Glencoe."

Resolution 2023 – 03

WHEREAS, A certain purchase agreement from the Overland Group, LLC to purchase real property owned by the City of Glencoe for \$90,000 was presented to City Council in closed session on February 6, 2023 (herein "the Purchase Agreement").

1) The City accept the Purchase Agreement from Overland Group, LCC, subject to the following conditions:

- a. Acceptance by Purchasers of any and all proposed redlines from the City Attorney.
- b. Acceptance by Purchasers of a **\$100,000** purchase price;
- c. Acceptance by Purchasers of a certain design standard contingency;

- d. Acceptance by Purchaser of a certain reversionary interest if no construction has commenced on the property within one year of closing;

(Herein after the "Counter-Offer")

Motion: Duvall, seconded by Hueser to approve the sale of said land. Vote was 3 – 1 with Olson against. Motion carried.

Mayor Voss indicated that he might veto Resolution 2023 – 003.

9. ADJOURNMENT

Motion: Neid, seconded by Hueser to adjourn at 8:34pm. All in favor, motion carried.

Ryan Voss, Mayor

Mark Larson, City Administrator

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separate agenda items.**

HUEMOELLER, GONTAREK & CHESKIS, PLC



ATTORNEYS AT LAW
16670 FRANKLIN TRAIL
P.O. BOX 67
PRIOR LAKE, MINNESOTA 55372
(952) 447-2131 (Office)
(952) 447-5628 (Fax)
Email: hg@priorlakelaw.com

ANTON CHESKIS
ALLISON J. GONTAREK*
MATTHEW GOSPODAREK
BRYCE D. HUEMOELLER
MARK W. OSTLUND

*Licensed in Minnesota and Wisconsin

MEMORANDUM

TO: Glencoe City Council
FROM: City Attorney
DATE: February 16, 2023
Re: Mayoral Veto

A certain purchase agreement from the Overland Group, LLC to purchase real property owned by the City of Glencoe was presented to City Council in closed session on February 6, 2023. On or about February 6, 2023, Councilor Luz Duvall made the following resolution and it was seconded by Councilor Hueser:

The City accept the Purchase Agreement from Overland Group, LCC, subject to the following conditions:

- a. Acceptance by Purchasers of any and all proposed redlines from the City Attorney.
- b. Acceptance by Purchasers of a \$100,000 purchase price;
- c. Acceptance by Purchasers of a certain design standard contingency;
- d. Acceptance by Purchaser of a certain reversionary interest if no construction has commenced on the property within one year of closing.

The above referenced Counter-Offer resolution was passed by and through a 3-1 roll call vote in which Councilwoman Olson was sole nay vote and Councilors Duval, Hueser and Neid all voting in favor of the resolution.

Section 2.09 of the City's Charter provides the Mayor certain veto powers. On or about February 8, 2023, Mayor Voss exercised those veto powers of the above referenced resolution, and accordingly has not signed the above referenced council action. Section 2.09 of the City's Charter allows the City Council to overcome a mayoral veto by four-fifths majority vote at the next regular scheduled meeting.



City of Glencoe
Special Event Application
1107 11th Street East, Suite 107
Glencoe, MN 55336
320-864-5586
info@ci.glencoe.mn.us

Event name: Glencoe Car & Bike Show Location: Glencoe

Date(s) of the event: June 25th July 16th September 10th Time(s) of event: 11am - 3pm

Group name or organization: Glencoe Car & Bike Show Contact Name: Victor Garcia

Address: 1413 13th st e ffg City: Glencoe Zip: 55336

Email: victorgarciacst@gmail.com Phone: 612 584 8920

Type of organization: For Profit ☐ Non-Profit ☒ Charity ☐

Location requested: City Parking Lot ☒ City Park ☐ Street Closure ☒

Estimated number of participants expected to attend the event: 200 - 400

Event Description: June 25th - Car & Bike Show / Fundraiser for the Glencoe Fire Department
July 16th - Car & Bike Show / Food Trucks /fg Music
September 10th - Car & Bike Show / Food Trucks / Music

Assistance Requested: We'll need road blockades, pinic tables (4), orange cones, garbage cans (normally provided by streets / parks dept)

Street Closure Request - Describe the name and sections of the streets for requested closure.
Close off part of 12th street east from Loudon Ave North to Ives North / See map

Date/Time for beginning of street closure: 10:45am

Date/Time for reopening of streets: 3pm

NOTE: Events using public streets and parking lots must submit a map with precise locations.

See back side for guidelines and agreement.

Adopted: 6.6.2022

Special Event Guidelines

Special events include walk/runs, tournaments, concerts or gatherings of 50 participants or more in the City of Glencoe. Special Event Applications must be submitted at least 30 calendar days prior the event. Below is a list of additional items that may be required for your event, please review carefully.

Certificate of Liability Insurance: The City of Glencoe, at its discretion, may require the applicant to obtain a certificate of Liability Insurance. If required, applicants must provide a minimum of \$1,000,000 of general liability coverage for each occurrence and shall name the City of Glencoe as an additional insured. Based on special event activities, some events may be required to obtain additional coverage. If you don't have private insurance or your organization does not have insurance, you may obtain insurance through the League of MN Cities Tenant User Liability Insurance Program (TULIP). Information on TULIP is located online at: www.lmc.org

Alcohol: If alcohol is sold or provided, the event must have proper licensing through State of MN and City of Glencoe. Liquor Liability Insurance is required for events that sell or provide alcohol.

Security: If the Chief of Police determines security is needed for the event, the organizer will be charged an hourly rate per officer as set by the City's fee schedule.

Street Closures: If a street closure occurs along residential streets, reasonable efforts must be made to alert all property owners along the street of the proposed closure. Failure to notify property owners in street closure areas or gain approval of street closures will result in revocation of permit.

Garbage: Organizers may be required to provide garbage containers and removal depending on the size of the event and the number of participants.

Sanitary Restrooms: Organizers may be required to provide sanitary restrooms depending on the size of the event and the number of participants.

Directional Markers: No paint or chalk paint should be used as directional markers on the trail systems in the parks or on the sidewalks and streets. Suggestions for directional markers include cones, sidewalk chalk, small signs or volunteers. Renter will be charged a fee if paint or permanent marks are placed on the trail system, sidewalks or streets. If you need cones or other materials from the Street Department, please make sure to include these items in the assistance requested section.

Contract Agreement: The renter will abide by all rules governed in City Ordinances and all City of Glencoe policies. The renter also understands that failure to abide by these rules and regulations could result in additional fees or denial of facility use.

Victor Garcia
Signature

2/13/23
Date

City Staff Use Only

Date Received: _____

Public Works Director Street/Parks Recommendation:

Approve ☒ Deny ☐

Comments: Picnic tables, garbage cans will be placed on grass by X. Barricades and cones will be on boulevard by X. Event staff will put out day of event. Placed back after.

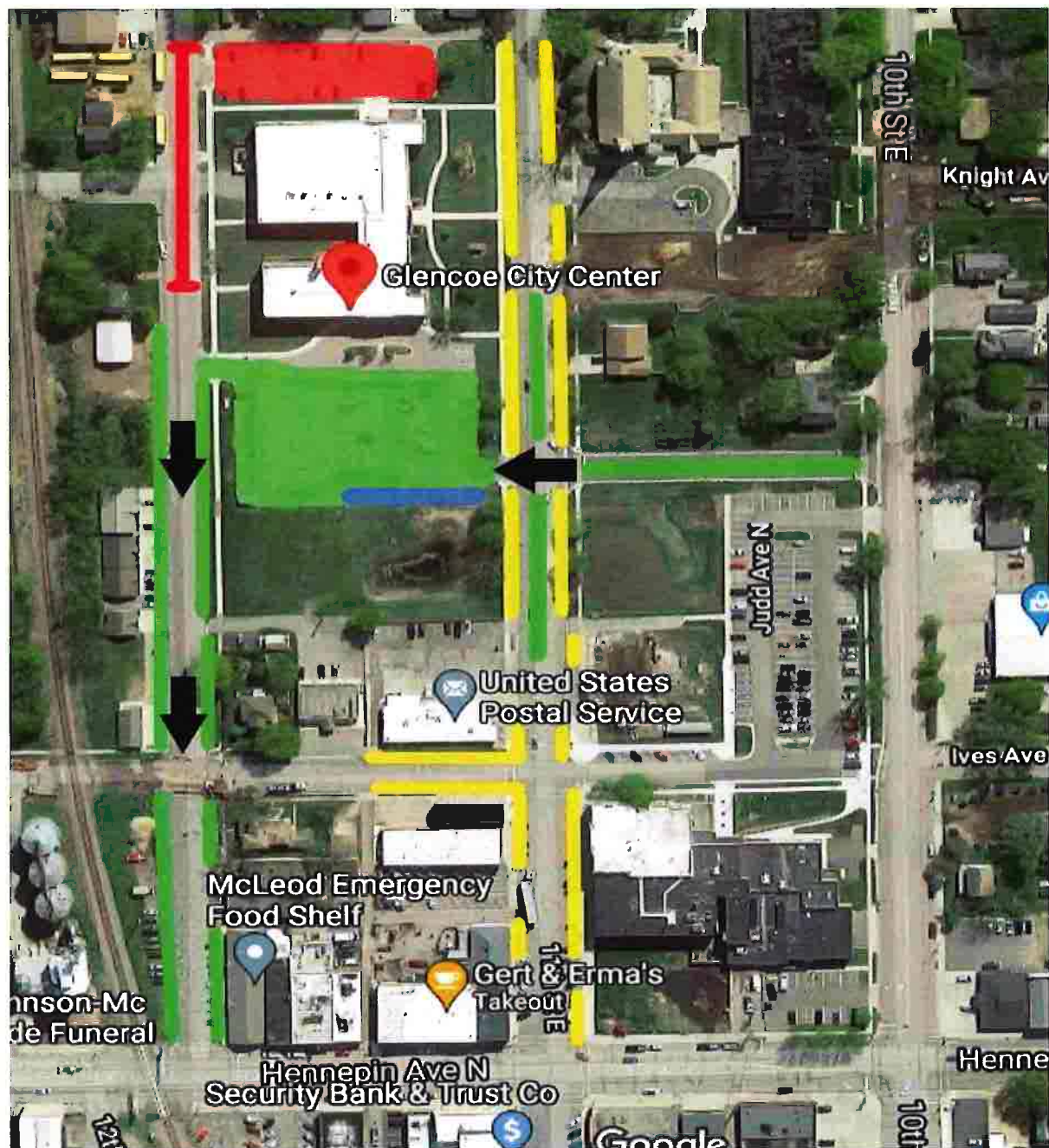
Chief of Police Recommendation: Approve ☒ Deny ☐

Comments: Will alcohol be at any event?

City Council: Approve ☐ Deny ☐

Date: _____

Adopted: 6.6.2022



Cars, trucks, and bikes participating in the car show will be in the city center parking lot. We will have the car the entrance on 11th street and have them exit going down on 12th street. Spectator parking will be in the surrounding streets and parking lots available.

- Green** – Car, truck, motorcycle entrance and exit route / Car show parking
- Yellow** - Spectator parking
- Red** - Closed street

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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: February 16, 2023

Re: **Item 6A – Juneteenth Holiday**

Item 6A – The State of Minnesota has adopted Juneteenth as an official State Holiday. According to Minnesota law, no public business shall be transacted on any holiday, except in cases of necessity. Attached is the updated pages from the League of Minnesota Cities Human Resources Reference Manual.

It is recommended to approve Juneteenth as an Official Holiday in which the City Offices and City Departments are closed for business and to amend the City Personnel Policy and Police Union Contract to reflect that Holiday.

RELEVANT LINKS:

U.S. Dep't of Labor: [Leave Benefits](#).
U.S. Dep't of Labor, FMLA factsheets, guidance, forms and regulations. LMC information memo, *Family and Medical Leave Act*.

29 C.F.R. § 825.110.

See *Family and Medical Leave*, LMC Model Policy.

29 U.S.C. § 2614(a)(1).

Minn. Stat. § 645.44.

FMLA requires group health benefits be maintained during the leave, so city is required to continue to pay its portion of health insurance premiums during this time. FMLA is designed to help employees balance their work and family responsibilities by allowing them to take reasonable unpaid leave for certain family and medical reasons.

All public agencies are covered; however, employees must still meet eligibility requirements. Whether an employee can use the leave is dictated by employee eligibility requirements. If a city has less than 50 employees, it may not be required to offer FMLA leave. The city should consider whether or not volunteer firefighters are truly volunteers or are more likely to be seen as paid on-call employees when calculating the number of city employees. Cities with 50 or more employees are likely to have employees eligible for FMLA-protected leave at some point. The League of Minnesota Cities recommends cities of this size develop policy language regarding use of paid leave during FMLA absences and coordination of FMLA with other leaves of absence.

When an employee returns from FMLA leave, the city must restore the employee's original job or provide an "equivalent" job. An equivalent job is one that is virtually identical to the original job in terms of pay, benefits, and other employment terms and conditions.

Cities must communicate FMLA policies through handbooks or other employee communications and must display a poster outlining FMLA rules.

i. Holidays

Minnesota law states no public business shall be transacted on any holiday, except in cases of necessity. Cities can maintain police, fire, and medical services and probably snowplowing on holidays on the basis of necessity. However, other types of services are less clear.

As a general rule, cities should probably not require any employee (other than police/fire/snowplowing) to work on a holiday unless there is a pretty clear-cut emergency situation. However, the city can probably allow an exempt (non-overtime earning) employee to "catch up" by working on a holiday if it is clearly a voluntary choice on that employee's part.

Holidays on which city halls are to be closed for business according to state law are the following:

- New Year's Day (January 1)
- Martin Luther King's Birthday (third Monday in January)
- Washington's and Lincoln's Birthday (third Monday in February)
- Memorial Day (last Monday in May)
- Juneteenth (June 19) (Signed into MN law on February 3, 2023 with an effective date of August 1, 2023)
- Independence Day (July 4)

RELEVANT LINKS:

[Minn. Stat. § 645.44.](#)

- Labor Day (first Monday in September)
- Indigenous Peoples' Day/Christopher Columbus Day (second Monday in October)**
- Veterans Day (November 11)
- Thanksgiving Day (fourth Thursday in November)
- Christmas Day (December 25).

When New Year's Day, Jan. 1, Independence Day, July 4, Veterans Day, Nov. 11, or Christmas Day, Dec. 25, falls on Sunday, the following day shall be a holiday (Monday). When any of these holidays fall on Saturday, the preceding day shall be a holiday (Friday).

[Minn. Stat. § 645.44.](#)

Cities have the option of determining whether **Indigenous Peoples' Day/Christopher Columbus Day and the Friday after Thanksgiving will be observed as holidays. In cities where Columbus Day and/or the Friday after Thanksgiving are not holidays, public business may be conducted on those days.

[Minn. Stat. § 340A.504.](#)

Municipal liquor stores may be open on holidays with the exception of Thanksgiving Day, Christmas Day, and after 8:00 p.m. on Christmas Eve.

The following are common practices among Minnesota cities with regard to payment of holidays:

- Regular part-time employees often receive pro-rated holiday pay.
- Some cities require an employee to be in paid status the day before or the day after a holiday in order to receive holiday pay. Paid status generally includes paid leave.
- Employees required to work on a holiday based on need are usually either paid some type of premium pay (e.g., double-time) or receive another day off of their choice with pay.
- Some cities have "personal" or "floating" holidays which either change from year to year or can be personally designated by the employee in accordance with normal leave request procedures.

j. Time off to serve as an election judge

[Minn. Stat. § 204B.195.](#)

An individual who is selected to serve as an election judge may, after giving an employer at least 20 days' written notice, be absent from work for the purpose of serving as an election judge without penalty.

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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: February 16, 2023

Re: **Item 6B** – Redevelopment Tax Increment District for Bus Garage Project

Item 6B – It is recommended by the Economic Development Committee to set a public hearing for March 6, 2023, at 7:15 PM for the establishment of a Redevelopment Tax Increment District for the redevelopment of the former School District Bus Garages on 12th Street

Mayor: Ryan Voss

City Administrator: Mark D. Larson

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

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: February 21, 2023

From: Jon Jerabek, Assistant City Administrator

Re: Bus Garage Redevelopment and TIF Request

Ryan Voss of RDV Companies is proposing a redevelopment of the Bus Garage site at 1203 12th St E. They are requesting a Tax Increment Financing (TIF) District be established to assist with the funding of the project. They have provided a project narrative, sales projections, investment costs, and drawings. The funding sources are listed below.

Bank Note – Security Bank & Trust	\$ 800,000
TIF NOTE – Security Bank & Trust	\$ 200,000
Equity – RDV Companies	<u>\$ 100,000</u>
Total	\$1,100,000

Included in the packet is a TIF schedule provided by Shannon Sweeney, David Drown Associates. Based on the projections, the \$200,000 request would take just over 10 years. If approved, the City would set it up as a PAYGO TIF District where the taxes are paid and then reimbursed by the City to the developer. In this case, the payment would go to the developer to repay the TIF note.

At the request of RDV Companies, the EDC reviewed the TIF request at its regular meeting on January 25, 2023. The EDC unanimously voted to recommend that the City Council authorize Shannon Sweeney (David Drown Associates) to draft a TIF Redevelopment District and to authorize the City Attorney to draft a development agreement.

Shannon Sweeney has provided a proposal for creating the Redevelopment TIF District at a cost of \$6,000. This cost would be repaid by the tax increments prior to any increment being returned to the developer.

Terry Schneider, Project Developers, will be presenting and representing RDV Companies at the City Council Meeting.

There is no recommendation from City Staff on this request.

Mayor: Ryan Voss **City Administrator:** Mark D. Larson
Council Members: Luz Duvall – Paul Lemke – Cory Neld – Mark Hueser – Sue Olson

Minnesota House Research Department

Please note, Minnesota House Research Department staff are best contacted by email (which can be found in the [staff directory](#)).



Redevelopment TIF Districts

Duration Limit

How long can increments be collected from a district?

The law permits increments from a redevelopment district to be collected for 25 years after the receipt of the first increment. [Minn. Stat. § 469.176](#), subd. 1b(5). Since the first year of increment is not counted, 26 years of increment may be collected in total. The authority may, in the TIF plan, elect to waive up to the first four years of increment. [Minn. Stat. § 469.175](#), subd. 1b. This allows the authority to avoid using the duration limit for the early years of the district in which only a small amount of increment may be received.

Geographic Areas that Qualify

Where may a redevelopment district be created?

Traditionally, redevelopment districts have been considered mechanisms to aid the development of "blighted areas"—sites occupied by dilapidated or rundown buildings or obsolete uses. The classic examples were inner city slums. Minnesota law provides four types of sites that qualify as redevelopment districts:

1. Areas that meet the statutory blight test
2. Vacant or underused rail facilities
3. Vacant or underused tank farms
4. Qualified disaster areas ([Minn. Stat. § 469.174](#), subd. 10)

What areas qualify under the blight test?

To qualify under the blight test:

- 70 percent of the area of the district must be occupied by buildings, streets, utilities, or other similar structures, and
- More than 50 percent of the buildings must be structurally substandard

What determines whether a parcel is "occupied" by buildings or other improvements?

The law requires that 15 percent of the area of the district contain buildings, streets, utilities, paved or gravel parking lots, or similar structures. [Minn. Stat. § 469.174](#), subd. 10(e).

How are "structurally substandard" buildings defined?

The meaning of "structurally substandard" is crucial, since it is the litmus test of blight. The statute defines "structurally substandard" in two ways. First, it contains a positive, but very general, definition. Secondly, it excludes some buildings that meet some more specific or quantifiable standards.

The positive definition provides improvements are structurally substandard if they contain:

defects in structural elements or a combination of deficiencies in essential utilities and facilities, light and ventilation, fire protection including adequate egress, layout and condition of interior partitions, or similar factors, which defects or deficiencies are of sufficient total significance to justify substantial renovation or clearance. [Minn. Stat. § 469.174](#), subd. 10(b).

The bottom line is whether the relevant factors justify substantial renovation or clearance. Aside from being convoluted, this definition obviously involves a number of fairly subjective elements. Since the definition is applied by the development authority, it initially (and probably ultimately in most cases) becomes a matter of judgment for the authority as to whether a particular building's condition "justifies" renovation or clearance. Because of this subjectivity and the perception that the definition was being applied expansively, the legislature imposed a number of specific exclusions.

What buildings are specifically excluded from being structurally substandard?

A building is not structurally substandard, if it is in compliance with the building code for new buildings or could be brought into compliance for less than 15 percent of the cost of building a new building of the same type. [Minn. Stat. § 469.174](#), subd. 10(c). The *Walser* case confirmed that satisfying this 15 percent test is not itself sufficient to deem a property to be substandard. *Walser Auto Sales v. City of Richfield*, 635 N.W.2d 391, 402 (Minn. App. 2001). The 2003 Legislature confirmed this by specifying that it was a necessary, but not a sufficient, condition to determine that a building was substandard. Laws 2003, ch. 127, art. 10, § 3, codified at Minn. Stat. § 469.174, subd. 10(c).

Must the authority conduct an interior inspection of a building before determining it is structurally substandard?

Yes, an interior inspection must be conducted, unless the authority cannot gain access. The legislature added this requirement after a program evaluation by the Legislative Auditor that found that some development authorities based blight findings on "windshield surveys." Office of the Legislative Auditor, *Tax Increment Financing* 55 (Jan. 1986). In other words, the staff of the authority simply drove by the site and concluded, based on this "drive-by," that the buildings were structurally substandard.

The statute requires the authority to undertake its "best efforts" to gain access. The *Walser* court held that sending two letters requesting access without follow-up personal contact, such as phone calls, was not sufficient. *Walser Auto Sales v. City of Richfield*, 635 N.W.2d 391, 400-401 (Minn. App. 2001).

If a developed area does not meet the blight test, are there other options for using TIF for redevelopment?

Yes, the law allows use of renewal and renovation districts for developed areas with lesser levels of deterioration and blight. These districts are similar to redevelopment districts, except that they have a 15-year, rather than 25-year, duration limit. [Click here](#) for information on the differences between the blight tests for the two types of districts.

What rail facilities qualify?

Rail facilities include rail yards, storage facilities, and vacated rights-of-way. To qualify facilities must be vacant, unused, underused, inappropriately used, or infrequently used. [Minn. Stat. § 469.174](#), subd. 10(a)(2).

What tank facilities qualify?

To qualify, a tank farm or similar facility must:

- Have or had a capacity of more than 1,000,000 gallons.
- Be located adjacent to rail facilities.
- Be unused, underused, inappropriately used, or infrequently used.
- [Minn. Stat. § 469.174](#), subd. 10(a)(3).

May an area qualify as a redevelopment district if parts qualify under the separate tests?

Yes, a district may qualify by having one part satisfy the blight test, while another area qualifies as a rail facility or tank facility.

How are the qualifying tests applied to noncontiguous redevelopment districts?

The law allows TIF districts to consist of noncontiguous areas. [Minn. Stat. § 469.174](#), subd. 9. If a redevelopment district contains noncontiguous areas, each area of the district must independently satisfy one of the standards (blight, rail facility, or tank facility). [Minn. Stat. § 469.174](#), subd. 10(f).

How are noncontiguous areas defined?

The statute does not explicitly define what constitutes a noncontiguous area. It is generally thought that to be contiguous, parcels must touch one another or abut each other. The Minnesota Court of Appeals has held that parcels separated by a public highway are contiguous for purposes of the statutory requirement. *Reiling v. City of Eagan*, 664 N.W.2d 403 (2003). Similar issues may arise with regard to parts of districts divided by streams and rivers. The courts may look at whether such barriers (highways and other public rights of way) divide the area of the district into two areas with separate characteristics as to their ease of development. Properties separated by a large freeway without easy access to the separate parts of the district could support treating the areas as noncontiguous, despite the court's ruling in *Reiling*.

Are there restrictions on where blight or other conditions are located in the district?

The statute requires that the qualifying "conditions" (substandard buildings, rail facilities, or tank farms) be "reasonably distributed throughout the district[.]" [Minn. Stat. § 469.174](#), subd. 10(a). The legislature imposed this requirement to prevent authorities from "gerrymandering" districts to use redevelopment district powers for an area that is not blighted. In the *Walser* case, the Court of Appeals held that the substandard buildings (i.e., the blight) were not reasonably distributed throughout the district. It found that they were concentrated in the northern portion of the district that was largely residential and not in the southern, commercial portion of the district. The court concluded that the city's determination was "quasi-judicial" and, thus, subject to review for not being supported by "substantial evidence" or being "arbitrary and capricious." *Walser Auto Sales v. City of Richfield*, 635 N.W.2d 391, 401 (Minn. App. 2001).

What are "qualified disaster areas"?

A qualified disaster area must meet a three-part test that closely parallels the blight test. [Minn. Stat. § 469.174](#), subd. 10(b). In essence, the law allows areas to be treated as blighted, if many of the buildings in the area were substantially damaged by the disaster. The three requirements are:

- 70 percent of area of the district must be occupied by buildings, streets, or other similar structures, immediately before the disaster. This is the same as the occupancy or first part of the blight test.
- The area was subject to a governmentally declared disaster within 18 months before certification of the district is requested. Four types of disasters qualify:
 1. A major disaster declared by the president of the United States
 2. A natural disaster determined by the U.S. Secretary of Agriculture
 3. A disaster determined by the administrator of the Small Business Administration
 4. A local disaster (tornado, flood, etc.) declared by the city or county
- At least 50 percent of the buildings or structures suffered "substantial damage" as a result of the disaster. This parallels the blight test, which requires 50 percent of the buildings to be structurally substandard.

What special rules apply to qualified disaster area districts?

The law provides that the original tax capacity for a qualified disaster area district is the land value, not the current tax capacity for the district. This feature is intended to allow these districts to generate increment to cover part of the reconstruction costs. The most recent assessment will generally include the full value of the buildings (i.e., it would not reflect the damage caused by the disaster). Absent a "write-down" of the original value, reconstruction following a disaster would not generate much or any increment, since it would largely restore the pre-existing value.

Permitted Uses of Increments

What are the permitted uses of redevelopment district increments?

90 percent of the increments from a redevelopment district must be spent for blight correction – i.e., fixing the conditions that allowed designation of the district. The statute contains a list of qualifying expenditures:

- Site acquisition of blighted sites or sites requiring pollution cleanup
- Acquisition of an adjacent parcel or parcels to assemble a site large enough to redevelop
- Cleanup of hazardous substances, pollution, or contaminants
- Site preparation, such as clearing the land and installation of utilities, roads, sidewalks
- Providing parking facilities for the site. [Minn. Stat. § 469.176](#), subd. 4j.

The law explicitly provides that this is not an exhaustive list. Administrative expenses of the authority that are allocated to these activities also meet the 90 percent test.

How does the blight correction requirement apply to rail and tank facilities?

It is not clear how this requirement applies to redevelopment districts that qualify because of rail or tank facilities. The best guess is that expenditures may be used to convert the property to another land use pattern – e.g., site acquisition, removal of the rail or tank facilities, installation of utilities and other infrastructure to permit the new use.

Data on Use of Districts**How many redevelopment districts are active?**

Redevelopment districts are the most common type of district, accounting for almost one-half (48 percent) of TIF districts in 2015. See [TIF Districts by Type](#) for a breakdown on TIF districts.

July 2017

Project Developers, Inc.

January 24, 2023

Mark Larson
City Manager
City of Glencoe

Re: Renovation of Bus Garage at 1203 12th St. E, Glencoe, MN 55336

Mark,

I thought it would be beneficial to send a letter for the City Council to review prior to the City Council meeting on 2/6/23 to discuss the above project.

As I mentioned in my phone call, I have agreed to provide owners representation services to Ryan Voss Construction, especially related to the real and perceived conflict of interest with Ryan serving as Mayor of Glencoe and being the developer/contractor of the Bus Garage renovation project.

Due to my serving 24 years on the Minnetonka City Council, the last 9 years as mayor and being a real estate development consultant, I am acutely aware of the protocol for handing both a real conflict of interest and a perceived conflict of interest. While it is clear that Ryan Voss Construction's request for the City Council to approve Tax Increment Financing (TIF) assistance to make the Bus Garage renovation feasible is a conflict of interest for Ryan, which would require that he not participate in voting on the item, there is also a perceived conflict with Ryan remaining on the council dais with the rest of the council during discussion and action on the item and to a less significant level in directly presenting to the council from the podium. Therefore, I will be presenting the item before the City Council, and can hopefully answer any questions the Council or anyone in the audience may ask.

I have reviewed all of the project plans, cost estimates, revenues as well as the preliminary TIF analysis prepared by David Drown Associates, Inc. and feel that putting an aged building (original building 1948 with additions in the 60's and mid 70's to the last one in the 90's) and has been off of the property tax rolls for all those years back on the tax rolls with an updated use and a significant improvement in the quality and look of the structure is exactly what TIF was designed to do.

Project Developers, Inc.



Terry Schneider

Project Narrative

Preliminary's – Architectural, engineering, survey, permitting-Feb-March

Purchase property – March \$ 339,000

Demo – Floors in most of building.

Utilities – Install new water and sewer to street connection in #101 unit. Install new water and sewer into new units from west to east. Install new electrical meters to north side of building

Exterior remodel – Install new pitched steel roof over existing flat roof areas. Install framing over building exterior and new wall steel panels as per drawings. Install new overhead doors and service doors to south elevation. April-May

Interior remodel – Remodel Unit A and #101 for rental in May. Prepare unit #1 for sale as is with refurbished interior finish and restroom – May

Complete #101 – Install totally finished unit to be used as a model. This includes options of in-floor heat, restroom, LED lighting, floor drains and custom cabinets/workbench – June

Driveway – remove and replace driveway on ½ of property from west end of building through Unit #105. Balance completed as units are sold

Firewall & Insulation – Building will require a floor to roof deck masonry firewall at unit #105. Insulation will be installed over existing roof deck as on west half of building prior to cold weather. Anticipating firewall and insulation to be completed in Sept/Oct.

Unit completion – Units will be completed from west to east, and improvements are made ala-cart at point of sale. New floors and separation wall installed at that time. Buyers will be able to select the following:

- In floor or hanging heaters
- A/C
- Floor drains
- Cabinets
- Restroom completed
- Interior finishes
- Electrical

Owners can construct/finish units by themselves or others.

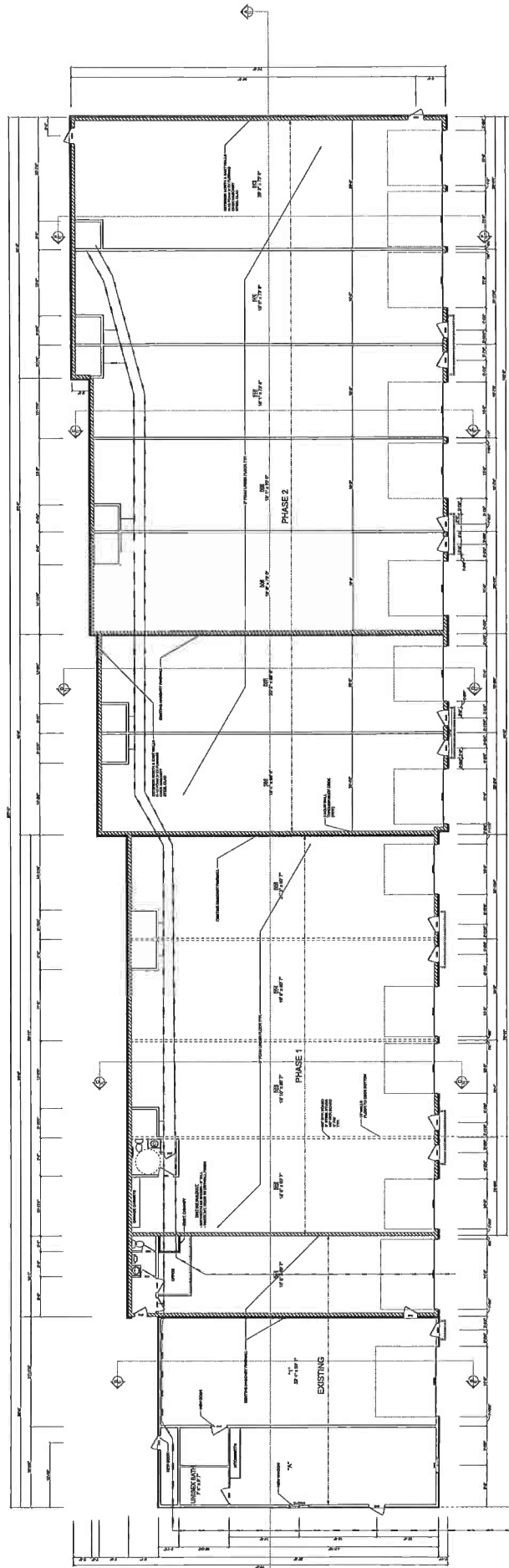
Unit Information – Owners will be part of an association that will pay a monthly fee for grounds maintenance/building upkeep. Each unit will have its own utilities-water, sewer, electric and gas services. A garbage container will be provided for the building.

Bus Garage Project

[illegible]

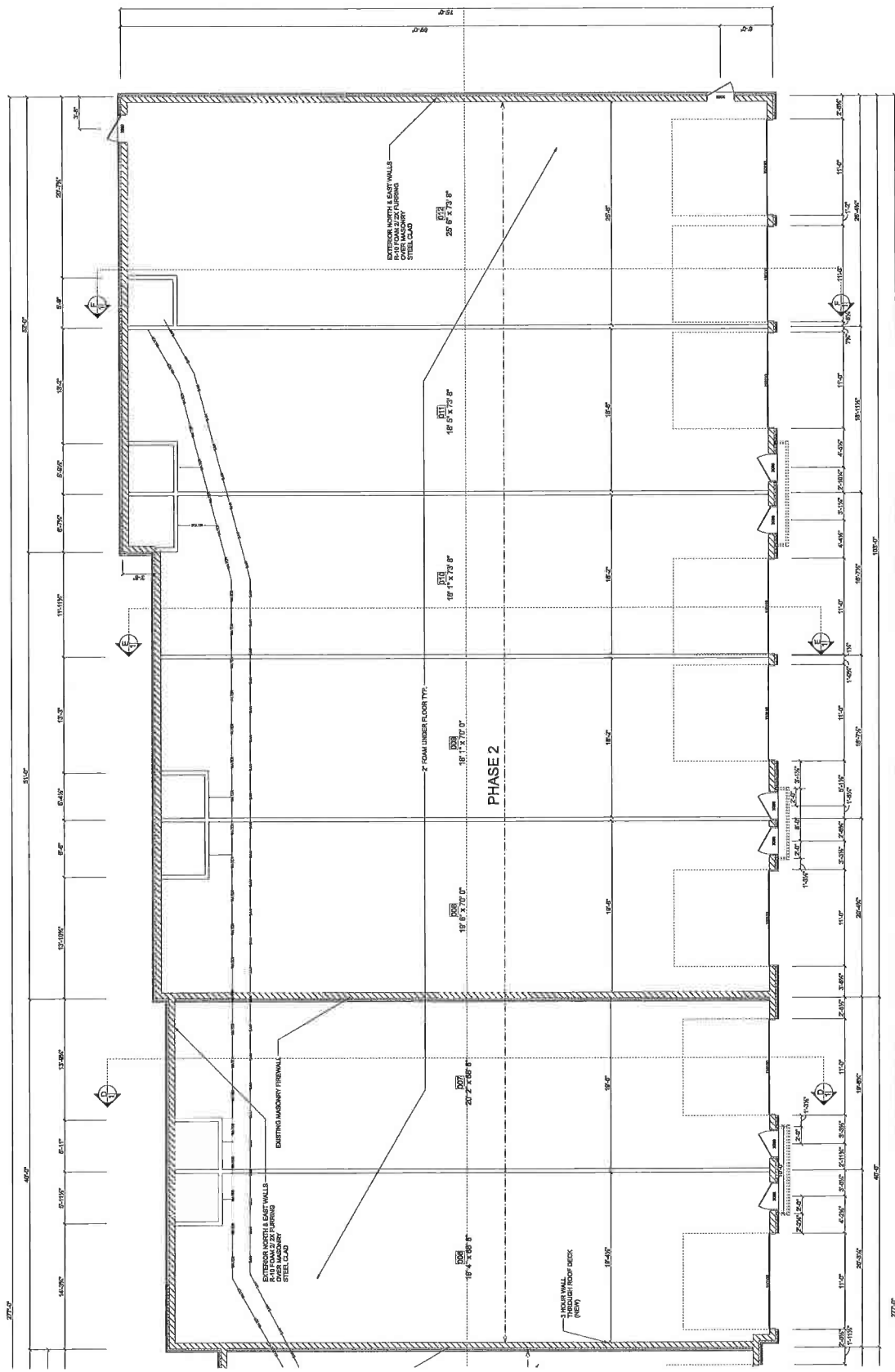
Bus Garage Project

Investment	Total	1st Year	2nd Year		
Roof - Steel & all materials	\$ 315,000	\$ 300,000	\$ 15,000		
Firewall materials(7,000+3000)	\$ 10,000	\$ 10,000			
Driveway 7600 sq ft - Asphalt	\$ 33,000	\$ 32,000	\$ 1,000		
New floors	\$ 101,000	\$ 60,000	\$ 41,000		
Demo floor	\$ 10,000	\$ 4,000	\$ 6,000		
New OH doors	\$ 62,000	\$ 62,000			
Construction labor	\$ 40,000	\$ 35,000	\$ 5,000		
Wac/Sac meters	\$ 11,000	\$ 6,000	\$ 5,000		
New water/sewer	\$ 2,000	\$ 2,000			
Survey & Appraisal	\$ 5,000	\$ 5,000			
Legal set up fees	\$ 6,000	\$ 6,000			
Electrical rough in	\$ 60,000	\$ 35,000	\$ 25,000		
Water/Sewer Exterior Inside	\$ 18,000	\$ 9,000	\$ 9,000		
Permit allowance	\$ 10,000	\$ 10,000			
Wash walls	\$ 2,000	\$ 2,000			
Marketing-Website	\$ 3,000	\$ 3,000			
Insurance risk allowance	\$ 5,000	\$ 3,000	\$ 2,000		
Misc. unforeseen	\$ 10,000	\$ 5,000	\$ 5,000		
Electric meters (12)	\$ 6,000	\$ 6,000			
Architect (5500)	\$ 6,000	\$ 6,000			
Insulation	\$ 23,000	\$ 23,000			
Gutters	\$ 3,000	\$ 3,000			
Land price	\$ 339,000	\$ 339,000			
	\$ 1,080,000	\$ 966,000	\$ 114,000		
Interest	\$ 70,000	\$ 35,000	35,000		
	\$ 1,150,000	\$ 1,001,000	\$ 149,000		

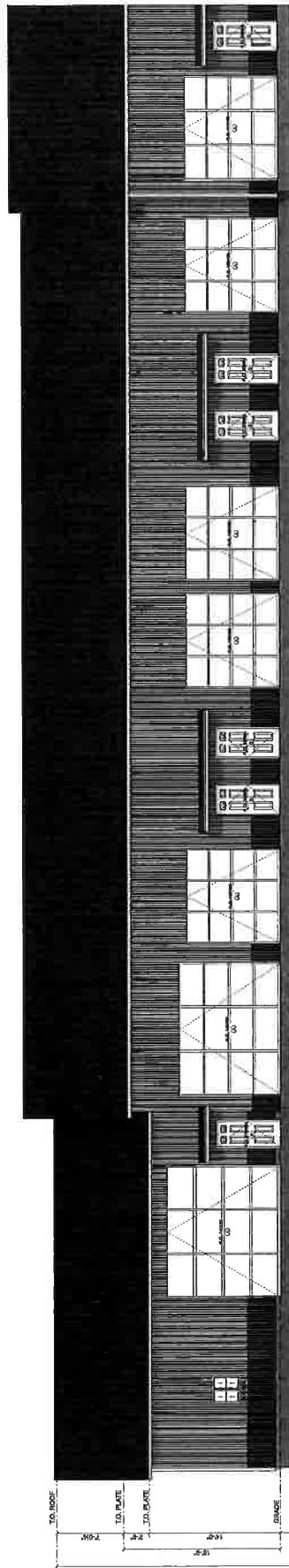


LAYOUT

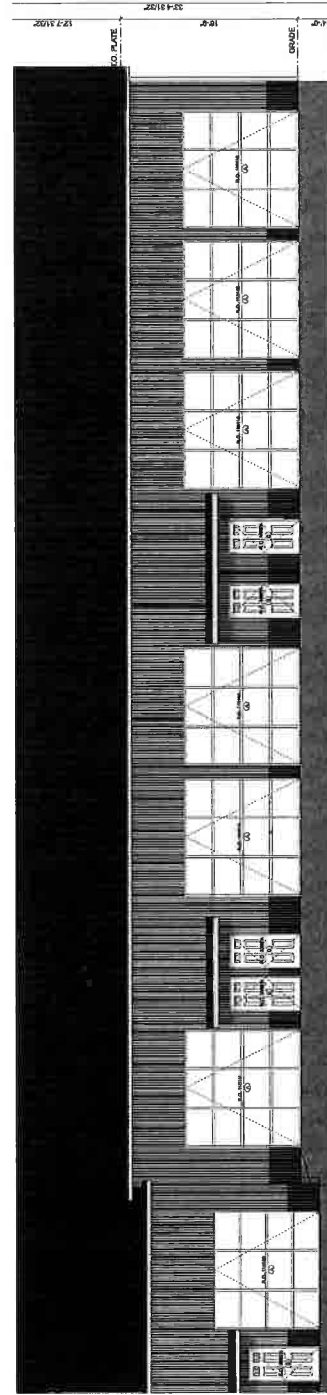




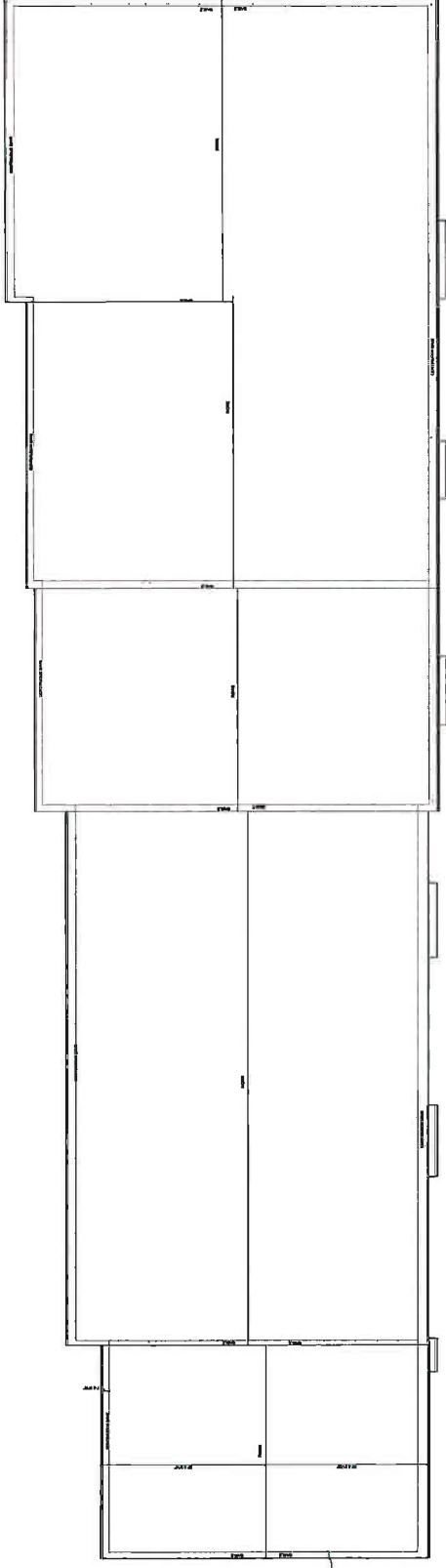
LAYOUT
SCALE: 3/16" = 1'-0"



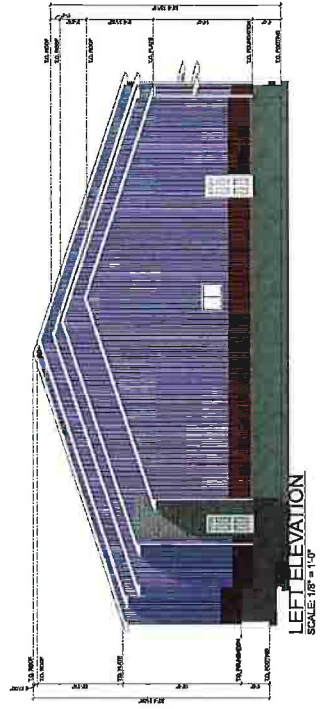
FRONT ELEVATION
SCALE: 3/16" = 1'-0"



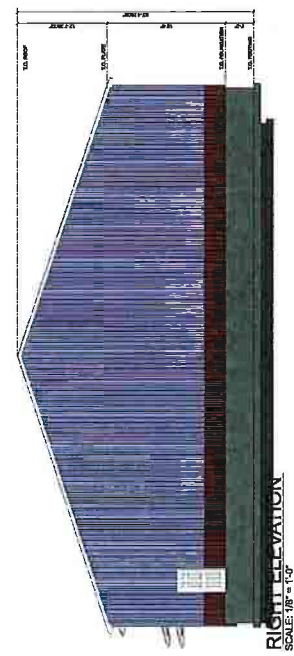
FRONT ELEVATION
SCALE: 3/16" = 1'-0"



TOP ELEVATION
SCALE: 1" = 10'-0"



LEFT ELEVATION
SCALE: 1/8" = 1'-0"



RIGHT ELEVATION
SCALE: 1/8" = 1'-0"



SECURITY

BANK & TRUST CO.

February 2, 2023

To Whom it may concern:

RE: Ryan Voss Construction, Inc / Ryan Voss

Ryan Voss Construction, Inc and Ryan Voss have been **APPROVED** for mortgage financing by **Security Bank and Trust Company**, for the purchase of 1203 12th St, Glencoe, MN and renovations to that property. The loan commitment is for \$1,000,000. If we can be of further assistance, please contact us at (320) 864-2015.

Sincerely,

Mary Stoltenburg

Mary Stoltenburg

NMLSR ID #689964

SB&TC NMLSR ID #415819

LOCATIONS

Brownton

128 4th Ave N
Brownton, MN 55312
320-328-5222

Chaska

1575 White Oak Dr
Chaska, MN 55318
952-448-2265

Cologne

1110 Village Pkwy
Cologne, MN 55322
952-466-2014

Corporate

2202 11th St E
Glencoe, MN 55336
320-864-3107

Glencoe

735 11th St E
Glencoe, MN 55336
320-864-3171

Hamburg

591 Park Ave
Hamburg, MN 55339
952-467-2992

Mayer

317 Ash Ave N
Mayer, MN 55360
952-657-2309

New Auburn

7422 7th Ave
New Auburn, MN 55366
320-864-6470

New Germany

270 Broadway St E
New Germany, MN 55367
952-353-2221

Plato

8 Third St SW
Plato, MN 55370
320-238-2208

Waconia

539 S Elm St
Waconia, MN 55387
952-442-5161

Waconia In-Store

835 Marketplace Dr
Waconia, MN 55387
952-442-5955

Winsted

110 First St N
Winsted, MN 55395
320-485-3831

Ins St S 00/00/0000 R 00/00/0000

*---Values/Acres---	* NET Tax Capacities--*	* Tax/Credits/SpAsmts--*	S
EMV Land 18900	NJZ TOT 827	TOT GR 1350.00	
EMV Bldg 63800	NON-HSTD 827	GT LEV 1205.86	
Total EMV 82700	REG TOT 827	MV TAX 144.14	
	1.000% 827	NET TX 1350.00	
	NJZ RMV 82700	NET+SA 1350.00	
	TOT TMV 82700		

New Series Classification 201 RESIDENTIAL
Homestead 0 NON-HOMESTEAD
Choice & Pct 000

CERTIFIED PROPERTY TAX

F2=LP F3=Ext F5=Land F9=Stat F10=S-Ext F12=Pre F16=Note F17=MP Rec# 1 of 1

RCB312M1 RECAP Collection System

Bill No.

Parcel No.

Name Tax/Credits/SpAsmts Detail

2022

R 22.050.3160*01

STEVENS SEMINARY

Rate 145.8260 MvR .17429

Code

Description

NET

Amount

TaxCapAmt

ExcCrdrAmt

81

NET TAX

1350.00

Class I

MISC INFORMATION

S Authority

Amount

S Authority

Amount

☐ TOWNSHIP/CITY

590.25

☐ SCHOOL

268.46

☐ WATERSHED

15.08

☐ HUTCHINSON HRA☐ HUTCHINSON EDA☐ COUNTY

474.49

☐ MID-MN DEVELOPMENT

1.72

☐ STATE GENERAL TAX☐ TAX INCREMENT

New Series

Classification 201

RESIDENTIAL

Homestead

0

NON-HOMESTEAD

Choice & Pct

000

F3=Exit F12=Return

CERTIFIED PROPERTY TAX Rec# 1 of 1

2022 Mod? MP# Rate 145.8260 MvR .17429

Ins St S 00/00/0000 R 00/00/0000

*---Values/Acres---	* * NET Tax Capacities--*	* Tax/Credits/SpAsmts--*	S
EMV Land 18900	NJZ TOT 1241	TOT GR 1954.00	11111
EMV Bldg 63800	NON-HSTD 1241	GT LEV 1809.86	11111
Total EMV 82700	REG TOT 1241	MV TAX 144.14	11111
	1.500% 1241	NET TX 1954.00	11111
	NJZ RMV 82700	NET+SA 1954.00	11111
	TOT TMV 82700		

New Series Classification 233 COMM LAND & BLDGS

Homestead 0 NON-HOMESTEAD

CERTIFIED PROPERTY TAX

Choice & Pct 000

F2=LP F3=Ext F5=Land F9=Stat F10=S-Ext F12=Pre F16=Note F17=MP Rec# 1 of 1

RCB312M1 RECAP Collection System

Bill No.

Parcel No.

Name Tax/Credits/SpAsmts Detail

2022

R 22.050.3160*01

STEVENS SEMINARY

Rate 145.8260 MvR .17429

MP#

NET

Amount
1954.00

TaxCapAmt

ExcCrdAmt

Code

Description

82

NET TAX + SPASMT

Class I

MISC INFORMATION

S Authority

Amount

S Authority

Amount

TOWNSHIP/CITY

885.73

SCHOOL

330.70

WATERSHED

22.62

HUTCHINSON HRA

HUTCHINSON EDA

COUNTY

712.37

MID-MN DEVELOPMENT

2.58

STATE GENERAL TAX

TAX INCREMENT

New Series

Classification 233

COMM LAND & BLDGS

Homestead

0

NON-HOMESTEAD

Choice & Pct 000

CERTIFIED PROPERTY TAX

Rec#

1 of 1

F3=Exit F12=Return

City of Glencoe, Minnesota

Tax Increment Projection - Bus Garage Redevelopment Project

Valuations & Projected Increases

Original Values	Market Value	Tax Capacity
	300,800	5,266
Increased Value: 13 units @ \$82,700 emv/unit	1,075,100	20,752

Tax Rate Assumptions:

	2022 Rate
City of Glencoe	71.37%
McLeod County	57.39%
School District	15.03%
Other	2.04%
	145.83%

Projected Tax Increment

Payable Year	Original Tax Capacity	Projected Tax Capacity	Net Captured Tax Capacity	Less Fiscal Disparities	Retained Net Captured Tax Capacity	Projected Tax Rate*	Gross Tax Increment	Adjustments	State Auditor's Deduction	TOTAL NET REVENUES
								10.00% Admin. Retainage	0.36% Deduction	
2023	5,266	5,266	-	-	-	145.83%	-	-	-	-
2024	5,266	5,266	-	-	-	145.83%	7,452	745	27	6,680
2025	5,266	10,376	5,110	-	5,110	145.83%	22,583	2,258	81	20,243
2026	5,266	20,752	15,486	-	15,486	145.83%	22,583	2,258	81	20,243
2027	5,266	20,752	15,486	-	15,486	145.83%	22,583	2,258	81	20,243
2028	5,266	20,752	15,486	-	15,486	145.83%	22,583	2,258	81	20,243
2029	5,266	20,752	15,486	-	15,486	145.83%	22,583	2,258	81	20,243
2030	5,266	20,752	15,486	-	15,486	145.83%	22,583	2,258	81	20,243
2031	5,266	20,752	15,486	-	15,486	145.83%	22,583	2,258	81	20,243
2032	5,266	20,752	15,486	-	15,486	145.83%	22,583	2,258	81	20,243
2033	5,266	20,752	15,486	-	15,486	145.83%	22,583	2,258	81	20,243
2034	5,266	20,752	15,486	-	15,486	145.83%	22,583	2,258	81	20,243
2035	5,266	20,752	15,486	-	15,486	145.83%	22,583	2,258	81	20,243
2036	5,266	20,752	15,486	-	15,486	145.83%	22,583	2,258	81	20,243
2037	5,266	20,752	15,486	-	15,486	145.83%	22,583	2,258	81	20,243
2038	5,266	20,752	15,486	-	15,486	145.83%	22,583	2,258	81	20,243
2039	5,266	20,752	15,486	-	15,486	145.83%	22,583	2,258	81	20,243
2040	5,266	20,752	15,486	-	15,486	145.83%	22,583	2,258	81	20,243
2041	5,266	20,752	15,486	-	15,486	145.83%	22,583	2,258	81	20,243
2042	5,266	20,752	15,486	-	15,486	145.83%	22,583	2,258	81	20,243
2043	5,266	20,752	15,486	-	15,486	145.83%	22,583	2,258	81	20,243
2044	5,266	20,752	15,486	-	15,486	145.83%	22,583	2,258	81	20,243
2045	5,266	20,752	15,486	-	15,486	145.83%	22,583	2,258	81	20,243
2046	5,266	20,752	15,486	-	15,486	145.83%	22,583	2,258	81	20,243
2047	5,266	20,752	15,486	-	15,486	145.83%	22,583	2,258	81	20,243
2048	5,266	20,752	15,486	-	15,486	145.83%	22,583	2,258	81	20,243
2049	5,266	20,752	15,486	-	15,486	145.83%	22,583	2,258	81	20,243
2050	5,266	20,752	15,486	-	15,486	145.83%	22,583	2,258	81	20,243
							572,017	57,202	2,059	512,756
										188,867 10-years

**DDA****David Drown Associates, Inc.
Public Finance Advisors**

Cologne Office:
10555 Orchard Road
Cologne, MN 55322
Phone: (952) 356-2992
shannon@daviddrown.com

February 2, 2023

City of Glencoe
Attn: Jon Jerabek, Assistant City Administrator
1107 11th Street E
Glencoe, MN 55336

RE: Proposed Redevelopment TIF District – Bus Garage Redevelopment Project

Honorable Mayor, Councilmembers, Administrator Larson, & Assistant Administrator Jerabek:

Thank you for the opportunity to submit this proposal for the creation of a redevelopment Tax Increment Financing District for the Bus Garage Redevelopment Project. David Drown Associates, Inc. prides itself on the quality of work that we do in serving the economic development needs of our clients. David Drown Associates, Inc. has been in business for over 20 years and we are involved in all aspects of serving communities in the areas of public finance.

Background:

A complete list of services that we provide would include the following:

Services we provide:

- | | |
|---------------------------------------|---------------------------------------|
| - Debt Structuring | - Tax Increment Financing (TIF) |
| - Municipal Bond Sales | - TIF Reporting |
| - Continuing Disclosure | - Development Negotiation |
| - Debt Capacity Analysis | - Grant Applications & Loan Packaging |
| - Capital Improvements Planning | - Tax Abatement |
| - Financial Studies & Impact Analysis | |

David Drown Associates, Inc. serves approximately 200 units of government in Minnesota and serves as the financial advisor for several of Minnesota Rural Water's financing programs. Each of our associates has a significant level of experience in managing the development process including; debt/subsidy structuring, TIF District creation, utilization of tax abatement, structuring of special assessments, and the creation of policy documents to assist in the implementation of each of these tools.

Understanding of work to be performed:

The City of Glencoe intends to create a redevelopment tax increment financing district for the purpose of financially assisting a developer in the implementation of a project to redevelop the former bus garage.

As a part of this process we will prepare a tax increment plan for the new redevelopment TIF District and publish notice for the public hearing that is required prior to adoption of the TIF Plan. Once a tax increment plan is adopted, we would file all necessary documents with the County and State to have the tax increment district certified, and would provide the City with an electronic version of the transcript. The Transcript would also provide a sample of the first tax increment report that will need to be filed for the tax increment financing district.

Primary service provider:

If selected by the City of Glencoe to be the service provider, I (Shannon Sweeney) would be the primary contact to the City. I have had the opportunity to work on numerous municipal, industrial development, redevelopment, housing, and related projects. I serve municipal clients throughout the State in the areas of municipal finance and economic development related activities such as tax increment financing and the utilization of tax abatement. I have personally created and administered dozens of tax increment financing districts including numerous

redevelopment tax increment districts. My references are from communities that have successfully implemented projects that are similar in nature to that proposed by the City of Glencoe.

Compensation:

David Drown Associates, Inc. fee for the creation of a redevelopment TIF District would be \$6,000.00. This fee does not include the cost of publishing the public hearing notice, the inspection of the existing facility to determine if it is substandard, or legal expense in drafting a development agreement.

Time Line:

The notification process required by Minnesota Statute for the creation of a tax increment district can take up to approximately 60 days to complete depending on meeting schedules. We are available to begin this process immediately, and will work through the process efficiently

Professional References for Shannon Sweeney:

City of St. Peter - 227 South Front St., St. Peter, MN 56082

Todd Prafke, City Administrator

Phone: (507) 934-0663

E-mail: toddp@saintpetermn.gov

City of Jackson – 80 West Ashley Street, Jackson, MN 56143

Matt Skaret, City Administrator

Phone: (507) 847-4423

E-mail: mskaret@cityofjacksonmn.com

City of Redwood Falls – City of Redwood Falls, MN 56283

Keith Muetzel, City Administrator

Phone: (507) 616-7400

E-mail: kmuetzel@ci.redwood-falls.mn.us

Please feel free to contact me if I can be of any additional assistance in providing information regarding our company. Your time and consideration are appreciated.

Sincerely,



Shannon Sweeney, Associate
David Drown Associates, Inc.

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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: February 16, 2023

Re: **Item 6C** – Light and Power Commission Membership

Item 6C – It is recommended by the Charter Commission to approve the third reading of the ordinance to amend the Charter to allow for inclusion of one member of the Light and Power Commission to reside outside the City Limits of the City of Glencoe, but within the Light and Power Service territory. The City Council has held a public hearing and approved two ordinance readings.

The Final Ordinance reading must be unanimous.



HUEMOELLER, GONTAREK & CHESKIS PLC
ATTORNEYS AT LAW
16670 FRANKLIN TRAIL
P.O. BOX 67
PRIOR LAKE, MINNESOTA 55372
(952) 447-2131 (Office)
(952) 447-5628 (Fax)
Email: hg@priorlakelaw.com

ANTON CHESKIS
ALLISON J. GONTAREK
BRYCE D. HUEMOELLER
MARK W. OSTLUND

MEMORANDUM

TO: CITY COUNCIL
FROM: Mark W. Ostlund, City Attorney
DATE: November 17, 2022
SUBJECT: Charter Amendment

Tonight, City Council has before it a recommendation from the City's Charter Commission to proceed with the passage of the enclosed Ordinance 618 amending Section 9.02 relating to the appointment, Qualification of Commission Members for residential customers residing in the Glencoe Light and Power Territory.

The enclosed ordinance would amend the charter to allow for citizens residing within the GLPC service territory (but outside of the city limits of Glencoe) to be appointed to the commission as a member.

As a point of order, I would like to remind council that a unanimous vote of all city council members is necessary to amend the City's charter by ordinance.

ORDINANCE NO. 618

**AN ORDINANCE AMENDING THE CITY OF GLENCOE
CHARTER, PARTICULARLY SECTION 9.02
RELATING TO THE APPOINTMENT, QUALIFICATION OF COMMISSION
MEMBERS FOR RESIDENTIAL CUSTOMERS RESIDING IN THE GLENCOE LIGHT
AND POWER SERVICE TERRITORY**

WHEREAS, the Glencoe Charter Commission has made certain recommendations to the City Council pursuant to the provisions of Minnesota Statutes §410.12, Subd. 7, and

WHEREAS, the City Council is disposed to adopt the recommendations of the Charter Commission, and

WHEREAS, the public notice and hearings required by Minnesota Statutes §410.12, Subd. 7 have been complied with.

THE CITY COUNCIL OF THE CITY OF GLENCOE ORDAINS:

Section 1: Section 9.02 of the City of Glencoe Charter shall be amended to read in its entirety as follows:

Section 9.02 Appointment, Qualification and By Whom Made. Glencoe Light and Power Commission shall consist of five members whom are residential customers of the Glencoe Light and Power Commission. The referenced members shall also either be qualified voters of the City of Glencoe, or one member who is not a qualified voter of the City of Glencoe may reside in the Glencoe Light and Power service territory. Members shall be appointed by the City Council for the terms and at the times as herein set forth.

Section 2: This ordinance shall take effect 90 days next following its passage and publication.

[REMAINDER OF PAGE LEFT BLANK]

Adopted this _____ day of _____, 2022.

CITY OF GLENCOE

By _____
Ryan Voss, Its Mayor

ATTEST:

By _____
Mark D. Larson, Its City Administrator

Charter Commission Minutes
October 10, 2022

The Charter Commission of the City of Glencoe convened their October 10, 2022 meeting at approximately 7:00 PM in the West Conference Room of the Glencoe City Center. The following members were present, Douglas Wagoner, Gary Zeimer, Cory Neid, and Charles Lemke. Also present were City Administrator Mark Larson, City Attorney Mark Ostlund, Arnold Brinkmann, Allen Robeck, and Ryan Voss.

Chairman Wagoner welcomed the Charter Commission.

Commissioner Zeimer made the motion to approve the Minutes from June 14, 2021 with a change to the date of the last meeting. Lemke seconded with all voting in favor.

Wagoner called for any old business. There was no old business.

Wagoner called for any new business. City Attorney Ostlund reviewed the role of the Charter Commission. Ostlund also reviewed the proposed rules of procedure, which are attached to the minutes. The Charter Commission should use Roberts Rules of Order.

Currently, there are 7 members of the Charter Commission and Zeimer noted that the City Council had previously set the maximum number of members at 11.

Commissioner Lemke made a motion to approve the attached rules of order of the Glencoe Charter Commission. Zeimer seconded with all members voting in favor.

Dave Meyer, General Manager of the Glencoe Light and Power Commission discussed a recommendation from the Light and Power Commission to allow for the appointment of a Commission member from outside of the City limits of the City of Glencoe, as long as they are within the Light and Power Service territory and a residential customer of the Light and Power Commission. This would be an amendment to Section 9.02 of the Glencoe City Charter.

Commission Neid made a motion to recommend to the City Council to amend the City Charter by Ordinance to allow 1 member of the Light and Power Commission to be appointed by the City Council as long as that member was a residential customer within the service territory of the Light and Power Commission. Neid further recommended that only one (1) member could be outside the City of Glencoe, the other four (4) members must be residents living within the City limits of the City of Glencoe. Zeimer seconded the motion with all members present voting in favor.

Commissioner Neid made the motion to send the minutes of the 2022 Charter Commission to the District Court Judge per state Statute. Seconded by Lemke with all members present voting in favor.

Neid made the motion to set the next meeting for September 11, 2023. Seconded by Zeimer with all voting in favor.

Neid made the motion to adjourn, seconded by Ziemer with all voting in favor.

Respectfully submitted:

Mark D. Larson
City Administrator

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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: February 3, 2023

Re: **Item 6D** – Waiver of Statutory Tort Liability limits

Item 6D – Historically, the City Council has approved the waiver of Tort Liability limits of \$500,000 to include increased liability limits of \$2,000,000.



LIABILITY COVERAGE – WAIVER FORM

Members who obtain liability coverage through the League of Minnesota Cities Insurance Trust (LMCIT) must complete and return this form to LMCIT before the member's effective date of coverage. Return completed form to your underwriter or email to psstech@lmc.org.

The decision to waive or not waive the statutory tort limits must be made annually by the member's governing body, in consultation with its attorney if necessary.

Members who obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. The decision has the following effects:

- *If the member does not waive the statutory tort limits*, an individual claimant could recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether the member purchases the optional LMCIT excess liability coverage.
- *If the member waives the statutory tort limits and does not purchase excess liability coverage*, a single claimant could recover up to \$2,000,000 for a single occurrence (under the waive option, the tort cap liability limits are only waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2,000,000). The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.
- *If the member waives the statutory tort limits and purchases excess liability coverage*, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

LMCIT Member Name: _____

Check one:

☐ The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by [Minn. Stat. § 466.04](#).

☐ The member **WAIVES** the monetary limits on municipal tort liability established by [Minn. Stat. § 466.04](#), to the extent of the limits of the liability coverage obtained from LMCIT.

Date of member's governing body meeting: _____

Signature: _____ Position: _____



City of Glencoe
1107 11th St E, Suite 107
Glencoe, MN 55336

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

TO: Mayor Voss and City Council Commissioners
FROM: Kelly Hayes
DATE: February 17, 2023
RE: Library Board Recommendation

The Library Board recommends appointing Christine Davis to the Library Board. Attached is the library application from Ms. Davis. If appointed, the Library Board will be at capacity.

RECOMMENDATION:

To appoint Christine Davis to the Library Board.

Mayor: Ryan Voss **City Administrator:** Mark Larson
Council Members: Luz Duvall At-Large – Sue Olson, Precinct 1 – Mark Hueser Precinct 2
Paul Lemke, Precinct 3 – Cory Neid, Precinct 4

GLENCOE

SMALL CITY & BIG FUTURE

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

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

NAME Christine Davis TODAY'S DATE 2-10-2023
ADDRESS 210 Pleasant Ave N. TELEPHONE 612-418-6981
EMAIL cd@etudeks.com EMPLOYER retired from Glencoe
YEARS AS GLENCOE RESIDENT 39 years OCCUPATION Post office

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: Public libraries provides a place for anyone and everyone to read, share, research, educate and enjoy information gathered over the centuries and from throughout the world. It is a privilege to have a fine library in Glencoe.

Describe any prior/current experience that may relate to serving on this board/commission: currently member of Welcoming Communities Readiness Assessment team

List other municipal boards/commissions you have served on:

- Adult Training & Habilitation Center Board Served from 2008 to 2022
- Glencoe Concert Association Board Served from 2018 to current
- Crow River Habitat for Humanity Family Selection Committee Served from 2022 to current

Christine Davis
Signature of Applicant

2-10-2023
Date

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separate agenda items.**



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

February 17, 2022

Patrick Weidemann
Director of Capital Planning and Programming
MnDOT Office of Transportation System Management
395 John Ireland Blvd.
St. Paul, MN 55155
Pat.weidemann@state.mn.us

Dear Mr. Weidemann,

The City of Glencoe is pleased to support the US Highway 212 and County Highway 51 Intersection Freight and Safety Project for consideration of funding in the 2022 Corridors of Commerce Program. The proposed interchange project at US Highway 212 and County Highway 51 will remove a barrier to efficient freight movement and support economic vitality while addressing a high safety priority intersection with a long-term solution.

Carver County, in partnership with the Minnesota Department of Transportation (MnDOT), is planning to reconstruct and expand US Highway 212 from a two-lane rural highway to a four-lane divided expressway between County Highway 34 in Norwood Young America and County Highway 36 in Cologne starting in 2024. Extensive corridor planning has taken place and project development and design work are well underway to bring forward an innovative, cost-effective approach to expand US Highway 212. The addition of an interchange at US Highway 212 and County Highway 51 will complete the freight mobility and safety vision for long-term improvements to this corridor.

US Highway 212 is part of the National Highway System and is one of the most important economic and freight highway corridors in the State of Minnesota and the Upper Midwest region, connecting the Twin Cities to South Dakota and beyond. US Highway 212 is identified by MnDOT in the Minnesota State Freight Investment Plan as a Critical Rural Freight Corridor. The corridor provides a connection for agricultural and industrial traffic to and from the Twin Cities Metropolitan area, which is emphasized by the Metropolitan Council's prioritization of the highway as a "Tier One Truck Corridor".



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Phone: (320) 864-5586

The City Council of the City of Glencoe endorses and supports the Southwest Corridor Transportation Coalition's funding request to the 2022 Corridors of Commerce Program for the US Highway 212 and County Highway 51 Intersection Freight and Safety Project and urges decision makers to prioritize the project for funding.

Sincerely,

Ryan Voss, Mayor

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separate agenda items.**

Letter of Resignation

Gabrielle Fountain | Head Librarian of Glencoe & Brownton

TO: Laurie Ortega

Director of Pioneerland Library System

February 10, 2023

Please accept this letter as my formal notification that I am resigning from my positions as Head Librarian for Glencoe and Brownton. My last day will be March 10, 2023.

I have enjoyed working at the GPL and BPL over the past 12+ years, many fond memories and experiences. However, I have chosen to relocate to Michigan to start a new chapter of my life.

I appreciate the opportunities you gave me during my time at Pioneerland Library System. Please let me know what assistance I can offer as I transition out of my current role.

Best Wishes and Thank you,

Gabby Fountain



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

Highway 212 Update – February 17, 2023

Lyndon Robjent, Carver County Engineer updated the Highway 212 Coalition on Friday, February 17, 2023. Phase II is in design and the project is full-steam ahead.

Total is for an \$80 Million project (with inflation) the project does include a grade-separation and overpass at Bongards. There is a \$6 Million request into the Legislature for inclusion in this year's bonding bill for the bridge. Robjent noted that Carver County will build the bridge at Bongards and upfront the funds if necessary.

\$60 Million of the funding is secured.

Bid opening is scheduled for June 2024; there have been some slight delays in the environmental work due to the Historic value and considerations of certain buildings along the route.

MNDOT will be holding a landowner meeting in March 2023, and there will be a public open-house scheduled in April 2023.

Mark Larson
City Administrator

City of Glencoe
Planning and Industrial Commission
Meeting Notes

Thursday, February 9, 2023

Glencoe City Center West Conference Room, 7:00 PM

The meeting was called to order by Chairperson Wes Olson at 7:00 PM. Other Commissioners present were Barbara Jenneke, Bob Senst, Bob Scheidt, and Kevin Dietz. Also present were City Administrator Mark Larson, Assistant City Administrator Jon Jerabek, City Council Liaison Mark Hueser and City Council Member Sue Olson.

Other Community member present was Karin Ramige of the McLeod County Chronicle.

Planning Commission Agenda Item #2: Approve Minutes of the January 12 Meeting.

Barb Jenneke motioned to approve as presented. Bob Senst seconded. Motion passed 5-0.

Planning Commission Agenda Item #3: Zoning Ordinance Update.

Mark Larson informed the group that Mark Ostlund was not available for the meeting and will give an update of the City's Ordinances (needed from the Comprehensive Plan) at the March 9 meeting.

Planning Commission Agenda Item #4: Housing Study Proposals.

Jon Jerebek informed the Commissioners about the two companies that submitted bids to develop a Housing Study for the City. Maxfield Research and Consulting, LLC and WSB sent proposals with content and cost of the project. A committee is being formed to meet with both and assess the compatibility to Glencoe's needs. Members from the City Council, the Mayor, Planning Commission and Housing Sub-Committee of the Comprehensive Plan will comprise the committee. Kevin Dietz and Barb Jenneke will represent the Planning and Industrial Commission. Jon Jerebek will communicate date and time to members.

Planning Commission Agenda Item #5: Oscar Olson Park Study.

A meeting with the Park Board will kick off the Study. The Planning and Industrial Commission is invited to attend the February 22 meeting at 6:30 PM at the City Center. Jon Jerebek will send out meeting invites.

Planning Commission Agenda Item #6: Fox Garage Condo Replat.

Mark Larson communicated to the Planning and Industrial Commission the City's concerns regarding the Fox Garage Condo's located in Helen Township. While the City has no

authority over building the 25-garage condo units, the City has concerns regarding the septic system and the pressure and flow of potable water to the 25 units from a single community well. Also, the need for fire suppression that the well cannot provide. The City met with Marc Telecky to inform of the concerns. The City can extend water and sanitary sewer to the development now, reducing expensive costs later on. Further dialogue is encouraged between McLeod County, Helen Township and the City of Glencoe.

Planning Commission Agenda Item #7: Economart Lot Discussion.

Mark Larson informed the Commissions regarding the Economart Lot the City owns. A proposal was voted at City Council to move ahead but was vetoed by the Mayor. In discussion, Commissioners favored using the lot for a retail/apartment model rather have Dollar General build on the outskirts of town.

Planning Commission Agenda Item #8: Bus Garage Redevelopment Update.

Jon Jerebek updated the Commissioners on the plans to redevelop the GSL bus garage. The developer intends to use the garage for units for storage or possible businesses. They are requesting Tax Increment Financing from the City. Mark Larson explained Tax Increment Financing. Glencoe's EDC (Economic Development Committee) voted to recommend the City authorize the City Attorney draft a development agreement. It will about 30 days to develop the plan.

Planning Commission Agenda Item #9: Adjourn.

Kevin Dietz motioned to adjourn. Seconded by Bob Scheidt. Motion passed 5-0.

Respectfully submitted,
Barb Jenneke, Planning Commission Secretary

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separate agenda items.**

FUND BALANCES

FUND #	2022 CASH BALANCES	MONTH SEPTEMBER	MONTH AUGUST	MONTH JULY
101	General-Operating	\$ 1,162,481.34	\$ 1,955,182.65	\$ 2,223,591.06
101	General-Childhood Intervention	\$ 886.55	\$ 886.55	\$ 886.55
101	General-Crime Prevention	\$ 5,203.97	\$ 5,203.97	\$ 5,203.97
601	Water-Operating	\$ 2,517,441.13	\$ 2,463,501.55	\$ 2,396,614.92
601	Water-Water Availability Charge	\$ 566,147.48	\$ 566,057.95	\$ 565,712.38
601	Water-Trunk Water Charge	\$ 25,248.97	\$ 25,244.98	\$ 25,240.72
601	Water-Bonds	\$ 1,917.69	\$ 1,917.39	\$ 1,917.07
601	Water-Construction	\$ -	\$ -	\$ -
602	W.W.T.P.-Operating	\$ 2,185,439.76	\$ 2,106,682.27	\$ 2,755,185.47
602	W.W.T.P.-Sewer Availability Charge	\$ 1,098,946.84	\$ 1,098,773.06	\$ 1,098,337.51
602	W.W.T.P.-Trunk Sewer Charge	\$ 128,781.80	\$ 128,761.44	\$ 128,739.69
602	W.W.T.P.-Bonds	\$ 32,705.15	\$ 29,300.52	\$ 25,896.15
602	W.W.T.P.-Construction	\$ -	\$ -	\$ -
603	Sanitation	\$ 29,193.85	\$ 28,641.18	\$ 26,433.16
604	City Center-Operating	\$ (59,201.51)	\$ (43,226.36)	\$ (31,913.91)
604	City Center-Bonds	\$ (557,213.73)	\$ (557,125.62)	\$ (557,031.52)
609	Liquor Store	\$ 167,342.86	\$ 161,979.60	\$ 136,988.66
612	Airport	\$ (55,298.30)	\$ (61,740.19)	\$ (37,279.45)
651	Storm Water Management	\$ 260,247.50	\$ 262,841.77	\$ 219,364.74
213	Park Improvement	\$ 158,541.14	\$ 158,516.07	\$ 157,689.43
223	Aquatic Center	\$ (84,094.12)	\$ (64,481.43)	\$ (25,986.66)
223	Aquatic Center-Lifeguard Training	\$ 2,702.43	\$ 2,702.43	\$ 2,202.43
225	Cable TV	\$ 29,209.50	\$ 29,304.87	\$ 29,399.90
226	Cemetery	\$ (28,538.53)	\$ (26,498.48)	\$ (23,459.24)
229	Municipal State Aid	\$ 327,411.07	\$ 334,258.20	\$ 338,034.09
230	Engineering/Inspection Services	\$ (135,389.98)	\$ (135,368.57)	\$ (135,345.71)
231	American Rescue Plan	\$ -	\$ -	\$ -
300	City Sinking	\$ 37,410.29	\$ 37,404.37	\$ 37,398.05
382	2007 Tax Increment Bond-2007 Industrial Park	\$ (64,678.66)	\$ (64,668.43)	\$ (64,657.51)
383	2014 Tax Increment Bond-West Industrial Park	\$ (5,249.85)	\$ (5,249.02)	\$ (5,248.13)
384	2018 Tax Increment Bond-Panther Heights	\$ (30,981.31)	\$ (30,976.41)	\$ (30,971.18)
409	Tax Increment #4-Industrial Park	\$ 370,143.54	\$ 370,085.01	\$ 370,022.50
421	Tax Increment #14-Downtown Redevelopment	\$ 24,060.86	\$ 24,060.86	\$ 24,060.86
424	Tax Increment #17-Miller Manufacturing	\$ 5,773.80	\$ 5,772.89	\$ 35,766.85
425	Tax Increment #18-West Industrial Park	\$ (39,711.03)	\$ (36,457.26)	\$ (36,082.26)
426	Tax Increment #19-Panther Heights	\$ 57,050.19	\$ 57,041.17	\$ 57,031.54
465	2021 Street Improvement-10th Street	\$ 102,012.28	\$ 101,996.15	\$ 104,903.03
523	2008 11th Street/Morningside Bond	\$ (52,039.14)	\$ (52,030.91)	\$ (52,022.12)
524	2014 Street Improvement Bond	\$ (61,882.70)	\$ (61,872.91)	\$ (61,862.46)
525	2015 Street Improvement Bond-Lincoln Park	\$ (411,840.49)	\$ (411,775.36)	\$ (411,705.81)
526	2016 Street Improvement Bond-Armstrong Avenue	\$ (119,211.78)	\$ (119,192.93)	\$ (119,172.80)
527	2017 Street Improvement Bond-Baxter Avenue	\$ (84,282.70)	\$ (84,269.37)	\$ (84,255.14)
528	2018 Storm Water Improvement Bond-Central Storm Sewer	\$ (156,255.11)	\$ (156,230.40)	\$ (156,204.01)
529	2021 Street Improvement Bond-10th Street	\$ 151,511.39	\$ 151,487.43	\$ 151,461.84
TOTALS		\$ 7,501,942.44	\$ 8,196,440.68	\$ 9,084,884.66

INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

FEB 21, 2023 - PREPAID BILLS

Date: 02/16/2023

Time: 10:52 am

Page: 1

City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
A.H. HERMEL CO.	0573	LIQUOR STORE: MERCH FOR RESALE	175644	11/18/2022	820.33
				Vendor Total:	820.33
ARCTIC GLACIER USA, INC	0495	LIQUOR STORE: MERCH FOR RESALE	175645	11/18/2022	826.60
				Vendor Total:	826.60
ARTISAN BEER COMPANY	1258	LIQUOR STORE: MERCH FOR RESALE	175646	11/18/2022	446.70
				Vendor Total:	446.70
BELLBOY CORPORATION	1113	LIQUOR STORE: MERCH FOR RESALE	175647	11/18/2022	2,166.33
BELLBOY CORPORATION	1113	LIQUOR STORE: MERCH FOR RESALE	175655	11/18/2022	428.50
				Vendor Total:	2,594.83
BREAKTHRU BEVERAGE	0513	LIQUOR STORE: MERCH FOR RESALE	175656	11/18/2022	1,068.48
				Vendor Total:	1,068.48
C & L DISTRIBUTING	0492	LIQUOR STORE: MERCH FOR RESALE	175648	11/18/2022	15,502.89
				Vendor Total:	15,502.89
CARLOS CREEK WINERY, INC.	0188	LIQUOR STORE: MERCH FOR RESALE	175657	11/18/2022	2,748.00
				Vendor Total:	2,748.00
COLONIAL LIFE	0735	MULT DEPTS: INS PREMIUMS	175658	11/18/2022	263.70
				Vendor Total:	263.70
CROW RIVER WINERY	2067	LIQUOR STORE: MERCH FOR RESALE	175649	11/18/2022	1,033.20
				Vendor Total:	1,033.20
DAHLHEIMER BEVERAGE	0003	LIQUOR STORE: MERCH FOR RESALE	175650	11/18/2022	12,924.55
				Vendor Total:	12,924.55
JOHNSON BROS - ST PAUL	0504	LIQUOR STORE: MERCH FOR RESALE	175659	11/18/2022	4,452.55
				Vendor Total:	4,452.55
MARLIN'S TRUCKING	1387	LIQUOR STORE: MERCH FOR RESALE	175651	11/18/2022	568.75
				Vendor Total:	568.75
MINNESOTA PUBLIC EMPLOYEE	1439	POLICE: UNION DUES	175660	11/18/2022	144.00
				Vendor Total:	144.00
PAUSTIS WINE COMPANY	0916	LIQUOR STORE: MERCH FOR RESALE	175661	11/18/2022	132.00
				Vendor Total:	132.00
PHILLIPS WINE & SPIRITS, INC.	1010	LIQUOR STORE: MERCH FOR RESALE	175662	11/18/2022	6,648.71
				Vendor Total:	6,648.71
SOUTHERN GLAZER'S OF MN	1429	LIQUOR STORE: MERCH FOR RESALE	175663	11/18/2022	4,315.12
				Vendor Total:	4,315.12
VIKING BEVERAGES	0973	LIQUOR STORE: MERCH FOR RESALE	175652	11/18/2022	7,466.70
				Vendor Total:	7,466.70
VIKING COCA-COLA BOTTLING CC	0494	LIQUOR STORE: MERCH FOR RESALE	175653	11/18/2022	618.80
				Vendor Total:	618.80
VINOCOPIA, INC.	1353	LIQUOR STORE: MERCH FOR RESALE	175654	11/18/2022	85.00
				Vendor Total:	85.00
WINE MERCHANTS	0667	LIQUOR STORE: MERCH FOR RESALE	175664	11/18/2022	2,127.09
				Vendor Total:	2,127.09
				Grand Total:	64,788.00
				Less Credit Memos:	0.00
				Net Total:	64,788.00
				Less Hand Check Total:	0.00
				Outstanding Invoice Total :	64,788.00
Total Invoices:		21			

INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

FEB 21, 2023 - REGULAR BILLS

Date: 02/17/2023

Time: 1:36 pm

Page: 1

City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
4-SQUARE BUILDERS, INC.	0071	PARK: PICNIC TABLE REPAIR MATERIALS	0	00/00/0000	83.92
				Vendor Total:	83.92
A.H. HERMEL CO.	0573	AQUATIC CENTER: WARMING HOUSE MERCH FOR RESALE	0	00/00/0000	172.68
				Vendor Total:	172.68
ALEX AIR APPARATUS, INC.	2153	FIRE: VALVE KITS	0	00/00/0000	81.08
				Vendor Total:	81.08
AMERICAN TEST CENTER, INC.	1763	FIRE: FIRE TRUCK SAFETY INSPECTION	0	00/00/0000	1,932.00
				Vendor Total:	1,932.00
ARNOLD COMPANIES	0493	CITY CENTER: DAMAGE DEPOSIT REFUND	0	00/00/0000	200.00
				Vendor Total:	200.00
AT&T MOBILITY	1205	MULT DEPTS: CELL PHONE BILL	0	00/00/0000	679.21
				Vendor Total:	679.21
AXON ENTERPRISE, INC	0439	POLICE: CAMERAS FOR SQUAD CARS	0	00/00/0000	7,740.00
				Vendor Total:	7,740.00
CARD SERVICES	0330	WATER, WWTP, LIQUOR STORE: FUEL, MERCH FOR RESALE	0	00/00/0000	452.78
				Vendor Total:	452.78
CENGAGE LEARNING INC-GALE	1828	LIBRARY: BOOKS	0	00/00/0000	123.70
				Vendor Total:	123.70
CENTERPOINT ENERGY	0204	MULT DEPTS: NATURAL GAS	0	00/00/0000	21,205.60
				Vendor Total:	21,205.60
DAHLKE, JON	1072	FIRE: TRAVEL EXPENSE REIMBURSEMENT	0	00/00/0000	150.08
				Vendor Total:	150.08
FIRST SYSTEMS TECHNOLOGY	1729	WWTP: EFFLUENT FLOW METER INSPECTIONS & TROUBLESHOOTING	0	00/00/0000	3,420.00
				Vendor Total:	3,420.00
FRANKLIN PRINTING INC.	0085	POLICE, WWTP: OFFICE SUPPLIES, PRINTING	0	00/00/0000	82.91
				Vendor Total:	82.91
GALLS, LLC	0452	POLICE: UNIFORMS	0	00/00/0000	438.55
				Vendor Total:	438.55
GLENCOE AREA CHAMBER OF CO	0094	COUNCIL, ADMIN: GLENCOE BUCKS, MEMBERSHIP DUES	0	00/00/0000	6,222.00
				Vendor Total:	6,222.00
GLENCOE CO-OP ASSN.	1842	MULT DEPTS: FUEL, LUBRICANTS, TIRES, ICE MELT, SNOW SHOVEL	0	00/00/0000	14,132.78
				Vendor Total:	14,132.78
GLENCOE FLEET SUPPLY	2074	MULT DEPTS:REPAIR & MAINT SUPPLIES, SAFETY BOOTS, TOOLS	0	00/00/0000	1,113.36
				Vendor Total:	1,113.36
HAWKINS, INC.	1133	WATER, WWTP: CHEMICALS	0	00/00/0000	12,140.28
				Vendor Total:	12,140.28
HUEMOELLER, GONTAREK &	1800	ADMIN: LEGAL SERVICES	0	00/00/0000	9,359.00
				Vendor Total:	9,359.00
HUTCHINSON LEADER	0678	CITY CENTER: ADVERTISING	0	00/00/0000	191.00
				Vendor Total:	191.00
HY-VEE ACCOUNTS RECEIVABLE	1996	WWTP: OPERATING SUPPLIES	0	00/00/0000	39.00
				Vendor Total:	39.00
JERABEK, JON	1994	ADMIN: MILEAGE REIMBUSEMENT	0	00/00/0000	75.98
				Vendor Total:	75.98

INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

FEB 21, 2023 - REGULAR BILLS

Date: 02/17/2023

Time: 1:36 pm

Page: 2

City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
JOHN DEERE FINANCIAL	1299	STREET, PARK: EQUIPMENT REPAIR PARTS	0	00/00/0000	<u>351.74</u>
				Vendor Total:	351.74
JOHNSON CONTROLS FIRE	0874	WWTP: FIRE EXTINGUISHER HYDRO TESTS	0	00/00/0000	<u>601.30</u>
				Vendor Total:	601.30
KDUZ - KARP - KGLB	2248	LIQUOR STORE: ADVERTISING	0	00/00/0000	<u>294.00</u>
				Vendor Total:	294.00
KONE CHICAGO	0800	ADMIN, LIBRARY, CITY CENTER: QUARTERLY ELEVATOR MAINT.	0	00/00/0000	<u>1,055.73</u>
				Vendor Total:	1,055.73
KWIK TRIP	1653	POLICE: FUEL	0	00/00/0000	<u>2,371.20</u>
				Vendor Total:	2,371.20
LARAWAY ROOFING, INC.	0755	POLICE: ROOF REPAIR	0	00/00/0000	<u>408.00</u>
				Vendor Total:	408.00
LEAGUE OF MN CITIES	1323	COUNCIL: TRAINING REGISTRATION	0	00/00/0000	<u>99.00</u>
				Vendor Total:	99.00
LIGHT & POWER COMMISSION	1484	MULT DEPTS: ELECTRICITY, BILLING FEE	0	00/00/0000	<u>24,088.08</u>
				Vendor Total:	24,088.08
MACQUEEN EMERGENCY	0159	FIRE: FIT TESTING	0	00/00/0000	<u>1,120.00</u>
				Vendor Total:	1,120.00
MCLEOD COOP. POWER ASS'N.	0201	ADMIN, AIRPORT: ELECTRICITY	0	00/00/0000	<u>888.11</u>
				Vendor Total:	888.11
MCLEOD PUBLISHING, INC.	0339	ADMIN, CITY CENTER: ADVERTISING & PUBLISHING	0	00/00/0000	<u>444.00</u>
				Vendor Total:	444.00
MERCHANTS BANK EQUIP FINANC	1189	FIRE: ROSENBAUER FIRE TRUCK PAYMENT	0	00/00/0000	<u>90,267.00</u>
				Vendor Total:	90,267.00
METERING & TECHNOLOGY	1050	WATER: WATER METER PARTS	0	00/00/0000	<u>282.11</u>
				Vendor Total:	282.11
MINI BIFF	0177	PARK: WASTE REMOVAL	0	00/00/0000	<u>104.04</u>
				Vendor Total:	104.04
MN DEPT OF HLTH	1216	AQUATIC CENTER: OPERATING LICENSES	0	00/00/0000	<u>970.00</u>
				Vendor Total:	970.00
MNSPECT	0722	CODE ENFORCE: INSPECTIONS	0	00/00/0000	<u>1,627.10</u>
				Vendor Total:	1,627.10
MVTL , INC.	0353	WATER, WWTP: LAB TESTING	0	00/00/0000	<u>539.70</u>
				Vendor Total:	539.70
MY OWN BODY SHOP	0366	POLICE: SQUAD REPAIR	0	00/00/0000	<u>2,089.15</u>
				Vendor Total:	2,089.15
NORTH AMERICAN SAFETY INC	0903	WWTP: FIRST AID KIT	0	00/00/0000	<u>48.95</u>
				Vendor Total:	48.95
NORTH CENTRAL LABORATORIES	0631	WWTP: LAB SUPPLIES & TESTING	0	00/00/0000	<u>212.18</u>
				Vendor Total:	212.18
NUVERA	2120	MULT DEPTS: INTERNET, PHONE, IT SUPPORT	0	00/00/0000	<u>4,834.19</u>
				Vendor Total:	4,834.19
OFFICE OF MN. IT SERVICES	1423	POLICE: INTERNET SERVICE	0	00/00/0000	<u>120.92</u>
				Vendor Total:	120.92
OXYGEN SERVICE COMPANY	0653	STREET: WELDING SUPPLIES	0	00/00/0000	<u>15.50</u>
				Vendor Total:	15.50
PIONEERLAND LIBRARY SYSTEMS	0227	REIMB: CARDS & FINES	0	00/00/0000	<u>75.40</u>

INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

FEB 21, 2023 - REGULAR BILLS

Date: 02/17/2023

Time: 1:36 pm

Page: 3

City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
				Vendor Total:	75.40
PLUNKETT'S PEST CONTROL, INC	0446	AQUATIC CENTER: PEST CONTROL	0	00/00/0000	175.74
				Vendor Total:	175.74
PREMIUM WATERS, INC.	1081	MULT DEPTS: WATER	0	00/00/0000	247.26
				Vendor Total:	247.26
SAFEASSURE CONSULTANTS INC	0865	MULT DEPTS; SAFETY MANAGEMENT PROGRAM	0	00/00/0000	4,468.16
				Vendor Total:	4,468.16
SAM'S TIRE SERVICE INC.	0250	STREET, WATER: TIRES, VEHICLE MAINTENANCE	0	00/00/0000	568.68
				Vendor Total:	568.68
STAR GROUP, L.L.C.	0972	MULT DEPTS: LUBRICANTS, BATTERY CHARGER, REPAIR PARTS	0	00/00/0000	842.92
				Vendor Total:	842.92
STAR TRIBUNE	0263	ADMIN: SUBSCRIPTION	0	00/00/0000	679.02
				Vendor Total:	679.02
STUEWE, MATT	0922	WATER: SAFETY SHOES REIMB	0	00/00/0000	218.85
				Vendor Total:	218.85
SUN LIFE	0926	MULT DEPTS: INS PREMIUMS	0	00/00/0000	3,096.86
				Vendor Total:	3,096.86
THOMSON REUTERS	1260	POLICE: INVESTIGATION SERVICES	0	00/00/0000	176.70
				Vendor Total:	176.70
TRI-COUNTY WATER	1016	STREET, REIMB: WATER	0	00/00/0000	89.50
				Vendor Total:	89.50
				Grand Total:	223,507.00
				Less Credit Memos:	0.00
Total Invoices:	57			Net Total:	223,507.00
				Less Hand Check Total:	0.00
				Outstanding Invoice Total :	223,507.00

CITY OF GLENCOE BILLS

FEBRUARY 21, 2023

** PREPAID PAYROLL & WIRE TRANSFER BILLS **

VENDOR	DEPARTMENT: DESCRIPTION	TOTAL
CITY OF GLENCOE EMPLOYEES	MULTIPLE DEPTS.: CITY OF GLENCOE PAYROLL 11-16-22	\$66,594.28
WIRE TRANSFER	MULTIPLE DEPTS.: MEDICA INSURANCE PREMIUMS	\$42,838.44
WIRE TRANSFER	MULT DEPTS: STATE SALES TAX	\$21,439.00
WIRE TRANSFER	MULT DEPTS:EMP/CITY PAYROLL TAXES,HSA,PERA,D COMP,CAFE	\$48,596.88
	TOTAL PREPAID BILLS ----->	<u>\$179,468.60</u>

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

Department: Streets/Parks/Airport/Cemetery

Supervisor Name: Jamie Voigt

Month: January 2023

Week of 1/2/23

Plowed snow (4) Blow snow downtown (2) Airport (2) Cemetery (2)
Haul snow piles
Christmas tree pickup
Garbage route/Warming house
Equipment maintenance/repairs

Week of 1/9/23

Clean break room, bathrooms
Fire Extinguisher/Ladder inspections
Safety meeting
Blow snow Airport (2) Cemetery (2) Salt (1)
Wash snow equipment
Picnic table repair
Zamboni rinks (2)
Christmas tree pickup
Garbage route/Warming house
Equipment maintenance/repairs

Week of 1/16/23

Plowed snow (2) Airport (1) Cemetery (1)
Haul snow piles
Wash snow equipment
Safety training
Rinks Zamboni (1)
Cemetery mark (1)
Picnic table repair
Catch Basin clear snow/open
Christmas tree pickup
Garbage route/Warming house
Equipment maintenance/repairs

Week of 1/23/23

Clean break room, bathrooms, shop
Plowed snow (1) Blow snow downtown (1) Airport (1) Cemetery (2)
Wash snow equipment/pickups
Zamboni rinks (1)
Picnic table repair
Garbage route/Warming house
Equipment maintenance/repairs

Week of 1/30/23

Pickups/trucks detail

Blow snow Airport/Cemetery

Leaf Vac detail

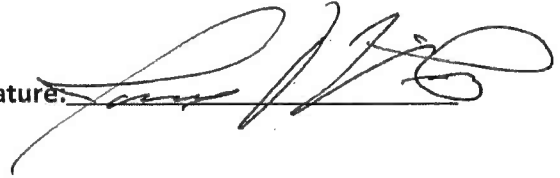
Vactor shop drains/oil traps

Garbage route/Warming house

Equipment maintenance/repairs

Catch Basin clear snow

Signature: _____

A handwritten signature in black ink, written over a horizontal line. The signature is stylized and cursive, appearing to be "D. J. G." or similar.

March 2023

April 2023

March 2023

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

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

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Feb 26	27	28	Mar 1	2	3	4
5	6	7	8	9	10	11
	Vacation 6:30pm City Council			10:30am Planning Commission Meeting Reminder	Vacation	
12	13	14	15	16	17	18
	5:30pm City Council Workshop (City Hall)	9:00am Safety Committee (City Hall) - Kelly Hayes		4:30pm Airport Commission (City Hall)		
19	20	21	22	23	24	25
	6:30pm City Council		6:30pm Park Board (City Hall)	MCOFA Conference		
26	27	28	29	30	31	Apr 1

Municipal Construction
Report (need year
end info from Todd)

CEMETERY COMMISSION MEETING MINUES

TUESDAY JAN. 10, 2023 10:00 AM

West Conference Room

Vice Chair Dee Lemke called the meeting to order. Members present were Dee Lemke, Evon Draeger and Paula Bulau. Sue Bacon was absent. Jaime Voight, Kelly Hayes, Mayor Ryan Voss and Mark Hueser (Council member for Ward 2) were also in attendance.

The first item of business on our agenda was election of officers for 2023. Paula Bulau asked Vice Chair Dee Lemke if she would accept the position of Chair and Dee responded that she would accept the Chair position. Paula Bulau nominated Dee Lemke for Chair and Evon Draeger seconded. Dee Lemke will be Chair for the Cemetery Commission for 2023. Paula Bulau nominated Evon Draeger for Vice Chair and Dee Lemke seconded. Evon Draeger accepted the Vice Chair position for 2023. Evon Draeger nominated Paula Bulau for Secretery and Dee Lemke seconded. Paula Bulau accepted the Secretery position for 2023.

Chair Dee Lemke asked for a motion to accept the minutes from our October 18, 2022 meeting. Evon Draeger made the motion. The minutes were approved by members present.

Kelly Hayes gave the software update. Kelly stated that the Software Data Entry is complete. Paula Bulau asked how can we get this information out to the public? Kelly stated that she will talk to the Chronicle for some options. Mayor Voss stated that a quarterly news letter is being discussed and that this would be a good source for this information to be relayed to the public. There is nothing in place at this time.

Kelly stated that an invoice was sent to The Friends Of The Library and she has received the money from them.

Kelly Hayes handed out The Cemetery By-Laws prior to the start of the meeting. Paula Bulau made a motion to have each member review the By-Laws and we will discuss at our next meeting (April 11, 2023). Evon Draeger seconded.

Paula Bulau asked if the cost of plots for city cemetery is \$500.00 and Kelly Hayes stated yes plus there are some additional fees.

Paula Bulau asked Jaime Voight if he had obtained the name of vendor that added the Welcome to Glencoe sign and he stated that vendor no longer does signs. Jaime stated that he did reach out to Mark Larson about a sign stating City Cemetery or adding City Cemetery to brick entrance at the entry of cemetery. Mark Larsen asked for more information. Kelly stated that the correct words should be Glencoe Municipal Cemetery. A lengthy discussion followed and Paula Bulau suggested that the members take a road trip and check out what some of the surrounding cemeteries have. The members present agreed. Mark Hueser suggested reaching out to Legion, VFW and First Lutheran for ideas and also maybe get help with the cost of sign.

Jaimie's Report: Jaime stated that excess snow is a problem this year. He also stated that he is still waiting for Light & Power to free up some time to remove the dead trees from Cemetery.

Chair Dee Lemke asked for motion to adjourn the meeting. Evon Draeger made motion and Paula Bulau seconded. Meeting adjourned.

Next Meeting: April 11, 2023 10:00 AM

Secretery Paula Bulau