



SMALL CITY & BIG FUTURE

City of Glencoe ♦ 1107 11<sup>th</sup> Street East, Suite 107 ♦ Glencoe, Minnesota 55336  
Phone: (320) 864-5586 Website: [www.glencoemn.org](http://www.glencoemn.org) Email: [info@ci.glencoe.mn.us](mailto:info@ci.glencoe.mn.us)

## Planning and Industrial Commission Meeting

July 20, 2023

City Center West Conference Room

7:00 PM

Agenda

1. Set Rezoning Public Hearing for August 10, 2023 at 7:00 PM for proposed Residential Use of Property currently zoned Industrial at 2020 9<sup>th</sup> Street East - Jon Halbert, representing Bill Halbert

2. Set Public Hearing for August 10, 2023, at 7:00 PM for the Final Plat for GSC Condominiums CIC Plat for Glencoe Bus Garage Property – Ryan Voss, RDV Companies

3. Review Proposed Zoning Ordinance Changes – Mark Ostlund, City Attorney

4. Awaiting GRANT APPLICATION

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

Councillors: At-Large Yodee Rivera, Precinct 1 Sue Olson, Precinct 2 Mark Hueser, Precinct 3 Paul Lemke, Precinct 4 Cory Neld

Sharon Becker - Travis Stradman

1st Bob Senst  
2nd Barb All "Aye"

1st Barb  
2nd Bob Sch  
All "Aye"



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agenda items.**

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

**Councillors:** At-Large Yodee Rivera, Precinct 1 Sue Olson, Precinct 2 Mark Hueser, Precinct 3 Paul Lemke, Precinct 4 Cory Neid



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To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: August 3, 2023

Re: Item 8E – Public Assembly and First Amendment Activity Policy

Item 8E – Chief Padilla will review and recommend the approval of this policy.

## Glencoe Police Department

# Memo

**To:** Glencoe City Council

**From:** Tony Padilla- Chief of Police

**cc:**

**Date:** July 27, 2023

**Re:** Public Assembly and First Amendment Activity Policy

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Glencoe Police Department just received an email from the MN Police Officers Standards and Training (POST) Board stating they had just adopted the following policy. POST stated that our department must have an identical or substantially similar policy. Attached is a copy of our new policy on Public Assembly and First Amendment Activity



**GLENCOE POLICE DEPARTMENT**  
**POLICIES / RULES / PROCEDURES**

**POLICY NUMBER:** 3.40  
**POLICY TITLE:** Public Assembly and First Amendment Activity  
**SECTION:** OPERATIONS

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## 1) PURPOSE

The First Amendment to the Constitution of the United States of America states, "Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof, or abridging the freedom of speech or of the press, or the right of the people peaceably to assemble and to petition the Government for a redress of grievances."

The Bill of Rights in Article 1 of the [Minnesota Constitution](#) addresses the rights of free speech and the liberty of the press. However, neither the state nor federal constitutions protect criminal activity or threats against citizens, businesses, or critical infrastructure.

The Glencoe Police Department supports all people's fundamental right to peaceably assemble and their right to freedom of speech and expression.

The purpose of this policy is to provide guidelines to the Glencoe Police Department personnel regarding the application and operation of acceptable law enforcement actions addressing public assemblies and First Amendment Activity.

## 2) POLICY

The Glencoe Police Department will uphold the constitutional rights of free speech and assembly while using the minimum use of physical force and authority required to address a crowd management or crowd control issue.

The policy of the Glencoe Police Department ("department") regarding crowd management and crowd control is to apply the appropriate level of direction and control to protect life, property, and vital facilities while maintaining public peace and order during a public assembly or First Amendment activity. Department personnel must not harass, intimidate, or discriminate against or unreasonably interfere with persons engaged in the lawful exercise of their rights.

This policy concerning crowd management, crowd control, crowd dispersal, and police responses to violence and disorder applies to spontaneous demonstrations, crowd event situations, and planned demonstration or crowd events regardless of the permit status of the event.

This policy is to be reviewed annually.

### 3) DEFINITIONS

- A. Chemical Agent Munitions: Munitions designed to deliver chemical agents from a launcher or hand thrown.
- B. Control Holds: Control holds are soft empty hand control techniques as they do not involve striking.
- C. Crowd Management: Techniques used to manage lawful public assemblies before, during, and after an event. Crowd management can be accomplished in part through coordination with event planners and group leaders, permit monitoring, and past event critiques.
- D. Crowd Control: Techniques used to address unlawful public assemblies.
- E. Deadly Force: Force used by an officer that the officer knows, or reasonably should know, creates a substantial risk of causing death or great bodily harm.  
(Reference: (law enforcement agency's) Use of Force Policy, MN Statutes [609.06](#) and [609. 066](#))
- F. Direct Fired Munitions: Less-lethal impact munitions that are designed to be direct fired at a specific target.
- G. First Amendment Activities: First Amendment activities include all forms of speech and expressive conduct used to convey ideas and/or information, express grievances, or otherwise communicate with others and include both verbal and non-verbal expression. Common First Amendment activities include, but are not limited to, speeches, demonstrations, vigils, picketing, distribution of literature, displaying banners or signs, street theater, and other artistic forms of expression. All these activities involve the freedom of speech, association, and assembly and the right to petition the government, as guaranteed by the United States Constitution and the [Minnesota State Constitution](#).

The government may impose reasonable restrictions on the time, place, or manner of protected speech, provided the restrictions are justified without reference to the content of the regulated speech, that they are narrowly tailored to serve a significant governmental interest, and that they leave open ample alternative channels for communication of the information.

- H. Great Bodily Harm: Bodily injury which creates a high probability of death, or which causes serious, permanent disfigurement, or which causes a permanent or protracted loss or impairment of the function of any bodily member or organ or other serious bodily harm. (Reference: (Glencoe Police Department's) Use of Force Policy, MN Statutes [609.06](#) and [609. 066](#))
- I. Legal Observers – Individuals, usually representatives of civilian human rights agencies, who attend public demonstrations, protests and other activities. The following may be indicia of a legal observer: Wearing a green National Lawyers' Guild issued or

authorized Legal Observer hat and/or vest (a green NLG hat and/or black vest with green labels) or wearing a blue ACLU issued or authorized legal observer vest.

- J. Less-lethal Impact Munitions. Impact munitions which can be fired, launched, or otherwise propelled for the purpose of encouraging compliance, overcoming resistance or preventing serious injury without posing significant potential of causing death.
- K. Media: Media means any person who is an employee, agent, or independent contractor of any newspaper, magazine or other periodical, book publisher, news agency, wire service, radio or television station or network, cable or satellite station or network, or audio or audiovisual production company, or any entity that is in the regular business of news gathering and disseminating news or information to the public by any means, including, but not limited to, print, broadcast, photographic, mechanical, internet, or electronic distribution. For purposes of this policy, the following are indicia of being a member of the media: visual identification as a member of the press, such as by displaying a professional or authorized press pass or wearing a professional or authorized press badge or some distinctive clothing that identifies the wearer as a member of the press.

#### 4) Law Enforcement Procedures

- A. **Uniform**: All officers responding to public assemblies must at all times, including when wearing protective gear, display their agency name and a unique personal identifier in compliance with this department's uniform policy. The chief law enforcement officer must maintain a record of any officer(s) at the scene who is not in compliance with this requirement due to exigent circumstances.
- B. **Officer conduct**:
  - 1. Officers shall avoid negative verbal engagement with members of the crowd. Verbal abuse against officers does not constitute a reason for an arrest or for any use of force against such individuals.
  - 2. Officers must maintain professional demeanor and remain neutral in word and deed despite unlawful or anti-social behavior on the part of crowd members.
  - 3. Officers must not take action or fail to take action based on the opinions being expressed.
  - 4. Officers must not interfere with the rights of members of the public to observe and document police conduct via video, photographs, or other methods unless doing so interferes with on-going police activity.
  - 5. Officers must not use a weapon or munition unless the officer has been trained in the use and qualified in deployment of the weapon/munition.
  - 6. This policy does not preclude officers from taking appropriate action to direct crowd and vehicular movement; enforce ordinances and statutes; and to maintain the safety of the crowd, the general public, law enforcement personnel, and emergency personnel.

#### 5. Responses to Crowd Situations

- A. **Lawful assembly**. Individuals or groups present on the public way, such as public facilities, streets or walkways, generally have the right to assemble, rally, demonstrate, protest, or otherwise express their views and opinions through varying forms of



communication including the distribution of printed matter. These rights may be limited by laws or ordinances regulating such matters as the obstruction of individual or vehicle access or egress, trespass, noise, picketing, distribution of handbills, leafleting and loitering.

## **B. Unlawful assembly**

1. The definition of an unlawful assembly has been set forth in Minnesota Statute [§609.705](#).
2. The mere failure to obtain a permit, such as a parade permit or sound permit, is not a sufficient basis to declare an unlawful assembly
3. The fact that some of the demonstrators or organizing groups have engaged in violent or unlawful acts on prior occasions or demonstrations is not grounds for declaring an assembly unlawful.
4. Whenever possible, the unlawful behavior of a few participants must not result in the majority of peaceful protestors being deprived of their First Amendment rights, unless other participants or officers are threatened with dangerous circumstances.
5. Unless emergency or dangerous circumstances prevent negotiation, crowd dispersal techniques must not be initiated until after attempts have been made through contacts with the police liaisons and demonstration or crowd event leaders to negotiate a resolution of the situation so that the unlawful activity will cease, and the First Amendment activity can continue.

## **C. Declaration of Unlawful Assembly**

1. If the on-scene supervisor/incident commander has declared an unlawful assembly, the reasons for the declaration and the names of the decision maker(s) must be recorded. The declaration and dispersal order must be announced to the assembly. The name(s) of the officers announcing the declaration should be recorded, with the time(s) and date(s) documented.
2. The dispersal order must include:
  - a) Name, rank of person, and agency giving the order
  - b) Declaration of Unlawful Assembly and reason(s) for declaration
  - c) Egress or escape routes that may be used
  - d) Specific consequences of failure to comply with dispersal order
  - e) How long the group has to comply
3. Whenever possible, dispersal orders should also be given in other languages that are appropriate for the audience. Officers must recognize that not all crowd members may be fluent in the language(s) used in the dispersal order.
4. Dispersal announcements must be made in a manner that will ensure that they are audible over a sufficient area. Dispersal announcements must be made from different locations when the demonstration is large and noisy. The dispersal announcements should be repeated after commencement of the dispersal operation so that persons not present at the original broadcast will understand that they must leave the area. The announcements must also specify adequate egress or escape routes. Whenever possible, a minimum of two escape/egress routes shall be identified and announced.

#### **D. Crowd Dispersal**

1. Crowd dispersal techniques should not be initiated until officers have made repeated announcements to the crowd, or are aware that repeated announcements have been made, asking members of the crowd to voluntarily disperse, and informing them that, if they do not disperse, they will be subject to arrest.
2. Unless an immediate risk to public safety exists or significant property damage is occurring, sufficient time will be allowed for a crowd to comply with officer commands before action is taken.
3. If negotiations and verbal announcements to disperse do not result in voluntary movement of the crowd, officers may employ additional crowd dispersal tactics, but only after orders from the on-scene supervisor/incident commander. The use of these crowd dispersal tactics shall be consistent with the department policy of using the minimal officer intervention needed to address a crowd management or control issue.
4. If, after a crowd disperses pursuant to a declaration of unlawful assembly and subsequently participants assemble at a different geographic location where the participants are engaged in non-violent and lawful First Amendment activity, such an assembly cannot be dispersed unless it has been determined that it is an unlawful assembly, and a new declaration of unlawful assembly has been made.

### **6. Tactics and Weapons to Disperse or Control a Non-Compliant Crowd**

Nothing in this policy prohibits officers' abilities to use appropriate force options to defend themselves or others as defined in the (Glencoe Police Department's ) Use of Force policy.

#### **A. Use of Batons**

1. Batons must not be used for crowd control, crowd containment, or crowd dispersal except as specified below.
2. Batons may be visibly displayed and held in a ready position during squad or platoon formations.
3. When reasonably necessary for protection of the officers or to disperse individuals in the crowd pursuant to the procedures of this policy, batons may be used in a pushing, pulling, or jabbing motion. Baton jabs must not be used indiscriminately against a crowd or group of persons but only against individuals who are physically aggressive or actively resisting arrest. Baton jabs should not be used in a crowd control situation against an individual who is attempting to comply but is physically unable to disperse or move because of the press of the crowd or some other fixed obstacle.
4. Officers must not strike a person with any baton to the head, neck, throat, kidneys, spine, or groin, or jab with force to the armpit unless the person has created an imminent threat of great bodily harm to another.
5. Batons shall not be used against a person who is handcuffed except when permissible under this department's Use of Force policy and state law.

#### **B. Restrictions on Crowd Control and Crowd Dispersal**

1. Canines. Canines must not be used for crowd control, crowd containment, or



crowd dispersal.

2. Fire Hoses. Fire hoses must not be used for crowd control, crowd containment, or crowd dispersal.
3. Electronic Control Weapons (ECWs) must not be used for crowd control, crowd containment, or crowd dispersal.
4. Motorcycles and police vehicles must not be used for crowd dispersal, but may be used for purposes of observation, visible deterrence, traffic control, transportation, and area control during a crowd event.
5. Skip Fired Specialty Impact Less-Lethal Munitions (Wooden Dowels and Stinger Grenades) may be used as a last resort if other crowd dispersal techniques have failed or have been deemed ineffective.
6. Direct Fired munitions may never be used indiscriminately against a crowd or group of persons even if some members of the crowd or group are violent or disruptive.
  - a) Except for exigent circumstances, the on-scene supervisor/incident commander must authorize the deployment of Direct Fired munitions. Direct Fired munitions must be used only against a specific individual who is engaging in conduct that poses an immediate threat of loss of life or serious bodily injury to them self, officers, or the general public; or is creating an imminent risk to the lives or safety of other persons through the substantial destruction of property.
  - b) Officers shall not discharge a Direct Fired munitions at a person's head, neck, throat, face, left armpit, spine, kidneys, or groin unless deadly force would be justified.
  - c) When circumstances permit, the on-scene supervisor/incident commander must make an attempt to accomplish the policing goal without the use of Direct Fired munitions as described above, and, if practical, an audible warning shall be given to the subject before deployment of the weapon.
7. Aerosol Hand-held Chemical Agents must not be used in a demonstration or crowd situation or other civil disorders without the approval of the on-scene supervisor/incident commander.
  - a) Aerosol, hand-held, pressurized, containerized chemical agents that emit a stream shall not be used for crowd management, crowd control, or crowd dispersal during demonstrations or crowd events. Aerosol hand-held chemical agents may not be used indiscriminately against a crowd or group of persons, but only against specific individuals who are engaged in specific acts of serious unlawful conduct or who are actively resisting arrest.
  - b) Officers shall use the minimum amount of the chemical agent necessary to overcome the subject's resistance.
  - c) When possible, persons should be removed quickly from any area where hand held chemical agents have been used. Officers must monitor the subject and pay particular attention to the subject's ability to breathe following the application of a chemical agent.
  - d) A subject who has been sprayed with a hand-held chemical agent shall not be left lying on their stomach once handcuffed or restrained with any device.

9. Chemical munitions use in a crowd situation is subject to the following:
- a) Chemical munitions must be used only when:
    - 1) a threat of imminent harm or serious property damage is present, or other crowd dispersal techniques have failed or did not accomplish the policing goal as determined by the incident commander,
    - 2) sufficient egress to safely allow the crowd to disperse exists, and
    - 3) The use of chemical munitions is approved by the on-scene supervisor/incident commander, and
  - b) When feasible, additional announcements should be made prior to the use of chemical munitions in a crowd situation warning of the imminent use of chemical munitions.
  - c) Deployment of chemical munitions into a crowd must be avoided to prevent unnecessary injuries.
  - d) CN chemical munitions are prohibited.
  - e) The use of each chemical munition must be recorded (time, location), and the following information must be made available by the department on request :
    - 1) the name of each chemical munition used in an incident,
    - 2) the location and time of use for each munition deployment,
    - 3) access to the safety data sheet (SDS) for chemical munition
  - f) Where extensive use of chemical munitions would reasonably be anticipated to impact nearby residents or businesses, agencies should consider proactively notifying impacted individuals of safety information related to the munitions use as soon as possible, even if after the event.
  - g) When chemical munitions are used, an emergency responder will be on standby at a safe distance near the target area when feasible.
  - h) Chemical munitions are subject to the same procedural requirements as outlined in the (law enforcement department)'s UOF policy.

## **C. Arrests**

- 1. If the crowd has failed to disperse after the required announcements and sufficient time to disperse, officers may encircle the crowd or a portion of the crowd for purposes of making multiple simultaneous arrests.
- 2. Persons who make it clear (e.g., by non-violent civil disobedience) that they seek to be arrested may be arrested and must not be subjected to other dispersal techniques, such as the use of batons or chemical agents. Persons refusing to comply with arrest procedures may be subject to the reasonable use of force.
- 3. Arrests of non-violent persons shall be accomplished by verbal commands and persuasion, handcuffing, lifting, carrying, the use of dollies and/or stretchers, and/or the use of soft empty hand control holds.
- 4. Officers must document any injuries reported by an arrestee, and as soon as practical, officers must obtain professional medical treatment for the arrestee.
- 5. Juveniles arrested in demonstrations shall be handled consistent with

- department policy on arrest, transportation, and detention of juveniles.
6. Officers arresting a person with a disability affecting mobility or communication must follow the department policy on arrest, transportation, and detention of persons with disabilities.

## **6. Handcuffs**

- A. All persons subject to arrest during a demonstration or crowd event shall be handcuffed in accordance with department policy, orders, and training bulletins.
- B. Officers should be cognizant that flex-cuffs may tighten when arrestees hands swell or move, sometimes simply in response to pain from the cuffs themselves. When arrestees complain of pain from overly tight flex cuffs, officers must examine the cuffs and ensure proper fit.
- C. Arrestees in flex-cuffs must be monitored to prevent injury.
- D. Each unit involved in detention and/or transportation of arrestees with flex-cuffs should have a flex-cuff cutter and adequate supplies of extra flex-cuffs readily available.

## **7. Media.**

- A. The media have a First Amendment right to cover public activity, including the right to record video or film, livestream, photograph, or use other mediums.
- B. The media must not be restricted to an identified area, and must be permitted to observe and must be permitted close enough access to view the crowd event and any arrests. An onsite supervisor/incident commander may identify an area where media may choose to assemble.
- C. Officers will not arrest members of the media unless they are physically obstructing lawful efforts to disperse the crowd, or efforts to arrest participants, or engaged in criminal activity.
- D. The media must not be targeted for dispersal or enforcement action because of their media status.
- E. Even after a dispersal order has been given, clearly identified media must be permitted to carry out their professional duties unless their presence would unduly interfere with the enforcement action.

## **8. Legal Observers**

- A. Legal observers, including unaffiliated self-identified legal observers and crowd monitors, do not have the same legal status as the media, and are subject to laws and orders similar to any other person or citizen.
- B. Legal observers and monitors must comply with all dispersal orders unless the on-site supervisor/incident commander chooses to allow such an individual legal observers and monitors to remain in an area after a dispersal order.
- C. Legal observers and crowd monitors must not be targeted for dispersal or enforcement action because of their status.

## **9. Documentation of Public Assembly and First Amendment Activity**

- A. The purpose of any visual documentation by Glencoe Police Department of a public

assembly or first amendment activity must be related only to:

- 1) Documentation of the event for the purposes of debriefing,
  - 2) Documentation to establish a visual record for the purposes of responding to citizen complaints or legal challenges, or
  - 3) Creating visual records for training purposes.
- B. If it is the policy of Glencoe Police Department to videotape and photograph, it must be done in a manner that minimizes interference with people lawfully participating in First Amendment activities. Videotaping and photographing of First Amendment activities must take place only when authorized by the on-site supervisor/incident commander.
- C. Individuals should not be singled out for photographing or recording simply because they appear to be leaders, organizers, or speakers.
- D. Unless evidence of criminal activity is provided, videos or photographs of demonstrations shall not be disseminated to other government agencies, including federal, state, and local law enforcement agencies. If videos or photographs are disseminated or shared with another law enforcement agency, a record should be created and maintained noting the date and recipient of the information.
- E. If there are no pending criminal prosecutions arising from the demonstration or if the video recording or photographing is not relevant to an Internal Affairs or citizen complaint investigation or proceedings or to civil litigation arising from police conduct at the demonstration, the video recording and/or photographs shall be destroyed in accordance with department policies.
- F. This directive shall not prohibit department members from using these videos or footage from such videos as part of training materials for officers in crowd control and crowd dispersal techniques and procedures.

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References:

Minn. Rules 6700.1615

[First Amendment US Constitution](#)

[Minnesota Constitution](#)

[609.705. Unlawful Assembly](#)

[609.71 Riot](#)

[609.066 Authorized Use of Force by Peace Officers](#)

[609.06 Authorized Use of Force](#)



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To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: August 3, 2023

Re: Item 8F – Third Reading of the Short-term rental Policy

On December 19, 2022, the Glencoe City Council approved the second reading of the Short-Term Rental Policy Ordinance 619. The City Council did hold a public hearing.

It appears that the Third Reading of the Ordinance was never approved. It is recommended to approve the Third Reading of ordinance 619.

## **ORDINANCE 619**

### **AN ORDINANCE ADDING ORDINANCE 576 TITLED “SHORT TERM RENTAL ORDINANCE.” AND AMENDING ORDINANCE 509.05**

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

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

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

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

**Definition:**

Short Term Rental Unit – a dwelling unit, as defined by this Chapter, and including but not limited to a home or a portion of a home, with not more than four bedrooms, offered for trade or sale, whether for money or exchange of goods or services, for not more than 28 consecutive nights.

The following standards apply to Short Term Rentals:

1. The minimum rental period shall not be more than 28 consecutive nights.
2. The permit holder (owner) of a short-term rental must apply for and receive an Interim Use Permit. ~~Owner-occupied dwellings that are also short-term rentals do not require an Interim Use Permit.~~
3. The application for an Interim Use Permit shall include:
  - a. All information required for a Conditional Use Permit
  - b. Floor plan of the structure, including the number of bedrooms with dimensions and all other sleeping accommodations
  - c. A to-scale site plan which shows locations and dimensions of property lines, the dwelling unit intended for licensing, accessory structures, parking areas and shoreland recreational facilities.
  - d. A plan for garbage disposal by the permit holder.
  - e. A pet policy.
  - f. A representation that the permit applicant lives within 25 miles of the property, or in the alternative, substantiation that a property manager who does reside or hold an office within 25 miles of the property.
4. The permit holder shall post emergency contact information (police, fire, hospital) and show renters the location of fire extinguishers in the short-term rental.
5. A permit holder must provide the name, address, and phone number for the managing agent or local contact to all property owners within 100' of the property boundary. The permit holder shall notify all property owners within 100' of the property boundary within 10 days of a change in the managing agent or local contact's contact information.

6. A permit holder must disclose in writing to their renters the following information:
  - a. The managing agent or local contact's name, address, and phone number
  - b. The maximum number of guests allowed at the property
  - c. The maximum number of vehicles, recreational vehicles, and trailers allowed at the property and where they are to be parked
  - d. Property rules related to use of exterior features of the property, such as decks, patios, grills, recreational fires, pools, hot tubs, saunas and other outdoor recreational facilities
  - e. Applicable sections of City ordinances governing noise, parks, parking and pets
7. The occupancy of a short-term rental shall be limited to not more than 2 people per bedroom.
8. Rooms used for sleeping shall be provided with egress windows and smoke detectors in locations that comply with the Minnesota state building code or the requirements of the Building Department, whichever is stricter.
9. The short-term rental shall be connected to city sewer and water.
10. A short-term rental shall have a full bathroom (sink, toilet and tub or shower).
11. Additional occupancy by use of recreational vehicles, tents, accessory structures or fish houses is not permitted.
12. The permit holder shall provide a physical visual demarcation of the property lines.
13. The permit holder shall keep a report; detailing use of the short-term rental by recording the full name, address, phone number and vehicle license number of guests using the rental. A copy of the report shall be provided to the City upon request.
14. A short-term rental shall be a licensed rental unit by the City and shall meet the requirements of all statutes, rules, regulations, and ordinances including, but not limited to the City's rental housing maintenance code. Each unit shall be inspected annually by the rental housing inspector and the fire marshal.
15. The Planning Commission may impose conditions that will reduce the impacts of the proposed use on neighboring properties, public services, nearby water bodies, public safety and safety of renters. Said conditions may include but not be limited to – fencing or vegetative screening, noise standards, duration of permit, and number of renters.
16. A permit holder must post their permit number on all print, poster or web advertisements;
17. A permit holder must apply for and be granted state and local sales tax numbers, including hotel and motel use sales tax.
18. Notwithstanding the forgoing, the Planning Commission may exempt any application from the obligations of this chapter so long as the applicant is otherwise licensed as a hotel from the Minnesota Department of Health.

19. All short term rentals, operating prior to the effective date of these standards, shall be in compliance with this section by December 31, 2023.

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

509.05(c)(i) Short Term Rental

Passed by the City Council of Glencoe, Minnesota this 7<sup>th</sup> day of August, 2023.

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*Ryan Voss, Mayor*

Attested:

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*Mark D. Larson, City Administrator*



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To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: August 3, 2023

Re: Item 8G – First Reading of the Interim Ordinance on imposing a  
Moratorium on the operation of a Cannabis Business in the City of Glencoe.

Item 8G - Mark Ostlund will review on Monday night.

CITY OF GLENCOE, MINNESOTA

**ORDINANCE 2023-621**

**AN INTERIM ORDINANCE AUTHORIZING A STUDY AND IMPOSING  
A MORATORIUM ON THE OPERATION OF CANNABIS BUSINESSES IN THE CITY**

The City Council of the City of Glencoe, McLeod County, State of Minnesota, does hereby ordain:

SECTION 1. BACKGROUND.

- A. The Minnesota Legislature recently enacted, and the Governor signed, 2023 Minnesota Session Laws, Chapter 63 — H.F. No. 100 ("Act"), which is comprehensive legislation relating to Cannabis including, but not limited to, the establishment of the Office of Cannabis Management ("OCM"); legalizing and limiting the possession and use of cannabis and certain hemp products by adults; providing for the licensing, inspection, and regulation of Cannabis Businesses and hemp businesses; taxing the sale of cannabis flower, cannabis products, and certain hemp products; establishing grant and loan programs; amending criminal penalties; providing for expungement of certain convictions and providing for the temporary regulation of certain edible cannabinoid products.
- B. The Act requires that on or before October 1, 2023, every person or entity selling edible cannabinoid products to consumers must register with the commissioner in a form and manner established by the commissioner. After October 1, 2023, the sale of edible cannabinoid products by a person or entity that is not registered is prohibited.
- C. With respect to Cannabis Businesses, which, under the Act, does not include lower-potency hemp edible manufacturer or lower-potency hemp edible retailer, the Act provides local units of government certain authority related to Cannabis Businesses, including the authority to (1) require local registration of certain Cannabis Businesses operating retail establishments, (2) adopt reasonable restrictions on the time, place, and manner of the operation of Cannabis Businesses, provided that such restrictions do not prohibit the establishment or operation of a Cannabis Businesses, (3) limit the number of certain Cannabis Businesses based on the population of the community, and (4) prohibit the operation of a Cannabis Businesses within 1,000 feet of a school, or 500 feet of a day care, residential treatment facility, or an attraction within a public park that is regularly used by minors, including a playground or athletic field.
- D. The Act requires the OCM, which will be established effective July 1, 2023, to work with local governments to develop model ordinances for reasonable restrictions on the time, place, and manner of the operation of Cannabis Businesses. The Act also requires the OCM to establish additional rules and regulations relating to the operation of Cannabis Businesses. The City will benefit from reviewing and analyzing the OCM's model ordinances, rules and regulations before making any decisions related to the regulation of Cannabis Businesses in the City.
- E. Section 342.02 et. seq. established by the Act directs the OCM to make rules, establish policy and exercise its regulatory authority over both the cannabis industry, as well as the lower potency hemp products and the hemp consumer products.

- F. Section 342.06 established by the Act requires to OCM to create and approve product categories of cannabis flower, cannabis products, lower-potency hemp edibles, and hemp-derived consumer products for retail sale.
- G. Section 342.06 established by the Act requires the OCM to establish limits on the total THC allowed of cannabis flower, in cannabis products, and in hemp-derived consumer products and prohibits approval of certain forms of cannabis product, lower-potency hemp edible, or hemp-derived consumer product.
- H. Section 342.07 established by the Act requires the OCM to establish certification, testing, and labeling requirements for the methods used to grow new cannabis plants or hemp plants, including but not limited to growth from seed, clone, cutting, or tissue culture.
- I. Section 342.07 established by the Act requires the OCM to establish best practices for: (1) the cultivation and preparation of cannabis plants; and (2) the use of pesticides, fertilizers, soil amendments, and plant amendments in relation to growing cannabis plants.
- J. Section 342.07 established by the Act requires the OCM to regulate businesses that manufacture, process, sell, handle, or store an edible cannabis product or lower-potency hemp edible and will require, for most of those businesses to obtain an edible cannabinoid product handler endorsement.
- K. Section 342.08 established by the Act requires the OCM to provide regulations establishing energy standards, disposal of waste and addressing odor.
- L. The Act amended Minnesota Statutes §340A.412, subd. 14 to allow, effective the day after the final enactment of the bill (the governor's signature), exclusive liquor stores to sell edible cannabinoid products as that term is defined in current statute, 151.72, . subd. 1.
- M. Section 342.13 established by the Act contains a provision that allows for a City Council that plans to conduct studies that has held or is considering adoption or amendment of reasonable restrictions on the time, place, and manner of the operation of a cannabis business, to hold a hearing on and adopt an interim ordinance applicable to all or part of its jurisdiction for the purpose of protecting the planning process and the health, safety, and welfare of its citizens until January 1, 2025. This provision only relates to the Cannabis Businesses, which does not include having the ability to study the lower potency hemp business or hemp consumer products, even though the newly created OCM will be issuing licenses related to the lower potency hemp products, as well as engaging in rule making related to both the lower potency hemp products and the hemp consumer products.
- N. Given the uncertainty regarding the model ordinances to be developed by the OCM and the broad scope of the changes to Minnesota law brought about by the Act, the City desires to adopt an interim ordinance for the purpose of protecting the planning process and the health, safety, and welfare of its citizens and to conduct a study for the purpose of considering the adoption or amendment of reasonable restrictions on the time, place and manner of the operation of Cannabis Businesses as well as the other regulations local units of government may adopt under the Act.

- O. On \_\_\_\_\_, 2023, the City Council held a properly noticed public hearing regarding the consideration and adoption of an interim ordinance prohibiting the operation of Cannabis Businesses within the City for up to one year.

## SECTION 2. DEFINITIONS.

For purposes of this Ordinance, the following terms shall have the meaning given them in this section.

- (a) "Act" means 2023 Minnesota Session Laws, Chapter 63 (H.F. No. 100).
- (b) "Cannabis Business" has the meaning given the term in Minnesota Statutes, section 342.01, subdivision 14.
- (c) "City" means the City of Glencoe, Minnesota.
- (d) "Edible Cannabinoid Product" has the meaning given the term in Minnesota Statutes, section 151.72, subdivision 1(f).
- (e) "OCM" means the Office of Cannabis Management, established as set forth in Minnesota Statutes, section 342.02, subd. 1.
- (f) "Ordinance" means this interim ordinance, which is adopted pursuant to Minnesota Statutes, section 462 and 342.13(e).

## SECTION 3. FINDINGS.

- A. The City Council finds there is a need to study (i) Cannabis Businesses and (ii) the impact of those businesses, as related to allowed land uses and zoning, in order to assess the necessity for and efficacy of regulation and restrictions in order to protect the public health, safety, and welfares of its residents.
- B. The study will allow the City Council to determine the appropriate changes, if any, that it should make to the City Code, including any necessary zoning changes.
- C. The time will allow for any state agency rulemaking related to licensing Cannabis Businesses; and to create its model ordinances which will further aid the Council in studying and considering restrictions on the operation of Cannabis Businesses and any changes to the City's current provisions related to THC Specialty Providers, identified as Lower Potency Hemp Businesses in the Act.
- D. The City Council therefore finds that there is a need to adopt a city-wide moratorium on Cannabis Businesses while City staff studies the issue.
- E. The City Council finds that ordinance 353 of the City Code remains in effect until otherwise preempted by the Act.

## SECTION 4. MORATORIUM.

- A. Moratorium. A moratorium is hereby imposed regarding the operation of a Cannabis Business within the City. During the term of this Ordinance, no business, person, or entity may establish or operate a Cannabis Business within the jurisdictional boundaries of the City. The City shall not accept, process, or act on any application, site plan, building permit, zoning request, or other approval, including any requested confirmation, certification, approval, or other request

from the OCM or other governmental entity requesting City review of any application or proposal for a business proposing to engage in the operation of a Cannabis Business.

- B. This moratorium does not apply to the selling, testing, manufacturing, or distributing of products related to the Medical Cannabis Program as administered by the Minnesota Department of Health, provided that such activity is done in accordance with the regulations and laws of Minnesota regarding Medical Cannabis.

#### SECTION 5. STUDY.

The City Council hereby authorizes and directs the City Administer to have City staff conduct a study regarding the adoption or amendment of reasonable restrictions on the time, place, and manner of the operation of Cannabis Businesses, as well as the other potential local regulations allowed under the Act, and report to the City Council on the potential regulation of Cannabis Businesses. The study must include a review of the model ordinances the OCM is directed to draft under Minnesota Statutes, section 342.13(d), an analysis of potential setback regulations allowed under Minnesota Statutes, section 342.13(c), and such other matters as staff may determine are relevant to the City Council's consideration of this matter. The report shall include the City staff's recommendations on whether the City Council should adopt regulations and, if so, the recommended types of regulations.

#### SECTION 6. ENFORCEMENT.

The City may enforce this Ordinance by mandamus, injunctive relief, or other appropriate civil remedy in any court of competent jurisdiction. The City Council hereby authorizes the City Administrator, in consultation with the City Attorney, to initiate any legal action deemed necessary to secure compliance with this Ordinance. A violation of this Ordinance is also subject to the City's general penalty in City Code and may result in the City reporting the violation to the OCM if relevant to OCM licensing. During the term of the moratorium, it is a violation of this Ordinance for any business, person, or entity to establish or operate a Cannabis Business within the City.

#### SECTION 7. TERM.

Unless earlier rescinded by the City Council, this Ordinance shall become effective on the effective date and after adoption and publication and shall remain in effect until January 1, 2025. This Ordinance may be repealed earlier upon the effective date of an ordinance adopting or amending reasonable restrictions on the time, place and manner of the operation of a Cannabis Business within the City or by resolution of the City Council terminating this Ordinance prior to the expiration date.

#### SECTION 8. EFFECTIVE DATE.

This Ordinance shall be in full force and effect on \_\_\_\_\_, 2023 and after its passage and publication according to law.

#### SECTION 9. SEVERABILITY.

Every section, provision, and part of this Ordinance is declared severable from every other section, provision, and part thereof. If any section, provision, or part of this Ordinance is held to be invalid by a court of competent jurisdiction, such judgment shall not invalidate any other section, provision, or part of this Ordinance.

Passed and adopted by the City Council of the City of Glencoe this 7th day of August, 2023.

By: \_\_\_\_\_  
Ryan Voss, Mayor

Attest: \_\_\_\_\_  
Mark Larson, City Administrator





SMALL CITY & BIG FUTURE

City of Glencoe ♦ 1107 11<sup>th</sup> Street East, Suite 107 ♦ Glencoe, Minnesota 55336  
Phone: (320) 864-5586 Website: [www.glencoe.mn.org](http://www.glencoe.mn.org) Email: [info@ci.glencoe.mn.us](mailto:info@ci.glencoe.mn.us)

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agenda items.**

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

**Councilors:** At-Large Yodee Rivera, Precinct 1 Sue Olson, Precinct 2 Mark Hueser, Precinct 3 Paul Lemke, Precinct 4 Cory Neid



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To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: August 3, 2023

Re: Item 8H – Appointment of the City Center Coordinator/Administrative Assistant Position.

On June 19, the City Council approved the new Job Description for the City Center Coordinator/Administrative Assistant Position with the resignation of Jon Jerabek. At that time, the City Council agreed to further review the position of Economic Development Director/Assistant City Administrator.

The position was open to both internal and external candidates the following week. All Candidate applications were due on July 13. We received three internal applications and 15 external applications. The internal applications were from Kelly Hayes (Administration), Liz Griebel (Aquatic Center), and Myranda Van Damme (Liquor Store and Event Center).

On Wednesday, August 2<sup>nd</sup>, Finance Director Trippel, Public Works Director Lemen and myself interviewed the 3-Internal applicants. The City of Glencoe Personnel Policy states that present qualified employees will be considered **first**.



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After the completion of the interviews, it is the recommendation of Trippel, Lemen and myself, to appoint Myranda Van Damme to the position.

Myranda is currently the President of the Glencoe Area Chamber of Commerce and has an excellent past and history with the City Center Facility, Glencoe Days, and promoting the Community. Myranda lives in the City of Glencoe. Myranda stated in her interview that she held her wedding and reception in the City Center and she “loves this building” and she can’t wait to market it. She had some great ideas for marketing the facility using evolving media. She has an excellent history in holding and managing successful large events and event planning. She will be a great addition to the City of Glencoe. I have attached her resume to this memorandum.

The appointment is contingent upon completing a pre-employment physical, successful background, and successful drug and alcohol testing.

We will need to work with the Chamber of Commerce on the transition as she will need to complete the Chamber Golf Outing on August 25<sup>th</sup>. Summer Hayes has been filling in as the interim City Center Coordinator, but she will need to be leaving for college on August 22<sup>nd</sup>. She has done a great job in the interim.

It is recommended to appoint Myranda Van Damme to the Position of City Center Coordinator/Administrative Assistant.

**TITLE:** City Center Coordinator and Administrative Assistant

**DEPARTMENT:** Administration

**ACCOUNTABLE TO:** City Administrator

**SUMMARY OF JOB DESCRIPTION:** Responsible for City Center event coordination, Oak Leaf Campground reservations, and Park Shelter reservations.

DUTIES AND RESPONSIBILITIES

CITY CENTER FACILITY

1. Answer questions from the public regarding the City of Glencoe and the Glencoe City Center policies and procedures
2. Responsible for scheduling meeting room spaces, custodial and operational staff, and rental equipment for City Center events.
3. Meet with prospective renters of the facility to plan events.
4. Promote the use of the City Center facility to all prospective users with advertising, public presentations, personal contact, and follow up.
5. Prepare quarterly reports regarding usage of the facility to the City Council and assist in preparation of the City Center Budget; review capital budgets and recommend staffing needs. Prepare invoices for customers of the Glencoe City Center.
6. Maintain lists of vendors for beverages and catering services. Must have food manager certification from the Minnesota Department of Health.
7. Market and promote City Center by providing and implementing programming ideas and events to generate revenue for the City Center Facility.
8. Coordinate with the Police Department for Security when required for events.
9. Enforce all event center rules, regulations and policies in a fair and impartial way.
10. May work nights and weekends as needed.

### OAK LEAF CAMPGROUND

1. Maintain online reservation system.
2. Coordinate with Public Works Director - Streets and Parks on open/close dates for season.
3. Assists customers and answers questions on campground and reservations.

### PARK SHELTERS

1. Maintain reservation calendar.
2. Coordinate with Public Works Director - Streets and Parks on reservation dates and open/close dates for season.
3. Assists customers and answers questions on campground and reservations.

### CITY OFFICE ASSISTANT

1. Assist with daily functions and operations of City Offices including but not limited to building permits, general questions, and similar tasks.
2. Perform related duties and activities as needed to maintain City Offices and as assigned by City Administrator.

### QUALIFICATIONS:

High School Diploma with work experience in marketing, sales, administrative assistant, event planning, or hospitality industry. The ideal candidate will have a higher education degree in marketing, communications, business, or a similar field. Must be highly organized with creative written and verbal communication skills; with the ability to manage projects, supervise others, handle multiple tasks and meet deadlines. Some knowledge of audio/video equipment is a plus. Must have experience with Microsoft operating systems, including Microsoft Excel, Microsoft Word and with Graphics programming experience such as Microsoft Publisher, or Photoshop. Experience in a municipal setting is highly desirable.

Pay Grade: 620

Hourly Wage: \$22.61 to \$28.26



# MYRANDA VANDAMME

## CONTACT

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PHONE:  
507-351-4433

EMAIL:  
[myranda.vandamme@gmail.com](mailto:myranda.vandamme@gmail.com)

Mark Larson  
City of Glencoe  
1107 11<sup>th</sup> Street East  
Glencoe, MN 55336

Dear Mr. Larson,

I was excited to see the opening for the City Center Coordinator. As a longtime resident of Glencoe, I have a strong desire to see the City Center and the City of Glencoe succeed and grow. I am confident my professional experience closely aligns with the responsibilities in the job description.

In my previous and current career, I have managed print and online marketing, coordinated events and meetings, managed staff, and managed financials.

I feel there are many opportunities to showcase all that the City Center and the community have to offer through communication and marketing.

To accomplish the needs of this position, I would bring together my creative skills as well as use the resources available. I have good contacts and connections within our community as well as in other communities. I am familiar with the communication resources of our community and would look to maximize the outreach and the impact while keeping cost/benefit in mind.

Thank you for taking the time to review my resume. I look forward to talking with you.

Myranda VanDamme

# Myranda J. VanDamme

1714 Loudon Avenue North

Glencoe, MN 55336

Phone: (507) 351-4433

Email: myranda.vandamme@gmail.com

## ~ Career Profile ~

I am a motivated, adaptable, and responsible individual seeking a position that will utilize the organizational and communication skills developed through professional and educational experiences.

While obtaining my degree, I successfully combined my studies with work and other commitments proving self-motivation, organization, and working under pressure. I am reliable, trustworthy, hardworking, and eager to learn, and have a genuine interest in this position being a long-term career option.

## ~ Experience ~

April 2022–Present <b>President</b>	Glencoe Area Chamber of Commerce	Glencoe, MN
<ul style="list-style-type: none"><li>○ Oversee day-to-day operations of the office and committees</li><li>○ Recruitment and retention of members</li><li>○ Plan, coordinate, and market for special events</li><li>○ Manage website and social media</li></ul>		
October 2017–April 2022 <b>Assistant Manager</b>	Bradley Security	Glencoe, MN
<ul style="list-style-type: none"><li>○ Oversee security technicians and day-to-day operations</li><li>○ Manage client receivables and vendor payables</li><li>○ Project Management</li><li>○ Assisted in hiring, training, and evaluating employees</li></ul>		
November 2014–December 2017 <b>Guest Service Team Leader</b>	Target	Waconia, MN
<ul style="list-style-type: none"><li>○ Oversee team of 40-70 to ensure day-to-day operations are met</li><li>○ Coach and train all team members</li><li>○ Encourage team to drive sales through loyalty program and mobile applications</li><li>○ Assist in hiring and review processes</li></ul>		
September 2013 –2016 <b>Country Club Staff</b>	Glencoe Country Club	Glencoe, MN
<ul style="list-style-type: none"><li>○ Coordinate and assist with special events</li><li>○ Assist customers with food and drink orders</li></ul>		
April 2011 – August 2013 <b>Marketing and Special Events Coordinator</b>	Glencoe Area Chamber of Commerce	Glencoe, MN
<ul style="list-style-type: none"><li>○ Plan, coordinate, and market for special events</li><li>○ Manage website and social media</li></ul>		



- Develop press releases for Chamber programs and events
- Assist with recruitment and retention of members

#### **OTHER WORK EXPERIENCE:**

April 2010 – March 2012	Glencoe Police Department – <b>PT Reserve Officer</b>	Glencoe, MN
March 2008 – March 2009	Winter Company – <b>Shipping and Receiving Manager</b>	Savage, MN
August 2007 – August 2008	Coborn's – <b>Customer Service</b>	Glencoe, MN
December 2006 – August 2007	Econofoods – <b>Night Shift Manager</b>	Norwood, MN
March 2006 – September 2006	Toro Company – <b>Human Resource Assistant</b>	Windom, MN
March 2005 – March 2006	Winter Company – <b>Office Manager</b>	Savage, MN
February 2004 – March 2005	IRG – <b>Customer Relations Specialist</b>	N. Mankato, MN
Sept. 1998 – February 2004	Econofoods – Customer Service Manager	St. Peter, MN

#### **~ Education ~**

December 2011                                      Ridgewater College                                      Hutchinson, MN  
 Associates in Applied Science Degree – Marketing and Sales Management

January 2002 – May 2003                                      South Central College                                      North Mankato, MN  
 Early Childhood Education

September 1996 – June 2001                                      St. Peter High School                                      St. Peter, MN  
 General Diploma

#### **~ Skills ~**

- Familiar with accounting and spreadsheet software (QuickBooks, Excel)
- Familiar with Adobe InDesign design software
- Operate 10-key by touch
- Type 70 wpm
- Well organized – complete projects accurately and in a timely manner
- Microsoft Office

#### **~ Community Involvement ~**

- Co-Chair and Treasurer of the Glencoe Days Committee
  - Plan and coordinate numerous events throughout each year
- Downtown Revitalization Committee
- Glencoe Silver Lake Booster Club Board Member
- Past Board Member of the Glencoe Area Community Foundation
- Past Board Member of the McLeod Emergency Food Shelf



SMALL CITY  BIG FUTURE

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

**Councilors:** At-Large Yodee Rivera, Precinct 1 Sue Olson, Precinct 2 Mark Hueser, Precinct 3 Paul Lemke, Precinct 4 Cory Neid



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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 Lemen, Public Works Director

Date: 8/7/2023

RE: North Storm Water Pond Inventory Report

In the spring of 2023 the four storm water ponds in the northern area of the city underwent a sludge inventory survey to determine the remaining sludge capacity. The survey was performed by Team Lab and included sonar readings as well as mechanical processes to verify the sonar data.

The ponds were numbered 1 – 4 starting with the pond to the East closest to the Glencoe School campus as #1, the Willow Ridge ponds being #2 and #3, and the North Country Estates pond being #4. The survey was completed due to the age of the ponds accompanied with preliminary testing data from tests completed by city staff in the winter of 2022-2023.

The survey data shows ponds 2 and 4 to contain the most sludge, both ponds at 52% capacity. Pond #3 at 36% capacity and pond #1 at 28% capacity. Estimated costs for sludge removal were provided with the survey as well.



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Pond #1 - \$37,496.90 - 28%

Pond #2 - **\$179,341.61** - 52%

Pond #3 - \$137,142.11 - 36%

**\$198,876.06** - 52%

Pond #4 - **\$ 90,741.98** - 52%

It should be noted that the survey for pond #3 only included 0.506 acres of the 3.811 potential acres due to algae growth inhibiting the sonar process. However, I have included the formula I utilized to estimate sludge volume and sludge removal costs.

#### Estimation Formula

0.5 acres = 257,786 gallons of sludge

257,786 gallons x 2 = 515,572 gallons of sludge/acre

515,572 gallons x 3.8 acres = 1,959,173 gallons of sludge

1,959,173 gallons/5,463,628 gallons (total pond volume over 3.8 acres)

**= 36% of sludge/loss of storage capacity**

Total Estimated Cost of Sludge Removal = \$0.07/gallon of sludge removed

\$0.07 x 1,959,173 gallons of sludge

**Total Estimated Cost of Sludge Removal = \$137,142.11**





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This data does indicate that the city should begin planning for pond maintenance and sludge removal. However, the data **does not indicate an immediate cause for concern of exceeding capacity in the immediate future.**

This recent survey has given the city a baseline for comparison and I would estimate that the city should perform another sludge survey within the next two to three years. That survey in 2025 or 2026 would give the city better insight into sludge accumulation trends, with the potential for a sludge removal project in five to eight years.

Moving forward the city should begin preliminary partnership meetings with the Buffalo Creek Watershed to investigate operational logistics and potential funding resources. In addition, the city will continue to monitor the ponds depths and maintenance operations.



The data is meant for reference purposes only and should not be used for official decisions. If you have questions regarding the data presented in this map, please contact the McLeod County GIS Department.



# TEAM LAB

High Performance Sonar Sludge Survey Boat

Team Laboratory Chemical Co.

PO Box 1467

Detroit Lakes, MN 56501

Marc Hartman, Sales Rep

218-841-5172

marc@teamlab.net

City of Glencoe

Attention: Mark Lemen

## Storm Water Pond 1

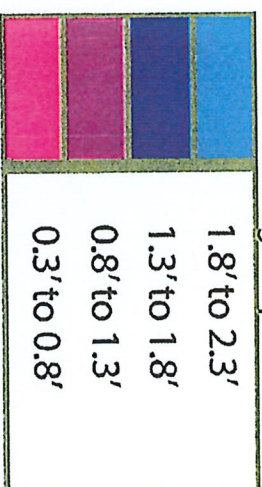
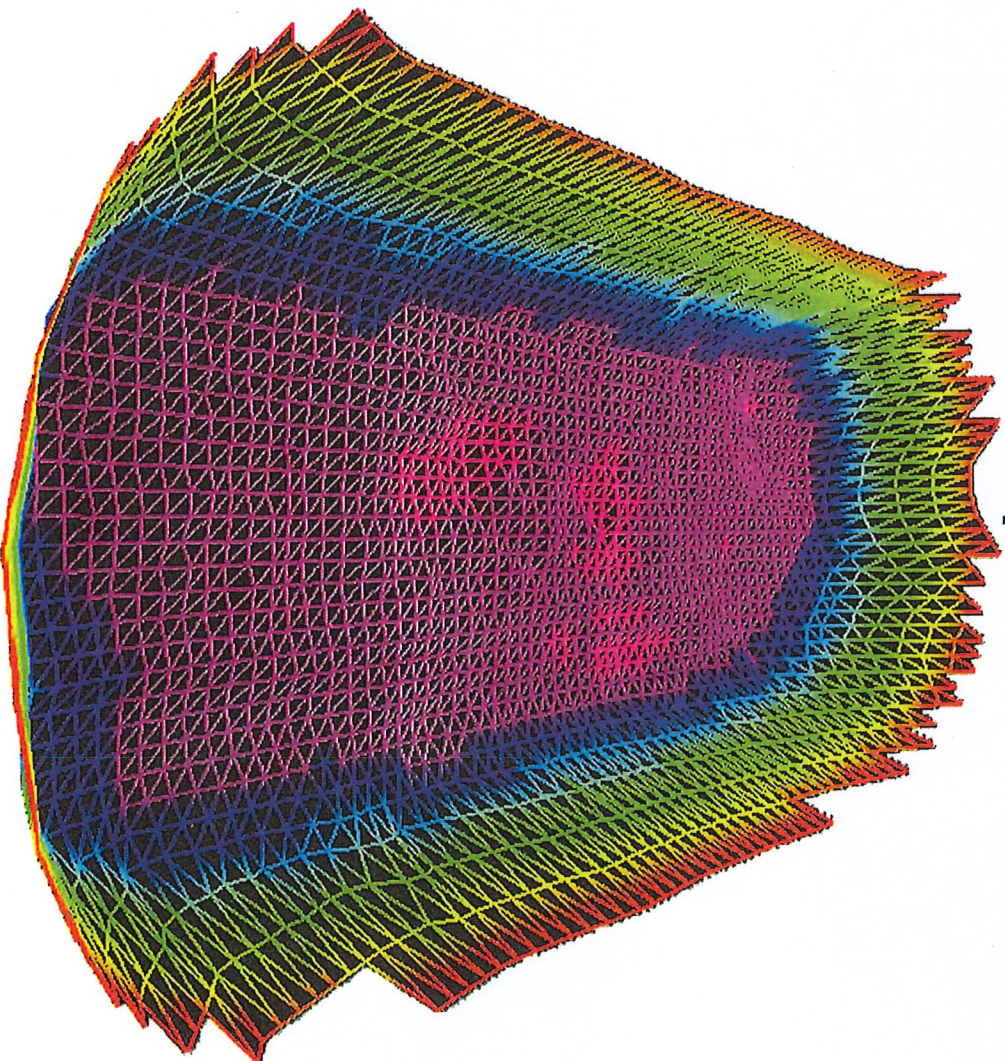
Date of Sonar Testing	May 17 <sup>th</sup> , 2023
Pond Acreage	1.016 acres
Operational Water Depth	5.8'
Total Pond Volume (gallons)	1,920,044 gal
Volume of sludge (tons)	714 tons

Volume of Sludge (gallons)	535,670 gal
Volume of Sludge (cy)	2,652 cy
Average Depth of Sludge	1.62' (19.41")
Percentage of Sludge / Loss of Storage Capacity	28%
Avg. Cost of Sludge Removal (7¢/gal)	\$37,496.90



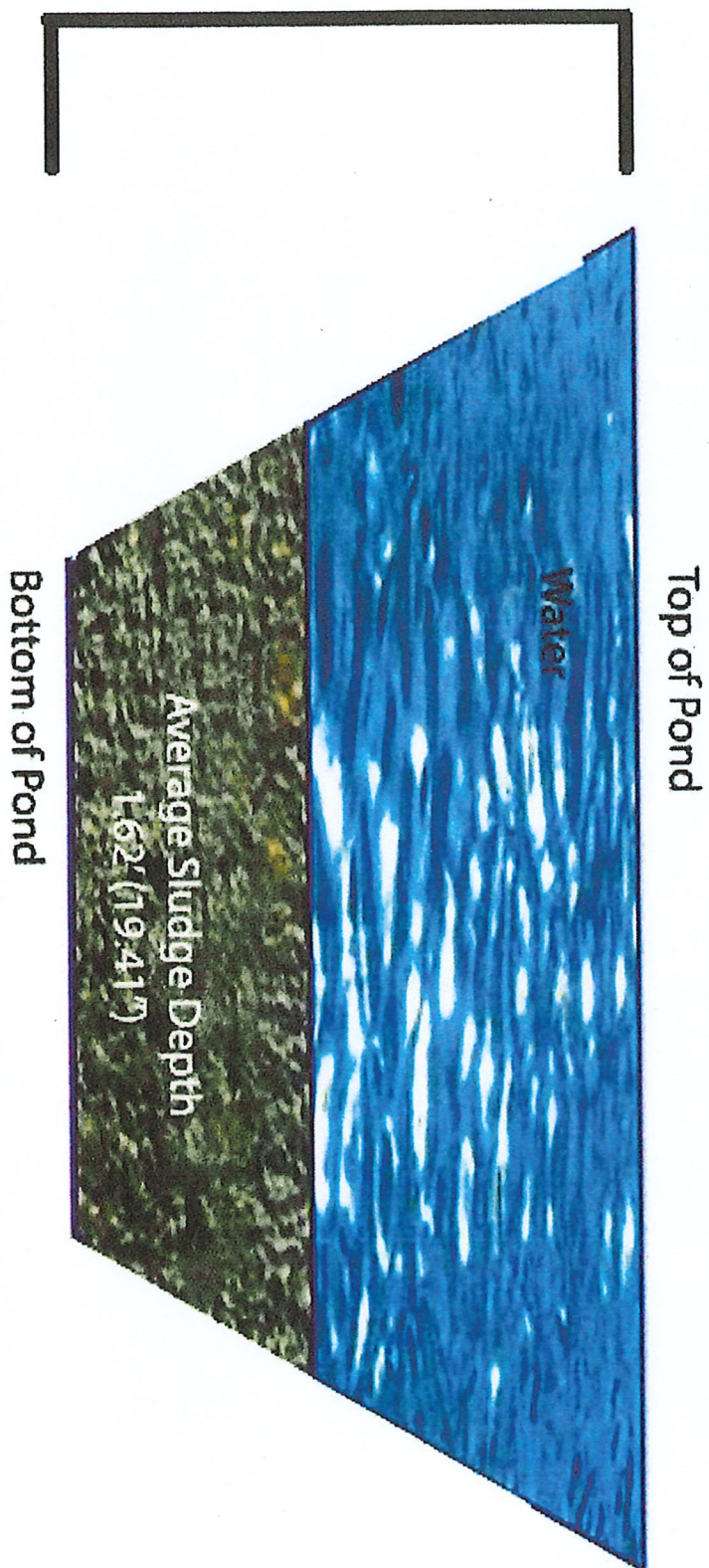
Team Lab Sonar Sludge Survey  
City of Glencoe, Storm Water Pond 1  
Average Depth of Sludge = 1.62' (19.41")  
Date of Survey = May 17<sup>th</sup>, 2023

## 3D Top View



Team Lab Sonar Sludge Survey  
City of Glencoe, Storm Water Pond 1  
Average Depth of Sludge = 1.62' (19.41")  
Date of Survey = May 17<sup>th</sup>, 2023

Pond  
Depth  
5.8'





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City of Glencoe  
Attention: Mark Lemen

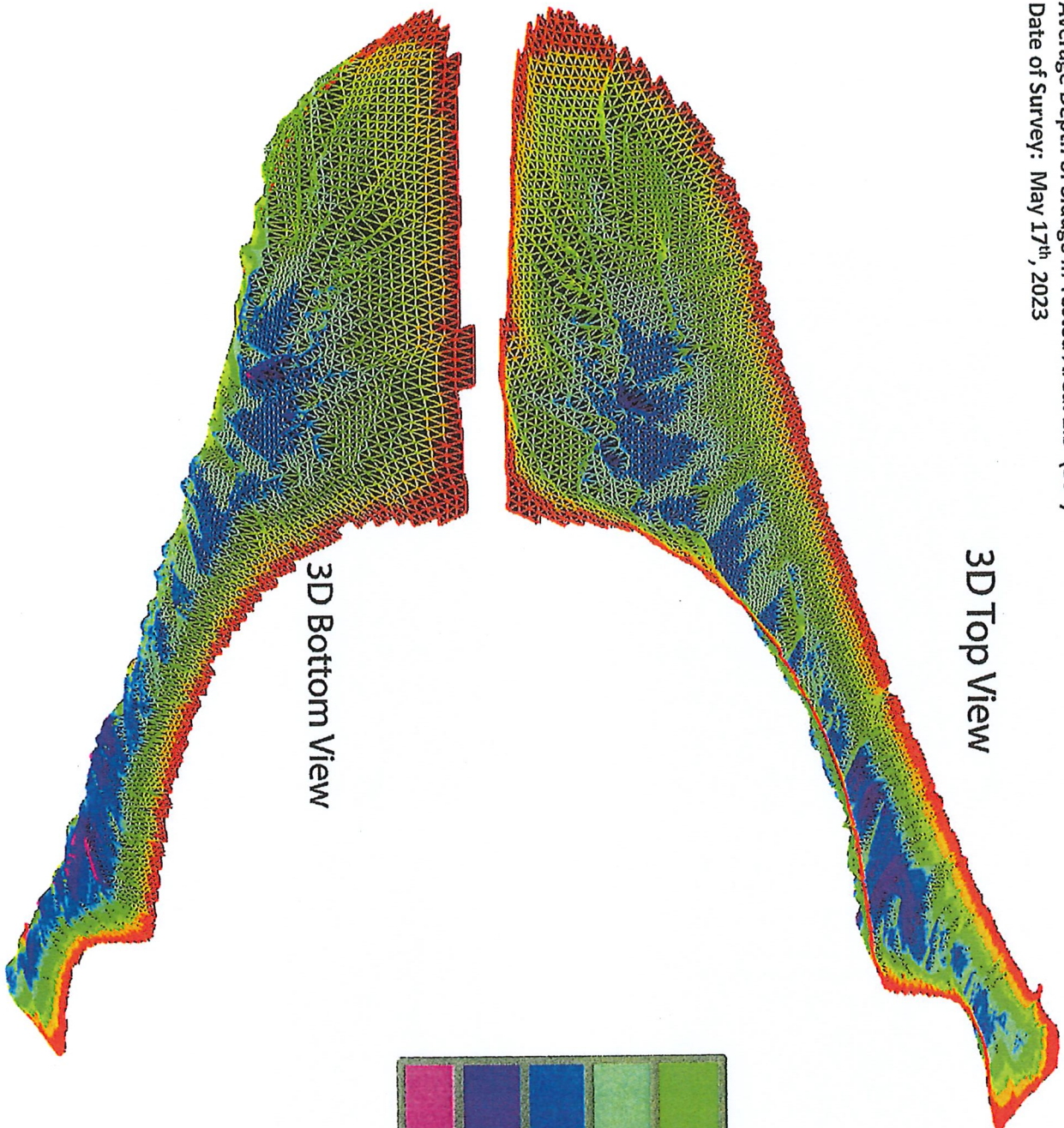
## Stormwater Pond 2

Date of Sonar Testing	May 17 <sup>th</sup> , 2023
Tested Pond Acreage	3.143 acres
Sampled Water Depth	4.8'
Total Pond Volume (gallons)	4,915,584 gal
Volume of sludge (tons)	3,425 tons

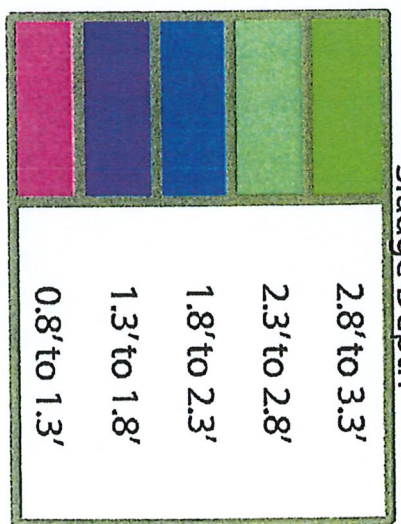
Volume of Sludge (gallons)	2,562,023 gal
Volume of Sludge (Cy)	12,685 cy
Average Depth of Sludge	2.5' (30")
Percentage of Sludge / Loss of Storage Capacity	52%
Avg. Cost of Sludge Removal (7¢/gal)	\$179,341.61

Team Lab Sonar Sludge Survey  
City of Glencoe, Stormwater Pond 2  
Average Depth of Sludge in Tested Area: 2.5' (30")  
Date of Survey: May 17<sup>th</sup>, 2023

3D Top View



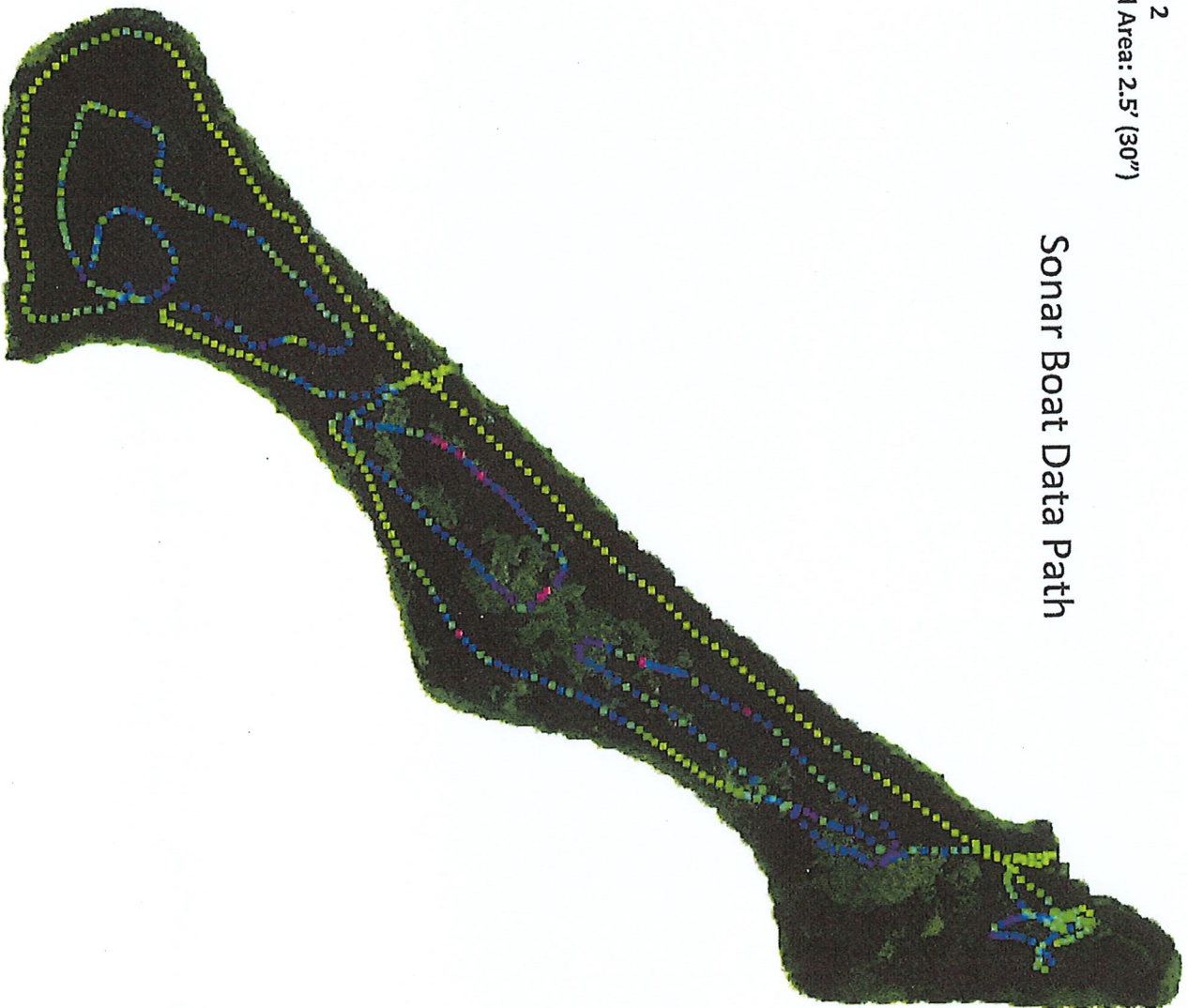
3D Bottom View





Team Lab Sonar Sludge Survey  
City of Glencoe, Stormwater Pond 2  
Average Depth of Sludge in Tested Area: 2.5' (30")  
Date of Survey: May 17<sup>th</sup>, 2023

Sonar Boat Data Path





# TEAM LAB

High Performance Sonar Sludge Survey Boat

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218-841-5172  
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Attention: Mark Lemen

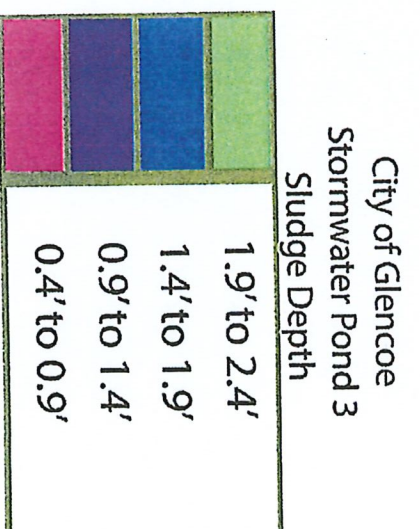
## Stormwater Pond 3

Date of Sonar Testing	May 17 <sup>th</sup> , 2023
Total Pond Acreage	3.811 acres
Sampled Water Depth	4.4'
Estimated Total Pond Volume (gallons)	5,463,628 gal
Estimated Percentage of Sludge / Loss of Storage Capacity	4.7%
Estimated Avg. Cost of Sludge Removal (7¢/gal)	\$18,045.02

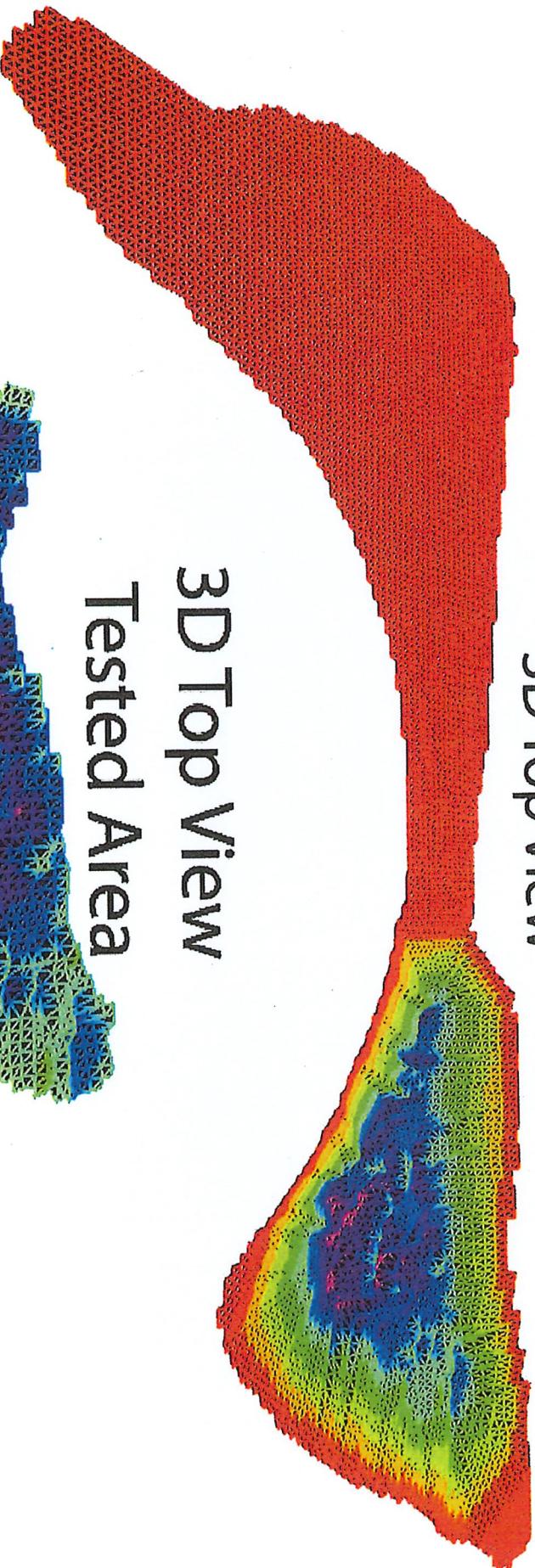
Tested Area Acreage	0.506 acres
Tested Area Average Depth of Sludge	1.56' (18.78")
Tested Area Volume of Sludge (gallons)	257,786 gal
Tested Area Pond Volume (gallons)	257,786 gal
Tested Area Volume of Sludge (cubic yards)	1,276 cy
Tested Area Volume of Sludge (tons)	345 tons



Team Lab Sonar Sludge Survey  
City of Glencoe, Stormwater Pond 3  
Average Depth of Sludge in Tested Area: 1.56' (18.78")  
Date of Survey: May 17<sup>th</sup>, 2023



3D Top View

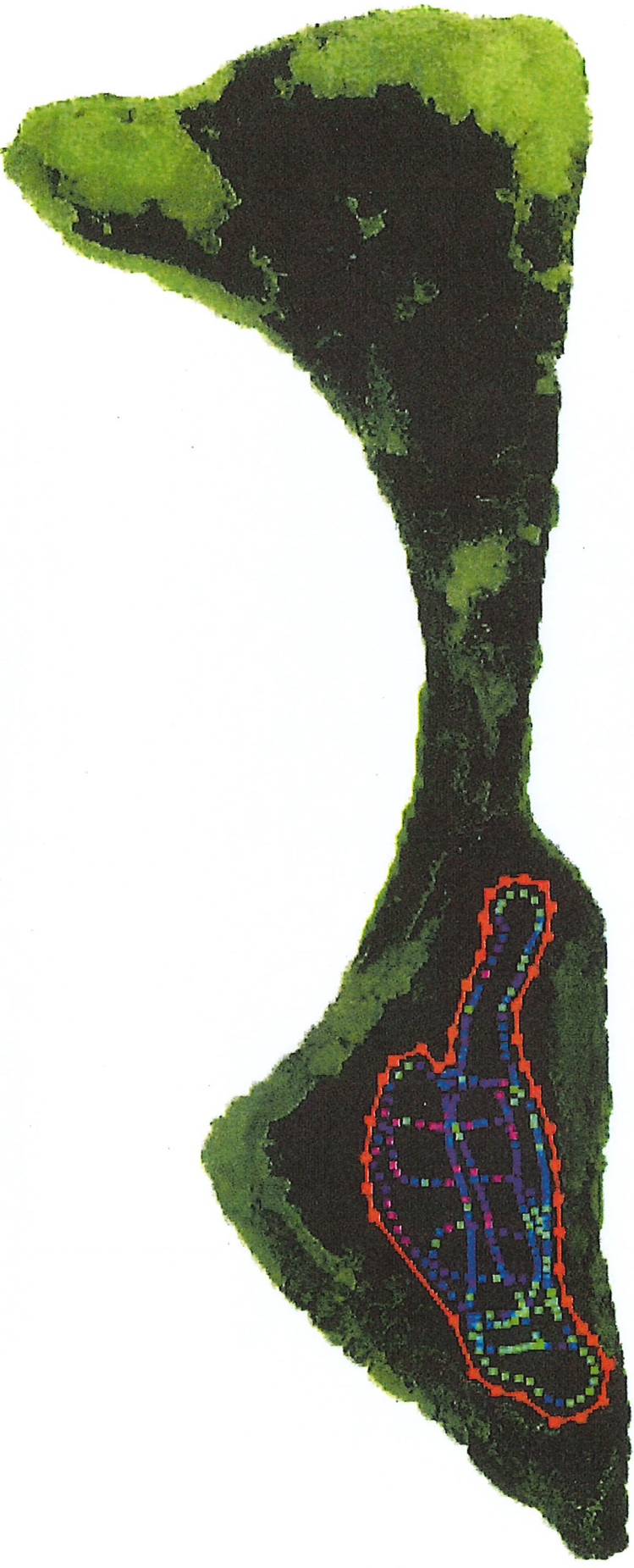


3D Top View  
Tested Area



Team Lab Sonar Sludge Survey  
City of Glencoe, Stormwater Pond 3  
Average Depth of Sludge in Tested Area: 1.56' (18.78")  
Date of Survey: May 17<sup>th</sup>, 2023

### Sonar Boat Data Path





# TEAM LAB

High Performance Sonar Sludge Survey Boat

Team Laboratory Chemical Co.  
PO Box 1467  
Detroit Lakes, MN 56501

Marc Hartman, Sales Rep  
218-841-5172  
marc@teamlab.net

City of Glencoe  
Attention: Mark Lemen

## Storm Water 4

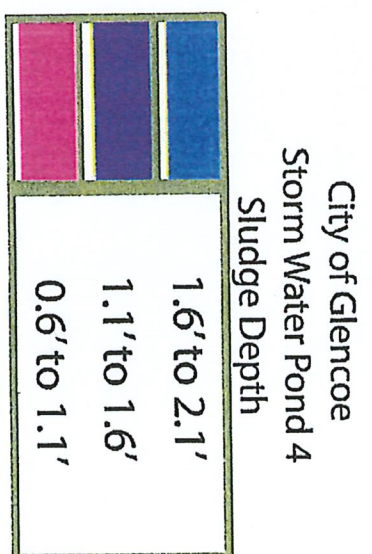
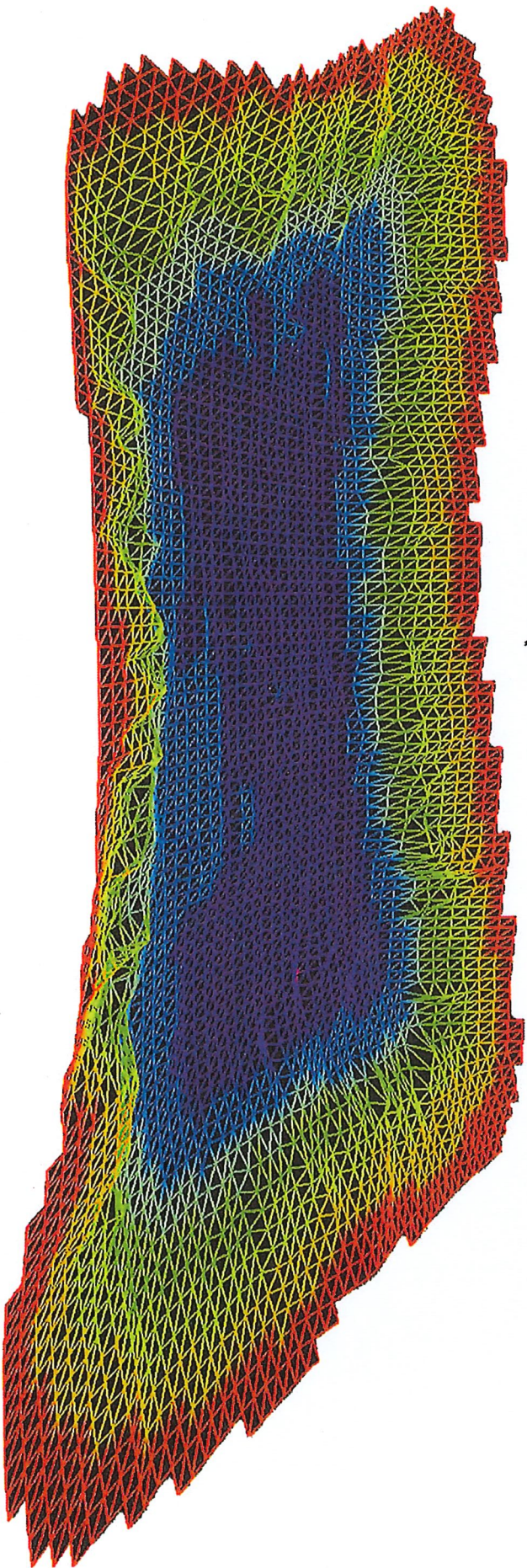
Date of Sonar Testing	May 17, 2023
Pond Acreage	1.676 acres
Operational Water Depth	4.6'
Total Pond Volume (gallons)	2,512,010 gal
Volume of sludge (tons)	1,733 tons

Volume of Sludge (gallons)	1,296,314 gal
Volume of Sludge (Cy)	6,418 cy
Average Depth of Sludge	2.37' (28.47")
Percentage of Sludge / Loss of Storage Capacity	52%
Avg. Cost of Sludge Removal (7¢/gal)	\$90,741.98



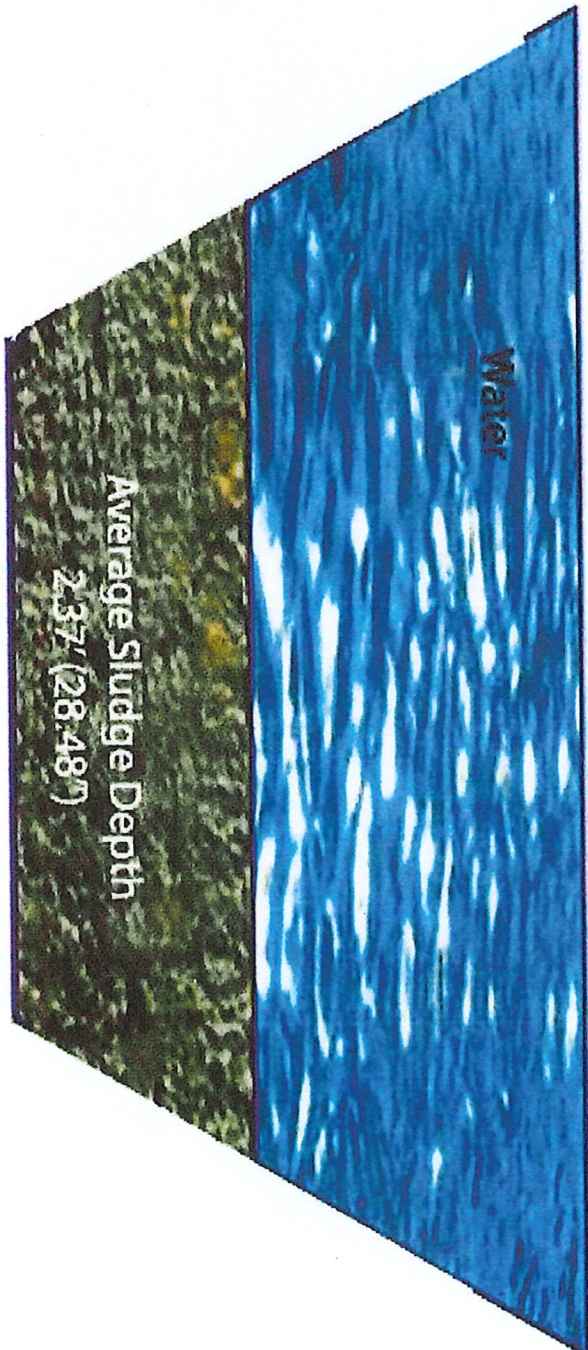
Team Lab Sonar Sludge Survey  
City of Glencoe, Storm Water Pond 4  
Average Depth of Sludge = 2.37' (28.48")  
Date of Survey = May 17<sup>th</sup>, 2023

## 3D Top View



Team Lab Sonar Sludge Survey  
City of Glencoe, Storm Water Pond 4  
Average Depth of Sludge = 2.37' (28.48")  
Date of Survey = May 17<sup>th</sup>, 2023

Top of Pond



Pond  
Depth  
4.6'

Bottom of Pond





City of Glencoe ♦ 1107 11<sup>th</sup> Street East, Suite 107 ♦ Glencoe, Minnesota 55336  
Phone: (320) 864-5586 Website: [www.glencoe.mn.org](http://www.glencoe.mn.org) Email: [info@ci.glencoe.mn.us](mailto:info@ci.glencoe.mn.us)

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agenda items.**

To; The Mark Larson & City Council

Having served for a number of years on the Charter Commission, been blessed with good health.. I've reached the golden years of 90 pus..SEEING the growth of our city we probably will be seeing many upcoming Decisions how best to govern.

I believe it's time for a new Generation of Candidates to fill my chair.

I'm taking this Opportunity to Announce my Resignation from Glencoe charter commission.

Wishing you the Glencoe City Council THANKS for letting me serve...

Earl W Hammann 8/1/23



SMALL CITY & BIG FUTURE

City of Glencoe ♦ 1107 11<sup>th</sup> Street East, Suite 107 ♦ Glencoe, Minnesota 55336  
Phone: (320) 864-5586 Website: [www.glencoe.mn.org](http://www.glencoe.mn.org) Email: [info@ci.glencoe.mn.us](mailto:info@ci.glencoe.mn.us)

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left blank to separate  
agenda items.**

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

**Councilors:** At-Large Yodee Rivera, Precinct 1 Sue Olson, Precinct 2 Mark Hueser, Precinct 3 Paul Lemke, Precinct 4 Cory Neid

# August 2023

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

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



## JULY 2023 BUILDING PERMITS

Category	Description of Work	Property Address	Issue Date	Valuation	Total Fees Paid
Residential New	Install new manufactured home - double wide.	1708 FIR AVE	07/03/2023	\$10,000.00	\$495.81
Commercial Alteration	Convert to garage condos as per plan.	1203 12TH ST E	07/07/2023	\$518,000.00	\$5,172.21
Residential Alteration	Adding a window to the upstairs bathroom.	325 INTERWOOD DR	07/12/2023	\$800.00	\$81.76
Residential Misc	re-window same opening	929 FORD AVE	07/12/2023		\$61.00
Residential Misc	reroof	1817 9TH ST E,	07/12/2023		\$51.00
Residential Misc	REROOF	1629 14TH ST E	07/14/2023		\$56.00
Residential Misc	replace door	206 PLEASANT AVE	07/14/2023		\$56.00
Residential Misc	reroof	127 13TH ST E	07/14/2023		\$56.00
Land Use	fence	1710 10TH ST E	07/18/2023		\$40.00
Commercial New	Extend existing fence on north side of property approximately 135' east.	305 11TH ST E	07/18/2023	\$6,530.00	\$232.21
Commercial Misc	Demo and removal of brick building using backhoe with al debris hauled to licensed facility.	305 E 11TH ST,	07/18/2023	\$8,000.00	\$403.56
Residential Alteration	196 sq ft 90 mil wall encapsulation, sump pump & basket, 28 ft of interior drain tile, 24 wall anchors to stabilize bowing foundation walls.	1407 BIRCH AV	07/19/2023	\$24,184.00	\$622.28
Residential Misc	Mechanical for new home.	403 20TH ST W	07/20/2023		\$263.50
Commercial Alteration	Renovation of existing office and clinical space to provide new location for pharmacy	1805 HENNEPIN AVE N	07/21/2023	\$725,000.00	\$6,727.29
Residential New	New single family home on platted lot, 3 car garage, 2 baths, 3 bedrooms, no basement, slab on grade.	403 20TH ST W	07/21/2023	\$270,000.00	\$3,229.56
Commercial Misc	Plumbing for new construction.	320 13TH ST W	07/25/2023	\$134,192.00	\$1,363.35
Commercial New	20 x 100 x 8 building, concrete slab underneath it. (6 dugouts-separate permit)	1621 16TH ST E	07/25/2023	\$145,000.00	\$2,170.81
Land Use	fence	1407 ELM AVE	07/25/2023		\$40.00
Residential Misc	Fire damage repair - in floor heat only.	210 20TH ST W	07/27/2023		\$76.00
Residential Misc	Fire Damage Repair	210 20TH ST W	07/27/2023		\$116.00
Residential Misc	Remove & replace ductwork / furnace / AC / bath fans.	210 20TH ST W	07/27/2023		\$226.00
Commercial Misc	Re-Side exterior wall reference building permit - 22GL-00212. We are going to repair a rooted siding on a 30' section wall.	1206 BALDWIN AVE	07/28/2023	\$20,000.00	\$507.06
Residential Misc	furnace replacement	1328 BAXTER AVE	07/28/2023		\$76.00

# CITY OF GLENCOE BILLS

AUGUST 7, 2023

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

VENDOR	DEPARTMENT: DESCRIPTION	TOTAL
CITY OF GLENCOE EMPLOYEES	MULTIPLE DEPTS.: CITY OF GLENCOE PAYROLL 4-19-23	\$69,070.54
WIRE TRANSFER	MULT DEPTS:EMP/CITY PAYROLL TAXES,HSA,PERA,D COMP,CAFE	\$48,566.31
	TOTAL PREPAID BILLS ----->	<u>\$117,636.85</u>



## INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

AUGUST 7, 2023 - PREPAID BILLS

Date: 08/03/2023

Time: 11:12 am

Page: 1

City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
BREAKTHRU BEVERAGE	0513	LIQUOR STORE: MERCH FOR RESALE	177245	04/21/2023	1,286.78
BREAKTHRU BEVERAGE	0513	LIQUOR STORE: MERCH FOR RESALE	177259	04/28/2023	506.30
				Vendor Total:	1,793.08
C & L DISTRIBUTING	0492	LIQUOR STORE: MERCH FOR RESALE	177246	04/21/2023	16,349.05
				Vendor Total:	16,349.05
DAHLHEIMER BEVERAGE	0003	LIQUOR STORE: MERCH FOR RESALE	177247	04/21/2023	20,011.41
				Vendor Total:	20,011.41
JOHNSON BROS - ST PAUL	0504	LIQUOR STORE: MERCH FOR RESALE	177248	04/21/2023	3,691.95
JOHNSON BROS - ST PAUL	0504	LIQUOR STORE: MERCH FOR RESALE	177260	04/28/2023	917.90
				Vendor Total:	4,609.85
MARLIN'S TRUCKING	1387	LIQUOR STORE: MERCH FOR RESALE	177249	04/21/2023	679.00
				Vendor Total:	679.00
MINNESOTA PUBLIC EMPLOYEE	1439	POLICE: UNION DUES	177250	04/21/2023	110.75
				Vendor Total:	110.75
MN. DEPARTMENT OF HEALTH	0550	WATER: PLAN REVIEW FEE	177251	04/21/2023	150.00
				Vendor Total:	150.00
MORGAN CREEK VINEYARDS	0784	LIQUOR STORE: MERCH FOR RESALE	177252	04/21/2023	307.80
				Vendor Total:	307.80
NCPERS GROUP LIFE INS	1619	ADMIN: INS PREMIUMS	177253	04/21/2023	16.00
				Vendor Total:	16.00
NORTH CENTRAL INTERNATIONAL	0683	STREET: 2024 INTERNATIONAL TRUCK	177261	04/28/2023	93,910.78
				Vendor Total:	93,910.78
PAUSTIS WINE COMPANY	0916	LIQUOR STORE: MERCH FOR RESALE	177262	04/28/2023	831.00
				Vendor Total:	831.00
PHILLIPS WINE & SPIRITS, INC.	1010	LIQUOR STORE: MERCH FOR RESALE	177254	04/21/2023	2,816.65
PHILLIPS WINE & SPIRITS, INC.	1010	LIQUOR STORE: MERCH FOR RESALE	177263	04/28/2023	2,309.75
				Vendor Total:	5,126.40
PPLSI	0485	MULT DEPTS: INS PREMIUIMS	177255	04/21/2023	112.60
				Vendor Total:	112.60
SMALL LOT MN	2258	LIQUOR STORE: MERCH FOR RESALE	177256	04/21/2023	977.04
				Vendor Total:	977.04
SOUTHERN GLAZER'S OF MN	1429	LIQUOR STORE: MERCH FOR RESALE	177257	04/21/2023	2,309.20
SOUTHERN GLAZER'S OF MN	1429	LIQUOR STORE: MERCH FOR RESALE	177264	04/28/2023	2,258.21
				Vendor Total:	4,567.41
VIKING BEVERAGES	0973	LIQUOR STORE: MERCH FOR RESALE	177258	04/21/2023	6,696.90
				Vendor Total:	6,696.90
VISA	0350	MULT DEPTS: TRAINING EXP, OPERATING SUPPLIES, POSTAGE	177265	04/28/2023	4,195.19
				Vendor Total:	4,195.19
				Grand Total:	160,444.26
				Less Credit Memos:	0.00
				Net Total:	160,444.26
				Less Hand Check Total:	0.00
				Outstanding Invoice Total :	160,444.26
Total Invoices:		21			

# INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

AUGUST 7, 2023 - REGULAR BILLS

Date: 08/04/2023

Time: 12:54 pm

Page: 1

City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
ARNOLD, SANDRA	1787	CITY CENTER: DAMAGE DEPOSIT REFUND	0	00/00/0000	166.00
				Vendor Total:	166.00
AUTO VALUE GLENCOE	0214	STREET: FUEL PUMP, BATTERIES, LUBRICANTS	0	00/00/0000	416.93
				Vendor Total:	416.93
BRAUN INTERTEC CORPORATION	0796	'23 ST IMPROVE: CONSTRUCTION MATERIALS TESTING	0	00/00/0000	4,200.50
				Vendor Total:	4,200.50
BROTHERS FIRE & SECURITY	0642	STREET: REPAIRED PIPING ON FIRE SPRINKLER SYSTEM	0	00/00/0000	8,455.00
				Vendor Total:	8,455.00
CARGILL, INC	1636	WATER: SALT	0	00/00/0000	5,262.77
				Vendor Total:	5,262.77
CENTER POINT LARGE PRINT	1349	LIBRARY: BOOKS	0	00/00/0000	146.22
				Vendor Total:	146.22
CENTERPOINT ENERGY	0204	MULT DEPT: NATURAL GAS	0	00/00/0000	1,848.96
				Vendor Total:	1,848.96
CENTURYLINK	1394	MULT DEPTS: PHONE BILL	0	00/00/0000	806.90
				Vendor Total:	806.90
CORE & MAIN LP	1741	WATER: GASKETS, PIPING, 12' SLEEVES, REPAIR PARTS	0	00/00/0000	3,540.68
				Vendor Total:	3,540.68
D. ERVASTI SALES CO	0015	REIMB: BALLYARD CLAY	0	00/00/0000	898.00
				Vendor Total:	898.00
DAKOTA SUPPLY GROUP	0523	WATER: GROUND RODS, GASKETS, TRACER WIRE,	0	00/00/0000	1,712.65
				Vendor Total:	1,712.65
EBERT CONSTRUCTION	0223	AIRPORT: TERMINAL BUILDING PAYMENT	0	00/00/0000	142,550.56
				Vendor Total:	142,550.56
EDWARD JONES	0013	REIMB: AWNING GRANT	0	00/00/0000	2,281.00
				Vendor Total:	2,281.00
EGGERSGLUESS, BRAD	0869	ADMIN: MONTHLY CELL PHONE REIMB	0	00/00/0000	50.00
				Vendor Total:	50.00
FERGUSON WATERWORKS #2518	0567	WATER: METER ADAPTER	0	00/00/0000	291.36
				Vendor Total:	291.36
FLEET SERVICES DIVISION	2144	POLICE: SQUAD CAR LEASES	0	00/00/0000	3,809.11
				Vendor Total:	3,809.11
FLEXIBLE PIPE TOOLS &	0080	WWTP: CARTRIDGE ELEMENT, BLOWER INLET	0	00/00/0000	911.00
				Vendor Total:	911.00
FOSTER MECHANICAL, INC.	0647	WWTP: HVAC EQUIPMENT REPAIR	0	00/00/0000	645.90
				Vendor Total:	645.90
FRANKLIN PRINTING INC.	0085	MULT DEPTS: OFFICE SUPPLIES, PRINTING	0	00/00/0000	592.85
				Vendor Total:	592.85
FREITAG, BENTON	0659	CABLE TV: COUNCIL MEETING RECORDING	0	00/00/0000	50.00
				Vendor Total:	50.00
G & B ENVIRONMENTAL, INC	0098	WWTP: FILTERS	0	00/00/0000	939.40
				Vendor Total:	939.40
GACC TOURISM	0168	REIMB: LODGING TAX	0	00/00/0000	318.81
				Vendor Total:	318.81

# INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

AUGUST 7, 2023 - REGULAR BILLS

Date: 08/04/2023

Time: 12:54 pm

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City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
GALLS, LLC	0452	POLICE: LIFE SAVING AWARDS	0	00/00/0000	153.99
				Vendor Total:	153.99
GILLETTE PEPSI COMPANIES, INC	0496	AQUATIC CENTER, LIQUOR STORE: MERCH FOR RESALE	0	00/00/0000	939.00
				Vendor Total:	939.00
GMH ASPHALT CORP.	0556	'23 ST IMPROVE: 2023 PAVEMENT IMPR. PROJECT	0	00/00/0000	1,184,189.88
				Vendor Total:	1,184,189.88
GOPHER STATE ONE CALL	0482	WATER, WWTP, STORM WATER: LOCATE TICKETS	0	00/00/0000	126.90
				Vendor Total:	126.90
HAWKINS, INC.	1133	AQUATIC CENTER, WATER, WWTP: CHEMICALS	0	00/00/0000	16,766.71
				Vendor Total:	16,766.71
HILLYARD HUTCHINSON	0122	ADMIN, PARK, AQ CENTER: PAPER PRODUCTS, CLEANING SUPPLIES	0	00/00/0000	1,847.33
				Vendor Total:	1,847.33
HUTCHINSON LEADER	0678	LIBRARY: SUBSCRIPTION	0	00/00/0000	125.00
				Vendor Total:	125.00
KDUZ - KARP - KGLB	2248	CITY CENTER: ADVERTISING	0	00/00/0000	277.00
				Vendor Total:	277.00
KILLMER ELECTRIC CO, INC	1408	WWTP: LIGHT REPAIR	0	00/00/0000	145.00
				Vendor Total:	145.00
KORSON'S CREATIONS	0923	POLICE: T-SHIRTS	0	00/00/0000	100.00
				Vendor Total:	100.00
KRANZ LAWN & POWER	1155	PARK: BLADES, BELT	0	00/00/0000	179.98
				Vendor Total:	179.98
KWIK TRIP	1653	POLICE: FUEL	0	00/00/0000	2,124.55
				Vendor Total:	2,124.55
LITZAU EXCAVATING	0380	WATER, WWTP: REPAIR BROKEN WATERMAIN, AUGER SEWER LINE	0	00/00/0000	4,527.00
				Vendor Total:	4,527.00
METRO SALES, INC	1066	ADMIN, POLICE, LIBRARY: OFFICE EQUIPMENT LEASES	0	00/00/0000	768.61
				Vendor Total:	768.61
MILBANK WINWATER WORKS	0058	WWTP: METERS	0	00/00/0000	34,222.50
				Vendor Total:	34,222.50
MILLER MANUFACTURING CO.	0501	TAX INC #17: TIF NOTE PAYMENT	0	00/00/0000	30,000.00
				Vendor Total:	30,000.00
MINI BIFF	0177	PARK, SANITATION: WASTE REMOVAL	0	00/00/0000	423.30
				Vendor Total:	423.30
MN DEPT. OF EMPLOYMENT &	0559	REIMB: DEED LOAN INTEREST PAYMENT	0	00/00/0000	446.53
				Vendor Total:	446.53
MN PUBLIC FACILITIES AUTHORIT	0905	WWTP: LOAN PRINCIPAL & INTEREST PAYMENT	0	00/00/0000	759,554.13
				Vendor Total:	759,554.13
MVTL , INC.	0353	WWTP: LAB TESTING	0	00/00/0000	822.50
				Vendor Total:	822.50
NORTH AMERICAN SAFETY INC	0903	STREET, PARK, WATER, WWTP: SAFETY CLOTHING	0	00/00/0000	895.73
				Vendor Total:	895.73

# INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

AUGUST 7, 2023 - REGULAR BILLS

Date: 08/04/2023

Time: 12:54 pm

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City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
NORTH CENTRAL LABORATORIES	0631	WWTP: LAB SUPPLIES	0	00/00/0000	1,048.13
				Vendor Total:	1,048.13
NUVERA	2120	MULT DEPTS: INTERNET, PHONE, IT SUPPOORT	0	00/00/0000	4,835.67
				Vendor Total:	4,835.67
OXYGEN SERVICE COMPANY	0653	STREET: WELDING SUPPLIES	0	00/00/0000	16.12
				Vendor Total:	16.12
PIONEERLAND LIBRARY SYSTEMS	0227	REIMB: CARDS & FINES	0	00/00/0000	17.50
				Vendor Total:	17.50
PLUNKETT'S PEST CONTROL, INC	0446	ADMIN, AQUATIC CENTER: PEST CONTROL	0	00/00/0000	162.02
				Vendor Total:	162.02
PREMIUM WATERS, INC.	1081	ADMIN, POLICE, WWTP, AIRPORT: WATER	0	00/00/0000	224.21
				Vendor Total:	224.21
PRO AUTO GLENCOE, INC	0527	PARK: TRUCK REPAIR	0	00/00/0000	165.41
				Vendor Total:	165.41
RECREATION SUPPLY COMPANY	1917	AQUATIC CENTER:	0	00/00/0000	144.29
				Vendor Total:	144.29
RELIANCE STANDARD LIFE INS CO	1915	MULT DEPTS: INS PREMIUMS	0	00/00/0000	1,096.60
				Vendor Total:	1,096.60
RITE	0857	LIQUOR STORE: POS SOFTWARE	0	00/00/0000	1,089.43
				Vendor Total:	1,089.43
RUNNING'S SUPPLY, INC.	1616	WATER: SAFETY EQUIPMENT, REPAIR & MAINTENANCE SUPPLIES	0	00/00/0000	461.90
				Vendor Total:	461.90
SECURITY BANK & TRUST CO.	0259	FIRE: BOND INTEREST PAYMENT	0	00/00/0000	10,594.61
				Vendor Total:	10,594.61
SEH	1757	MULT DEPTS: ENGINEERING SERVICES	0	00/00/0000	76,339.91
				Vendor Total:	76,339.91
SHRED-N-GO, INC	0032	FINANCE, POLICE: PAPER SHREDDING SERVICE	0	00/00/0000	91.89
				Vendor Total:	91.89
SOTO, YURIANA	1554	CITY CENTER: RENTAL REIMB	0	00/00/0000	45.00
				Vendor Total:	45.00
SOUTHWEST CORRIDOR	0740	COUNCIL: ANNUAL DUES	0	00/00/0000	1,500.00
				Vendor Total:	1,500.00
STAR TRIBUNE	0263	LIBRARY: SUBSCRIPTION	0	00/00/0000	627.54
				Vendor Total:	627.54
UNHINGED PIZZA	1412	AQUATIC CENTER: PIZZA FOR RESALE	0	00/00/0000	1,749.00
				Vendor Total:	1,749.00
VERIZON WIRELESS	1110	POLICE: SQUAD CAR PHONES	0	00/00/0000	200.05
				Vendor Total:	200.05
VIA ACTUARIAL SOLUTIONS	2037	ADMIN: ACTUARIAL SERVICES	0	00/00/0000	1,000.00
				Vendor Total:	1,000.00
VIVID IMAGE, INC.	0436	ADMIN: WEBSITE HOSTING	0	00/00/0000	600.00
				Vendor Total:	600.00
VOSS, RYAN	2217	ADMIN: MONTHLY CELL PHONE REIMB	0	00/00/0000	50.00
				Vendor Total:	50.00
WATER CONSERVATION SERVICE	1298	WATER: LEAK LOCATES	0	00/00/0000	2,267.53
				Vendor Total:	2,267.53



INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR  
AUGUST 7, 2023 - REGULAR BILLS

Date: 08/04/2023  
Time: 12:54 pm  
Page: 4

City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
Grand Total:					2,322,857.05
Less Credit Memos:					0.00
Net Total:					2,322,857.05
Less Hand Check Total:					0.00
Outstanding Invoice Total :					2,322,857.05
Total Invoices:	66				