



Mayor: Ryan Voss  
Precinct 1 Councilor: Sue Olson  
Precinct 2 Councilor: Mark Hueser  
Precinct 3 Councilor: Paul Lemke  
Precinct 4 Councilor: Cory Neld  
At-Large Councilor: Yodee Rivera

## **GLENCOE CITY COUNCIL MEETING AGENDA**

**November 20, 2023 – 7:00pm**

**City Center Ballroom**

- 1. PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE**
- 2. APPROVE THE AGENDA**
- 3. CONSENT AGENDA**
  - A. Approve City Council Minutes of November 6, 2023
  - B. Approve Annual Peddler, Solicitor and Transient Merchant Permit of Mad City Windows and Bath
- 4. PUBLIC COMMENT (agenda items only)**
- 5. PUBLIC HEARINGS – None Scheduled**
- 6. BIDS AND QUOTES – None Scheduled**
- 7. REQUESTS TO BE HEARD**
  - A. Approve Resolution 2023-40 regarding the Premises Permit for Lawful Gambling for the Glencoe VFW – City Administrator
  - B. Request of the Glencoe Fire Department for 2024 City Fire Relief Contribution – Glencoe Fire Relief Association
  - C. Resolution 2023-41 Establishing an Economic Development Authority (EDA) – City Attorney Ostlund
  - D. Revocation of the Special Use Permit for the installation of a Swimming Pool over 5,000 Gallons at 430 Edgewood Drive – City Attorney and Planning Commission
  - E. Approve Third and Final Reading of the Animal Ordinance update to allow Chickens in the City Limits – City Attorney
- 8. ITEMS FOR DISCUSSION**
  - A. Airport Terminal Project – City Administrator
  - B. Police Department/Liquor Store Roof Project – City Administrator
  - C. Salary Survey Update – City Administrator
- 9. ROUTINE BUSINESS**
  - A. Project Updates
  - B. Economic Development
  - C. Public Input
  - D. Reports
  - E. City Bills
- 10. ADJOURNMENT**



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)

---

**This page is  
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

Attendees: Ryan Voss, Yodee Rivera, Susan Olson, Mark Hueser, Paul Lemke, Cory Neid

City Staff: Mark Larson, Kelly Hayes, Mark Ostlund, Mark Lemen, Todd Trippel, Tony Padilla

Others: Lowell Anderson, Rich Glennie, Al Robeck, Elisa Dording, Brian Malz, Andrew Fiebelkorn, and Angie Malz

## 1. PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

Meeting was called to order by Mayor Voss with all members present.

## 2. APPROVE THE AGENDA

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

## 3. CONSENT AGENDA

A. Approve City Council Minutes of October 16, 2023

B. Approve liquor license for La Zacatecana

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

C. Presentation of Lifesaving Awards – Tony Padilla, Police Chief

At this time, Glencoe Police Chief Tony Padilla presented lifesaving awards to Glencoe Police Detective Andrew Fiebelkorn and Angie Malz for saving a person that had stopped breathing at Seneca Foods

## 4. PUBLIC COMMENT (agenda items only) There were no public comments.

## 5. PUBLIC HEARINGS

A. Animal Ordinance 623 Public Hearing

Public Hearing on Animal Ordinance 623.

Mayor Voss opened the Public Hearing at 7:07 PM.

Resident Al Robeck question the number of Chickens that Glencoe Fleet Supply had for sale in the Spring and if that counted against the 6 chickens a resident could have. He then mentioned quail and pheasants.

*Motion: Hueser to close the Public Hearing at 7:09, seconded by Rivera. All in favor, motion carried.*

*Motion: Neid, seconded by Hueser to approve the second reading of Ordinance 623. All in favor the motion carried.*

## 6. BIDS AND QUOTES

A. Quote for Public Works Pickup – Mark Lemen, Public Works Director

At this time Public Works Director Lemen reviewed the existing Wastewater pickup as a 1998 Dodge Ram with 102,978. He indicated that he had budgeted for its replacement in 2023. Lemen discussed 3 options with the City Council: a 2023 Chevrolet Silverado at \$49,271.55, a 2023 Ford F-150 at \$50,466.00, and a 2023 4- cylinder Turbo Chevrolet Silverado with 5990 miles for \$43,463.00. All the vehicles were from Weelborg in Glencoe. After some discussion, it was decided to go with the Ford as it had an aluminum body.

*Motion: Hueser, seconded by Rivera to purchase the Ford F-150 from Weelborg in Glencoe. All in Favor the motion carried.*

## **7. REQUESTS TO BE HEARD**

### **A. Appoint Noel Arebaros to the Park Board, accept his resignation from the Cemetery Board**

*Motion: Olson to accept the resignation of Noel Arebaros from the Cemetery Board and appoint him to the Park Board, seconded by Heuser. All in favor the motion carried.*

### **B. Approve Campground Rates**

The City Council discussed Campground Rates and the survey that had been conducted by Administrative Assistant Myranda VanDamme. The Park Board recommended increasing the nightly fee from \$30.00 to \$33.00 and increasing the discount for Seven day consecutive rental from 20% to 15%.

*Motion: Lemke to increase the Campground rates as recommended by the Park Board, Seconded by Rivera. All in favor the motion carried.*

### **C. Community Service Officer Position**

Police Chief Padilla discuss the concept of a part-time Community Service Officer to provide assistance to the department in the following areas: Property Room, Records, crime prevention, blight violation, ordinance violations, and parking violations to name a few. The position would not be a sworn police officer but would supplement the police officers. The Glencoe Police Department is currently down two officers. It was estimated that the pay range would be \$23.00 to \$24.00 per hour. Padilla indicated that the position would be filled locally by a student attending Alexandria Technical College for law enforcement, Marco Iracheta. After some discussion by the City Council,

*Motion: Neid to establish the part-time position of Community Service Officer for the Police Department, seconded by Rivera. All in favor, the motion carried.*

### **D. 2024 Employee Health Insurance**

City Administrator Larson indicated that the renewal of Health insurance with Medica going to be 11.35%. Larson informed the City Council that he and Finance Director Trippel had worked with the City's Insurance company Westland and associates and were recommending a plan with Blue Cross/Blue Shield that would lower the out-of-pocket maximums \$6,450 per employee and on family member to \$5,800 per employee and family member. The increased cost to the City was 5.86%. Employees would be picking up 25% of the family premium.

*Motion: Lemke, Seconded by Hueser to approve the change of Health Insurance to Blue Cross and Blue Shield of Minnesota. All in favor, the motion carried.*

### **E. 2024 Employee Dental Insurance**

City Administrator Larson informed the City Council that the current Dental Insurance through Sun Life had a renewal increase of 12.95 % or \$4,829.00 over the current premium. Larson recommended switching our dental insurance to Companion Life with a quoted increase of 3.9% or \$1,455 over our current premium and a guaranteed rate for the next 2 years. Larson noted that there were no increases in the other supplement insurances for 2024.

*Motion: Neid, seconded by Olson to switch employee dental insurance to Companion Life for a two-year guaranteed increased total of \$2,910.00. All in favor, the motion carried.*



**F. Assessment on 1329 13<sup>th</sup> Street East**

During the Public hearing regarding delinquent charges at the October 16, 2023 meeting, Daniel Peterson requested relief regarding the assessment on 1329 13<sup>th</sup> Street East. The assessment from the City of Glencoe was due to costs incurred in demolishing the house on this property. Peterson had purchased the lot from McLeod County, in a tax forfeiture sale earlier this year. During the tax forfeiture sale, the County removes the assessment and the City then has the option to reassess the property, the original assessment was \$18,230.87 with penalties and interest. City Administrator Larson informed the City Council that the City of Glencoe would receive \$7,670.00 from the sale price on the property.

City Attorney Ostlund indicated that due to a court case, the funds from the sale price might be in question. The City Council discussed options including the original assessment of \$16,498.27, a special assessment of \$8,828.27 (the original assessment minus sale price and penalties), a special assessment of \$10,560.27 (the original assessment minus sale price, including penalties). Councilor Hueser felt that the best idea was to assess the property for \$18,230.87 and credit or reimburse Mr. Peterson when and if the City received the funds for the sale price of the property. Councilor Olson noted that Peterson knew the assessment was there when he purchased the property. Councilor Lemke questioned Ostlund if the City was within their legal right to reassess the full amount and pay Peterson at a later date. Ostlund confirmed. Mayor Voss asked about the information the City had received from the County, Larson stated that everything in the Council memo in Bold was received from the County.

*Motion: Hueser, seconded by Councilor Neid to assess the full \$18, 230.87 to the property at 1329 13<sup>th</sup> Street East, parcel number 22.050.3680. All voted in favor, the motion carried.*

**8. ITEMS FOR DISCUSSION**

**A. Airport Terminal Project**

City Administrator Larson updated the City Council on the Airport Terminal project and noted that there was a final walk-through scheduled for Monday, November 13<sup>th</sup>. A punch list would be generated at that time.

**B. Police Department/Liquor Store Roof Project**

City Administrator Larson informed the City Council that Laraway Roofing was on site to repair the Police Department and Liquor Store Roofs.

**9. ROUTINE BUSINESS**

**A. Project Updates**

Councilor Lemke asked about the Hotel Project. Mayor Voss indicated that the current project was on hold and recommended reaching out to the other hotel representatives that the City had originally talked to.

**B. Economic Development - None**

**C. Public Input – None**

**D. Reports - None**

**E. City Bills**

*Motion: Olson, seconded by Neid to pay the City Bills. All in favor, the motion carried.*

**10. ADJOURNMENT**

*Motion: Hueser, seconded by Neid to adjourn the meeting. All in favor, the motion carried.*



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)

---

**This page is  
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



SMALL CITY & BIG FUTURE

**PEDDLER, SOLICITOR AND TRANSIENT MERCHANT  
PERMIT APPLICATION**

LICENSE FEE

☐

\$25 DAILY

☐

\$200 YEARLY

APPLICATION DATE

11/03/2023

SELLING DATES

11/03/2023 - 01/31/2024

**BUSINESS INFORMATION**

**\*ATTACH PROOF OF BUSINESS**

NAME

Mad city windows and bath

ADDRESS

2621 fairview ave N

PHONE

844-790-1977

WEBSITE

mad-city-windows.com

BUSINESS DESCRIPTION

remodeling for window, bathrooms, kitchen

**PERSONAL INFORMATION**

**\*ATTACH A COPY OF DRIVER'S LICENSE**

RESPONSIBLE PERSON

Nick Granger

ADDRESS

7751 camp 3 Rd NE

PHONE

651-443-9625

EMAIL

negranger33@gmail.com

DRIVERS LICENSE #

1000-036-273-600

**REFERENCES**

**\*ATTACH A LETTER OF REFERENCE (reference must be located in McLeod County)**

REFERENCE 1

REFERENCE 2

NAME

ADDRESS

PHONE

EMAIL

I have not been convicted of any felony, misdemeanor or violation of any City Code provision (excluding minor traffic violations).

Nicholas Granger  
APPLICANT SIGNATURE

11/03/2023  
DATE

POUCE CHIEF	<input checked="" type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED	CITY COUNCIL	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED
Signature/Date: <u>Town / 11-16-23</u>			Signature/Date:		



**DRIVER'S LICENSE**



NOT FOR FEDERAL  
IDENTIFICATION

4d DL#  
**RC00-036-273-600**

4a ISS **09/27/2022**

4b EXP **04/10/2025**

3e DOB  
**04/10/2004**

9 GLASS D  
9a END NONE  
12 RESTR  
NONE

**UNDER 21 UNTIL 04/10/2025**

15 SEX M 18 EYES HAZ  
16 HGT 6'-00"  
17 WGT 190 lb

*Nicholas Granger*

1 **GRANGER**  
2 **NICHOLAS EDMOND**  
8 **7751 CAMP 3 RD NE**  
**COLUMBUS, MN 55025-9428**

*Minnesota*

**04/10/04**



5 DD 00000006978146





SMALL CITY & BIG FUTURE

**PEDDLER, SOLICITOR AND TRANSIENT MERCHANT  
PERMIT APPLICATION**

LICENSE FEE

☐

\$25 DAILY

☐

\$200 YEARLY

APPLICATION DATE

11/3/23

SELLING DATES

**BUSINESS INFORMATION**

**\*ATTACH PROOF OF BUSINESS**

NAME

And Mad City Windows and Bath

ADDRESS

2621 fairview AVE N, Roseville, MN, 55113

PHONE

952-204-9510

WEBSITE

madcitywindows.com

BUSINESS DESCRIPTION

Remodeling

**PERSONAL INFORMATION**

**\*ATTACH A COPY OF DRIVER'S LICENSE**

RESPONSIBLE PERSON

Andrea Harrer

ADDRESS

745 County Rd 10 E, Vadnais Heights, MN 55117

PHONE

952-277-0114

EMAIL

aharrer@madcitywindows.com

DRIVERS LICENSE #

FO06-027-274-906

**REFERENCES**

**\*ATTACH A LETTER OF REFERENCE (reference must be located in McLeod County)**

REFERENCE 1

REFERENCE 2

NAME

ADDRESS

PHONE

EMAIL

I have not been convicted of any felony, misdemeanor or violation of any City Code provision (excluding minor traffic violations).

  
APPLICANT SIGNATURE

11/3/23  
DATE

POLICE CHIEF

☐ APPROVED

☐ DENIED

CITY COUNCIL

☐ APPROVED

☐ DENIED

Signature/Date:

Signature/Date:





MINNESOTA

DRIVER'S  
LICENSE

NOT FOR FEDERAL IDENTIFICATION



1 HARRER  
2 ANDREA MICHELLE  
8 745 COUNTY ROAD DE  
APT 4

VADNAIS HEIGHTS, MN 55117-0000

4d DL# F006-027-274-906 4a ISS 08/31/2023

3 DOB 09/03/1991 4b EXP 09/03/2027

9 CLASS D 9a END NONE

12 RESTR NONE

 MINN  
DONOR

15 SEX F

16 HGT 5'-03"

17 WGT 130 lb

18 EYES BLU

5 DD 00000008339157

09/03/91

*Michelle Harrer*





**PEDDLER, SOLICITOR AND TRANSIENT MERCHANT  
PERMIT APPLICATION**

LICENSE FEE

☐

\$25 DAILY

☐

\$200 YEARLY

APPLICATION DATE

11/03/23

SELLING DATES

\_\_\_\_\_

**BUSINESS INFORMATION**

**\*ATTACH PROOF OF BUSINESS**

NAME

Madcity Windows & Baths

ADDRESS

2621 Fairview Ave N Suite

PHONE

952 529 9266

WEBSITE

Madcitywindows.com

BUSINESS DESCRIPTION

setting free estimates up for Windows, Baths, kitchens & Patios doors

**PERSONAL INFORMATION**

**\*ATTACH A COPY OF DRIVER'S LICENSE**

RESPONSIBLE PERSON

Alana Alyse Brown

ADDRESS

1293 Hewitt Ave St Paul 55104

PHONE

952 367 6703

EMAIL

alana.brown.0153@gmail.com

DRIVERS LICENSE #

N/A

**REFERENCES**

**\*ATTACH A LETTER OF REFERENCE (reference must be located in McLeod County)**

REFERENCE 1

REFERENCE 2

NAME

\_\_\_\_\_

\_\_\_\_\_

ADDRESS

\_\_\_\_\_

\_\_\_\_\_

PHONE

\_\_\_\_\_

\_\_\_\_\_

EMAIL

\_\_\_\_\_

\_\_\_\_\_

**I have not been convicted of any felony, misdemeanor or violation of any City Code provision (excluding minor traffic violations).**

APPLICANT SIGNATURE

11/03/23

DATE

POLICE CHIEF

☐

APPROVED

☐

DENIED

CITY COUNCIL

☐

APPROVED

☐

DENIED

Signature/Date:

Signature/Date:



**mn MINNESOTA**

**IDENTIFICATION CARD**



NOT FOR FEDERAL  
IDENTIFICATION

4d ID#  
**P000-075-764-700**

4a ISS **03/18/2022**

4b EXP **02/28/2024**

3b DOB  
**02/28/2003**

**NOT A DRIVER'S  
LICENSE**

**UNDER 21 UNTIL 02/28/2024**

A handwritten signature in black ink, appearing to read "Alana Alyse Brown".

1 **BROWN**  
2 **ALANA ALYSE**  
8 **1293 HEWITT AVE**  
**SAINT PAUL, MN 55104-1424**

15 SEX **F** 18 EYES **BRO**  
16 HGT **5'-02"**  
17 WGT **120 lb**

*Minnesota*

**02/28/03**

5 DD 00000006131367



BACKGROUND CHECK FOR CITY EMPLOYMENT

Name: \_\_\_\_\_ ICR# \_\_\_\_\_

\_\_\_\_ QDP #1 valid & Clear #2 valid & Clear #3 ID only & Clear

\_\_\_\_ QH #1 No crim history

#2 No crim history

#3 No crim history

\_\_\_\_ MGA #1 Nothing

#2 5/28/2011 convicted liquor minor consumption

#3 Nothing

\_\_\_\_ POR #1 Clear #2 Clear #3 Clear  
SIGN OFF ON SHEET THEY PROVIDE FOR THIS CHECK

\_\_\_\_ IN HOUSE #1 Nothing

#2 Nothing

#3 Nothing

\_\_\_\_ CLEAR

\_\_\_\_ DETECTIVE'S LETTER

\_\_\_\_ CRIMINAL HISTORY SHREDDED IF APPLICABLE

#1 Nicholas Granger

#2 Andrea Hanner

#3 Alana Brown



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)

---

**This page is  
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



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)

---

To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: November 17, 2023

Re: **Item 7A** – Resolution approving Premises Permit for VFW Charitable Gambling.

**Item 7A** – It is recommended to approve Resolution **2023-40** for the VFW Auxiliary to conduct Charitable Gambling at the premises located at 923 Chandler Avenue.

**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

**RESOLUTION NO. 23-40**

**A RESOLUTION APPROVING A LAWFUL GAMBLING PREMISES PERMIT**

WHEREAS, the City Council of the City of Glencoe allows gambling licenses to be issued within the city;

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

That Glencoe VFW Auxiliary's request for a premises permit at 923 Chandler Avenue North is hereby approved.

Passed by the City Council of Glencoe, Minnesota this 20th day of November, 2023.

\_\_\_\_\_  
Mayor

Attested:

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



320/510-0897 Barb Buska

## MINNESOTA LAWFUL GAMBLING

**LG214 Premises Permit Application****Annual Fee \$150 (NON-REFUNDABLE)****REQUIRED ATTACHMENTS TO LG214**

1. If the premises is leased, attach a copy of your lease. Use **LG215 Lease for Lawful Gambling Activity**.
2. \$150 annual premises permit fee, for each permit (non-refundable). Make check payable to "**State of Minnesota**."

**Mail the application and required attachments to:**  
 Minnesota Gambling Control Board  
 1711 West County Road B, Suite 300 South  
 Roseville, MN 55113

**Questions?** Call 651-539-1900 and ask for Licensing.

**ORGANIZATION INFORMATION**

Organization Name: VFW Auxiliary 5102 License Number: \_\_\_\_\_  
 Chief Executive Officer (CEO) Kathy Schuetz Daytime Phone: 320-296-5833  
 Gambling Manager: Brian Jilek Daytime Phone: 952-212-6405

**GAMBLING PREMISES INFORMATION**

Current name of site where gambling will be conducted: VFW Post 5102  
 List any previous names for this location: \_\_\_\_\_

Street address where premises is located: 923 Chandler Ave  
(Do not use a P.O. box number or mailing address.)

City: Glencoe **OR** Township: \_\_\_\_\_ County: McLeod Zip Code: 55336

Does your organization own the building where the gambling will be conducted?

☐ Yes ☒ No **If no, attach LG215 Lease for Lawful Gambling Activity.**

A lease is not required if only a raffle will be conducted.

Is any other organization conducting gambling at this site? ☒ Yes ☐ No ☐ Don't know

Note: Bar bingo can only be conducted at a site where another form of lawful gambling is being conducted by the applying organization or another permitted organization. Electronic games can only be conducted at a site where paper pull-tabs are played.

Has your organization previously conducted gambling at this site? ☐ Yes ☒ No ☐ Don't know

**GAMBLING BANK ACCOUNT INFORMATION; MUST BE IN MINNESOTA**

Bank Name: \_\_\_\_\_ Bank Account Number: \_\_\_\_\_

Bank Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: **MN** Zip Code: \_\_\_\_\_

**ALL TEMPORARY AND PERMANENT OFF-SITE STORAGE SPACES**

Address (Do not use a P.O. box number):	City:	State:	Zip Code:
_____	_____	<b>MN</b>	_____
_____	_____	<b>MN</b>	_____
_____	_____	<b>MN</b>	_____

**ACKNOWLEDGMENT BY LOCAL UNIT OF GOVERNMENT: APPROVAL BY RESOLUTION**

**CITY APPROVAL  
for a gambling premises  
located within city limits**

City Name:

Glennville

Date Approved by City Council:

11/6/23

Resolution Number:

(If none, attach meeting minutes.)

Signature of City Personnel:

[Signature]

Title:

Deputy Clerk

Date Signed:

11/6/23

**Local unit of government  
must sign.**

**COUNTY APPROVAL  
for a gambling premises  
located in a township**

County Name:

Date Approved by County Board:

Resolution Number:

(If none, attach meeting minutes.)

Signature of County Personnel:

Title:

Date Signed:

TOWNSHIP NAME:

**Complete below only if required by the county.**

On behalf of the township, I acknowledge that the organization is applying to conduct gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.213, Subd. 2.)

Print Township Name:

Signature of Township Officer:

Title:

Date Signed:

**ACKNOWLEDGMENT AND OATH**

1. I hereby consent that local law enforcement officers, the Board or its agents, and the commissioners of revenue or public safety and their agents may enter and inspect the premises.
2. The Board and its agents, and the commissioners of revenue and public safety and their agents, are authorized to inspect the bank records of the gambling account whenever necessary to fulfill requirements of current gambling rules and law.
3. I have read this application and all information submitted to the Board is true, accurate, and complete.
4. All required information has been fully disclosed.
5. I am the chief executive officer of the organization.
6. I assume full responsibility for the fair and lawful operation of all activities to be conducted.
7. I will familiarize myself with the laws of Minnesota governing lawful gambling and rules of the Board and agree, if licensed, to abide by those laws and rules, including amendments to them.
8. Any changes in application information will be submitted to the Board no later than ten days after the change has taken effect.
9. I understand that failure to provide required information or providing false or misleading information may result in the denial or revocation of the license.
10. I understand the fee is non-refundable regardless of license approval/denial.

Signature of Chief Executive Officer (designee may not sign)

Date

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process your organization's application. Your organization's name and address will be public

information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to: Board members, Board staff whose work requires access to the information;

Minnesota's Department of Public Safety, Attorney General, Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

This form will be made available in alternative format, i.e. large print, braille, upon request.

An equal opportunity employer



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)

---

**This page is  
left blank to separate  
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



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)

---

To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: November 17, 2023

Re: **Item 7B** – Fire Department Relief Association Pension Request

**Item 7B** – As you recall, the Glencoe Fire Department Relief Association appeared at the August City Council workshop to request an increase in City Contribution from \$44,577.55 this year to \$47,588.00 in 2024.

The Glencoe Fire Relief is fully funded. The Glencoe Fire Relief is requesting an increase in benefit from \$3,500 per year of service to \$4,000 per year of service.

Previously, this increase was been included with the overall budget approval in December, but the City Auditor would like the City Council to take specific action on the request.

**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





## Glencoe Fire Department Relief Association

### Written Certification 2024 Budget

#### Normal Costs:

#### Amortization Cost of Deficit Budget:

#### Administration Costs:

Relief Association Payroll  
Treasurer Bond  
Increase Study  
Investment Expense  
Education  
City Audit  
Actuarial  
990 Annual Tax Report  
GASB 67/68 Form

#### Total Administrative Costs:

#### Total Budget Expense:

2023	2024
\$65,142.00	\$72,912.00
\$0.00	\$0.00
\$5,500.00	\$5,500.00
\$225.00	\$225.00
\$650.00	\$0.00
\$10,700.00	\$10,700.00
\$500.00	\$500.00
\$6,000.00	\$6,000.00
\$3,100.00	\$0.00
\$1,850.00	\$1,850.00
\$2,200.00	\$2,200.00
\$30,725.00	\$26,975.00
\$95,867.00	\$99,887.00

Gross Year over Year

4.19%

Estimated MN State Aid:

\$51,289.00

\$52,299.00

City of Glencoe approved contribution

\$44,577.55

\$47,588.00

Net Year over Year

6.75%

City Administrator

GFDRP President

X \_\_\_\_\_

X \_\_\_\_\_

**WE SERVE FOR THE MAXIMUM BENEFIT OF OUR MEMBERS**



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)

---

**This page is  
left blank to separate  
agenda items.**



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)

---

To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: November 17, 2023

Re: **Item 7C** – Resolution 2023-41 to establish and Economic Development Authority (EDA)

**Item 7C** – As discussed at the last workshop, I have attached Resolution 2023-41 to establish an EDA in Glencoe.

If approved, I would recommend advertising for members for the next 30 days. At the end of the 30 days, the City Council could appoint the council members of the EDA and the public members of the EDA.

Following the appointment of the EDA, the EDA should adopt their Bylaws.

The first step is a resolution to establish the EDA.

**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

RESOLUTION NO. 2023-41

RESOLUTION ENABLING THE CREATION OF AN ECONOMIC DEVELOPMENT AUTHORITY IN  
THE CITY OF GLENCOE, MINNESOTA

WHEREAS, the City is authorized by Minnesota Statutes, Sections 469.090 to 469.1081 (the “EDA Act”) to establish an economic development authority to coordinate and administer economic development and redevelopment plans and programs for the City.

WHEREAS, the City Council has now determined to establish an economic development authority pursuant to the EDA Act.

WHEREAS, the City Council has, in accordance with Section 469.093 of the EDA Act, provided public notice and conducted a public hearing on the date hereof at which all persons wishing to be heard were given an opportunity to express their views, concerning the establishment of an economic development authority.

**NOW, THEREFORE, BE IT RESOLVED**, that:

Section 1. Enabling Authority.

1.01. The Glencoe Economic Development Authority (the “EDA”) is hereby established pursuant to this Enabling Resolution.

1.02. The EDA board of commissioners shall be composed of 7 members, who shall be the following:

- The Mayor of the City Council.
- Two (2) City council members, appointed by the Mayor and
- Five (5) independent commissioners appointed by majority vote of the City Council.

1.03. For the Mayor and City Councilors serving on the Board, the terms of office shall coincide with their terms of office as members of the City Council. For the non-mayor or city councilor commissioners, they shall initially serve for a term duration designated by Minnesota Statute 469.095, subdivision 2(c). After the first appointment by the City Council, non-mayoral or city council commissioners shall serve terms as designated by designated by Minnesota Statute 469.095, subdivision 2(c) and shall not serve more than 2 terms.

1.04. A vacancy is created in the membership of the EDA when a City Council member of the board of commissioners ends Council membership. A vacancy for this or any other reason must be filled for a new term, or the balance of the unexpired term, in the manner in which the original appointment was made.

1.05. The City Council shall make available to the EDA such appropriations as it deems fit for salaries, fees, and expenses necessary in the conduct of its work. The EDA shall have authority to expend all budgeted sums so appropriated and recommend the expenditures of other sums made available for its use from grants, gifts, and other sources for the purposes and activities authorized by this resolution.



## Section 2. Officers and Meetings.

- 2.01. The EDA shall elect a president, vice president, treasurer, assistant treasurer, and secretary annually. A member must not serve as president and vice-president at the same time. The other offices may be held by the same member. The other offices of the secretary and assistant treasurer need not be held by a member.
- 2.02. The EDA shall adopt rules and procedures not inconsistent with the provisions of this Enabling Resolution or as provided in Section 469.096 of the Enabling Act, and as may be necessary for the proper execution and conduct of its business. The EDA shall adopt bylaws and rules to govern its procedures and for the transaction of its business and shall keep a record of attendance at its meetings and/or resolutions, transactions, findings, and determinations showing the vote of each member on each question requiring a vote, or if absent or abstaining from voting, indicating such fact. The records of the EDA shall be a public record, except for those items classified by law as nonpublic data.'
- 2.03. The EDA shall meet at least annually and shall annually adopt a meeting schedule. Special meetings may be called by the president as needed.
- 2.04. All administrative procedures, including contract for services, purchases of supplies, and financial transactions and duties, shall be outlined in the bylaws of the EDA.
- 2.05. Commissioners shall be compensated pursuant to Minnesota Statute 469.095, subdivision 4 which shall include a per meeting stipend of \$25.00.

## Section 3. Functions, Powers, and Duties.

- 3.01. Except as specifically limited by the provisions of Section 6 of this Enabling Resolution, the EDA shall have the authority granted it pursuant to the EDA Act.
- 3.02. The EDA may be a limited partner in a partnership whose purpose is consistent with the EDA's purpose.
- 3.03. The EDA may issue general obligation bonds and revenue bonds when authorized by the City Council and pledge as security for the bonds the full faith, credit, and resources of the City or such revenues as may be generated by projects undertaken by the EDA.
- 3.04. The EDA may cooperate with or act as agent for the federal or state government or a state public body, or an agency or instrumentality of a government or other public body to carry out the powers granted it by the EDA Act or any other related federal, state, or local law in the area of economic development district improvement.
- 3.05. The EDA may annually develop and present an economic development strategy and present it to the City Council for consideration and approval.
- 3.06. The EDA may join an official, industrial, commercial, or trade association or other organization concerned with such purposes, hold reception of officials who may contribute to advancing the City and its economic development, and carry out other appropriate public relations activities to promote the city and its economic development.

3.07. The EDA may perform such other duties which may be lawfully assigned to it by the City.

All city employees shall, upon request and within a reasonable time, furnish the EDA or its employees or agents such available records or information as may be required in its work. The EDA or its employees or agents may, in the performance of official duties, enter upon lands and make examinations or surveys in the same manner as other authorized City agents or employees and shall have such other powers as are required for the performance of official functions in carrying out the purposes of this resolution.

#### Section 4. Limitations of Power.

4.01. The following limits apply to the EDA and its operation:

- a) The sale of bonds or other obligations of the EDA must be approved by the City Council.
- b) The EDA must follow the budget process for City departments in accordance with City policies, ordinances, and resolutions and the City charter.
- c) Development and redevelopment actions of the EDA must be in conformity to the City comprehensive plan and official controls implementing the comprehensive plan.
- d) The EDA must submit its plans for development and redevelopment to the City Council for approval in accordance with City planning procedures and laws.
- e) Except when previously pledged by the EDA, the City Council may, by resolution, require the EDA to transfer any portion of the reserves generated by activities of the EDA that the City Council determines are not necessary for the successful operation of the EDA to the debt service funds of the city to be used solely to reduce tax levies for bonded indebtedness of the City.
- f) The administrative structure and management practices and policies of the EDA must be approved by the City Council.
- g) The EDA shall submit all planned activities for influencing the action of any other governmental agency, subdivision, or body to the City Council for approval.

4.02. The EDA may exercise all the powers under the EDA Act, including, but not limited to, the following:

- a) all powers under the HRA Act.
- b) all powers of a city under Minnesota Statutes, Section 469.124 to 469.134.
- c) all powers and duties of a redevelopment agency under Minnesota Statutes, Sections 469.152 to 469.165 for a purpose in the HRA Act or the EDA Act, and all powers and duties in the HRA Act and the EDA Act for a purpose in Minnesota Statutes, Sections 469.152 to 469.165.9.
- d) the authority to acquire property, exercise the right of eminent domain; make contracts for the purpose of redevelopment and economic development; serve as a limited partner in a partnership whose purpose is consistent with the EDA's purpose; buy supplies and materials needed to carry out development within the EDA Act; and operate and maintain public parking facilities.

- e) the authority to issue bonds in accordance with the EDA Act and the HRA Act.
- f) the authority to levy special benefit taxes in accordance with Section 469.033, subdivision 6 of the HRA Act in order to pay or finance public redevelopment costs (as defined in the HRA Act), subject to approval by the City Council in accordance with Section 469.033, subdivision 6.24.
- g) all powers under Minnesota Statutes, Sections 469.474 to 469.179.26

4.03. As provided in the EDA Act, it is the intention of the City Council that nothing in this resolution nor any activities of the EDA are to be construed to impair the obligations of the City or HRA under any of their contracts or to affect in any detrimental manner the rights and privileges of a holder of a bond or other obligation heretofore issued by the City or the HRA.

#### Section 5. Implementation.

5.01. The City Council will from time to time and at the appropriate time adopt such ordinances and resolutions as are required and permitted by the EDA Act to give full effect to this resolution.

5.02. The Mayor, the City Administrator, and other appropriate City officials are authorized and directed to take the actions and execute and deliver the documents necessary to give full effect to this resolution.

5.03. Nothing in this resolution is intended to prevent the City from modifying this Enabling Resolution to impose new or different limitations on the EDA as authorized by the EDA Act.

The motion for the adoption of the foregoing resolution was duly seconded by \_\_\_\_\_

, and upon a vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

WHEREUPON said resolution was declared duly passed and adopted

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
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)

---

**This page is  
left blank to separate  
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





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

---

To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: November 17, 2023

Re: **Item 7D** - Revocation of Special Use Permit for Swimming Pool over 5000 Gallons at 430 Edgewood Drive.

**Item 7DB** – the Planning and Industrial Commission held a public hearing on November 9<sup>th</sup> at 7:00 PM at the Glencoe City Center. No one representing 430 Edgewood Drive attended the meeting.

It was the recommendation of the City Attorney to revoke the special use permit due to the lack of building a fence around the pool.

The Planning Commission unanimously approved the revocation of the Special Use Permit of Tracy Larson at 430 Edgewood Drive for a swimming pool over 500 gallons.

City Attorney Ostlund has provided Resolution **2023-42** for approval on Monday.

**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

**RESOLUTION NO. 2023-42**

**A RESOLUTION REVOKING THE SWIMMING POOL SPECIAL USE PERMIT AT  
430 EDGEWOOD DRIVE, GLENCOE**

**WHEREAS**, The Glencoe Planning and Industrial Commission held a public hearing on September 8, 2022 regarding a certain Special Use Permit Request of Ms. Tracy Larson at 430 Edgewood Drive for approval of the installation of an above ground swimming pool which exceeded 5,000 gallons.

**WHEREAS**, On October 13, 2022, the City resolved to approve Tracy Larson's petition for a special use permit to allow the installation of an above ground pool exceeding 5,000 gallons at her residence located at 430 Edgewood Drive Glencoe, MN on the condition that Ms. Larson complete and receive approval for a building permit and that a 6-foot privacy fence be constructed around the pool area.

**WHEREAS**, After receiving notice of the Council's decision, the Property owner continued to maintain the pool and refused to install the 6-foot privacy fence around the pool area.

**WHEREAS**, on November 2<sup>nd</sup>, 2023, the Glencoe Planning and Zoning Commission held a properly noticed public hearing regarding the revocation of the above referenced special use permit, and unanimously voted to recommend to the City Council that the referenced special use permit be revoked on the finding that the referenced fence enclosure was never constructed.

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

Based upon the foregoing recitals, the above referenced special use permit is hereby revoked.

**BE IT FURTHER RESOLVED** that the City Clerk is hereby directed to give published, posted and mailed notice of such hearing as required by law.

Passed by the City Council of Glencoe, Minnesota this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Ryan Voss, Mayor

Attested:

\_\_\_\_\_  
Mark Larson, City Administrator

**City of Glencoe**  
**Planning and Industrial Commission**  
**Meeting Notes**

**Thursday, November 9, 2023**

**Glencoe City Center West Conference Room, 7:00 PM**

---

The meeting was called to order by Vice Chairperson Kevin Dietz at 7:00 PM. Other Commissioners present were Barbara Jenneke, Bob Scheidt, and Bob Senst. Commissioner Wes Olson was absent. Also present were City Administrator Mark Larson, Mayor Ryan Voss, City Attorney Mark Ostlund, and City Council Liaison Mark Hueser. Also attending, Karen Ramige from the McLeod County Chronicle newspaper.

**Planning Commission Agenda Item #1: Approve minutes from August Planning Commission Meeting.**

A motion was made by Barb Jenneke to approve the minutes. It was seconded by Bob Senst. Motion passed 4-0.

**Planning Commission Agenda Item #2: Public Hearing on the revocation of the Special Use Permit of Tracy Larson, 430 Edgewood Drive for a Swimming Pool over 5,000 gallons, due to failure to provide a fence as required by the Permit – Mark Ostlund, City Attorney.**

Bob Senst made a motion to open the Public Hearing, seconded by Bob Scheidt.

Property owners were notified by letter by City Attorney Mark Ostlund that for pools over 5,000 gallons a fence is required. On October 13, 2023 a Special Use Permit was approved by the Planning Commission, provided a fence be constructed around the pool area. To date, no fence was built. The homeowners did not attend. The homeowner made it clear she will not comply with the City's resolution.

After discussion, the Public Hearing was closed with a motion from Bob Senst, it was second by Bob Scheidt. Motion passed 4-0 to close.

The Commissioners then discussed issue. Bob Senst made a motion to revoke the Special Use Permit. Bob Scheidt seconded the motion. Motion passed 4-0.

**Planning Commission Agenda Item #3: Continue Review/Discussion on Zoning Ordinance Updates – Mark Ostlund, City Attorney.**

This was a discussion topic. The Commissioners looked at the new map of the City that reflected the Comp Plan. Discussion will continue.

**Planning Commission Agenda Item #4: Updated Zoning Map**

The Commissioners reviewed sections of the new City Map discussing areas of the Map and the assigned Zones. City Attorney, Mark Ostlund will make changes and will have the revisions ready for the December meeting.

City Administrator Mark Larson announced that discussion continues regarding the Dollar General Store. Also, the hotel discussions/work stopped. The City is looking into other options.

**Planning Commission Agenda Item #5: Adjourn**

Barb Jenneke made a motion to adjourn. Seconded by Bob Scheidt. Motion passed 4-0.

Respectfully submitted,  
Barb Jenneke, Planning Commission Secretary





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)

---

**This page is  
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



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)

---

To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: November 17, 2023

Re: **Item 7E** – Third reading of Animal Ordinance to allow Chickens in the City Limits – R1 Zone.

**Item 7E** – It is recommended to approve the third and final reading of Ordinance 623 to eliminate Farm animals, but to include up to 6 chickens in R1 zoned property. This excludes Roosters.

**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

## ORDINANCE NO. 623

### AN ORDINANCE AMENDING CERTAIN PORTIONS OF CITY CODE PERTAINING TO ANIMALS, AMENDING ORDINANCE ADDING SECTION 704 TO ALLOW THE KEEPING OF BACKYARD CHICKENS

#### Findings and Purpose:

- A. It is the purpose and intent of this section to amend the City of Glencoe's ordinance(s) pertaining generally to animals regarding several issues, including but not limited, to allow, but strictly limit, the keeping of backyard chickens as an egg source in a clean and sanitary manner which is not a nuisance to or detrimental to the public health, safety, and welfare of the city of Glencoe.

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

#### Section 1. Section 701, Subdivision 1(R) is amended to read:

R. *Wild Animal* is every non-human species of the animal kingdom, including those born or raised in captivity except the following:

- (1) Domestic dogs (~~excluding hybrids with wolves, coyotes or jackals~~)
- (2) Domestic cats (~~excluding hybrids with ocelots or margays~~) properly vaccinated against rabies pursuant to law;
- (3) ~~Farm animals, including bees,~~ Chickens (No Roosters), licensed pursuant to City Code Section 704. Vietnamese pot-bellied pigs, and pigeons, provided that no more than one Vietnamese pot-bellied pig and no more than five pigeons can be kept on any one lot or premises;
- (4) Rodents, including hamsters, mice, gerbils, white rats, guinea pigs, hedgehogs, capable of being maintained continuously in cages;
- (5) Rabbits;
- (6) Captive-bred species of common cage birds;
- (7) Small non-poisonous snakes;
- (8) Chinchillas, non-poisonous lizards, and other similar small species capable to being maintain continuously in cages;
- (9) Fish, unless prohibited by state or federal law.
- (10) Neutered male or spayed female domestic ferrets.

#### Section 2. The following Section 704 shall be added to the City Code:

704.01 It is the purpose and intent of this section to allow, but strictly limit, the keeping of backyard chickens as an egg source in a clean and sanitary manner which is not a nuisance to or detrimental to the public health, safety, and welfare of the city of Glencoe.



704.02 Keeping Of Backyard Chickens Allowed: A person may keep up to **six (6)** backyard chickens on property zoned **R-1 residential** only as provided for in section 509 of this code as provided for in section 509 of this code provided that:

- a. The owner of the backyard chickens resides in a detached dwelling located upon the parcel at which the backyard chickens are kept.
- b. The owner of the subject parcel remains at all times in compliance with this section.

704.01 The city may inspect the premises in order to ensure compliance with this section. If the city is not able to obtain the occupant's consent to enter the property, it may seek an administrative search warrant to inspect any premises for compliance with this section.

704.02 Upon reasonable written notice, the city may revoke the right issued under this section if a property owner fails or refuses to comply with the requirements of this section or any state or local law governing the cruelty to animals or the keeping of animals. Any person whose right to own and keep backyard chickens is revoked shall have the right to appeal the revocation to the City Council.

704.03 Any person whose right under this section for the keeping of backyard chickens is revoked or who fails to otherwise comply with the terms on this section, within ten (10) days thereafter, humanely dispose of all chickens owned, kept or harbored by such person on the subject property.

704.04 General Standards For The Keeping Of Backyard Chickens:

- a. **The keeping of roosters is prohibited under this section.**
- b. Backyard chickens shall not be raised or kept for the purpose of fighting.
- c. Backyard chickens shall not be kept in a dwelling, garage or accessory structure other than those meeting the requirements of an enclosed coop.
- d. All backyard chickens shall have access to an enclosed coop meeting the following minimum standards:
  - i. The enclosed coop may not occupy a front or side yard.
  - ii. A maximum of one coop per lot shall be permitted.
  - iii. The enclosed coop shall have a minimum size of four (4) square feet per chicken and shall not exceed a maximum of forty (40) square feet in total area.
  - iv. The enclosed coop shall be set back a minimum of twenty-five feet (25') from the principal structure, at least ten feet (10') from all property lines and shall not encroach upon utility easements.

- v. The enclosed coop shall not exceed ten feet (10') in height.
- vi. The enclosed coop shall be the same or similar in color to the principal structure on the lot.
- vii. Enclosed coops shall be compatible with the principal building on the lot. Under no circumstances shall sheet metal, corrugated metal, asbestos, iron, plain concrete block (whether painted or color integrated or not) be deemed acceptable as major exterior wall materials. "Compatible" means that the exterior appearance of the coop (accessory building) is not at variance with the principal building from an aesthetic and architectural standpoint as to cause:
  - a. A nuisance which may have characteristics related to noise, dust, odors, glare, and unsightly building exterior.
- e. The enclosed coop shall be built to protect the backyard chickens from extreme heat or cold.
- i. The enclosed coop shall be at all times maintained in a good condition.
- f. All backyard chickens shall have access to a run.
- g. The following minimum sanitation standards shall be observed at all times:
- h. The slaughtering of backyard chickens on the property is prohibited.
- i. No chicken or chicken byproducts shall be sold upon the subject property.
- j. All premises on which backyard chickens are kept or maintained shall be kept clean from filth, garbage, and any substances which attract rodents. The coop and its surrounding area shall be cleaned frequently to control odor. Manure shall not be allowed to accumulate in a way that causes an unsanitary condition or causes odors to be detectible from another property. Failure to comply with these conditions may result in the removal of backyard chickens from the premises.
- k. All grain and food stored for backyard chickens shall be kept indoors in a rodentproof container.
- l. Backyard chickens shall be kept in such a manner which does not constitute a nuisance as provided for in chapter 5, article b of this title.
- m. Persons no longer intending to keep backyard chickens on the subject property shall notify the city in writing and remove the enclosed coop and run.
- n. The enclosed coop and run shall be removed from the property upon revocation of the right to have backyard chickens, at the property owner's expense.

- o. Any person who violates any provision of this ordinance shall, upon conviction, be punished by a fine of not more than \$300.

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

Passed by the City Council of Glencoe, Minnesota this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Ryan Voss, Mayor

Attested:

\_\_\_\_\_  
Mark D. 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.us](http://www.glencoe.mn.us) Email: [info@ci.glencoe.mn.us](mailto:info@ci.glencoe.mn.us)

---

**This page is  
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

# CITY OF GLENCOE BILLS

NOVEMBER 20, 2023

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

VENDOR	DEPARTMENT: DESCRIPTION	TOTAL
CITY OF GLENCOE EMPLOYEES	MULTIPLE DEPTS.: CITY OF GLENCOE PAYROLL 7-26-23	\$83,928.71
WIRE TRANSFER	MULTIPLE DEPTS.: MEDICA INSURANCE PREMIUMS	\$47,103.82
WIRE TRANSFER	MULT DEPTS: STATE SALES TAX	\$29,985.00
WIRE TRANSFER	MULT DEPTS:EMP/CITY PAYROLL TAXES,HSA,PERA,D COMP,CAFE	\$51,084.87
	TOTAL PREPAID BILLS ----->	<u><u>\$212,102.40</u></u>

## INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

NOV 20, 2023 PREPAID BILLS

Date: 10/26/2023

Time: 11:58 am

Page: 1

City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
BRASS FOUNDRY BREWING CO	0823	LIQUOR STORE: MERCH FOR RESALE	178289	07/31/2023	65.94
				Vendor Total:	65.94
BREAKTHRU BEVERAGE	0513	LIQUOR STORE: MERCH FOR RESALE	178280	07/24/2023	1,005.78
BREAKTHRU BEVERAGE	0513	LIQUOR STORE: MERCH FOR RESALE	178290	07/31/2023	7,756.38
BREAKTHRU BEVERAGE	0513	LIQUOR STORE: MERCH FOR RESALE	178299	08/04/2023	2,004.20
				Vendor Total:	10,766.36
C & L DISTRIBUTING	0492	LIQUOR STORE: MERCH FOR RESALE	178291	07/31/2023	21,522.35
				Vendor Total:	21,522.35
COLONIAL LIFE	0735	MULT DEPTS: INS PREMIUMS	178281	07/24/2023	263.70
				Vendor Total:	263.70
DAHLHEIMER BEVERAGE	0003	LIQUOR STORE: MERCH FOR RESALE	178292	07/31/2023	28,509.92
				Vendor Total:	28,509.92
JOHNSON BROS - ST PAUL	0504	LIQUOR STORE: MERCH FOR RESALE	178282	07/24/2023	2,112.44
JOHNSON BROS - ST PAUL	0504	LIQUOR STORE: MERCH FOR RESALE	178293	07/31/2023	1,967.90
JOHNSON BROS - ST PAUL	0504	LIQUOR STORE: MERCH FOR RESALE	178300	08/04/2023	2,303.00
				Vendor Total:	6,383.34
MARLIN'S TRUCKING	1387	LIQUOR STORE: MERCH FOR RESALE	178294	07/31/2023	358.75
				Vendor Total:	358.75
MINNESOTA PUBLIC EMPLOYEE	1439	POLICE: UNION DUES	178283	07/24/2023	88.60
				Vendor Total:	88.60
NCPERS GROUP LIFE INS	1619	ADMIN: INS PREMIUMIUMS	178284	07/24/2023	16.00
				Vendor Total:	16.00
PHILLIPS WINE & SPIRITS, INC.	1010	LIQUOR STORE: MERCH FOR RESALE	178285	07/24/2023	2,681.10
PHILLIPS WINE & SPIRITS, INC.	1010	LIQUOR STORE: MERCH FOR RESALE	178295	07/31/2023	9,183.70
PHILLIPS WINE & SPIRITS, INC.	1010	LIQUOR STORE: MERCH FOR RESALE	178301	08/04/2023	1,430.00
				Vendor Total:	13,294.80
PPLSI	0485	MULT DEPST: INS PREMIUMS	178286	07/24/2023	112.60
				Vendor Total:	112.60
SOUTHERN GLAZER'S OF MN	1429	LIQUOR STORE: MERCH FOR RESALE	178287	07/24/2023	1,511.50
SOUTHERN GLAZER'S OF MN	1429	LIQUOR STORE: MERCH FOR RESALE	178296	07/31/2023	5,842.02
SOUTHERN GLAZER'S OF MN	1429	LIQUOR STORE: MERCH FOR RESALE	178302	08/04/2023	1,891.57
				Vendor Total:	9,245.09
TRUIST GOVERNMENTAL FINANCI	0809	CITY CENTER: BOND INTEREST	178288	07/24/2023	12,934.99
				Vendor Total:	12,934.99
VIKING BEVERAGES	0973	LIQUOR STORE: MERCH FOR RESALE	178297	07/31/2023	8,863.60
				Vendor Total:	8,863.60
VISA	0350	MULT DEPTS: TRAINING/TRAVEL, REPAIR/MAINT,SUPPLIES, POSTAGE	178298	07/31/2023	3,830.22
				Vendor Total:	3,830.22
				Grand Total:	116,256.26
				Less Credit Memos:	0.00
				Net Total:	116,256.26
				Less Hand Check Total:	0.00
				Outstanding Invoice Total :	116,256.26
Total Invoices:		23			



## INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

NOV 17, 2023 REGULAR BILLS

Date: 11/17/2023

Time: 11:28 am

Page: 1

City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
4-SQUARE BUILDERS, INC.	0071	PARK: LUMBER	0	00/00/0000	51.30
				Vendor Total:	51.30
AMERICAN WATER WORKS ASSN.	0006	WATER: DUES	0	00/00/0000	376.00
				Vendor Total:	376.00
ANDOVER ARMS LLC	2273	POLICE: TRAINING	0	00/00/0000	1,600.00
				Vendor Total:	1,600.00
ARNOLD'S OF GLENCOE, INC.	1449	STREET: OIL, FILTERS	0	00/00/0000	742.23
				Vendor Total:	742.23
AT&T MOBILITY	1205	MULT DEPTS: PHONE	0	00/00/0000	785.74
				Vendor Total:	785.74
BERNIE'S FURNITURE	1551	POLICE: OFFICE CHAIR	0	00/00/0000	499.95
				Vendor Total:	499.95
BORDER STATES INDUSTRIES INC	0852	LIQUOR: LIGHTBULBS	0	00/00/0000	384.66
				Vendor Total:	384.66
BRAUN INTERTEC CORPORATION	0796	2023 STREET IMPROV: MATERIAL TESTING	0	00/00/0000	290.00
				Vendor Total:	290.00
CARD SERVICES	0330	MULT DEPT: BAR SUPPLIES, FUEL	0	00/00/0000	491.66
				Vendor Total:	491.66
CARGILL, INC	1636	WATER: SALT	0	00/00/0000	5,745.17
				Vendor Total:	5,745.17
CENTERPOINT ENERGY	0204	MULT DEPTS: NATURAL GAS BILLS	0	00/00/0000	4,829.70
				Vendor Total:	4,829.70
DAKOTA SUPPLY GROUP	0523	WATER: WIRE	0	00/00/0000	951.71
				Vendor Total:	951.71
EBERT CONSTRUCTION	0223	AIRPORT: SITE WORK, CONSTRU.	0	00/00/0000	131,970.19
				Vendor Total:	131,970.19
EISCHENS HOME FINISHING	0385	MUN. STATE AID, STREET: SIDEWALK	0	00/00/0000	8,333.81
				Vendor Total:	8,333.81
FLAHERTY & HOOD, P.A.	0441	MULT DEPTS: LEGAL FEES	0	00/00/0000	3,606.70
				Vendor Total:	3,606.70
FLOW MEASUREMENT AND CONT	0386	WATER: CERTIFICATION OF FLOW METERS	0	00/00/0000	149.00
				Vendor Total:	149.00
FRANKLIN PRINTING INC.	0085	WATER: ENVELOPES	0	00/00/0000	213.44
				Vendor Total:	213.44
GALLS, LLC	0452	POLICE: UNIFORM	0	00/00/0000	97.50
				Vendor Total:	97.50
GLENCOE AREA CHAMBER OF CO	0094	COUNCIL: BANQUET	0	00/00/0000	300.00
				Vendor Total:	300.00
GLENCOE CO-OP ASSN.	1842	MULT DEPTS: FUEL	0	00/00/0000	6,343.18
				Vendor Total:	6,343.18
GLENCOE FIRE RELIEF ASS'N.	0455	FIRE: 2ND HALF FIRE PENSION CONTRIBUTIONS	0	00/00/0000	79,072.09
				Vendor Total:	79,072.09
GLENCOE FLEET SUPPLY	2074	MULT DEPTS: PAINT, PUMP, HEATER, MISC SUPPLIES	0	00/00/0000	1,113.98
				Vendor Total:	1,113.98
HAWKINS, INC.	1133	W.W.T.P.: CHEMICALS	0	00/00/0000	10,208.43
				Vendor Total:	10,208.43
HERALD JOURNAL PUBLISHING	1442	ADMIN, SANITATION: PUBLISHING	0	00/00/0000	279.79
				Vendor Total:	279.79

## INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

NOV 17, 2023 REGULAR BILLS

Date: 11/17/2023

Time: 11:28 am

Page: 2

City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
HILLYARD HUTCHINSON	0122	ADMIN: PAPER AND CLEANING PRODUCTS	0	00/00/0000	697.85
				Vendor Total:	697.85
HUEMOELLER, GONTAREK &	1800	ADMIN: LEGAL SERVICES	0	00/00/0000	17,451.27
				Vendor Total:	17,451.27
J & J ATHLETICS	1242	WATER, W.W.T.P.: SAFETY APPAREL	0	00/00/0000	612.00
				Vendor Total:	612.00
JOHN DEERE FINANCIAL	1299	STREET: LEAF VAC PARTS	0	00/00/0000	50.10
				Vendor Total:	50.10
JOHNSON CONTROLS FIRE	0874	WWTP: ANNUAL FIRE EXIT & EMERGENCY LIGHTS	0	00/00/0000	479.00
				Vendor Total:	479.00
KDUZ - KARP - KGLB	2248	ADMIN, SANITATION, LIQUOR: ADVERTISING	0	00/00/0000	1,928.00
				Vendor Total:	1,928.00
KONE CHICAGO	0800	ADMIN, LIBRARY, CITY CENTER: QUARTERLY	0	00/00/0000	1,055.73
				Vendor Total:	1,055.73
LIGHT & POWER COMMISSION	1484	MULT DEPTS: ELECTRICITY, CREDIT CARD & BILLING FEES	0	00/00/0000	26,428.74
				Vendor Total:	26,428.74
MCLEOD COOP. POWER ASS'N.	0201	ADMIN, AIRPORT: ELECTRICITY	0	00/00/0000	487.36
				Vendor Total:	487.36
MCLEOD COUNTY AUDITOR	0164	ADMIN: ASSESSMENT FEES	0	00/00/0000	25,452.00
				Vendor Total:	25,452.00
METRO SALES, INC	1066	LIBRARY: OFFICE EQUIPMENT LEASE	0	00/00/0000	173.23
				Vendor Total:	173.23
MINI BIFF	0177	PARK: WASTE REMOVAL	0	00/00/0000	316.20
				Vendor Total:	316.20
MN DEPT OF HLTH	1216	CITY CENTER: OPERATING LICENSES	0	00/00/0000	450.00
				Vendor Total:	450.00
MN DEPT OF LABOR & INDUSTRY	0246	ADMIN, W.W.T.P.: ELEVATOR AND BOILER INSPECTIONS	0	00/00/0000	120.00
				Vendor Total:	120.00
MNSPECT	0722	CODE ENFORCEMENT: INSPECTIONS	0	00/00/0000	283.34
				Vendor Total:	283.34
MVTL , INC.	0353	WATER, W.W.T.P.: LAB TESTING	0	00/00/0000	279.30
				Vendor Total:	279.30
NORTH CENTRAL LABORATORIES	0631	WWTP: LAB SUPPLIES	0	00/00/0000	298.00
				Vendor Total:	298.00
OFFICE OF MN. IT SERVICES	1423	POLICE: INTERNET SERVICES	0	00/00/0000	120.92
				Vendor Total:	120.92
OXYGEN SERVICE COMPANY	0653	STREET: WELDING SUPPLIES	0	00/00/0000	16.74
				Vendor Total:	16.74
PIONEERLAND LIBRARY SYSTEMS	0227	LIBRARY: QUARTERLY FUNDING	0	00/00/0000	23,400.00
				Vendor Total:	23,400.00
PREMIUM WATERS, INC.	1081	MULT DEPTS: WATER	0	00/00/0000	254.17
				Vendor Total:	254.17
PURPLE ROLL-OFF	1582	STREET: METAL RECYCLING HAULING	0	00/00/0000	27.20
				Vendor Total:	27.20

## INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

NOV 17, 2023 REGULAR BILLS

Date: 11/17/2023

Time: 11:28 am

Page: 3

City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
QT PETROLEUM ON DEMAND	0673	AIRPORT: FUEL SYSTEM ANNUAL SUPPORT PLAN	0	00/00/0000	1,425.00
				Vendor Total:	1,425.00
RUNNING'S SUPPLY, INC.	1616	WATER, WWTP: UNIFORMS, SAFETY EQUIPMENT	0	00/00/0000	415.41
				Vendor Total:	415.41
SAM'S TIRE SERVICE INC.	0250	POLICE: TIRE REPLACEMENTS	0	00/00/0000	667.19
				Vendor Total:	667.19
SCR, INC - ST. CLOUD	0738	ADMIN, LIQUOR STORE: MECHANICAL SYSTEM MAINTENANCE	0	00/00/0000	2,148.03
				Vendor Total:	2,148.03
SECURITY BANK & TRUST CO.	0259	MULT DEPTS: BOND PRINCIPAL & INTEREST PAYMENTS	0	00/00/0000	430,797.75
				Vendor Total:	430,797.75
SHERIDAN, HANNAH & ALEC	0235	CITY CENTER: DAMAGE DEPOSIT	0	00/00/0000	200.00
				Vendor Total:	200.00
TEK MECHANICAL SERVICE, INC	1451	WWTP: COMPRESSOR REPLACEMENT	0	00/00/0000	2,300.00
				Vendor Total:	2,300.00
THOMSON REUTERS	1260	POLICE: INVESTIGATION SUPPLIES	0	00/00/0000	176.70
				Vendor Total:	176.70
TRI-COUNTY WATER	1016	STREET, REIMB: WATER	0	00/00/0000	23.00
				Vendor Total:	23.00
WATER CONSERVATION SERVICE	1298	WATER: LEAK LOCATES	0	00/00/0000	756.29
				Vendor Total:	756.29
				Grand Total:	797,726.75
				Less Credit Memos:	0.00
				Net Total:	797,726.75
				Less Hand Check Total:	0.00
				Outstanding Invoice Total :	797,726.75
Total Invoices:		58			