



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

GLENCOE CITY COUNCIL MEETING AGENDA
December 18, 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 December 4, 2023
- B.** Approve the following License's
 - 1. A&P Company, Inc. (Happy Hour Inn) 815 11th St E. Glencoe, MN 55336
Tobacco, 1 music machine, 2 amusement devices
 - 2. Casey's General Store #2010, 801 13th St. E, Glencoe, MN 55336
Tobacco
 - 3. Casey's General Store #1688, 2101 10th St. E., Glencoe, MN 55336
Tobacco
 - 4. Chandler Go For It Gas, 415 Chandler Ave N, Glencoe, MN 55336
Tobacco
 - 5. Coborn's Inc, 221 11th St. E., Glencoe, MN 55336
Tobacco
 - 6. Glencoe VFW Post 5102, 923 Chandler Ave. N., Glencoe, MN 55336
2 amusement devices, 1 music machine
 - 7. Kwik Trip #1049, 2600 11th Street East, Glencoe, MN 55336
Tobacco
 - 8. Main Street Sports Bar, 1226 Greeley Ave N, Glencoe, MN 55336
Tobacco, 1 music machine, 5 amusement devices
 - 9. Unhinged Pizza, 2408 9th St. E, Glencoe, MN 55336
Amusement devices
 - 10. Extrada Properties (Pla-Mor), 1904 9th Street e, Glencoe, MN 55336
Annual Dance Permit

4. PUBLIC COMMENT (agenda items only)

5. PUBLIC HEARINGS – None Scheduled

6. BIDS AND QUOTES – None Scheduled

7. REQUESTS TO BE HEARD

- A.** Approve Fire Department Officers for 2024 – Fire Department
- B.** Approve Resolution 2023-44 – Regarding the counting of Write-in ballots – City Administrator
- C.** Appoint Wastewater operator – Mark Lemen, PW Director Water/Wastewater
- D.** Assessment Proposal for 1329 13th Street East – Daniel Peterson, Owner

8. ITEMS FOR DISCUSSION

- A. Salary Survey and Employee COLA for 2024 – City Administrator
- B. Approve 2024 Enterprise Fund Budgets – City Administrator
- C. 2024 Board and Commission Openings - City Administrator

9. ROUTINE BUSINESS

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

10. ADJOURNMENT



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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



**Glencoe City Council Meeting Minutes
December 4, 2023
City Center Ballroom**

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

City Staff: Mark Larson, Mark Lemen, Todd Trippel, Tony Padilla, James Voigt

Others: Lowell Anderson, Rich Glennie, Al Robeck, Public Works employees, Scott Qualle, Turnquist, Karin Ramige, David Archambault,

1. PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

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

2. APPROVE THE AGENDA

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

3. CONSENT AGENDA

A. Approve City Council Minutes of November 20th.

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

4. PUBLIC COMMENT (agenda items only)

Rich Glennie presented concerns on the establishment of an Economic Development Authority and having non-elected persons making decisions regarding public funds. David Archambault discussed the value of his home and his unhappiness with the speed of vehicles on 11th Street and Baldwin Avenue.

5. PUBLIC HEARINGS

A. Truth in Taxation Public Hearing – 7:00 PM – At this time, City Administrator Larson reviewed the 2024 Tax Levy with the City Council and explained the Change in the General Fund Budget from 2023 to 2024. It was proposed to increase the Levy by 4.88%. It was proposed that the General Fund would increase in Revenue from \$5,220,883 to \$5,756,986. Expenses would increase from \$5,199,387 to \$5,659,506.

Allen Robeck spoke in regard to the City Budget. David Archambault asked about other fees and the increase in the valuation of his property. Larson explained other fees and charges. Larson then explained to budget transfer of public safety funds in 2023 and 2024, that they would only be transferred if the budget would not cover them. Since the City currently has two positions open in the Police Department, no transfers should take place in 2023.

Motion: Hueser, Seconded by Rivera to approve Resolution 2023-42 to set the 2024 Ad Valorem Tax Levy. All in favor, the motion carried.

RESOLUTION 2023-42
RESOLUTION SETTING FINAL 2024 TAX LEVY

WHEREAS, the Department of Revenue has set December 30th, 2023, as the deadline for certifying 2024 Final tax levies; and,

WHEREAS, the City Administrator has provided the City Council with the preliminary 2024 City General Fund and Debt Service Budgets, which includes a recommended Ad Valorem Tax Levy.

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

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

GENERAL

General Fund/Ad Valorem Levy	\$1,717,000.00
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DEBT SERVICE/SPECIAL LEVY

Street Overlay	\$ 700,000.00
11 th Street/Morningside	\$ 115,000.00
2010 City Center	\$ 150,000.00
2014 Street Improvement	\$ 179,000.00
2015 Lincoln Park Project	\$ 155,000.00
2016 Armstrong Ave Project	\$ 32,000.00
2017 Baxter Avenue Project	\$ 140,000.00
2018 Central Storm	\$ 145,000.00
2021 10 th Street Improvement	<u>\$ 25,000.00</u>
	\$1,641,000.00

TOTAL	\$3,358,000.00
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2. That the City Administrator is hereby instructed to transmit a certified copy of the levy to the County Auditor of McLeod County, Minnesota by December 30, 2023.
3. This is an increase over the 2023 tax levy.

B. At this time the City Council held a Public Hearing regarding the establishment of an Economic Development Authority. Mayor Voss opened the public hearing. City Attorney reviewed the enabling resolution to establish an Economic Development Authority. It would include the Mayor, two council members, and five independent board members. The EDA would need to draw up its own bylaws and guidelines. They would have control of funds and a possible EDA Director to cultivate economic development in the City of Glencoe. It was recommended to move away from the current arrangement with the Economic Development Committee of the Chamber of Commerce.

Rich Glennie approached the City Council and noted his support for an EDA, but he was not in favor of independent members of the public on the EDA. He recommended that the City Council act as the EDA.

Council Hueser indicated that he had been pushing for an EDA and was not in favor of the EDC process that was currently in place. He indicated that the EDA could levy in the future. He felt it was time for change. Larson noted that the tax levy would be around \$100,000.

Motion: Hueser, Seconded by Rivera to approve Resolution 2023-41 Enabling the Creation of an Economic Development Authority in the City of Glencoe with a change that the two council members would be approved by majority vote of the City Council and not appointed by the Mayor. All members voted in favor, the motion carried.

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, approved by Majority vote of the City Council 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.

WHEREUPON said resolution was declared duly passed and adopted

6. BIDS AND QUOTES – None Scheduled

7. REQUESTS TO BE HEARD

A. Request of MNSPECT, a subsidiary of Safebuilt, extension of the Professional Services Agreement to provide Building Inspection Services for the City of Glencoe – Larson present a contract extension with MNSPECT for Building Inspection Services for three years. He recommended the extension as he felt MNSPECT has done an excellent job with Inspection Services and rental inspections. There is no recommended increase in their rates.

Councilor Hueser expressed his disappointment in the fact that the City Administrator did not go out for quotes for inspection services. He noted that he had received complaints regarding MNSPECT. He suggested a 3-month renewal. Mayor Voss suggested a 1-year renewal.

Scott Qualle with MNSPECT approached the City Council and discussed their concerns with the City Council. Councilor Hueser asked about their protocol for complaints and Qualle address that issue. Qualle offered to meet with Hueser.

Larson then recommended a one-year contract and noted that there are not very many other inspectors or building inspection companies to choose from. He told the City Council that he needed direction from the entire City Council to obtain quotes for building inspection services, not one council member at a workshop.

Motion: Neid, seconded by Olson to approve a one-year extension to the Professional Services Agreement to provide Building Inspection Services for the City of Glencoe. The following voted Aye, Rivera, Olson, Lemke, Neid. The following voted nay, Hueser. Motion carried.

B. Agreement with McLeod County for Road Improvements and Jurisdictional Transfers of County State Aid Highways and Municipal State Aid Streets in Glencoe – City Administrator Larson reviewed some of the History of the jurisdictional changes with the City Council.

Council Hueser expressed his concern regarding changing the corner of 18th Street and Ford Avenue to redirect traffic to Hennepin Avenue. Larson indicated that the City of Glencoe would be the lead agency in both projects and ultimately Ford Avenue would become a City Street. The County Board would be meeting on December 7th, so there would be time to change the agreement to reflect Councilor Hueser's concerns.

Larson informed the City Council that Hennepin Avenue is scheduled for reconstruction in 2025 and Ford Avenue within the next five years. In both projects, the County would pay for the Street Surface and the City would be responsible for the underground utilities.

Motion: Hueser, seconded by Neid to approve the Agreement with McLeod County for Road Improvements and Jurisdictional Transfers of County State Aid Highways and Municipal State Aid Streets in Glencoe with the addition of verbiage that there would be no changes to the intersection of 18th Street and Ford Avenue. All members voting in favor, the motion carried.

8. ITEMS FOR DISCUSSION

A. Earned Sick and Safe Leave Policy – City Administrator Larson presented the Earned Safe Leave Policy to the City Council noting that the policy was mandated by State Law and needs to be in effect by January 1, 2024. He combined the City's current policy with LMC personnel policy template. The biggest change in the part-time and seasonal employees are now eligible for 1 hour earned for every 30-hours worked with the opportunity to bank up to 80 hours. There were also some changes on how employees can use the leave.

Motion: Neid, seconded by Hueser to approve the Earned Sick and Safe Leave Policy. With all members voting in favor, the motion carried.

B. Resolution 2023-43 setting Polling place for Elections in the City Center Grand Ballroom for 2024 – City Administrator indicated that the City Council was required to annually set the polling place for City Elections.

Motion: Lemke, seconded by Neid to approve **Resolution 2023-43** setting Polling place for Elections in the City Center Grand Ballroom for 2024. With all members voting in favor, the motion carried.

RESOLUTION 2023-43 RESOLUTION SETTING POLLING PLACE FOR ELECTIONS IN THE CITY CENTER GRAND BALLROOM FOR 2024

WHEREAS, the election laws of the State of Minnesota providing that the governing body of the municipality must set a polling place for elections for the following year by resolution.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GLENCOE, MINNESOTA, That the following polling places will be used during elections for 2024: Glencoe City Center Grand Ballroom, 1107 11th St E, Glencoe, Minnesota, for Precinct 1, Precinct 2, Precinct 3, Precinct 4.

Adopted and Approved on December 4, 2023

C. Salary Survey Results and Recommendation – City Administrator Larson informed the City Council that the City of Glencoe had received a recent ruling from the Minnesota Bureau of Mediation Services regarding the proposed Public Works Union. Larson told the City Council that they could not discuss the Public Works Union. The City Council chose to table until the workshop on December 11th.

Motion: Neid, seconded by Hueser to table to the next City Council workshop.

9. ROUTINE BUSINESS

A. Project Updates – City Administrator Larson updated the City Council on the Terminal building and the roof project at the PD and Liquor Store. He indicated that the interior work at the PD was underway.

B. Economic Development – Larson updated on Dollar General Access issues on Highway 22. Hueser recommended appealing the MNDOT decision on access.

C. Public Input – David Archambault asked about truck parking on 11th Street and Baldwin Avenue.

D. Reports – No Reports

E. City Bills – **Motion:** Neid, Seconded by Heuser to pay the City Bills. All members voting in favor, the motion carried.

- F. Actions related to recommendation to dismiss Individual Subject to City Council Authority. Larson made the recommendation to dismiss Kelly Hayes from employment with the City of Glencoe based upon information that the City Council had received that was subject to attorney/client privilege.
Motion: Neid, Seconded by Hueser to close the meeting at 8:29 pm.. All members voting in favor, the motion carried.

Mayor Voss reopened the meeting at 8:56 PM. **Motion:** Neid, Seconded by Olson to dismiss Kelly Hayes from her employment with the City of Glencoe. All members voted in favor, the motion carried.

10. ADJOURNMENT

Motion: Neid, Seconded by Hueser to Adjourn the meeting. All member voting in favor, the motion carried.



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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: December 15, 2023

Re: **Item 7A** - Fire Department Officers

Item 7A – Elections were held on December 6, 2023 for the Fire Department Officers. It is recommended to approve the election results for the Glencoe Fire Department Officers as follows:

Chief – Cory Scheidt
Assistant Chief – Scott Schrupp
Training Officer – Eric Morris
Secretary – Ryan Dording

Engine Company 31

Captain – Jeremy Mattson
1st Lieutenant – Jon Dahlke
2nd Lieutenant – Scott Matthews

Aerial 33

Captain Tom Brinkman
1st Lieutenant – Cory Lemke
2nd Lieutenant – Shawn Abrams

Engine Company 35

Captain John Kruger
1st Lieutenant – Jason Oelfke
2nd Lieutenant – Martin Griebel

The Fire Department is going to request that the Charter Commission consider amending the Charter to remove the election component and replace with selection by merit. This will need unanimous approval by the City Council.

City of Glencoe
GLENCOE FIRE DEPARTMENT

509 10th Street East
Glencoe, Minnesota 55336

12/15/2023

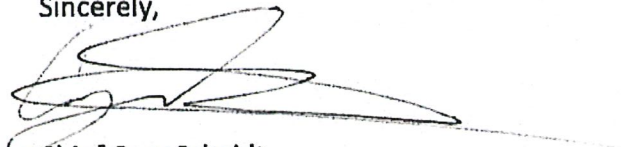
City Administrator Larson:

In accordance to the Glencoe Fire Department By-Laws, Elections were conducted on December 6th, 2023. All Officer Positions were voted on. The Chief, Assistant Chief, Training Officer 1 and Secretary positions are a two year term. Captain, 1st Lieutenant and 2nd Lieutenant are 1 year terms. The newly elected officers will take on their role on 1/1/2024. Below is a list of the Officers elected at their respective position:

- Chief – Cory Scheidt
- Assistant Chief – Scott Schrupp
- Training Officer 1 – Eric Morris
- Secretary – Ryan Dording
- Engine 31 Truck Company
 - Captain – Jeremy Mattson
 - 1st Lieutenant – Jon Dahlke
 - 2nd Lieutenant – Scott Matthews
- Aerial 33
 - Captain – Tom Brinkmann
 - 1st Lieutenant – Corey Lemke
 - 2nd Lieutenant – Shawn Abrams
- Engine 35 Truck Company
 - Captain – John Kruger
 - 1st Lieutenant – Jason Oelfke
 - 2nd Lieutenant - Martin Griebel

I recommend that the above newly elected Officer positions be accepted by the Glencoe City Council.

Sincerely,



Chief Cory Scheidt



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To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: December 15, 2023

Re: **Item 7B** – Resolution **2023–44** regarding Write in Ballots

Item 7B – It is recommended to approve Resolution **2023–44**. If the write-in ballots are less than the lowest number received by a person listed on the ballots, the election judges do not need to count these ballots. Generally, these are votes for Mickey Mouse and Donald Duck; or someone voted for themselves.

This will save time at the end of the night for the election judges.

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. 2023-44

CITY OF GLENCOE, MINNESOTA

RESOLUTION ESTABLISHING REGULATIONS RELATED TO
COUNTING OF WRITE-IN VOTES

WHEREAS, current voting regulations require election workers to count and tabulate each write-in vote under certain conditions; and

WHEREAS, counting of write-in votes is time consuming on election night and rarely, if ever, results in a winning candidate; and

WHEREAS, recent legislative changes have provided cities/townships/schools with options for how to deal with write-in votes; and

WHEREAS, the new State regulations provide the ability for cities/townships/schools to adopt a resolution requiring that either write-in candidates must submit a request in order to have their individual votes tallied, or write-in candidates will only have their individual votes tallied if the number of write-in votes for the contest is greater than or equal to the fewest number of votes cast for a non-write-in candidate; and

WHEREAS, the second option is recommended for adoption in City of Glencoe.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GLENCOE, MCLEOD COUNTY, MINNESOTA, THAT: the City of Glencoe's procedure for counting of write-in votes cast during a primary, special, or general election, unless otherwise required by State Statute, shall be as follows effective December 19, 2023:

Write-in candidates will only have their individual votes tallied if the number of write-in votes for the contest is greater than or equal to the fewest number of votes cast for a non-write-in candidate.

Adopted by the City Council of the City of Glencoe, McLeod County, Minnesota, this 19th day of December, 2023.

Ryan Voss
Mayor

ATTEST:

Mark D. Larson
City Administrator



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To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: December 15, 2023

Re: **Item 7C** – Appoint Wastewater Operator

Item 7C – With the recent resignation of wastewater operator Zac Pederson, who was hired by the City of Hutchinson. It is recommended PW Director Lemen to appoint Lee Forcier to the position of wastewater operator for the City of Glencoe.

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 Lemen, Public Works Director

Date: 12/18/2023

RE: **Item 7C** - Wastewater Operator – New Hire

Item 7C - On October 6, 2023, Zac Pederson submitted his letter of resignation. This resignation created an opening at the wastewater treatment facility for the position of wastewater treatment plant operator. Subsequently, I made an internal posting for the position that remained open for one week. There were no internal candidates for the position, therefore, I posted the position externally for a two-week period.

The city received 9 applications, whereas 4 candidates were moved forward to the interview process. The candidates' applications were reviewed by our interview panel and submitted for approval to city administrator Larson. The first-round interviews were conducted by me, wastewater supervisor Ron VonBerge, and water supervisor Steve Schmitt. After the conclusion of the first four interviews the interview panel decided that we would move forward two candidates for second round of interviews consisting of a tour of the facility. This tour was conducted by wastewater operators Jason Oelke and Mitchell Hartwig, followed by a meeting with wastewater supervisor Ron VonBerge.

Following the second round of the interview process, one candidate, Lee Forcier, was chosen to move forward in the hiring process. Mr. Forcier is a graduate of Glencoe Silver Lake High School and has an Associates Degree from St. Cloud Technical College in Diesel Mechanics. Furthermore, Mr. Forcier possesses a Class C wastewater license, a Class C water operator license, and a Class B Commercial Drivers License with air brake and

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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tanker endorsements. Moreover, his experience as a wastewater and water operator since 2015 will be beneficial to the department allowing us to keep progressing forward with minimal required training.

Considering Mr. Forcier's educational background, possession of required licensure and experience, the city has afforded Mr. Forcier a conditional offer of employment. Upon council approval, a successful background check, pre-employment physical, and drug screening Mr. Forcier would be available for a start date in January 2024.

Mr. Forcier's starting wage will be \$27.68, which is 98% of the top wage for the position of wastewater operator. Mr. Forcier will increase to 100% on his anniversary date.

I am asking for a motion to approve the hiring of Lee Forcier for the position of wastewater treatment plant operator.



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To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: December 15, 2023

Re: **Item 7D** – 1329 13th Street East – Daniel Peterson

Item 7D - Dan Peterson, the new property owner of the 1329 13th Street lot, has requested this matter be put on the agenda so he can address the city council. At the November 6, 2023 City Council meeting, the council assessed \$18,230.87 against the parcel's taxes which represented the original assessment of \$16,498.27, plus additional fees and interest on the unpaid amounts.

Peterson has indicated having to pay this amount will create a hardship for him and has requested the opportunity to propose to the city council a plan which he believes could be workable for both parties. The county has indicated that the assessment can be amended, if it is decided at this meeting (prior to end of the year).

Peterson has talked to the City Attorney and is proposing that the gross assessment to be the \$16,498.27 figure and wants the payment plan to be him paying the \$8,280.27 now and for the City defer any other payment until the purchase price for the tax forfeited lot of \$7,670.00 is received from the county.

The City has received no tax revenue from the property over the last 10 years and the City has incurred the costs associated with demolition of the house and maintenance of the property including mowing the lawn for 10 years.

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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: December 15, 2023

Re: **Item 8A** – Salary Survey and COLA for 2024

Item 8A – Based upon the discussion at the last City Council Workshop, I have prepared a spreadsheet with two options for the City Council to consider regarding the positions that currently are below the average wage for similar positions in other cities according to the League of Minnesota Cities (LMC) Salary Survey.

Option number one is to divide the amount of wage that is below the average by three and apply a Cost-of-Living Adjustment (COLA) over a three-year period to reach the average of the LMC Salary Survey.

Option number two is to cap the increase at \$3.00 with a COLA over a three-year period to reach the average of the LMC Salary Survey.

For all other employees, it is recommended to approve a 3.25% COLA for all other employees, **excluding the Public Works Union**. The Police Union is under contract for 2024.

Three-year Plan to reach Average Wages of the LMC Salary Survey
and optional \$3.00 per year maximum + COLA

	General Fund	City Administrator	Wages Below Average	Number of Employees	Year 1			Year 2			Year 3			New Salary	Salary Survey Average
					Cost	+3.25%	Cost	Cost	+3.25%	Cost	Cost	+3.25%	Cost		
			\$ 7.80	1	\$ 9,480.22	\$ 4.56	\$ 9,788.48	\$ 4.71	\$ 10,106.88	\$ 4.86	\$ 10,432.32	\$ 5.01	\$ 10,759.84	\$ 154,301.84	\$ 155,765.63
					\$ 10,312.22	\$ 4.96	\$ 10,647.52	\$ 5.12	\$ 11,000.00	\$ 5.28	\$ 11,360.00	\$ 5.44	\$ 11,720.00	\$ 155,775.78	
			\$ 8.67	1	\$ 9,107.28	\$ 4.38	\$ 9,403.37	\$ 4.52	\$ 9,708.92	\$ 4.67	\$ 10,014.47	\$ 4.81	\$ 10,320.00	\$ 123,483.57	\$ 124,716.80
					\$ 9,336.08	\$ 4.49	\$ 9,639.60	\$ 4.63	\$ 9,952.59	\$ 4.78	\$ 10,265.58	\$ 4.92	\$ 10,578.57	\$ 124,192.28	
			\$ 6.24	1	\$ 6,236.78	\$ 3.00	\$ 6,439.58	\$ 3.10	\$ 6,649.14	\$ 3.20	\$ 6,858.34	\$ 3.30	\$ 7,067.14	\$ 78,106.29	\$ 78,977.60
					\$ 8,150.38	\$ 3.92	\$ 8,415.37	\$ 4.05	\$ 8,680.36	\$ 4.19	\$ 8,945.35	\$ 4.32	\$ 9,210.34	\$ 79,355.69	
			\$ 1.43	1	\$ 4,981.84	\$ 2.40	\$ 5,080.00	\$ 2.40	\$ 5,178.16	\$ 2.40	\$ 5,276.32	\$ 2.40	\$ 5,374.48	\$ 67,985.04	\$ 67,995.20
			\$ 7.33	1	\$ 7,642.82	\$ 3.67	\$ 7,890.91	\$ 3.79	\$ 8,147.12	\$ 3.92	\$ 8,403.33	\$ 4.04	\$ 8,659.54	\$ 102,471.25	\$ 103,500.80
					\$ 8,800.69	\$ 4.23	\$ 9,086.64	\$ 4.37	\$ 9,372.59	\$ 4.51	\$ 9,658.54	\$ 4.65	\$ 9,944.49	\$ 103,508.65	
			\$ 4.79	1	\$ 6,549.64	\$ 3.15	\$ 6,762.58	\$ 3.25	\$ 6,982.28	\$ 3.36	\$ 7,202.00	\$ 3.46	\$ 7,421.76	\$ 119,635.31	\$ 120,311.25
					\$ 9,468.58	\$ 4.55	\$ 9,794.16	\$ 4.69	\$ 10,119.74	\$ 4.83	\$ 10,445.32	\$ 4.97	\$ 10,770.90	\$ 120,478.33	
			\$ 2.37	1	\$ 7,653.46	\$ 3.68	\$ 7,928.80	\$ 3.79	\$ 8,204.14	\$ 3.90	\$ 8,479.48	\$ 4.01	\$ 8,754.82	\$ 92,725.46	\$ 92,747.20

<u>1/3 Salary increase + 3.25% COLA</u>		
First year General Fund Cost	\$ 37,448.94	<u>\$3.00 Cap increase + 3.25% COLA</u>
First year Water Fund Cost	\$ 3,274.82	First year General Fund Cost
First Year Wastewater Fund Cost	\$ 3,274.82	First year Water Fund Cost
First Year Liquor Fund Cost	\$ 7,653.46	First Year Wastewater Fund Cost
<u>1/3 Salary increase + 3.25% COLA</u>		First Year Liquor Fund Cost
Second year General Fund Cost	\$ 35,602.34	<u>\$3.00 Cap increase + 3.25% COLA</u>
Second year Water Fund Cost	\$ 3,381.29	Second year General Fund Cost
Second Year Wastewater Fund Cost	\$ 3,381.29	Second year Water Fund Cost
Second Year Liquor Fund Cost	\$ 2,828.80	Second Year Wastewater Fund Cost
<u>1/3 Salary increase + 3.25% COLA</u>		Second Year Liquor Fund Cost
Second year General Fund Cost	\$ 36,754.45	<u>\$3.00 Cap increase + 3.25% COLA</u>
Second year Water Fund Cost	\$ 3,491.14	First year General Fund Cost
Second Year Wastewater Fund Cost	\$ 3,491.14	First year Water Fund Cost
Second Year Liquor Fund Cost	\$ 2,912.00	First Year Wastewater Fund Cost
		First Year Liquor Fund Cost

City Administrator (Population 4,000 to 8,000)

Organization Name	Job Title	Count Of	Hourly Rate	Avg Of Range Maximum (\$)
City of Albertville	City/ County Admin./Manager/Coordinator	1		86.65
City of Becker	City/ County Admin./Manager/Coordinator	1		78.14
City of Byron	City/ County Admin./Manager/Coordinator	1		72.37
City of Chisholm	City/ County Admin./Manager/Coordinator	1		58.99
City of Delano	City/ County Admin./Manager/Coordinator	1		73.77
City of Glencoe	City/ County Admin./Manager/Coordinator	1		60.24
City of International Falls	City/ County Admin./Manager/Coordinator	1		50.62
City of Isanti	City/ County Admin./Manager/Coordinator	1		72.48
City of Kasson	City/ County Admin./Manager/Coordinator	1		70.03
City of La Crescent	City/ County Admin./Manager/Coordinator	1		58.70
City of Lindstrom	City/ County Admin./Manager/Coordinator	1		67.31
City of Luverne	City/ County Admin./Manager/Coordinator	1		62.50
City of Park Rapids	City/ County Admin./Manager/Coordinator	1		55.27
City of Redwood Falls	City/ County Admin./Manager/Coordinator	1		71.22
City of St. Joseph	City/ County Admin./Manager/Coordinator	1		69.92
City of Stewartville	City/ County Admin./Manager/Coordinator	1		83.74
City of Windom	City/ County Admin./Manager/Coordinator	1		62.26
City of Wyoming	City/ County Admin./Manager/Coordinator	1		68.29
City of Zimmerman	City/ County Admin./Manager/Coordinator	1		65.25
Lonsdale	City/ County Admin./Manager/Coordinator	1		72.97

Average \$	68.04
Glencoe \$	60.24
Difference \$	7.80

Finance Director (4,000 to 7,000 Population)

Organization Name	Job Title	Count Of Hourly Rate	Avg Of Range Maximum (\$)
City of Becker	Finance Director	1	67.87
City of Byron	Finance Director	1	60.77
City of Delano	Finance Director	1	56.19
City of Dilworth	Finance Director	1	41.51
City of Glencoe	Finance Director	1	45.80
City of International Falls	Finance Director	1	41.65
City of Isanti	Finance Director	1	61.57
City of La Crescent	Finance Director	1	45.85
City of Le Sueur	Finance Director	1	64.83
City of Lindstrom	Finance Director	1	50.04
City of Luverne	Finance Director	1	66.55
City of Redwood Falls	Finance Director	1	52.45
City of Stewartville	Finance Director	1	54.49
City of Windom	Finance Director	1	50.60
City of Zimmerman	Finance Director	1	51.68
Lonsdale	Finance Director	1	59.60

Average \$	54.47
Glencoe \$	45.80
Difference \$	8.67

Finance Assistant (4,000 to 7,000 Population)

Organization Name	Job Title	Count Of Hourly Rate	Avg Of Range Maximum (\$)
City of Chisholm	Accountant Entry Level	1	46.58
City of Chisholm	Accounting Technician	1	31.58
City of Glencoe	Accountant Experienced	1	28.26
City of Le Sueur	Accounting Technician	1	35.32
City of Luverne	Accountant Entry Level	1	33.36
City of Luverne	Accountant Experienced	1	47.26
City of Park Rapids	Accounting Technician	1	27.81
City of Redwood Falls	Accountant Experienced	1	32.18
City of Redwood Falls	Accounting Technician	1	34.11
City of Stewartville	Accounting Technician	1	31.36
City of Windom	Accountant Experienced	1	28.70
Lonsdale	Accounting Technician	1	37.52

Average \$ 34.50

Glencoe \$ 28.26

Difference \$ 6.24

Administrative Assistant - Police Dept

Organization Name	Job Title	Count Of Hourly Rate	Avg Of Range Maximum (\$)
City of Alexandria	Administrative Assistant Experienced	2	32.90
City of Annandale	Administrative Assistant Experienced	1	32.57
City of Appleton	Administrative Assistant Experienced	1	28.00
City of Big Lake	Administrative Assistant Experienced	1	29.75
City of Brainerd	Administrative Assistant Experienced	1	28.93
City of Buffalo	Administrative Assistant Experienced	3	32.09
City of Caledonia	Administrative Assistant Experienced	1	24.72
City of Cambridge, MN	Administrative Assistant Experienced	1	33.90
City of Crosslake	Administrative Assistant Experienced	1	29.09
City of Detroit Lakes	Administrative Assistant Experienced	4	29.19
City of Dundas	Administrative Assistant Experienced	1	28.90
City of East Grand Forks	Administrative Assistant Experienced	3	28.19
City of East Gull Lake	Administrative Assistant Experienced	1	32.87
City of Faribault	Administrative Assistant Experienced	4	30.76
City of Fergus Falls	Administrative Assistant Experienced	1	34.10
City of Fosston	Administrative Assistant Experienced	1	28.18
City of Glencoe	Administrative Assistant Experienced	1	28.26
City of Grand Rapids	Administrative Assistant Experienced	2	27.14
City of Harris	Administrative Assistant Experienced	1	24.00
City of Hibbing	Administrative Assistant Experienced	1	35.46
City of International Falls	Administrative Assistant Experienced	1	29.60
City of La Crescent	Administrative Assistant Experienced	1	26.80
City of Lewiston	Administrative Assistant Experienced	1	24.96
City of Lindstrom	Administrative Assistant Experienced	1	25.96
City of Lyle	Administrative Assistant Experienced	1	29.18
City of Mankato	Administrative Assistant Experienced	1	35.02
City of Marshall	Administrative Assistant Experienced	3	34.13
City of New York Mills	Administrative Assistant Experienced	2	26.27
City of North Branch	Administrative Assistant Experienced	1	35.22
City of Otsego	Administrative Assistant Experienced	2	31.93
City of Park Rapids	Administrative Assistant Experienced	2	29.58
City of Perham	Administrative Assistant Experienced	1	26.24
City of Rochester	Administrative Assistant Experienced	12	34.48
City of Roseau	Administrative Assistant Experienced	1	32.09
City of St Cloud	Administrative Assistant Experienced	4	31.54
City of St. Charles	Administrative Assistant Experienced	1	28.12
City of St. Michael	Administrative Assistant Experienced	2	33.68
City of Staples	Administrative Assistant Experienced	2	26.48
City of Thief River Falls	Administrative Assistant Experienced	1	30.89
City of Truman	Administrative Assistant Experienced	1	20.81
City of Virginia	Administrative Assistant Experienced	2	30.79
City of Waseca	Administrative Assistant Experienced	1	32.29
City of Willmar	Administrative Assistant Experienced	2	29.39
City of Windom	Administrative Assistant Experienced	4	20.92
City of Zimmerman	Administrative Assistant Experienced	1	30.59

Average \$	29.69
Glencoe \$	28.26
Difference \$	1.43

Director of Public Works (Population 4000 to 8000)

Organization Name	Job Title	Count Of	Hourly Rate	Avg Of Range Maximum (\$)
City of Dilworth	Director of Public Works	1		39.04
City of Glencoe	Director of Public Works	2		42.82
City of International Falls	Director of Public Works	1		45.91
City of Isanti	Director of Public Works	1		56.74
City of Kasson	Director of Public Works	1		53.47
City of La Crescent	Director of Public Works	1		45.85
City of Lindstrom	Director of Public Works	1		46.32
City of St. Joseph	Director of Public Works	1		56.76
City of Stewartville	Director of Public Works	1		69.59
City of Zimmerman	Director of Public Works	1		54.78
Lonsdale	Director of Public Works	1		66.76

Average \$ 52.55

Glencoe Street/Parks \$ 37.88 \$ 14.67 Difference

Glencoe Water/WWTP \$ 47.76 \$ 4.79 Difference

Liquor Store Manager (Population 4000 to 8000)

Organization Name	Job Title	Count Of Hourly Rate	Avg Of Range Maximum (\$)
City of Delano	Liquor Facility Manager	1	44.75
City of Glencoe	Liquor Facility Manager	1	38.14
City of Isanti	Liquor Facility Manager	1	44.43
City of Jackson	Liquor Facility Manager	1	38.41
City of Lindstrom	Liquor Facility Manager	2	37.83
City of Luverne	Liquor Facility Manager	1	47.26
City of Park Rapids	Liquor Facility Manager	1	33.87
City of Perham	Liquor Facility Manager	1	34.13
City of Two Harbors	Liquor Facility Manager	1	39.83
City of Windom	Liquor Facility Manager	1	33.67
Lonsdale	Liquor Facility Manager	1	53.26
		Average	\$ 40.51
		Glencoe	\$ 38.14
			\$ 2.37



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

To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: December 15, 2023

Re: **Item 8B** – Enterprise Fund Budgets

Item 8B – I will review the Enterprise Fund Budgets with the City Council on Monday night. Attached are the Water Fund, Wastewater Fund, and Glencoe Wine and Spirits.

Currently, the Wastewater fund shows a deficit. That will really be determined based upon capital expenditures. All capital expenditures will be brought to the City Council for approval.

We will be reviewing Water and Wastewater rates in 2024 to determine if any rate increases will be warranted. If we decide to proceed with the Hennepin Avenue project in 2025, the City may have to issue debt to fund the water, sewer, and storm sewer utility cost.

It is recommended to approve these three enterprise fund budgets for 2024.

I will be presenting the entire Budget at the January 2nd meeting.

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

Water Department

Revenues

Water sales	\$ 1,310,000.00
Tower Rentals	\$ 140,000.00
Other Revenues	<u>\$ 103,000.00</u>
	\$ 1,553,000.00

Expenses

Personnel	\$ 395,128.00
Operations	\$ 463,500.00
Capital Expenses	\$ 130,000.00
Administration	\$ 60,000.00
Debt Service	<u>\$ 500,000.00</u>
	\$ 1,548,628.00
Revenue/Expense	\$ 4,372.00

BUDGET WORKSHEET
2024 BUDGET

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City of Glencoe

	Prior Year Actual	Original Budget	Amended Budget	Current Year Actual Thru July	Estimated Total	(6) Dept. Head	(7) Administrator	(8) Adopted
Month: 7/31/2023								
Fund: 601 - Water								
Revenues								
Dept: 000.000								
300.012 Sales tax	1,720	0	0	763	0			
300.020 Delinquent taxes	0	0	0	0	0			
300.102 Special assessments	115	0	0	63	0			
300.106 Federal grants in aid	0	0	0	0	0			
300.107 Bond proceeds	0	0	0	0	0			
300.109 Water sales	1,216,446	1,218,000	1,218,000	584,332	0	1,218,000	1,310,000	
300.111 Sale of fixed assets	0	0	0	0	0			
300.200 Operating transfers	0	4,000	4,000	0	0			
300.210 Interest income	4,202	3,000	3,000	20,049	0	3,000	10,000	
300.225 State grants in aid	0	0	0	0	0			
300.251 Water availability charge	1,750	20,000	20,000	750	0	20,000	20,000	
300.252 Trunk water connection charge	0	0	0	0	0			
300.308 Miscellaneous	12,567	2,000	2,000	3,589	0	2,000	2,000	
300.311 Auction proceeds	0	0	0	0	0			
300.320 Other revenue/sales	17,701	3,000	3,000	125	0	5,000	5,000	
300.418 Insurance proceeds	12,208	0	0	0	0			
300.450 Safe water fee	19,901	19,800	19,800	9,659	0	19,800	19,800	
300.451 Water plus service	35,519	35,000	35,000	17,212	0	35,000	35,000	
300.470 Repairs and service	3,752	4,000	4,000	2,309	0	4,000	4,000	
300.471 Fireline	5,232	5,200	5,200	2,614	0		5,200	
300.473 Meter replacement	1,846	6,000	6,000	11,135	0	2,000	2,000	
300.475 Water tower rental	141,741	140,000	140,000	82,824	0	140,000	140,000	
300.950 Contributed capital	0	0	0	0	0			
Dept: 000.000	1,474,700	1,460,000	1,460,000	735,424	0	1,448,800	1,553,000	0
Total Revenues	1,474,700	1,460,000	1,460,000	735,424	0	1,448,800	1,553,000	0
Expenditures								
Dept: 000.000								
400.012 Sales tax	1,695	0	0	578	0			
400.101 Full-time employees	234,350	252,140	252,140	102,512	0	259,856	259,856	
400.102 Full-time employees - overtime	2,627	8,000	8,000	1,534	0	8,000	8,000	
400.103 Part-time employees	11,949	10,000	10,000	12,513	0	10,000	10,000	
400.121 PERA contributions	17,591	19,436	19,436	7,650	0	20,015	20,015	
400.122 FICA contributions	17,513	16,749	16,749	7,114	0	17,228	17,228	
400.125 Medicare contributions	4,096	3,918	3,918	1,664	0	4,029	4,029	
400.131 Health & life insurance	58,364	70,000	70,000	33,507	0	76,000	76,000	
400.141 Unemployment insurance	0	0	0	0	0			

BUDGET WORKSHEET
2024 BUDGET

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City of Glencoe

	Prior Year Actual	Original Budget	Amended Budget	Current Year Actual Thru July	Estimated Total	(6) Dept. Head	(7) Administrator	(8) Adopted
Month: 7/31/2023								
Fund: 601 - Water								
Expenditures								
Dept: 000.000								
400.151 Workers compensation	11,316	0	0	11,167	0	11,200	11,200	
400.200 Office supplies	5,136	5,000	5,000	2,559	0	5,000	5,000	
400.211 Cleaning supplies	504	600	600	226	0	600	600	
400.212 Motor fuels	6,406	6,000	6,000	3,861	0	7,000	7,000	
400.213 Lubricants & additives	0	200	200	0	0	200	200	
400.215 Tools	126	2,000	2,000	639	0	2,000	2,000	
400.216 Chemicals & product supplies	86,821	100,000	100,000	44,285	0	100,000	87,000	
400.220 Repair & maintenance	6,283	3,000	3,000	523	0	3,000	3,000	
400.223 Truck repair	2,207	3,000	3,000	506	0	3,000	3,000	
400.226 Pump repair	1,028	7,500	7,500	76	0	7,500	7,500	
400.229 Tank repair	25	8,000	8,000	13	0	8,000	8,000	
400.230 Lab supplies	356	2,000	2,000	482	0	9,500	9,500	
400.231 Collection/distribution system	89,796	50,000	50,000	23,620	0	65,000	50,000	
400.232 Safety equipment	2,807	4,000	4,000	1,709	0	4,000	4,000	
400.300 Professional services	120,496	65,000	65,000	21,681	0	65,000	65,000	
400.303 Lab testing	2,446	1,500	1,500	746	0	3,000	3,000	
400.311 Training	1,750	4,000	4,000	1,470	0	6,000	6,000	
400.316 Permits/fees	860	4,000	4,000	1,181	0	4,000	4,000	
400.319 Computer repair - equipment	189	7,500	7,500	0	0	7,500	7,500	
400.320 Light & Power billing	24,567	22,000	22,000	21,167	0	22,000	22,000	
400.321 Telephone	3,045	3,000	3,000	1,582	0	3,000	3,000	
400.322 Postage	277	300	300	221	0	300	300	
400.331 Travel expense	346	500	500	80	0	1,500	1,500	
400.340 Advertising	0	500	500	0	0	500	500	
400.350 Printing & binding	0	600	600	0	0	600	600	
400.361 Gen. & property liability ins.	11,849	12,000	12,000	15,012	0	12,000	12,000	
400.381 Electricity	49,741	45,000	45,000	25,496	0	50,000	50,000	
400.383 Natural gas	17,975	11,000	11,000	5,906	0	17,000	17,000	
400.401 Building repair	1,420	3,000	3,000	1,374	0	3,000	3,000	
400.403 Meter replacement/automation	14,752	80,000	80,000	48,683	0	50,000	50,000	
400.405 Subscriptions	150	600	600	365	0	600	600	
400.409 State GERF Contribution	0	0	0	0	0			
400.410 Pension Expense	0	0	0	0	0			
400.411 OPEB Expense	0	0	0	0	0			
400.417 Uniforms	555	1,500	1,500	449	0	1,500	1,500	
400.420 Depreciation	163,848	0	0	0	0			
400.430 Miscellaneous	1,066	3,000	3,000	11	0	3,000	3,000	

BUDGET WORKSHEET
2024 BUDGET

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City of Glencoe

	Prior Year Actual	Current Year				(6)	(7)	(8)
		Original Budget	Amended Budget	Actual Thru July	Estimated Total	Dept. Head	Administrator	Adopted
Month: 7/31/2023								
Fund: 601 - Water								
Expenditures								
Dept: 000.000								
400.450 Safe water fee	19,644	10,000	10,000	9,822	0	10,000	10,000	
400.451 Water plus service	0	10,000	10,000	0	0	6,000	5,000	
400.510 Land purchase	0	0	0	0	0			
400.520 Building & structures	68	20,000	20,000	0	0	35,000	30,000	
400.551 Motor vehicle replacement	0	0	0	0	0			
400.552 Tower replacement & repair	23,065	65,000	65,000	64,449	0	70,000	65,000	
400.553 Well replacement/maintenance	10	8,000	8,000	0	0	8,000	8,000	
400.555 Maximum contaminant level	0	0	0	0	0			
400.575 Equipment replacement	3,797	25,000	25,000	0	0	25,000	20,000	
400.580 Other equipment	0	7,000	7,000	0	0	7,000	7,000	
400.594 Capital leases interest	0	0	0	0	0			
400.595 Capital leases principal	0	0	0	0	0			
400.599 Capital outlay	1,367	0	0	0	0			
400.601 Bond principal	0	0	0	0	0			
400.610 Interest expense	0	0	0	0	0			
400.611 Bond interest	0	0	0	0	0			
400.620 Fiscal agent fees	0	0	0	0	0			
400.622 Amortization expense	0	0	0	0	0			
400.720 Transfers	462,500	455,000	455,000	0	0	560,000	560,000	
Dept: 000.000	1,486,779	1,436,543	1,436,543	476,433	0	1,592,628	1,548,628	0
Total Expenditures	1,486,779	1,436,543	1,436,543	476,433	0	1,592,628	1,548,628	0
Water	-12,079	23,457	23,457	258,991	0	-143,828	4,372	0
Grand Total:	-12,079	23,457	23,457	258,991	0	-143,828	4,372	0

Wastewater Department

Revenues

Sewer Sales	\$ 2,500,000.00
Plato Sewer	\$ 111,000.00
Other Revenues	<u>\$ 39,800.00</u>
	\$ 2,650,800.00

Expenses

Personnel	\$ 497,480.00
Operations	\$ 461,750.00
Capital Expenses	\$ 163,400.00
Administration	\$ 60,000.00
Debt Service	<u>\$ 1,489,640.00</u>
	\$ 2,672,270.00
Revenue/Expense	\$ (21,470.00)

BUDGET WORKSHEET
2024 BUDGET

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City of Glencoe

	Prior Year Actual	Current Year -----				(6) Dept. Head	(7) Administrator	(8) Adopted
	Original Budget	Amended Budget	Actual Thru July	Estimated Total				
Month: 7/31/2023								
Fund: 602 - Wwtp								
Revenues								
Dept: 000.000								
300.012 Sales tax	151	0	0	38	0			
300.102 Special assessments	0	0	0	63	0			
300.106 Federal grants in aid	0	0	0	0	0			
300.107 Bond proceeds	0	0	0	0	0			
300.111 Sale of fixed assets	8,100	0	0	0	0			
300.200 Operating transfers	5,877	0	0	0	0			
300.204 Land Rent	11,000	11,000	11,000	7,000	0	11,000	11,000	
300.205 Plato sewer charges	110,312	111,000	111,000	61,398	0	111,000	111,000	
300.210 Interest income	5,079	4,000	4,000	21,043	0	4,000	4,000	
300.225 State grants in aid	0	0	0	0	0			
300.250 Sewer availability charge	1,500	25,000	25,000	750	0	15,000	15,000	
300.253 Trunk sewer connections charge	0	0	0	0	0			
300.300 Sewer sales	2,277,787	2,400,000	2,400,000	1,091,407	0	2,425,000	2,500,000	
300.308 Miscellaneous	39,241	6,300	6,300	2,591	0	6,300	6,300	
300.311 Auction proceeds	0	0	0	0	0			
300.320 Other revenue/sales	3,799	2,000	2,000	90	0	2,000	2,000	
300.418 Insurance proceeds	0	0	0	0	0			
300.473 Meter replacement	1,183	3,000	3,000	842	0	1,500	1,500	
300.950 Contributed capital	0	0	0	0	0			
Dept: 000.000	2,464,029	2,562,300	2,562,300	1,185,222	0	2,575,800	2,650,800	0
Total Revenues	2,464,029	2,562,300	2,562,300	1,185,222	0	2,575,800	2,650,800	0
Expenditures								
Dept: 000.000								
400.012 Sales tax	152	0	0	2	0			
400.101 Full-time employees	301,805	309,920	309,920	189,966	0	320,051	320,051	
400.102 Full-time employees - overtime	7,063	8,000	8,000	3,323	0	8,000	8,000	
400.103 Part-time employees	4,123	10,000	10,000	3,808	0	10,000	10,000	
400.121 PERA contributions	22,816	23,844	23,844	14,955	0	24,567	24,567	
400.122 FICA contributions	19,201	20,332	20,332	12,175	0	20,960	20,960	
400.125 Medicare contributions	4,491	4,755	4,755	2,847	0	4,902	4,902	
400.131 Health & life insurance	95,068	84,000	84,000	65,539	0	95,000	95,000	
400.141 Unemployment insurance	0	0	0	0	0			
400.151 Workers compensation	13,571	10,000	10,000	13,392	0	14,000	14,000	
400.200 Office supplies	5,358	6,500	6,500	2,937	0	6,500	6,500	
400.211 Cleaning supplies	230	1,000	1,000	234	0	1,000	1,000	
400.212 Motor fuels	10,097	10,000	10,000	5,595	0	11,000	11,000	

BUDGET WORKSHEET
2024 BUDGET

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City of Glencoe

Month: 7/31/2023	Prior	Current Year				(6)	(7)	(8)
	Year Actual	Original Budget	Amended Budget	Actual Thru July	Estimated Total	Dept. Head	Administrator	Adopted
Fund: 602 - Wwtp								
Expenditures								
Dept: 000.000								
400.213 Lubricants & additives	499	1,000	1,000	657	0	1,000	1,000	
400.215 Tools	1,413	4,000	4,000	538	0	4,000	2,000	
400.216 Chemicals & product supplies	61,314	100,000	100,000	50,807	0	90,000	70,000	
400.220 Repair & maintenance	5,259	6,500	6,500	3,652	0	6,500	6,500	
400.223 Truck repair	4,249	4,500	4,500	2,232	0	4,500	4,500	
400.226 Pump repair	1,760	15,000	15,000	27	0	15,000	15,000	
400.229 Tank repair	147	5,000	5,000	9	0			
400.230 Lab supplies	10,741	15,000	15,000	6,960	0	22,000	22,000	
400.231 Collection/distribution system	40,339	100,000	100,000	4,626	0	75,000	50,000	
400.232 Safety equipment	3,305	8,000	8,000	2,127	0	5,000	5,000	
400.300 Professional services	220,313	70,000	70,000	8,533	0	70,000	30,000	
400.303 Lab testing	18,236	20,000	20,000	8,489	0	20,000	20,000	
400.311 Training	5,585	6,000	6,000	2,767	0	8,500	8,500	
400.316 Permits/fees	9,695	11,000	11,000	5,900	0	11,000	11,000	
400.319 Computer repair - equipment	0	2,000	2,000	0	0	2,000	2,000	
400.320 Light & Power billing	28,780	30,000	30,000	21,420	0	30,000	30,000	
400.321 Telephone	2,387	3,000	3,000	1,253	0			
400.322 Postage	56	250	250	0	0	250	250	
400.331 Travel expense	731	1,500	1,500	131	0	2,500	2,500	
400.350 Printing & binding	0	500	500	0	0			
400.361 Gen. & property liability ins.	17,111	20,000	20,000	21,676	0	17,000	17,000	
400.381 Electricity	94,621	90,000	90,000	46,330	0	90,000	90,000	
400.383 Natural gas	90,228	35,000	35,000	33,839	0	40,000	40,000	
400.401 Building repair	4,802	3,000	3,000	1,710	0	6,000	6,000	
400.403 Meter replacement/automation	718	80,000	80,000	25,952	0	10,000	10,000	
400.405 Subscriptions	150	650	650	0	0			
400.409 State GERP Contribution	0	0	0	0	0			
400.410 Pension Expense	0	0	0	0	0			
400.411 OPEB Expense	0	0	0	0	0			
400.417 Uniforms	742	900	900	320	0	900	900	
400.420 Depreciation	909,835	0	0	0	0			
400.430 Miscellaneous	1,201	2,500	2,500	423	0	2,500	2,500	
400.437 Biosolids disposal	8,903	30,000	30,000	6,362	0	30,000	30,000	
400.442 Construction- n. trunk sewer	0	0	0	0	0			
400.509 Bad debt expense	0	0	0	0	0			
400.520 Building & structures	6,075	80,000	80,000	5,587	0	130,000	10,000	
400.521 Inflow & infiltration	52,680	65,000	65,000	147	0	65,000	65,000	

BUDGET WORKSHEET
2024 BUDGET

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City of Glencoe

	Prior Year Actual	Original Budget	Amended Budget	Current Year Actual Thru July	Estimated Total	(6) Dept. Head	(7) Administrator	(8) Adopted
Month: 7/31/2023								
Fund: 602 - Wwtp								
Expenditures								
Dept: 000.000								
400.540 Machinery	0	0	0	1,502	0			
400.541 Biosolids hauler replacement	0	0	0	0	0			
400.551 Motor vehicle replacement	0	50,000	50,000	0	0			
400.552 Tower replacement & repair	0	0	0	0	0			
400.555 Maximum contaminant level	0	0	0	0	0			
400.575 Equipment replacement	8,684	35,000	35,000	2,305	0	35,000	35,000	
400.580 Other equipment	0	0	0	0	0			
400.581 Televising sewer	0	0	0	0	0	20,000	20,000	
400.587 Man hole rehabilitation	41,720	50,000	50,000	0	0			
400.594 Capital leases interest	0	0	0	0	0			
400.595 Capital leases principal	0	0	0	0	0			
400.599 Capital outlay	95,813	25,000	25,000	0	0			
400.601 Bond principal	0	825,000	825,000	0	0	706,000	706,000	
400.610 Interest expense	0	0	0	0	0			
400.611 Bond interest	1,380	130,000	130,000	0	0			
400.613 Note interest	122,514	0	0	60,310	0	113,640	113,640	
400.620 Fiscal agent fees	0	0	0	0	0			
400.622 Amortization expense	0	0	0	0	0			
400.720 Transfers	631,500	460,000	460,000	0	0	730,000	730,000	
Dept: 000.000	2,987,461	2,873,651	2,873,651	641,364	0	2,879,270	2,672,270	0
Total Expenditures	2,987,461	2,873,651	2,873,651	641,364	0	2,879,270	2,672,270	0
Wwtp	-523,432	-311,351	-311,351	543,858	0	-303,470	-21,470	0
Grand Total:	-523,432	-311,351	-311,351	543,858	0	-303,470	-21,470	0

Glencoe Wine and Spirits

Revenues

Liquor Sales	\$ 880,000.00
Beer Sales	\$ 1,440,000.00
Wine Sales	\$ 245,000.00
Other Revenue	<u>\$ 87,200.00</u>
	\$ 2,652,200.00

Expenses

Personnel	\$ 214,877.00
Merchandise for resale	\$ 1,987,500.00
Operations	\$ 238,000.00
Debt Service	\$ 47,093.00
Transfers	<u>\$ 150,000.00</u>
	\$ 2,637,470.00
Revenue/Expense	\$ 14,730.00

BUDGET WORKSHEET
2024 BUDGET

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City of Glencoe

	Prior Year Actual	Current Year				(6) Dept. Head	(7) Administrator	(8) Adopted
	Original Budget	Amended Budget	Actual Thru July	Estimated Total				
Month: 7/31/2023								
Fund: 609 - Liquor Store								
Revenues								
Dept: 000.000								
300.012 Sales tax	0	0	0	0				
300.107 Bond proceeds	0	0	0	0				
300.200 Operating transfers	0	0	0	0				
300.210 Interest income	206	100	100	424	0	200	200	
300.308 Miscellaneous	1,932	2,000	2,000	1,000	0	2,000	2,000	
300.418 Insurance proceeds	0	0	0	0	0			
300.520 Pepsi rebate	0	0	0	0	0			
300.811 Liquor sales	806,220	760,000	760,000	490,093	0	880,000	880,000	
300.812 Beer sales	1,357,781	1,350,000	1,350,000	799,787	0	1,440,000	1,440,000	
300.813 Wine sales	238,687	250,000	250,000	124,218	0	245,000	245,000	
300.814 Other merchandise	54,914	52,000	52,000	35,569	0	85,000	85,000	
300.815 Cash drawer +/-	43	0	0	-229	0			
300.816 Bottle deposit/paid out	0	0	0	0	0			
300.817 Bad/collected checks	0	0	0	0	0			
Dept: 000.000	2,459,783	2,414,100	2,414,100	1,450,862	0	2,652,200	2,652,200	0
Total Revenues	2,459,783	2,414,100	2,414,100	1,450,862	0	2,652,200	2,652,200	0
Expenditures								
Dept: 000.000								
400.012 Sales tax	1,510	1,500	1,500	633	0	2,000	2,000	
400.101 Full-time employees	81,056	79,332	79,332	42,168	0	81,911	81,911	
400.102 Full-time employees - overtime	0	0	0	458	0			
400.103 Part-time employees	65,304	71,652	71,652	39,934	0	73,648	73,648	
400.121 PERA contributions	10,240	10,574	10,574	5,812	0	10,917	10,917	
400.122 FICA contributions	8,597	9,361	9,361	5,088	0	9,645	9,645	
400.125 Medicare contributions	2,011	2,190	2,190	1,190	0	2,256	2,256	
400.131 Health & life insurance	25,491	30,000	30,000	17,467	0	30,000	30,000	
400.141 Unemployment insurance	328	0	0	0	0	500	500	
400.151 Workers compensation	5,483	5,000	5,000	5,411	0	6,000	6,000	
400.210 Operating supplies	83,916	65,000	65,000	60,787	0	80,000	80,000	
400.211 Cleaning supplies	0	0	0	352	0			
400.220 Repair & maintenance	8,214	14,500	14,500	2,771	0	10,000	10,000	
400.250 Merchandise for resale	1,822,104	1,785,000	1,785,000	1,112,891	0	1,987,500	1,987,500	
400.300 Professional services	0	2,000	2,000	543	0	2,000	2,000	
400.301 Auditing & accounting	3,000	3,000	3,000	0	0	3,000	3,000	
400.304 Legal fees - civil	0	0	0	0	0			
400.311 Training	759	2,000	2,000	1,059	0	2,000	2,000	

BUDGET WORKSHEET
2024 BUDGET

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City of Glencoe

	Prior Year Actual	Current Year -----				(6) Dept. Head	(7) Administrator	(8) Adopted
	Original Budget	Amended Budget	Actual Thru July	Estimated Total				
Month: 7/31/2023								
Fund: 609 - Liquor Store								
Expenditures								
Dept: 000.000								
400.319 Computer repair - equipment	1,068	5,000	5,000	8,572	0	5,000	5,000	
400.321 Telephone	792	1,000	1,000	426	0	1,000	1,000	
400.331 Travel expense	0	0	0	0	0			
400.340 Advertising	10,892	16,500	16,500	6,848	0	16,500	16,500	
400.350 Printing & binding	0	0	0	0	0			
400.361 Gen. & property liability ins.	8,423	8,000	8,000	10,657	0	9,000	9,000	
400.364 Liquor liability insurance	0	9,000	9,000	0	0	9,000	9,000	
400.381 Electricity	10,980	12,000	12,000	6,024	0	12,000	12,000	
400.383 Natural gas	5,987	4,500	4,500	1,700	0	7,000	7,000	
400.409 State GERP Contribution	0	0	0	0	0			
400.410 Pension Expense	0	0	0	0	0			
400.411 OPEB Expense	0	0	0	0	0			
400.417 Uniforms	0	500	500	0	0	500	500	
400.420 Depreciation	42,053	45,000	45,000	0	0	45,000	45,000	
400.430 Miscellaneous	2,263	3,500	3,500	1,700	0	4,000	4,000	
400.520 Building & structures	690	4,000	4,000	382	0	30,000	30,000	
400.583 Equipment leases	0	0	0	0	0			
400.594 Capital leases interest	0	0	0	0	0			
400.595 Capital leases principal	0	0	0	0	0			
400.599 Capital outlay	0	0	0	0	0			
400.601 Bond principal	0	35,000	35,000	0	0	37,000	37,000	
400.610 Interest expense	0	0	0	0	0			
400.611 Bond interest	12,508	11,318	11,318	5,659	0	10,093	10,093	
400.615 Bond issuance costs	0	0	0	0	0			
400.620 Fiscal agent fees	0	0	0	0	0			
400.720 Transfers	220,000	150,000	150,000	0	0	150,000	150,000	
Dept: 000.000	2,433,669	2,386,427	2,386,427	1,338,532	0	2,637,470	2,637,470	0
Total Expenditures	2,433,669	2,386,427	2,386,427	1,338,532	0	2,637,470	2,637,470	0
Liquor Store	26,114	27,673	27,673	112,330	0	14,730	14,730	0
Grand Total:	26,114	27,673	27,673	112,330	0	14,730	14,730	0



SMALL CITY & BIG FUTURE

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

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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: December 15, 2023

Re: **Item 8C** – Board and Commission Openings in 2024

Item 8C – The following Boards and Commissions have openings in 2024.

- Planning and Industrial Commission – 1 position
- Airport Commission – 1 position
- Park Board – 1 position
- Cemetery Board – 3 positions
- Light and Power Commission – 1 position
- Economic Development Authority – 5 positions

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

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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 BILLS

DECEMBER 18, 2023

** PREPAID PAYROLL & WIRE TRANSFER BILLS **

VENDOR	DEPARTMENT: DESCRIPTION	TOTAL
CITY OF GLENCOE EMPLOYEES	MULTIPLE DEPTS.: CITY OF GLENCOE PAYROLL 9-6-23	\$76,107.55
CITY OF GLENCOE EMPLOYEES	MULTIPLE DEPTS.: CITY OF GLENCOE PAYROLL 9-20-23	\$68,079.13
WIRE TRANSFER	MULTIPLE DEPTS.: MEDICA INSURANCE PREMIUMS	\$37,671.89
WIRE TRANSFER	MULT DEPTS: STATE SALES TAX	\$26,122.00
WIRE TRANSFER	MULT DEPTS:EMP/CITY PAYROLL TAXES,HSA,PERA,D COMP,CAFE	\$97,456.29
	TOTAL PREPAID BILLS ----->	<u><u>\$305,436.86</u></u>

INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

DEC 18, 2023 - PREPAID BILLS

Date: 12/14/2023

Time: 4:58 pm

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City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
A.H. HERMEL CO.	0573	LIQUOR STORE: MERCH FOR RESALE	178788	09/15/2023	923.63
				Vendor Total:	923.63
ARCTIC GLACIER USA, INC	0495	LIQUOR STORE: MERCH FOR RESALE	178789	09/15/2023	1,537.75
				Vendor Total:	1,537.75
BASS FOUNDRY BREWING CO	0823	LIQUOR STORE: MERCH FOR RESALE	178790	09/15/2023	215.89
				Vendor Total:	215.89
BREAKTHRU BEVERAGE	0513	LIQUOR STORE: MERCH FOR RESALE	178782	09/08/2023	1,150.55
BREAKTHRU BEVERAGE	0513	LIQUOR STORE: MERCH FOR RESALE	178796	09/15/2023	2,550.41
				Vendor Total:	3,700.96
C & L DISTRIBUTING	0492	LIQUOR STORE: MERCH FOR RESALE	178791	09/15/2023	26,485.43
				Vendor Total:	26,485.43
DAHLHEIMER BEVERAGE	0003	LIQUOR STORE: MERCH FOR RESALE	178792	09/15/2023	19,155.30
				Vendor Total:	19,155.30
JOHNSON BROS - ST PAUL	0504	LIQUOR STORE: MERCH FOR RESALE	178783	09/08/2023	4,889.68
JOHNSON BROS - ST PAUL	0504	LIQUOR STORE: MERCH FOR RESALE	178797	09/15/2023	1,277.30
				Vendor Total:	6,166.98
MARLIN'S TRUCKING	1387	LIQUOR STORE: MERCH FOR RESALE	178793	09/15/2023	644.00
				Vendor Total:	644.00
MCLEOD COOP. POWER ASS'N.	0201	AIRPORT: RELOCATION OF SERVICE	178784	09/08/2023	1,636.00
				Vendor Total:	1,636.00
MINNESOTA PUBLIC EMPLOYEE	1439	POLICE: UNION DUES	178785	09/08/2023	88.60
				Vendor Total:	88.60
PHILLIPS WINE & SPIRITS, INC.	1010	LIQUOR STORE: MERCH FOR RESALE	178786	09/08/2023	3,481.67
PHILLIPS WINE & SPIRITS, INC.	1010	LIQUOR STORE: MERCH FOR RESALE	178798	09/15/2023	4,699.50
				Vendor Total:	8,181.17
SMALL LOT MN	2258	LIQUOR STORE: MERCH FOR RESALE	178799	09/15/2023	1,524.50
				Vendor Total:	1,524.50
SOUTHERN GLAZER'S OF MN	1429	LIQUOR STORE: MERCH FOR RESALE	178787	09/08/2023	3,994.81
SOUTHERN GLAZER'S OF MN	1429	LIQUOR STORE: MERCH FOR RESALE	178800	09/15/2023	3,204.73
				Vendor Total:	7,199.54
VIKING BEVERAGES	0973	LIQUOR STORE: MERCH FOR RESALE	178794	09/15/2023	7,809.75
				Vendor Total:	7,809.75
VIKING COCA-COLA BOTTLING CC	0494	LIQUOR STORE: MERCH FOR RESALE	178795	09/15/2023	695.85
				Vendor Total:	695.85
				Grand Total:	85,965.35
				Less Credit Memos:	0.00
				Net Total:	85,965.35
				Less Hand Check Total:	0.00
				Outstanding Invoice Total :	85,965.35
Total Invoices:		19			

INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

DEC 18, 2023 - PREPAID BILLS

Date: 12/14/2023

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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	178925	09/25/2023	65.94
				Vendor Total:	65.94
BREAKTHRU BEVERAGE	0513	LIQUOR STORE: MERCH FOR RESALE	178926	09/25/2023	3,328.22
BREAKTHRU BEVERAGE	0513	LIQUOR STORE: MERCH FOR RESALE	178942	10/02/2023	3,385.87
				Vendor Total:	6,714.09
C & L DISTRIBUTING	0492	LIQUOR STORE: MERCH FOR RESALE	178927	09/25/2023	12,571.20
				Vendor Total:	12,571.20
COLONIAL LIFE	0735	MULT DEPTS: INS PREMIUMS	178928	09/25/2023	263.70
				Vendor Total:	263.70
DAHLHEIMER BEVERAGE	0003	LIQUOR STORE: MERCH FOR RESALE	178929	09/25/2023	25,846.64
				Vendor Total:	25,846.64
FORESTEDGE WINERY	0499	LIQUOR STORE: MERCH FOR RESALE	178943	10/02/2023	396.00
				Vendor Total:	396.00
JOHNSON BROS - ST PAUL	0504	LIQUOR STORE: MERCH FOR RESALE	178930	09/25/2023	6,588.90
JOHNSON BROS - ST PAUL	0504	LIQUOR STORE: MERCH FOR RESALE	178944	10/02/2023	4,655.20
				Vendor Total:	11,244.10
MARLIN'S TRUCKING	1387	LIQUOR STORE: MERCH FOR RESALE	178931	09/25/2023	444.50
				Vendor Total:	444.50
MINNESOTA CHILD SUPPORT	1646	POLICE: CHILD SUPPORT PAYMENT	178932	09/25/2023	279.18
				Vendor Total:	279.18
MINNESOTA PUBLIC EMPLOYEE	1439	POLICE: UNION DUES	178933	09/25/2023	88.60
				Vendor Total:	88.60
MORGAN CREEK VINEYARDS	0784	LIQUOR STORE: MERCH FOR RESALE	178934	09/25/2023	304.80
				Vendor Total:	304.80
NCPERS GROUP LIFE INS	1619	ADMIN: INS PREMIUMS	178935	09/25/2023	16.00
				Vendor Total:	16.00
PHILLIPS WINE & SPIRITS, INC.	1010	LIQUOR STORE: MERCH FOR RESALE	178936	09/25/2023	3,819.50
PHILLIPS WINE & SPIRITS, INC.	1010	LIQUOR STORE: MERCH FOR RESALE	178945	10/02/2023	4,475.66
				Vendor Total:	8,295.16
PPLSI	0485	MULT DEPTS: INS PREMIUMS	178937	09/25/2023	112.60
				Vendor Total:	112.60
ROLLING FORKS VINEYARDS	0135	LIQUOR STORE: MERCH FOR RESALE	178946	10/02/2023	393.00
				Vendor Total:	393.00
SOUTHERN GLAZER'S OF MN	1429	LIQUOR STORE: MERCH FOR RESALE	178938	09/25/2023	826.42
SOUTHERN GLAZER'S OF MN	1429	LIQUOR STORE: MERCH FOR RESALE	178947	10/02/2023	6,895.51
				Vendor Total:	7,721.93
UDOFOT BEER & BEVERAGE CO	1964	LIQUOR STORE: MERCH FOR RESALE	178939	09/25/2023	440.00
				Vendor Total:	440.00
VIKING BEVERAGES	0973	LIQUOR STORE: MERCH FOR RESALE	178940	09/25/2023	8,278.00
				Vendor Total:	8,278.00
VISA	0350	MULT DEPTS: TRAINING, OFFICE SUPPLIES/EQ, VEHICLE BATTERIES	178941	09/25/2023	5,452.84
				Vendor Total:	5,452.84
				Grand Total:	88,928.28
				Less Credit Memos:	0.00
				Net Total:	88,928.28
				Less Hand Check Total:	0.00
				Outstanding Invoice Total :	88,928.28
Total Invoices:		23			

INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

DEC 18, 2023 REG BILLS

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City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
ANDOVER ARMS LLC	2273	POLICE: TRAINING SUPPLIES	0	00/00/0000	1,685.00
				Vendor Total:	1,685.00
AT&T MOBILITY	1205	MULT DEPT: CELL PHONE BILL	0	00/00/0000	725.76
				Vendor Total:	725.76
BORDER STATES INDUSTRIES INC	0852	ADMIN, WATER: LIGHT BULBS	0	00/00/0000	183.48
				Vendor Total:	183.48
BUMPS FAMILY RESTAURANT	0961	COUNCIL: CATERED MEAL FOR HOLIDAY PARTY	0	00/00/0000	864.00
				Vendor Total:	864.00
CARD SERVICES	0330	WATER, W.W.T.P., LIQUOR: FUEL BAR SUPPLIES	0	00/00/0000	182.02
				Vendor Total:	182.02
CARGILL, INC	1636	WATER: SALT	0	00/00/0000	5,720.21
				Vendor Total:	5,720.21
CENGAGE LEARNING INC-GALE	1828	LIBRARY: BOOKS	0	00/00/0000	226.41
				Vendor Total:	226.41
CENTER POINT LARGE PRINT	1349	LIBRARY: BOOKS	0	00/00/0000	438.66
				Vendor Total:	438.66
CENTERPOINT ENERGY	0204	MULT DEPTS: NATURAL GAS BILLS	0	00/00/0000	8,198.53
				Vendor Total:	8,198.53
DAKOTA SUPPLY GROUP	0523	WATER, W.W.T.P: GASKETS & SEALS	0	00/00/0000	1,407.57
				Vendor Total:	1,407.57
DEMCO, INC.	0676	LIBRARY: SUPPLIES	0	00/00/0000	125.20
				Vendor Total:	125.20
DIETZ, KEVIN	0411	COUNCIL: PLANNING COMMISSION PAY	0	00/00/0000	225.00
				Vendor Total:	225.00
FLAHERTY & HOOD, P.A.	0441	ADMIN: LEGAL FEES	0	00/00/0000	3,810.00
				Vendor Total:	3,810.00
FLEXIBLE PIPE TOOLS &	0080	WATER: NOZZLE	0	00/00/0000	378.20
				Vendor Total:	378.20
FRANKLIN PRINTING INC.	0085	MULT DEPT: OFFICE SUPPLIES	0	00/00/0000	303.18
				Vendor Total:	303.18
GLENCOE AREA CHAMBER OF CO	0094	REIMB: CROW RIVER SNO PROS DONATION	0	00/00/0000	1,000.00
				Vendor Total:	1,000.00
GLENCOE CO-OP ASSN.	1842	MULT DEPTS: FUEL, ICE MELT	0	00/00/0000	9,080.23
				Vendor Total:	9,080.23
GLENCOE DAYS INC.	1793	REIMB: CROW RIVER SNO PRO'S DONATION	0	00/00/0000	1,000.00
				Vendor Total:	1,000.00
GLENCOE FLEET SUPPLY	2074	MULT DEPTS: FILTERS, HOSES, CAULK, TAPE	0	00/00/0000	530.18
				Vendor Total:	530.18
GOPHER STATE ONE CALL	0482	WATER, W.W.T.P., STORM WATER: LOCATE TICKETS	0	00/00/0000	71.55
				Vendor Total:	71.55
GREAT NORTHERN ENVIRONMEN	1601	W.W.T.P.: LABOR	0	00/00/0000	1,375.00
				Vendor Total:	1,375.00
HAWKINS, INC.	1133	WATER: CHEMICALS	0	00/00/0000	20.00
				Vendor Total:	20.00
HERALD JOURNAL PUBLISHING	1442	ADMIN: PUBLISHING	0	00/00/0000	49.38

INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

DEC 18, 2023 REG BILLS

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City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
				Vendor Total:	49.38
HUEMOELLER, GONTAREK &	1800	ADMIN: LEGAL FEES	0	00/00/0000	9,032.75
				Vendor Total:	9,032.75
JENNEKE, BARB	1617	COUNCIL: PLANNING COMMISSION PAY	0	00/00/0000	175.00
				Vendor Total:	175.00
JOHNSON CONTROLS FIRE	0874	POLICE, LIQUOR: ANNUAL FIRE ALARM INSP & EXTINGUISHERS	0	00/00/0000	1,085.00
				Vendor Total:	1,085.00
LESTER PRAIRIE VET CLINIC	1483	POLICE: BOARDING	0	00/00/0000	360.89
				Vendor Total:	360.89
MCLEOD COOP. POWER ASS'N.	0201	ADMIN, AIRPORT: ELECTRICITY	0	00/00/0000	704.17
				Vendor Total:	704.17
MCLEOD COUNTY ATTORNEY	1215	REIMB: VEHICLE BUY BACK	0	00/00/0000	350.00
				Vendor Total:	350.00
MCLEOD PUBLISHING, INC.	0339	LIBRARY: SUBSCRIPTION	0	00/00/0000	49.00
				Vendor Total:	49.00
METRO SALES, INC	1066	LIBRARY: OFFICE EQUIPMENT LEASE	0	00/00/0000	158.29
				Vendor Total:	158.29
MINI BIFF	0177	PARK, SANITATION: WASTE REMOVAL	0	00/00/0000	280.16
				Vendor Total:	280.16
MNSPECT	0722	CODE ENFORCEMENT: INSPECTIONS	0	00/00/0000	8,811.26
				Vendor Total:	8,811.26
NORTH AMERICAN SAFETY INC	0903	WATER, W.W.T.P.: SAFETY CLOTHING	0	00/00/0000	304.97
				Vendor Total:	304.97
OFFICE OF MN. IT SERVICES	1423	POLICE: INTERNET SERVICE	0	00/00/0000	362.76
				Vendor Total:	362.76
OLSON, WESLEY	0220	COUNCIL: PLANNING COMMISSION PAY	0	00/00/0000	225.00
				Vendor Total:	225.00
OXYGEN SERVICE COMPANY	0653	STREET: WELDING SUPPLIES	0	00/00/0000	16.20
				Vendor Total:	16.20
PIONEER RESEARCH CORPORATI	1261	WWTP: PRODUCT SUPPLIES	0	00/00/0000	690.64
				Vendor Total:	690.64
PIONEERLAND LIBRARY SYSTEMS	0227	REIMB: CARDS & FINES	0	00/00/0000	99.60
				Vendor Total:	99.60
PITNEY BOWES GLOBAL	1714	ADMIN: POSTAGE MACHINE LEASE	0	00/00/0000	142.53
				Vendor Total:	142.53
PLUNKETT'S PEST CONTROL, INC	0446	ADMIN, AQUATIC CENTER, WWTP: POST CONTROL	0	00/00/0000	267.86
				Vendor Total:	267.86
PREMIUM WATERS, INC.	1081	MULT DEPTS: WATER	0	00/00/0000	220.96
				Vendor Total:	220.96
PRO AUTO GLENCOE, INC	0527	WWTP: BATTERY	0	00/00/0000	245.02
				Vendor Total:	245.02
QUILL LLC	1691	LIBRARY: OFFICE SUPPLIES	0	00/00/0000	79.81
				Vendor Total:	79.81
RUNNING'S SUPPLY, INC.	1616	WATER, WWTP: UNIFORMS	0	00/00/0000	118.96
				Vendor Total:	118.96
SCHEIDT, BOB	0254	COUNCIL: PLANNING COMMISSION PAY	0	00/00/0000	200.00
				Vendor Total:	200.00
SENST, BOB	1015	COUNCIL: PLANNING COMMISSION PAY	0	00/00/0000	175.00

INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

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City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
				Vendor Total:	175.00
SHRED-N-GO, INC	0032	FINANCE, POLICE: PAPER SHREDDING SERVICE	0	00/00/0000	153.78
				Vendor Total:	153.78
STAR GROUP, L.L.C.	0972	STREET, WWTP: BELTS, FILTERS, LUBRICANTS, WIRING PARTS	0	00/00/0000	308.03
				Vendor Total:	308.03
STATE OF MN - DEPT. OF FINANCE	1218	REIMB: 10% OF FORFEITURE	0	00/00/0000	175.00
				Vendor Total:	175.00
STOPSTICK, LTD	1535	POLICE: CORD REELS	0	00/00/0000	349.00
				Vendor Total:	349.00
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	23.50
				Vendor Total:	23.50
WATER CONSERVATION SERVICE	1298	WATER: LEAK LOCATES	0	00/00/0000	547.40
				Vendor Total:	547.40
WM. MUELLER & SONS, INC.	0206	STREET: BLACKTOP	0	00/00/0000	935.58
				Vendor Total:	935.58
				Grand Total:	64,424.38
				Less Credit Memos:	0.00
Total Invoices:	55			Net Total:	64,424.38
				Less Hand Check Total:	0.00
				Outstanding Invoice Total :	64,424.38



SMALL CITY & BIG FUTURE

City of Glencoe ♦ 1107 11th Street East, Suite 107 ♦ Glencoe, Minnesota 55336
Phone: (320) 864-5586 Website: www.glencoe.mn.org Email: 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
DEPARTMENT SUPERVISOR
MONTHLY SUMMARY REPORT
(Due by 10th of each month)**

Department: Streets/Parks/Airport/Cemetery

Supervisor Name: Jamie Voigt

Month:

Week of Week of 11/6/23

Leaf pickup
Oak Leaf/Lincoln parks leaves cleanup
Oak Leaf pavement edges fill with material
Blacktop patching
New park shed closeup windows
Softball nets remove
Garbage route
Equipment maintenance/repairs

Week of 11/13/23

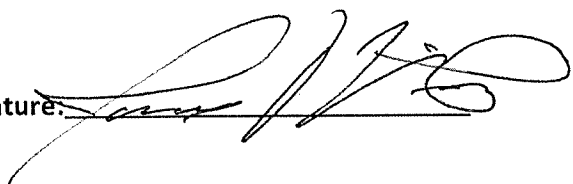
Clean break room, bathrooms
Safety meeting
Fire Extinguisher/Ladder inspections Leaf pickup
Street sweepings sifting
Garbage route
Equipment maintenance/repairs

Week of 11/20/23

Leaf Vac cleanup
Oak Leaf pavement edges fill with material
Street sweeping
Blacktop patching
Fish pond dock removal
Garbage route
Equipment maintenance/repairs

Week of 11/27/23

Clean break room, bathrooms
Oak Leaf pavement edges fill with material
Baseball parking lots
Street sweeping
Blacktop patching
Stake plow routes
Garbage route
Equipment maintenance/repairs

Signature: 

WWTP 2023 Weekly Progress Update

Nov. 27 - Dec 1

Services on HVAC systems
Shut down UV system for winter - inspect
and clean channels
Changed oil and service side by side in
preparation for winter
07 Building heater failure

Dec. 4 - Dec 8

Changed and tighten belts in clarifier
Repaired waste gas burner - due to blow
back failure
Normal plant operations and
maintenance

Dec. 11- Dec. 15

Organize and clean 15 building purged
antiquated equipment - sold some back to
Flexible pipe for equipment credit
Built shelves in 15 building
Marked plant for snow removal
Deep clean combo truck

Normal Plant operations and maintenance
Submitted DMR

WTP 2023 Progress Update

Nov. 27 - Dec 1

Normal Plant operation

Locates

Meter Replacements

I&I Inspections

Dec. 4 - Dec. 8

Locates, inspections
Inspection and Bac-T tests on Helen Baker
Project

Normal plant operations and maintenance
Meter Replacements
Inspect for leaks around Cutting Edge

Inspect for leaks around Cutting Edge -
nothing found

Dec. 11- Dec. 15

Normal Plant Operation

Inspect new water and sewer services -
E&R
Installed new sink at airport
Locates
Meter Replacements