

GLENCOE CITY COUNCIL MEETING AGENDA

December 4, 2023 – 7:00pm

City Center Ballroom

1. PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

2. CONSENT AGENDA

- A. Approve the Minutes of the City Council Meeting Of November 20, 2023

3. PUBLIC COMMENT (agenda items only)

4. PUBLIC HEARINGS

- A. Truth in Taxation Public Hearing – 7:00 PM – City Administrator
 - 1. **Resolution 2023-42** to approve the 2024 Ad Valorem Tax Levy
- B. Public Hearing regarding the establishment of an Economic Development Authority – City Attorney
 - 1. **Resolution 2023-41** Enabling the Creation of an Economic Development Authority in the City of Glencoe

5. BIDS AND QUOTES – None Scheduled

6. REQUESTS TO BE HEARD

- A. Request of MNSPECT extension of the Professional Services Agreement to provide Building Inspection Services for the City of Glencoe –
- 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

7. ITEMS FOR DISCUSSION

- A. Earned Sick and Safe Leave Policy – City Administrator
- B. **Resolution 2023-43** setting Polling place for Elections in the City Center Grand Ballroom for 2024 – City Administrator
- C. Salary Survey Results and Recommendation – City Administrator

8. ROUTINE BUSINES

- A. Project Updates
- B. Economic Development
- C. Public Input
- D. Reports
- E. City Bills
- F. Actions related to recommendation to dismiss Individual Subject to City Council Authority

9. ADJOURNMENT

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

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

Others: Lowell Anderson, Rich Glennie, Al Robeck, Pat Nseumen, Steve Schmidt, Matt Stuewe, and Brandon

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 6, 2023

B. Approve Annual Peddler, Solicitor and Transient Merchant Permit of Mad City Windows and Bath

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

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

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

Motion: Hueser, seconded by Olson to approve **Resolution 2023-40**. Roll call vote, with the following members voting in favor, Rivera, Olson, Hueser, Lemke, and Neid. The following voted nay, none. Resolution 2023-40 was approved.

B. Request of the Glencoe Fire Department for 2024 City Fire Relief Contribution – Glencoe Fire Relief Association

City Administrator Larson explained that 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 requesting an increase in benefit from \$3,500 per year of service to \$4,000 per year of service. Larson noted that the Glencoe Fire Relief is fully funded. Larson also noted that previously, this increase had 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. Neid questioned what was included in the 2024 budget.

Motion: Neid, seconded by Hueser to approve the request of the Fire Department Relief Association for funding of \$47,588 in 2024 and to increase the pension to \$4,000 per year of service. All in favor, motion carried.

C. Resolution 2023-41 Establishing an Economic Development Authority (EDA) – City Attorney Ostlund

City Attorney Mark Ostlund clarified that the City Council was not passing a Resolution tonight to establish an EDA, the recommendation was to set a public hearing for the next City Council meeting on December 4, 2023, to discuss the establishment of an EDA. The proposed EDA would consist of 7 members, that included the Mayor and 2 City Council members and 4 independent members. Ostlund further recommended advertising for members after the resolution is approved.

Motion: Lemke, seconded by Hueser to set the public hearing for December 4, 2023 at 7:00 PM regarding the establishment of an EDA. All in favor, the motion carried.

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

City Attorney Ostlund noted that the Planning and Industrial Commission had held a public hearing on November 9th at 7:00 pm regarding the revocation of the special use permit for 430 Edgewood Drive to construct a swimming pool over 5,000 gallons. A condition of the special use permit was to construct a fence around the swimming pool. The fence was not constructed. No one represented 430 Edgewood Drive at the public hearing.

It was the unanimous recommendation of the Planning Commission to revoke the special use permit. Ostlund recommended that the City Council approve Resolution 2023-42 to revoke the special use permit.

Motion: Rivera, seconded by Lemke to approve **Resolution 2023-42** revoking the special use permit of 430 Edgewood Drive to construct a swimming pool due to the lack of a fence. Upon a roll call vote, the following members voted in favor, Rivera, Olson, Hueser, Lemke, and Neid. The following voted nay, none. Resolution 2023-42 was approved.

E. Approve Third and Final Reading of the Animal Ordinance 623 update to allow Chickens in the City Limits – City Attorney

City Attorney Ostlund noted that this would be the third and final ordinance reading of Ordinance 623 to allow up to 6 chickens in property zoned R-1 single family.

Motion: Olson, seconded by Hueser to approve **Ordinance 623**. Upon a roll call vote, the following members voted in favor, Rivera, Olson, Hueser, Lemke, and Neid. The following voted nay, none. Ordinance 623 was approved.

8. ITEMS FOR DISCUSSION

A. Airport Terminal Project – City Administrator

City Administrator Larson noted that the certificate of occupancy had been issued for the Airport Terminal building. The EAA had held their weekly meeting in the new building. Cabinets have been ordered. Punch list items remain. He informed the City Council that the General contractor had rejected the sidewalk to the building and that the sidewalk would be replaced in the spring.

B. Police Department/Liquor Store Roof Project – City Administrator

Larson informed the City Council that Laraway was currently replacing the roof at the Police Department and Liquor Store. The interior of the Police Department work would start soon to replace the water damaged walls.

C. Salary Survey Update – City Administrator

Larson informed the City Council that he was rerunning the Salary surveys for populations of 4,000 to 7,000 population and he would have a recommendation for implementation at the next City Council meeting.

9. ROUTINE BUSINESS

A. Project Updates

Larson updated the City Council on the Morningside/Highway 212 roundabout. Bids had been opened and low bidder was Mathiowitz Construction from Sleepy Eye, MN. The Pedestrian bridge improvements are slated for construction in 2024. An agreement from McLeod County for jurisdictional changes had been received. Leaf vacuuming will be completed on November 17th. The new scoreboard had been installed on November 20th. He noted that William Mueller and Sons would keep the bituminous plant running until November 30 and the crews would continue to fill potholes. The new Ford F-150 had been delivered to the City.

B. Economic Development

Larson said that he was still trying to set up meetings with new hotel developers.

C. Public Input

Ostlund updated the City Council on BIT 49.

Olson asked about an update on 1234 Greeley Avenue North. Pat Nseumen, representing the owner Redsmoker, LLC informed the City Council that he had submitted a building permit application for a new roof at 1234 Greeley Avenue on November 20th and he had submitted an application with the Glencoe PD to place a dumpster on Greeley Avenue. He said it would probably take 2 to 3 months. Mayor Voss asked about the structural integrity of the building. Nseumen said he would have someone look at the structural integrity of the building.

Rivera asked if Nseumen had a contractor for the roof. He said he had two contractors to chose from. She asked if the contractors had looked at the building.

Ostlund recommended a motion to extend timeline noted in Resolution 2023-37 passed on October 16th. Lemke noted that the adjacent building owner had not seen any activity at 1234 Greeley Activity.

Motion: Hueser, seconded by Rivera to receive an update from Nseumen at the December 18th meeting. Neid questioned if the City Council could do this, since this was not an agenda item. Ostlund recommended amending the agenda to include this action. Larson noted that the City Council can do what they want to do, but not to make this common practice. Hueser amended his motion to add this item to the City Council agenda, seconded by Rivera to have an update provided by the owner of 1234 Greeley Avenue at the December 18th meeting. All in favor, the motion carried.

D. Reports

There were no additional reports.

E. City Bills

Motion: Neid, seconded by Olson to approve the bills. All in favor, the motion carried.

10. ADJOURNMENT

Motion: Lemke, seconded by Neid to adjourn the meeting at 7:34 PM. All in favor, the motion carried.



SMALL CITY & BIG FUTURE

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

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agenda items.**

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

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



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

To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: December 1, 2023

Re: Item 4A – Truth in Taxation Public Hearing

Item 4A – The City Council will hold a public hearing at 7:00 PM regarding the 2024 Tax Levy and General Fund Budget. I will provide a short presentation for the Public Hearing.

Currently, the General Fund has a positive Cash Flow of \$97,480 depending on City Council action on salaries. This includes a \$112,000 transfer of Public Safety Aid funds for the Police Salaries that were approved earlier this year by the City Council.

The Tax Levy includes \$700,000 for pavement management. This correlates to the Bond issued earlier this year for the 2023 Pavement project. This will increase to \$800,000 in 2024.

Local Government Aid (LGA) will increase from \$1.6 million in 2023 to \$1.8 million in 2024.

The 11th Street/Morningside Bond (\$115,000) and the 2014 Pavement Project Bond (\$179,000) Levies will be paid off in 2024 and 2025, which will provide debt service for the Proposed Hennepin Avenue project with McLeod County in 2025.

The overall increase in the Levy is 4.88%

It is recommended to approve Resolution 2023-43 setting the Final Levy for 2024.

I will present the Enterprise Fund Budgets at the December 20, 2023 meeting.

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.

Adopted and approved this 4th day of December, 2023.

Ryan Voss, Mayor

ATTEST:

Mark D. Larson, City Administrator

2024 Final Levy

	Final 2019	Final 2020	Final 2021	Final 2022	Final 2023	Preliminary 2024
General Ad Valorem Levy	\$ 1,577,000.00	\$ 1,563,000.00	\$ 1,563,000.00	\$ 1,613,000.00	\$ 1,613,000.00	\$ 1,680,000.00
Seal Coat		\$ 37,000.00	\$ 37,000.00	\$ 37,000.00	\$ 37,000.00	\$ 37,000.00
		\$ 1,600,000.00	\$ 1,600,000.00	\$ 1,650,000.00	\$ 1,650,000.00	\$ 1,717,000.00
						Fifth Year
Debt Service/Special Levy						
2023 Pavement Project (Fifth Year)		\$300,000.00	\$400,000.00	\$500,000.00	\$600,000.00	\$700,000.00
11th Street / Morningside	\$ 120,000.00	\$ 127,365.00	\$ 120,000.00	\$ 120,000.00	\$ 120,000.00	\$ 115,000.00
1997 McLeod Ave/NC Pond						Paid Off 2017
1997 NC III/Morningside						Paid Off 2013
1999 CSAH #33						Paid Off 2014
1999 Aquatic Center	\$ 85,000.00					Paid Off 2019
2001 NC #5/ Popelka						Paid Off 2013
2002 W R Est II						Paid Off 2013
2003 W R Pond Est						Paid Off 2014
2003 CSAH #3	\$ 65,000.00					Paid Off 2019
2004 NC #6/Glenknoll						Paid Off 2015
2004 Street Overlay						Paid Off 2015
2010 City Center	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	Annual
2014 Street Improvement	\$ 135,000.00	\$ 140,000.00	\$ 145,000.00	\$ 144,500.00	\$ 179,000.00	10th Payment
2015 Lincoln Park Project	\$ 145,000.00	\$ 145,000.00	\$ 150,000.00	\$ 150,000.00	\$ 155,000.00	9th Payment
2016 Armstrong Avenue	\$ 34,000.00	\$ 31,070.00	\$ 32,000.00	\$ 32,000.00	\$ 35,690.00	8th Payment
2017 Baxter Avenue	\$ 120,000.00	\$ 140,000.00	\$ 140,000.00	\$ 140,000.00	\$ 140,000.00	7th Payment
2018 Central Storm Sewer	\$ 114,145.00	\$ 140,000.00	\$ 140,000.00	\$ 145,000.00	\$ 145,000.00	6th Payment
2021 10th Street Improvement	\$ -	\$ -	\$ -	\$ 25,000.00	\$ 27,000.00	3rd Payment
	\$968,145.00	\$1,173,435.00	\$1,277,000.00	\$1,406,500.00	\$1,551,690.00	\$1,641,000.00
	\$2,545,145.00	\$2,773,435.00	\$2,877,000.00	\$3,056,500.00	\$3,201,690.00	\$3,358,000.00
			3.73%	6.24%	4.75%	4.88%

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: 101 - General								
Revenues								
Dept: 000.000								
300.010 Ad volorem taxes	2,164,198	2,250,000	2,250,000	1,196,654	0	2,417,000		
300.011 Fire pension	0	0	0	0	0			
300.012 Sales tax	5,985	5,000	5,000	2,850	0	6,000		
300.020 Delinquent taxes	0	0	0	0	0			
300.050 Tax increments	0	0	0	0	0			
300.060 Excess TIF	775	2,000	2,000	0	0			
300.100 Business licenses and permits	12,343	12,000	12,000	12,325	0	12,000		
300.102 Special assessments	89,023	100,000	100,000	22,115	0	111,000		
300.103 Zoning and subdivision fees	560	500	500	380	0	500		
300.104 Plan checking fees	23,071	15,000	15,000	29,955	0	16,000		
300.105 Fines and forfeits	49,573	44,000	44,000	30,892	0	49,000		
300.106 Federal grants in aid	11,239	0	0	0	0			
300.107 Bond proceeds	0	0	0	0	0			
300.108 Lease proceeds	0	0	0	764,939	0			
300.110 Loan proceeds	0	0	0	0	0			
300.111 Sale of fixed assets	0	500	500	0	0	500		
300.112 Insurance dividends	22,164	22,000	22,000	0	0	22,000		
300.114 Franchise fees - electricity	0	0	0	0	0			
300.115 Franchise fees - natural gas	0	0	0	0	0			
300.200 Operating transfers	978,765	650,000	650,000	69,517	0	787,716		
300.201 Special police services	30,883	60,500	60,500	30,000	0	40,000		
300.202 Special fire protection	47,073	44,000	44,000	24,042	0	45,000		
300.206 Light plant refund	19,438	20,000	20,000	9,711	0	20,000		
300.209 Building permits	55,777	30,000	30,000	55,798	0	31,000		
300.210 Interest income	2,128	2,000	2,000	9,128	0	2,000		
300.211 State surcharge	2,460	5,500	5,500	3,563	0	4,000		
300.225 State grants in aid	505	0	0	0	0			
300.233 Credit Card Fees	876	750	750	969	0	1,000		
300.235 Rental inspection fees	19,301	13,000	13,000	10,700	0	15,000		
300.240 ATV/UTV permit	950	500	500	350	0	500		
300.254 Electrical availability charge	0	0	0	0	0			
300.255 Trunk electrical charges	0	0	0	0	0			
300.260 Other licenses and permits	1,550	2,000	2,000	1,215	0	1,600		
300.302 Emergency Services	0	0	0	0	0			
300.303 Snow removal	4,549	5,000	5,000	7,003	0	5,000		
300.304 Sweeping	605	1,000	1,000	500	0	1,000		
300.305 Mowing and weed control	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: 101 - General								
Revenues								
Dept: 000.000								
300.306 Blacktop	0	0	0	0	0			
300.307 Painting	0	0	0	0	0			
300.308 Miscellaneous	0	0	0	57	0			
300.309 Reimburseables	0	0	0	0	0			
300.310 Donations	181,116	13,000	13,000	24,087	0	15,000		
300.311 Auction proceeds	10,800	4,000	4,000	0	0	8,000		
300.312 Donation - city center pledge	0	2,000	2,000	0	0	1,000		
300.314 Vehicle towing	1,944	3,000	3,000	578	0	2,000		
300.322 Crime prevention	9,268	2,000	2,000	0	0	2,000		
300.323 Childhood intervention	0	0	0	0	0			
300.361 In lieu of tax - light plant	102,500	105,000	105,000	61,250	0	107,500		
300.401 Local government aid	1,582,805	1,618,633	1,618,633	809,317	0	1,818,170		
300.402 Market value credit ag	31	0	0	0	0			
300.403 Market value credit mfg home	0	0	0	0	0			
300.404 PERA aid	0	0	0	0	0			
300.405 Low income housing aid	0	0	0	0	0			
300.406 Market value credit reimburse.	0	0	0	0	0			
300.407 Other state aid	0	0	0	0	0			
300.408 State PEPFF Contribution	0	0	0	0	0			
300.409 State GERF Contribution	0	0	0	0	0			
300.416 Police training reimbursement	8,119	4,000	4,000	0	0	5,000		
300.417 Fire training reimbursement	14,720	1,500	1,500	3,600	0	2,500		
300.418 Insurance proceeds	7,713	6,500	6,500	49,116	0	5,000		
300.419 Supplemental retirement aid	2,000	3,000	3,000	1,000	0	2,000		
300.420 Insurance tax - fire	51,299	49,000	49,000	0	0	51,000		
300.421 Insurance tax - police	80,131	64,000	64,000	0	0	75,000		
300.422 Lodging tax	3,289	2,000	2,000	1,338	0	2,000		
300.780 Park shelter fees	14,708	12,000	12,000	9,200	0	13,000		
300.781 Administrative fees	0	0	0	0	0			
300.782 Park camping fees	58,568	46,000	46,000	23,592	0	60,000		
300.910 Penalties and Interest	0	0	0	0	0			
300.951 Misc.- general government	27,092	0	0	1,538	0			
300.952 Misc.- public safety	1,390	0	0	762	0			
300.953 Misc.- highways and streets	1,780	0	0	0	0			
300.954 Misc.- culture and recreation	3,410	0	0	1,094	0			
300.961 Reimb.- general government	6,416	0	0	4,432	0			
300.962 Reimb.- public safety	13,021	0	0	310	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: 101 - General								
Revenues								
Dept: 000.000								
300.963 Reimb.- highways and streets	167,534	0	0	10,578	0			
300.964 Reimb.- culture and recreation	5,334	0	0	13,526	0			
Dept: 000.000	5,898,779	5,220,883	5,220,883	3,297,981	0	5,756,986	0	0
Total Revenues	5,898,779	5,220,883	5,220,883	3,297,981	0	5,756,986	0	0
Expenditures								
Dept: 411.100 City council								
400.012 Sales tax	0	0	0	0	0			
400.103 Part-time employees	29,500	29,700	29,700	16,925	0	29,700		
400.121 PERA contributions	1,475	1,485	1,485	846	0	1,485		
400.122 FICA contributions	0	0	0	0	0			
400.125 Medicare contributions	428	431	431	245	0	431		
400.151 Workers compensation	107	0	0	105	0			
400.200 Office supplies	253	500	500	130	0	500		
400.311 Training	3,272	2,500	2,500	1,783	0	3,000		
400.324 Election Judges	10,198	0	0	0	0	10,200		
400.325 Boards & Commissions	3,525	3,850	3,850	0	0	3,850		
400.331 Travel expense	293	1,200	1,200	271	0	1,200		
400.361 Gen. & property liability ins.	0	0	0	0	0			
400.430 Miscellaneous	3,313	2,000	2,000	546	0	2,000		
400.433 Dues & subscriptions	60	500	500	0	0	500		
400.500 Equipment	0	0	0	0	0			
400.595 Capital leases principal	0	0	0	0	0			
400.599 Capital outlay	0	0	0	0	0			
City council	52,424	42,166	42,166	20,851	0	52,866	0	0
Dept: 414.000 Administration								
400.012 Sales tax	0	0	0	0	0			
400.101 Full-time employees	244,379	232,170	232,170	122,589	0	239,720		
400.102 Full-time employees - overtime	1,108	1,000	1,000	1,439	0	1,000		
400.103 Part-time employees	0	2,250	2,250	0	0	2,500		
400.121 PERA contributions	16,844	17,638	17,638	9,731	0	18,054		
400.122 FICA contributions	14,422	14,736	14,736	7,499	0	15,080		
400.125 Medicare contributions	3,373	3,447	3,447	1,754	0	3,527		
400.131 Health & life insurance	66,275	65,000	65,000	48,899	0	68,000		
400.141 Unemployment insurance	0	0	0	0	0			
400.151 Workers compensation	2,882	2,100	2,100	2,781	0	3,000		
400.200 Office supplies	6,675	4,500	4,500	2,182	0	5,000		
400.202 Accessories	0	0	0	0	0			

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: 101 - General								
Expenditures								
Dept: 414.000 Administration								
400.203 Printing	0	0	0	1,080	0			
400.210 Operating supplies	4,347	3,000	3,000	1,382	0	3,000		
400.220 Repair & maintenance	8,718	5,000	5,000	6,594	0	5,000		
400.240 Small tools & minor equipment	0	2,000	2,000	106	0	2,000		
400.300 Professional services	51,462	80,000	80,000	28,682	0	70,000		
400.301 Auditing & accounting	47,725	45,000	45,000	49,725	0	45,000		
400.304 Legal fees - civil	90,116	62,000	62,000	55,643	0	85,000		
400.305 Legal fees - prosecutions	0	0	0	0	0			
400.307 Management fees	0	0	0	0	0			
400.308 Chamber	6,094	6,100	6,100	6,122	0	6,500		
400.309 Computer software	378	0	0	0	0			
400.311 Training	3,431	3,000	3,000	518	0	3,000		
400.319 Computer repair - equipment	84	1,500	1,500	0	0	2,000		
400.321 Telephone	4,703	4,000	4,000	2,486	0	4,500		
400.322 Postage	2,832	3,000	3,000	1,638	0	3,000		
400.331 Travel expense	1,709	2,000	2,000	725	0	2,000		
400.340 Advertising	3,232	3,500	3,500	1,607	0	3,200		
400.350 Printing & binding	2,601	5,000	5,000	874	0	5,000		
400.361 Gen. & property liability ins.	29,761	31,000	31,000	41,215	0	30,000		
400.381 Electricity	56,785	56,000	56,000	28,040	0	57,000		
400.383 Natural gas	13,755	7,500	7,500	3,478	0	10,000		
400.401 Building repair	3,183	3,000	3,000	785	0	4,000		
400.404 Equipment repair	1,080	2,500	2,500	1,937	0	2,500		
400.405 Subscriptions	482	500	500	25	0	500		
400.406 Continuing education & dues	675	1,500	1,500	2,208	0	2,000		
400.407 League of MN cities/CGMC	17,928	18,000	18,000	10,788	0	18,000		
400.409 State GERF Contribution	0	0	0	0	0			
400.417 Uniforms	472	750	750	303	0	750		
400.430 Miscellaneous	100	0	0	677	0			
400.520 Building & structures	0	0	0	0	0			
400.530 Other improvements	0	0	0	0	0			
400.560 Furniture & fixtures	0	0	0	0	0			
400.570 Office equipment	4,188	2,000	2,000	2,526	0	2,000		
400.580 Other equipment	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			

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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: 101 - General								
Expenditures								
Administration	711,789	690,691	690,691	446,038	0	721,831	0	0
Dept: 415.000 Finance								
400.012 Sales tax	0	0	0	0	0			
400.101 Full-time employees	153,638	154,045	154,045	84,334	0	159,058		
400.102 Full-time employees - overtime	51	500	500	668	0	1,000		
400.121 PERA contributions	11,201	11,591	11,591	6,493	0	12,005		
400.122 FICA contributions	8,987	9,582	9,582	5,141	0	9,924		
400.125 Medicare contributions	2,102	2,241	2,241	1,202	0	2,321		
400.131 Health & life insurance	50,981	58,000	58,000	23,993	0	61,000		
400.141 Unemployment insurance	0	0	0	0	0			
400.200 Office supplies	1,327	2,000	2,000	885	0	2,000		
400.203 Printing	653	500	500	386	0	500		
400.220 Repair & maintenance	0	400	400	0	0	400		
400.240 Small tools & minor equipment	0	100	100	0	0	100		
400.309 Computer software	5,338	5,400	5,400	5,605	0	5,700		
400.311 Training	0	500	500	0	0	500		
400.322 Postage	19	0	0	22	0			
400.331 Travel expense	0	500	500	0	0	500		
400.361 Gen. & property liability ins.	0	0	0	0	0			
400.405 Subscriptions	0	0	0	0	0			
400.406 Continuing education & dues	0	200	200	0	0	200		
400.417 Uniforms	267	400	400	200	0	400		
400.430 Miscellaneous	0	200	200	0	0	200		
400.560 Furniture & fixtures	0	0	0	0	0			
400.570 Office equipment	0	500	500	0	0	500		
400.595 Capital leases principal	0	0	0	0	0			
400.599 Capital outlay	0	0	0	0	0			
Finance	234,564	246,659	246,659	128,929	0	256,308	0	0
Dept: 421.000 Police								
400.012 Sales tax	0	0	0	0	0			
400.101 Full-time employees	738,905	821,519	821,519	393,833	0	921,504		
400.102 Full-time employees - overtime	30,790	25,000	25,000	28,165	0	25,000		
400.103 Part-time employees	22,433	29,816	29,816	11,683	0	30,531		
400.121 PERA contributions	131,266	145,319	145,319	73,119	0	162,963		
400.122 FICA contributions	4,704	5,493	5,493	2,597	0	5,656		
400.125 Medicare contributions	11,082	12,707	12,707	6,192	0	14,167		
400.131 Health & life insurance	204,237	200,000	200,000	142,894	0	210,000		
400.141 Unemployment insurance	8,275	0	0	0	0			

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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: 101 - General								
Expenditures								
Dept: 421.000 Police								
400.151 Workers compensation	53,231	40,000	40,000	52,531	0	50,000		
400.202 Accessories	7,071	3,700	3,700	2,997	0	3,700		
400.207 Training supplies	3,065	8,000	8,000	5,863	0	8,000		
400.210 Operating supplies	5,017	7,000	8,000	5,242	0	13,000		
400.212 Motor fuels	29,090	30,000	30,000	13,286	0	30,000		
400.221 Equipment parts	4,487	2,000	3,089	2,530	0	2,000		
400.222 Tires	3,088	3,000	3,000	822	0	3,000		
400.228 Photo work	0	0	0	0	0			
400.240 Small tools & minor equipment	0	1,000	1,000	0	0	1,000		
400.271 Crime prevention	4,445	500	500	3,665	0	500		
400.304 Legal fees - civil	849	2,000	2,000	761	0	2,000		
400.305 Legal fees - prosecutions	56,256	55,000	55,000	26,783	0	60,000		
400.306 Personnel testing/recruitment	1,638	1,000	1,000	702	0	1,000		
400.311 Training	9,592	11,000	11,000	3,208	0	11,000		
400.312 Investigation	4,235	7,750	7,750	4,996	0	8,000		
400.313 Vaccinations	0	0	0	0	0			
400.314 Vehicle towing	0	0	0	0	0			
400.315 Emergency services	129	3,500	3,500	0	0	3,500		
400.319 Computer repair - equipment	28,765	19,000	19,000	9,975	0	19,000		
400.321 Telephone	13,922	8,000	8,000	6,726	0	8,000		
400.322 Postage	263	500	500	212	0	500		
400.323 Childhood intervention	0	0	0	0	0			
400.331 Travel expense	0	500	500	0	0	500		
400.340 Advertising	403	500	500	486	0	500		
400.350 Printing & binding	0	0	0	0	0			
400.361 Gen. & property liability ins.	24,894	19,000	19,000	31,539	0	23,000		
400.381 Electricity	10,980	10,000	10,000	6,024	0	12,000		
400.383 Natural gas	5,987	4,000	4,000	1,700	0	6,000		
400.401 Building repair	9,832	4,000	45,181	43,136	0	4,000		
400.404 Equipment repair	3,234	7,500	7,500	1,328	0	7,500		
400.406 Continuing education & dues	320	750	750	447	0	750		
400.408 State PEPFF Contribution	0	0	0	0	0			
400.417 Uniforms	9,885	10,000	10,000	9,194	0	10,000		
400.431 Animal control	195	2,000	2,000	0	0	2,000		
400.550 Motor vehicles	0	0	0	0	0			
400.554 Motor vehicle leases	45,012	45,000	45,000	19,046	0	45,000		
400.580 Other equipment	27,007	25,000	25,000	14,819	0	25,000		

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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: 101 - General								
Expenditures								
Dept: 421.000 Police								
400.583 Equipment leases	16,333	21,000	21,000	1,666	0	21,000		
400.594 Capital leases interest	0	0	0	0	0			
400.595 Capital leases principal	0	0	0	0	0			
400.599 Capital outlay	9,470	0	0	0	0			
Police	1,540,387	1,592,054	1,635,324	928,167	0	1,751,271	0	0
Dept: 422.000 Fire								
400.012 Sales tax	0	0	0	0	0			
400.103 Part-time employees	13,615	5,400	5,400	3,150	0	5,400		
400.121 PERA contributions	630	0	0	0	0			
400.122 FICA contributions	856	335	335	195	0	335		
400.123 State aid - 2%	51,299	49,000	49,000	0	0	50,000		
400.124 Fire pension contributions	40,937	42,000	42,000	22,392	0	42,000		
400.125 Medicare contributions	200	79	79	46	0	79		
400.126 Supplemental retirement aid	2,000	3,000	3,000	1,000	0	3,000		
400.127 Rural man hours	0	0	0	0	0			
400.141 Unemployment insurance	0	0	0	0	0			
400.151 Workers compensation	19,008	14,500	14,500	18,758	0	19,000		
400.200 Office supplies	6,655	3,500	3,500	3,802	0	3,500		
400.211 Cleaning supplies	34	650	650	0	0	650		
400.212 Motor fuels	6,949	7,750	7,750	3,159	0	8,200		
400.213 Lubricants & additives	13	0	0	115	0			
400.220 Repair & maintenance	15,836	16,000	16,000	14,789	0	18,000		
400.240 Small tools & minor equipment	3,610	9,000	9,000	5,137	0	9,000		
400.311 Training	24,554	10,000	10,000	6,856	0	15,000		
400.319 Computer repair - equipment	2,114	3,000	3,000	0	0	3,000		
400.321 Telephone	947	1,000	1,000	488	0	1,000		
400.322 Postage	51	100	100	50	0	100		
400.331 Travel expense	2,206	1,500	1,500	758	0	1,500		
400.340 Advertising	782	1,400	1,400	392	0	1,400		
400.361 Gen. & property liability ins.	5,520	4,300	4,300	5,726	0	5,500		
400.381 Electricity	3,322	3,100	3,100	1,620	0	3,200		
400.383 Natural gas	6,373	3,500	3,500	1,950	0	6,200		
400.401 Building repair	8,017	2,500	2,500	1,161	0	2,500		
400.404 Equipment repair	3,300	12,000	12,000	11,736	0	12,000		
400.406 Continuing education & dues	2,480	4,000	4,000	1,207	0	4,000		
400.417 Uniforms	16,397	18,000	18,000	1,813	0	18,000		
400.430 Miscellaneous	792	2,750	2,750	4,840	0	2,750		

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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: 101 - General								
Expenditures								
Dept: 422.000 Fire								
400.520 Building & structures	518	3,000	3,000	540	0	8,000		
400.580 Other equipment	13,268	24,000	27,675	0	0	24,000		
400.586 Pumper trunk	0	0	0	0	0			
400.594 Capital leases interest	7,373	3,766	3,766	3,765	0	16,382		
400.595 Capital leases principal	82,894	86,502	86,502	86,502	0	153,163		
400.599 Capital outlay	0	0	0	764,939	0			
400.602 Equipment cert. principal	0	0	0	0	0			
400.612 Equipment cert. interest	0	0	0	0	0			
Fire	342,550	335,632	339,307	966,886	0	436,859	0	0
Dept: 424.000 Code enforcement								
400.012 Sales tax	0	0	0	0	0			
400.200 Office supplies	0	0	0	0	0			
400.302 Building inspector	71,332	36,000	36,000	45,177	0	40,000		
400.326 Rental inspections	0	0	0	22,974	0	12,000		
Code enforcement	71,332	36,000	36,000	68,151	0	52,000	0	0
Dept: 431.000 Street								
400.012 Sales tax	0	0	0	0	0			
400.101 Full-time employees	214,445	219,988	219,988	96,556	0	227,008		
400.102 Full-time employees - overtime	7,570	6,000	6,000	7,980	0	7,000		
400.103 Part-time employees	3,164	2,000	2,000	1,804	0	2,000		
400.121 PERA contributions	16,018	16,950	16,950	7,953	0	17,476		
400.122 FICA contributions	13,407	14,198	14,198	6,520	0	14,633		
400.125 Medicare contributions	3,136	3,321	3,321	1,525	0	3,423		
400.131 Health & life insurance	50,571	49,000	49,000	29,617	0	53,000		
400.141 Unemployment insurance	91	0	0	0	0			
400.151 Workers compensation	23,059	17,500	17,500	22,756	0	21,000		
400.200 Office supplies	1,841	1,800	1,800	1,122	0	1,800		
400.206 Flower Baskets	4,035	4,100	4,100	4,429	0	4,200		
400.207 Training supplies	0	200	200	0	0	200		
400.212 Motor fuels	38,770	30,000	30,000	23,471	0	35,000		
400.213 Lubricants & additives	2,528	1,800	1,800	1,309	0	2,500		
400.220 Repair & maintenance	3,388	6,500	6,500	662	0	6,000		
400.221 Equipment parts	7,784	7,700	7,700	1,630	0	8,000		
400.222 Tires	3,490	8,500	8,500	1,355	0	8,500		
400.224 Street maintenance materials	12,660	17,000	17,000	11,582	0	17,000		
400.225 Landscaping materials	467	2,000	2,000	204	0	2,000		
400.227 Snow removal	6,298	17,500	17,500	10,482	0	17,500		

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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: 101 - General								
Expenditures								
Dept: 431.000 Street								
400.232 Safety equipment	2,756	2,500	2,500	173	0	3,000		
400.240 Small tools & minor equipment	3,958	5,500	5,500	1,239	0	5,500		
400.300 Professional services	21,914	1,000	1,000	1,008	0	2,000		
400.311 Training	1,015	2,000	2,000	946	0	2,000		
400.319 Computer repair - equipment	0	500	500	42	0	500		
400.321 Telephone	1,497	1,600	1,600	822	0	1,600		
400.330 Mosquito control	10,018	11,000	11,000	0	0	10,000		
400.331 Travel expense	0	1,250	1,250	0	0	1,250		
400.361 Gen. & property liability ins.	17,919	8,800	8,800	21,435	0	17,000		
400.381 Electricity	3,048	3,200	3,200	1,705	0	3,100		
400.383 Natural gas	10,098	5,000	5,000	2,898	0	9,000		
400.401 Building repair	3,934	5,000	5,000	1,552	0	5,000		
400.404 Equipment repair	24,638	30,000	33,927	6,484	0	30,000		
400.409 State GERF Contribution	0	0	0	0	0			
400.417 Uniforms	840	1,600	1,600	198	0	1,600		
400.430 Miscellaneous	263	1,000	1,000	214	0	1,000		
400.531 Street overlay	1,249,254	700,000	700,000	0	0	800,000		
400.532 Seal coat	60,586	35,000	35,000	0	0	50,000		
400.533 Sidewalk repair	1,835	4,500	4,500	0	0	4,500		
400.534 Crack filling/potholes	7,263	19,000	19,000	5,933	0	18,000		
400.535 Ponds/wetlands	0	0	0	0	0			
400.540 Machinery	0	0	0	0	0			
400.550 Motor vehicles	0	0	0	0	0			
400.580 Other equipment	6,000	5,000	5,000	4,809	0	5,000		
400.582 Storm sewer	0	0	0	0	0			
400.588 Maintenance facility principal	0	0	0	0	0			
400.589 Maintenance facility interest	0	0	0	0	0			
400.594 Capital leases interest	1,920	1,002	1,002	986	0			
400.595 Capital leases principal	21,032	21,951	21,951	22,039	0			
400.599 Capital outlay	0	172,000	172,000	273,804	0	152,000		
400.602 Equipment cert. principal	0	0	0	0	0			
400.612 Equipment cert. interest	0	0	0	0	0			
400.620 Fiscal agent fees	0	0	0	0	0			
400.623 Bond discount	0	0	0	0	0			
Street	1,862,510	1,464,460	1,468,387	577,244	0	1,570,290	0	0
Dept: 452.000 Parks and recreation								
400.012 Sales tax	0	0	0	0	0			

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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: 101 - General								
Expenditures								
Dept: 452.000 Parks and recreation								
400.101 Full-time employees	212,260	219,488	219,488	138,656	0	226,508		
400.102 Full-time employees - overtime	20,080	12,000	12,000	17,381	0	12,000		
400.103 Part-time employees	34,404	51,000	51,000	9,611	0	52,500		
400.121 PERA contributions	17,594	17,325	17,325	12,032	0	17,851		
400.122 FICA contributions	15,846	17,608	17,608	9,959	0	18,043		
400.125 Medicare contributions	3,706	4,118	4,118	2,329	0	4,220		
400.131 Health & life insurance	73,993	79,000	79,000	53,842	0	83,000		
400.141 Unemployment Insurance	0	0	0	0	0			
400.151 Workers compensation	14,073	11,000	11,000	13,888	0	14,000		
400.200 Office supplies	1,598	1,600	1,600	1,027	0	1,600		
400.211 Cleaning supplies	194	1,000	1,000	823	0	1,000		
400.212 Motor fuels	23,496	13,000	13,000	8,827	0	18,000		
400.213 Lubricants & additives	694	1,000	1,000	261	0	1,000		
400.216 Chemicals & product supplies	9,764	10,000	10,000	1,171	0	10,000		
400.220 Repair & maintenance	7,724	6,000	6,000	2,899	0	7,000		
400.232 Safety equipment	2,343	3,000	3,000	1,190	0	3,000		
400.240 Small tools & minor equipment	2,466	3,000	3,000	1,440	0	3,000		
400.307 Management fees	0	0	0	0	0			
400.311 Training	1,381	1,500	1,500	946	0	1,500		
400.317 Rental expense	5,512	4,500	4,500	1,744	0	5,000		
400.319 Computer repair - equipment	0	500	500	0	0	500		
400.321 Telephone	1,607	1,750	1,750	877	0	1,750		
400.331 Travel expense	0	500	500	0	0	500		
400.361 Gen. & property liability Ins.	24,320	24,500	24,500	30,793	0	24,500		
400.381 Electricity	8,400	7,000	7,000	3,456	0	8,200		
400.383 Natural gas	2,185	1,700	1,700	842	0	2,200		
400.404 Equipment repair	12,897	9,000	9,000	8,816	0	9,000		
400.417 Uniforms	899	1,500	1,500	0	0	1,500		
400.430 Miscellaneous	1,247	1,000	1,000	690	0	1,000		
400.520 Building & structures	0	0	0	0	0			
400.540 Machinery	0	0	0	0	0			
400.580 Other equipment	2,999	2,000	2,000	0	0	2,000		
400.594 Capital leases interest	0	0	0	0	0			
400.595 Capital leases principal	0	0	0	0	0			
400.599 Capital outlay	9,519	10,000	10,000	0	0	10,000		
Parks and recreation	511,201	515,589	515,589	323,500	0	540,372	0	0
Dept: 455.000 Library								

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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: 101 - General								
Expenditures								
Dept: 455.000 Library								
400.012 Sales tax	0	0	0	0	0			
400.103 Part-time employees	0	0	0	0	0			
400.121 PERA contributions	0	0	0	0	0			
400.122 FICA contributions	0	0	0	0	0			
400.125 Medicare contributions	0	0	0	0	0			
400.151 Workers compensation	0	0	0	0	0			
400.200 Office supplies	335	900	900	360	0	900		
400.210 Operating supplies	2,807	2,500	2,500	1,209	0	2,500		
400.307 Management fees	90,000	95,000	95,000	46,800	0	97,000		
400.310 Janitorial expense	0	0	0	0	0			
400.311 Training	0	0	0	0	0			
400.319 Computer repair - equipment	1,032	0	0	0	0			
400.321 Telephone	763	800	800	440	0	800		
400.331 Travel expense	0	0	0	0	0			
400.361 Gen. & property liability ins.	10,304	2,400	2,400	13,039	0	5,000		
400.381 Electricity	11,240	12,000	12,000	5,253	0	12,000		
400.383 Natural gas	13,755	8,000	8,000	3,478	0	10,000		
400.401 Building repair	2,094	1,000	1,000	0	0	1,000		
400.404 Equipment repair	680	2,100	2,100	3,161	0	2,000		
400.406 Continuing education & dues	0	0	0	0	0			
400.520 Building & structures	0	0	0	640	0			
400.560 Furniture & fixtures	0	0	0	0	0			
400.590 Books & materials	2,980	2,100	2,100	788	0	2,000		
400.595 Capital leases principal	0	0	0	0	0			
400.599 Capital outlay	0	0	0	0	0			
Library	135,990	126,800	126,800	75,168	0	133,200	0	0
Dept: 493.000 Reimbursables								
400.012 Sales tax	6,056	5,000	5,000	2,386	0	500		
400.013 State surcharge	1,090	5,000	5,000	2,741	0	2,000		
400.233 Credit Card Fees	1,880	2,000	2,000	2,311	0	2,000		
400.314 Vehicle towing	3,206	3,000	3,000	848	0	3,300		
400.318 Donation reimbursement	6,850	0	0	2,500	0			
400.319 Computer repair - equipment	0	0	0	0	0			
400.361 Gen. & property liability ins.	0	0	0	0	0			
400.422 Lodging tax reimbursement	3,289	2,000	2,000	891	0	2,500		
400.430 Miscellaneous	130	0	0	0	0			
400.432 Flood expenses	0	0	0	0	0			

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City of Glencoe

Month: 7/31/2023	Prior Year Actual	Original Budget	Amended Budget	Current Year Actual Thru July	Estimated Total	(6) Dept. Head	(7) Administrator	(8) Adopted
Fund: 101 - General								
Expenditures								
Dept: 493.000 Reimbursables								
400.434 Reimbursables	199,504	10,000	10,000	23,237	0	10,000		
400.435 Field house	0	0	0	0	0			
400.440 Electrical availability charge	0	0	0	0	0			
400.441 Trunk electrical charge	0	0	0	0	0			
400.460 Economic development	20,075	15,000	15,000	7,500	0	17,000		
400.461 Industrial park	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			
400.596 DEED loan principal	6,379	6,379	6,379	6,379	0	6,379		
400.597 DEED loan interest	1,084	957	957	510	0	830		
400.599 Capital outlay	0	0	0	0	0			
400.610 Interest expense	0	0	0	0	0			
400.720 Transfers	142,750	100,000	100,000	0	0	100,000		
Reimbursables	392,293	149,336	149,336	49,303	0	144,509	0	0
Total Expenditures	5,855,040	5,199,387	5,250,259	3,584,237	0	5,659,506	0	0
General	43,739	21,496	-29,376	-286,256	0	97,480	0	0
Grand Total:	43,739	21,496	-29,376	-286,256	0	97,480	0	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

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

To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: December 1, 2023

Re: Item 4B – Public Hearing regarding the establishment of an Economic Development Authority (EDA)

Item 4B – After the Truth in Taxation Public Hearing, the City Council will hold a Public Hearing on the establishment of an EDA for the City of Glencoe.

If the City Council decides to develop an EDA, it is recommended to approve Resolution 2023-41.

If approved, it is recommended to advertise for members of 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



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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 ♦ 1107 11th Street East, Suite 107 ♦ Glencoe, Minnesota 55336
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 1, 2023

Re: Item 6A – MNSPECT request for contract extension.

Item 6A – MNSPECT is requesting a three (3) year extension to the contract for professional services agreement. In 2022, the Cost for services was approximately \$71,000. Revenues generated through Building Permits and Plan Checking fees was \$79,000. Through July of 2023, the Cost for services was approximately \$69,000. Revenues generated through Building Permits and Plan Checking fees was \$87,000 (payments are paid to MNSPECT as project progress, so there will not be a true number until we close out the year).

I am very satisfied with the services that we are receiving from MNSPECT.

They are doing an excellent job with rental inspections and I will have a report on the rental inspections in January, looking back at 2023.

There has been discussion in the past about having an in-house building inspector. Some years there might be enough revenue, but the expense of an inspector on staff would far exceed the revenues generated.

I recommend that the City Council approve the extension.

MNSPECT will be represented at the City Council meeting.

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

**AMENDMENT THREE
PROFESSIONAL SERVICES AGREEMENT
BETWEEN CITY OF GLENCOE, MINNESOTA
AND MNSPECT, LLC**

This Amendment is entered into to amend the Professional Services Agreement previously entered into on April 01, 2019, by and between City of Glencoe, Minnesota, (Municipality) and MNSPECT, LLC, a wholly owned subsidiary of SAFEbuilt, LLC, (Inspector). Municipality and Inspector shall be jointly referred to as the "Parties".

Amendment Effective Date: Amendment shall be effective following full execution by both Parties.

RECITALS AND REPRESENTATIONS

Parties entered into a Professional Services Agreement (Agreement), by which both Parties established the terms and conditions for service delivery on April 01, 2019; and

On July 25, 2022, Parties instituted Amendment One to the Agreement to add rental housing/property maintenance services and associated fee; and

On January 04, 2023, Parties instituted Amendment Two to extend term through December 31, 2023; and

Parties hereto now desire to amend the Agreement as set forth herein; and

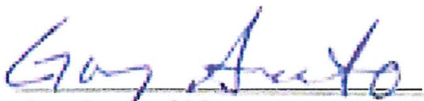
NOW, THEREFORE

Agreement is hereby amended as set forth below:

1. Agreement, 5. Termination of Agreement shall be extended for an additional three (3) year period of January 01, 2024 through December 31, 2026.
2. Agreement, 5. Termination of Agreement is modified to include: Either Party may terminate this Agreement upon ninety (90) days written notice, with or without cause and with no penalty or additional cost. In case of such termination, Consultant shall be entitled to receive payment for work completed up to and including the date of termination within thirty (30) days of the termination. Consultant's termination for convenience does not constitute a default or breach of this Agreement.

All other provisions of the original Agreement shall remain in effect, to the extent not modified by Amendment.

IN WITNESS HEREOF, the undersigned have caused this Amendment to be executed in their respective names on the dates hereinafter enumerated.



Gary Amato, CAO
MNSPECT, LLC

November 08, 2023

Date

Signature
City of Glencoe, Minnesota

Date

Name & Title
City of Glencoe, Minnesota

**AMENDMENT TWO
PROFESSIONAL SERVICES AGREEMENT
BETWEEN CITY OF GLENCOE, MINNESOTA
AND MNSPECT, LLC**

This Amendment is entered into to amend the Professional Services Agreement previously entered into on April 01, 2019, by and between City of Glencoe, Minnesota, (Municipality) and MNSPECT, LLC, a wholly owned subsidiary of SAFEbuilt, LLC, (Inspector). Municipality and Inspector shall be jointly referred to as the "Parties".

Amendment Effective Date: Amendment shall be effective the 1st (first) day of the month following full execution by both Parties.

RECITALS AND REPRESENTATIONS

Parties entered into a Professional Services Agreement (Agreement), by which both Parties established the terms and conditions for service delivery on April 01, 2019; and

On July 25, 2022, Parties instituted Amendment One to the Agreement to add rental housing/property maintenance services and associated fee; and

Parties hereto now desire to amend the Agreement as set forth herein; and

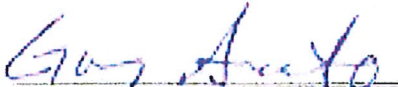
NOW, THEREFORE

Agreement is hereby amended as set forth below:

1. The term of Agreement shall be extended for an additional twelve (12) month period of January 01, 2023 through December 31, 2023.

All other provisions of the original Agreement shall remain in effect, to the extent not modified by Amendment.


IN WITNESS HEREOF, the undersigned have caused this Amendment to be executed in their respective names on the dates hereinafter enumerated.



Gary Amato, CAO
MNSPECT, LLC

October 10, 2022

Date



Signature
City of Glencoe, Minnesota

1/4/22

Date

MARK LARSON, CITY ADMINISTRATOR

Name & Title
City of Glencoe, Minnesota

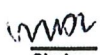

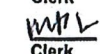





AGREEMENT AND CONTRACT FOR INSPECTION SERVICES

THIS AGREEMENT and contract for inspection services is made and entered into this 1st day of April, 2019, by and between the City of Glencoe, Minnesota ("Municipality") and MNSPECT, LLC, a Minnesota Limited Liability Company ("Inspector").

WITNESSETH:

WHEREAS, the Municipality is desirous of contracting with Inspector for the performance of various services within the Municipality to include:

- ☒ **Building Inspections (Appendix A)**
- ☒ **Plumbing Plan Review (Appendix B)**
- ☒ **Sediment & Erosion Control (Appendix C)**

 Clerk	 Mayor	 MNSPECT
 Clerk	 Mayor	 MNSPECT
 Clerk	 Mayor	 MNSPECT

and

WHEREAS, Inspector is agreeable to rendering services on the terms and conditions hereinafter set forth.

NOW, THEREFORE, the parties hereto agree to general terms as follows and to the specific terms as set forth in the indicated appendices:

1. Independent Contractor.

It is acknowledged by and between the parties hereto that the Inspector is an independent contractor contracting with the Municipality to perform the services as provided in this agreement.

- A. Non-Employee Status – Personnel assigned to perform the Services to be provided by Inspector pursuant to this agreement shall be officers, employees, or sub-contractors of Inspector. Inspector assumes full responsibility for the actions of such personnel while performing services pursuant to this Agreement, and shall be solely responsible for their supervision, daily direction and control, provision of employment benefits and payment of salary (workers' compensation insurance, salary, retirement contributions, withholding tax, health insurance, and unemployment insurance). The Municipality shall not be responsible to furnish any benefits to such personnel.
- B. Administrative Responsibility - The daily administration of the Inspector services rendered to the Municipality shall be under the sole direction of the Inspector. The degree of services rendered, the standard of performance, and other matters relating to regulations and policies shall be under joint control of the Municipality and the Inspector. Headquarters for the services rendered to the Municipality under this agreement shall be located at the Municipality offices. The Inspector shall submit to the Municipality a regular report of services rendered and charges due, as well as periodic suggestions regarding other matters relating to the inspection services.

C. Insurance.

- i. Auto Insurance – Inspector in carrying out its obligation under this Agreement, shall supply, upon the request of the Municipality, a Certificate of Insurance for owned, hired, and non-owned auto usage coverage for liability in the amounts of \$1,000,000 single limit, per occurrence.
- ii. Professional Liability Insurance – The Inspector shall provide the Municipality, upon request, with copies of Professional Liability Errors and Omissions Insurance in an amount of at least \$500,000 covering all personnel employed by Inspector in capacity of acting as an Inspector/Agent of the municipality.
- iii. General Liability Insurance – The Inspector shall provide the Municipality, upon request, with copies of General Liability Insurance in an amount of at least \$1,000,000 covering all personnel employed by Inspector in capacity of acting as an Agent of the Municipality. The Municipality will be listed as an additional insured.
- iv. Workers' Compensation Insurance – The Inspector shall provide its employees with workers' compensation coverage with at least the state minimum coverage requirements. The Inspector shall provide the Municipality with copies of Certificate of Workers' Compensation Insurance.

D. Continuing Education and Certification - The Inspector shall be responsible for maintenance of required or appropriate certification and continuing education as Inspector under the laws of the State of Minnesota and shall be responsible for supplying any and all technical manuals and reference materials.

E. Communications, Equipment, and Supplies.

The Inspector shall provide, at its sole expense, all necessary equipment, vehicles and supplies to carry out its obligations under this agreement.

F. Memberships.

Inspector may join trade groups or attain membership in associations as the building official of the municipality.

2. Files and Records.

All completed files and all official copies of correspondence, inspection reports, plans and other matters connected with the file shall be maintained at the Municipality offices. All such files the Inspector may desire for its own records shall be maintained outside the Municipality offices. Files and records created in connection with this Agreement shall be subject to the provisions of the Minnesota Data Practices Act, and specifically Minn. Stat. 13.05, subd. 11. Inspector shall not be expected to respond, or be responsible for responses to public information requests. Requestors will be referred to the Municipality for verification and response. Inspector will assist Municipality with requests when requested by Municipality Staff or Council.

3. Violations and Penalties.

Any Code violations occurring within the Municipality may be charged in accordance with the ordinances of the Municipality and shall be subject to the penalties provided therein. Prosecution of such violations shall be by the Prosecuting Attorney of the Municipality. All costs and expenses incurred by said prosecution shall be paid by the Municipality. Municipality will rely on Inspector for advice and direction on enforcement alternatives for ongoing code/ordinance violations. The Inspector agrees to cooperate with the Prosecuting Attorney of the Municipality in such prosecutions (including provision of testimony and documentary evidence) upon request.

4. Effective Date of Service.

The effective date of service to which the terms of this Agreement apply shall be on the First day of April, 2019.

5. Termination of Agreement.

This Agreement shall remain in force and effect from the effective date of service until December 31, 2022. This Agreement may be terminated for Cause at any time as provided herein below. "Cause" for purposes of this Agreement, shall be deemed to occur if either party to this Agreement should materially breach any material provision herein. In such case, the non-breaching party may notify the breaching party in writing specifying the respect in which such party has breached the Agreement. In the event that such breach is not remedied to the reasonable satisfaction of the non-breaching party within thirty (30) calendar days after delivery of the above notice, the non-breaching party may, by written notice to the breaching party, terminate this Agreement, effective immediately. Breach of an obligation with respect to a party shall be deemed to include both a single instance of a material failure to perform one of its duties hereunder, as well as a continual, general lack of performance of its duties hereunder. Disagreement over the interpretation or application of the MN State Building Code shall, alone, not constitute cause. If the breach is satisfactorily cured, this agreement shall continue as if no breach had occurred. The last day of the Agreement is the last day services will be provided.

6. Normal Business Hours.

Normal business hours are defined as: 8:00 a.m. to 4:30 p.m., Monday through Friday, generally excluding Federal holidays except Columbus Day. A list of holiday dates observed will be provided to the Municipality each year, for the following year, by November 1st.

7. Payment for Services.

Many billing options exist to compensate Inspector for their services. The Municipality and Inspector have agreed that the compensation method shall be based on a percentage of permit fees, along with hourly billing for other services.

Billings for all services as defined in Costs to Municipality for Services sections in each appendix shall be considered payment for all services rendered during that billing period for activities related to serving as the Building Official. Postage for official correspondences on behalf of the Municipality shall be added to the monthly billing. Although billings may be calculated based on specific permits, payments are for all services provided during that billing period.

Special Investigation fees shall be billed whether or not permits are ultimately issued.

Any payments received by Inspector for contracted services as a result of eCommerce or Internet transactions shall be accounted for, allocated by contract specifications, and amounts due to Municipality shall be netted against current billing.

Municipality shall remit payment to Inspector within thirty (30) days of filing a Report or Billing. Both parties acknowledge that they are subject to the provisions of Minnesota Statute 471.425, regarding prompt payment to subcontractors.

8. Assignment.

Inspector may not assign this Agreement without the prior written consent of the Municipality.

9. Staff.

Each of the parties hereto agrees that while Inspector is performing services under this Agreement and for a period of (12) twelve months following the performance of such services or the termination of this Agreement, whichever is later, neither party will, except with the other party's written approval, solicit or offer employment as an employee, inspector, independent contractor, or in any other capacity to the other party's employees or staff engaged in any efforts under this Agreement without the prior written consent of the other party.

10. Hold Harmless and Indemnification.

Inspector shall release, defend, hold harmless and indemnify the Municipality from any and all claims, losses, damages and costs of every kind and nature (including, without limitation, reasonable attorney's fees), in any manner, directly or indirectly, arising out of, resulting from, or in any manner connected with this agreement and the actions or failures to act of the Inspector, its officers, employees, or agents. The indemnity obligations contained in this Section shall survive termination of this Agreement.

This Agreement to hold harmless and indemnify shall not apply to any claim arising out of a situation where the Inspector has previously notified the Municipality in writing of a failure by an owner or permit applicant to comply with the appropriate Code and the Municipality fails to enforce that Code or arising out of any situation involving an existing or future platted lot with corrected soils, filled soils or a building pad.

Nothing in this Agreement shall be construed to limit or waive the limitations or exemptions from liability available to either party under Minnesota Statute, Chapter 466, or Minnesota Rule 1300.0110, subpart 9, or other law.

11. Entire Agreement.

This Agreement, and its designated sections, contains the entire agreement between the parties and supersedes any and all agreement, written or oral, express or implied, pertaining to its subject matter. It may be changed only by written instrument signed by both parties.

12. Choice of Law.

This Agreement shall be governed and construed in accordance with the State of Minnesota Law.

13. Representation of Authority.

The undersigned executing this Agreement for MNSPECT represents and warrants that he has been duly authorized to execute this Agreement on behalf of MNSPECT, by the company's Board of Managers and that this Agreement shall bind the company to the terms and obligations contained herein.

14. Complaints.

Any complaint about Inspector received by Municipality Staff or Elected Officials shall be promptly forwarded to Inspector with specific details, property address, and contact information so Inspector may research the concern(s) expressed & develop and communicate a response to the complainant and/or Municipality.

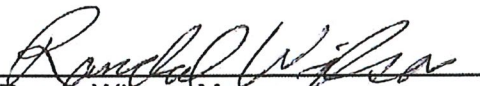
15. Appeals.

MN Rule 1300.0230 provides a mechanism for persons aggrieved by an order, decision, or determination of the Building Official to appeal. The Municipality does not have an appeals board. Therefore, any appeals will be heard by the State appeals board.

IN WITNESS THEREOF, the parties have executed this Agreement in duplicate this 1st day of April, 2019.

City of Glencoe

MNSPECT, LLC

By 
Randy Wilson, Mayor

By 
Scott Qualle, President

Attest By 
Mark Larson, City Administrator

Appendix A
AGREEMENT AND CONTRACT FOR
BUILDING INSPECTION SERVICES

NOW, THEREFORE, the parties hereto agree as follows:

1. Level of Inspection Services ("Services").

Inspector will provide inspection services for the Municipality on the following terms and conditions:

- A. Render required enforcement and administration of the current Minnesota State Building Code Pursuant to MN Rules Chapter 1300 and represent the Municipality as its Designated Building Official.
- B. Render required enforcement of the MN State Fire Code on all buildings or structures undergoing work requiring building permits under A (above).
- C. Prepare and provide inspection records and other necessary information to the City for it to maintain permanent records of all services performed by Inspector.

2. Adoption of Building Codes.

The Minnesota State Building Code, established pursuant to Minnesota Statutes 326B.101 to 326B.16, has been adopted as the Building Code for the Municipality. The Municipality will use the current Minnesota State Building Code and other chapters of Minnesota Rules and enforcement and administration provisions. All regulations adopted by the Municipality as set forth in Paragraphs 1 and 2 of this Appendix A shall be referred to hereinafter as "Building Code", and shall be enforced by the Inspector.

The Inspector shall inform the Municipality whenever its Municipal Code should be revised to include new or revised code additions.

3. Administrative Procedures.

This section is set forth to clarify the responsibilities of the Municipality and Inspector and to establish procedures for issuing permits and performing inspection services.

A. Responsibility of the Municipality:

- 1. Direct the administration of all zoning requirements and inform Inspector in writing what requirements are needed to be enforced by the Inspector.
- 2. Administer all contractor licensing required if required by the Municipality.
- 3. Issue all permits and collect local permit fees and state or regional charges.
- 4. Keep permanent records on file as directed by Building Official.

5. Provide data or comply with any State agency reporting requirements.
6. Complete all periodic reports and government surveys.
7. Prosecute all violations, as it deems necessary and appropriate.
8. Provide Inspector with access to the Municipality offices during regular business hours of the Municipality including access to telephones, copy machine, etc., for the Municipality Building Code purposes only.

B. Responsibility of Inspector:

1. Perform all pre-construction building plan reviews for compliance with Building and Fire Codes.
2. Perform all on-site construction inspections required for Building Code enforcement.
3. Provide timely building inspection reports and other information for the permanent records kept by the Municipality.
4. Assist in maintaining the building files kept by the municipality by providing physical or electronic copies of all documents required by Minnesota Rule 1300.
5. Assist in all Building Code prosecutions with the Inspector's time and records (Hourly Fees Apply).
6. Provide permit & code information to the contractors, developers, architects, and citizens of Municipality.
7. Inspect hazardous buildings, inspect buildings to be moved into the Municipality prior to such action.
8. Originate and provide Certificates of Occupancy.
9. Recommend updating of Building Code ordinances.
10. Review and recommend fee schedule changes.
11. Create and update all applicable permit applications and forms.
12. Represent Municipality as its Inspector within the limits of the Minnesota State Building Code.
13. Provide the Municipality with timely reports as reasonably requested by the Municipality which include, but are not limited to: a monthly summary of the number of permits issued, the approved valuation, and the amount of the fees. Within thirty (30) days after each calendar year ending, during the terms of this contract, the Inspector shall prepare an annual report containing the same information as the monthly reports.
14. Analyze trends in construction design and techniques, highlight problem areas with recommendation of solutions, and provide recommendations for process and/or policy changes.
15. Assist Fire Chief with Building Code related issues.
16. Upon submission of a complete residential (IRC) building application, the Inspector shall process its portion of the building permit within ten (10) working days, excluding weekends and holidays.
17. Upon submission of a complete commercial (IBC) building application, the Inspector shall process its portion of the building permit within fifteen (15) working days, excluding weekends and holidays.
18. Calculate building permit fees for building permits.
19. Attend Municipality Council meetings, as requested, to discuss building projects or issues related to the building code (up to two times per year without charge).

20. Verify all appropriate contractor licenses & lead certifications, and refer enforcement issues to the proper CCLD Enforcement Division authorities.

21. Issue Stop Work Orders (up to 1 hour).

C. Procedure for Building Code Administration:

1. Municipality verifies project for zoning compliance and communicates concerns/requirements to Inspector.
2. The Inspector reviews the building construction plans and site plans for conformance with the Building Code and applicable Municipality ordinances, and approves, modifies, or rejects same.
3. The Municipality upon approval of the plans by the Inspector and consistent with all local requirements, issues the required permit, collects the local, state, and regional fees, and notifies the Inspector of any other pertinent information.
4. The Inspector shall perform all field inspections, notify the Municipality of any violations and final completion.
5. The Inspector approves, and Municipality Staff issues, the Certificate of Occupancy upon final approval and when in compliance with all local requirements.

4. Building Official to be Officer of the Municipality.

The Designated Building Official (Inspector) shall be provided specific authority to administer and enforce the Building Code as provided by this Appendix A. Such authority shall be granted by proper action of the Municipality's elected officials.

5. Cost to Municipality for Services.

One of the responsibilities of the Building Official is to determine the Valuation of a project at the time of application (MN Rule 1300.0160). In an attempt to treat all applicants fairly and equally, Inspector will use the calculated valuation from the State Valuation Table (published annually in May) as a minimum valuation.

The Municipality shall pay to the Inspector for services under this contract the following:

- A. The Inspector shall be paid sixty percent (60%) of the permit fee as found in the Municipality's fee schedule, for permits issued.
- B. The Inspector shall be paid one hundred percent (100%) of all special investigation fees and of all hourly, site inspection, after hours inspection, manufactured home connections, pre-move, post-move, postage, copy, and license/lead verification, master plan review, and re-inspection fees.
- D. The Plan Review fee for a project is sixty-five percent (65%) of the building permit fee for the project. The Inspector shall be paid sixty-five percent (65%) of the permit fee for plans examination activities.
- E. The Inspector shall be paid seventy-five percent (75%) of all accessory permit fees (plumbing, mechanical, fire sprinkler, fire alarm, and maintenance permits).

- D. If requested, the Inspector shall receive the sum of sixty dollars (\$60.00) for each residential pre-construction site inspection completed, and ninety dollars (\$90.00) for each commercial pre-construction site inspection completed.
- E. Payments made by the Municipality to the Inspector pursuant to 3B and 5 A-D above shall be for services included under "Required Services" in Appendix A of this Agreement.
- F. The Municipality shall pay the Inspector for services performed at the request of the Municipality other than as provided in Section 3B and 5 A – D above, at the rates following this paragraph. Time spent pursuant to this paragraph may include such matters as preparation and time spent in connection with the prosecution of any violations for the Building Code Ordinance or other ordinances of the Municipality, attending staff meetings, or mentoring City Staff. The Inspector shall submit logs with any such statements for services rendered under this subsection. No charges for services at an hourly rate may be made unless there has been prior direction to the Inspector by the Municipality.

Designated Building Official	\$125.00/hour
Senior Building Official	\$95.00/hour
Fire Inspector	\$90.00/hour
Building Inspector	\$75.00/hour
Other Staff	\$75.00/hour

- G. Inspector shall make every attempt, where appropriate, (penalty fees, re-inspection fees, etc.) to recover fees from applicant on behalf of the Municipality.
- H. Municipality shall have unlimited access to Inspector's permitting software, and shall pay \$75.00 per month for each user ID. All electronic files and records shall be provided to the Municipality upon termination of this agreement.

Exhibit A
BUILDING INSPECTION PROCESS

Required Services
(Included in Building Permit Fees)

Residential Buildings
(One inspection per item)

1. Plans Examination
2. Footing
3. Foundation
4. Pre-backfill inspection
5. Sub-slab vapor-barrier inspection
6. Wall-bracing inspection
7. Framing
8. Plumbing – rough in.
9. Insulation
10. Gypsum wall board (optional)
11. Gas line pressure test
12. Heat/mechanical – rough in
13. Heat/mechanical – final
14. Final plumbing and sump pump
15. Final building
16. Authorize Certificate of Occupancy

Commercial Buildings
(Possible multiple inspections per item)

1. Plans Examination
2. Pre-Construction site inspection
3. Footing
4. Poured wall or wood foundation
5. Slab vapor-barrier inspection
6. Pre-backfill inspection
7. Framing
8. Plumbing – rough in. (1 insp)
9. Insulation
10. Gypsum wall board
11. Fire resistive assemblies
12. Fire Caulking
13. Rough-in fire suppression systems
14. Final fire suppression systems
15. Fire alarm systems
16. Gas line pressure test
17. Heat/mechanical – rough in
18. Heat/mechanical – final
19. Final plumbing and sump pump
20. Final building
21. Authorize Certificate of Occupancy

Additional Services
(Additional Fee May Apply)

1. Pre-Construction Meetings - hourly
2. Complaint investigations - hourly
3. Re-inspections – verify corrections – re-inspection fee
4. Stop work orders – hourly
5. Routine or other inspections requested by Municipality - hourly
6. Verify compacted fill placement under structure - hourly
7. Partial completion inspections – re-inspection fee
8. Additional rough-in inspections or “pre-final” inspections - re-inspection fee
9. Prosecution of violations - hourly
10. Partial plumbing – winter underground inspections – re-inspection fee
11. Moved-in building inspections – fee schedule
12. Contractor neglects to cancel inspections – re-inspection fee

**Appendix B
AGREEMENT AND CONTRACT FOR
PLUMBING PLAN REVIEW SERVICES**

NOW, THEREFORE, the parties hereto agree to specific terms as follows:

1. Level of Inspection Services ("Services").

Inspector will provide Plumbing Plan Review services for the Municipality on the following terms and conditions:

Render required enforcement and administration of the currently adopted State Plumbing Codes and perform Plumbing Plan Review Services formerly provided by the State of Minnesota. This section is only valid upon receipt of a delegation agreement from the State Plumbing and Engineering Unit.

2. Adoption of Plumbing Codes.

The State Plumbing Code has been adopted by reference as the Plumbing Code for the Municipality. All regulations adopted by the Municipality as set forth in Paragraphs 1 and 2 of this Appendix C shall be referred to hereinafter as "Plumbing Code" and shall be enforced by the Inspector.

The Inspector shall inform the Municipality when its Code should be revised to include new or revised code additions.

3. Administrative Procedures.

This section is set forth to clarify the responsibilities of the Municipality and Inspector and to establish procedures for performing Plumbing Plan Review Services.

A. Responsibility of the Municipality:

1. Issue all permits and collect local permit fees.
2. Complete all periodic reports and government surveys.
3. Prosecute all violations, as it deems necessary and appropriate.

B. Responsibility of Inspector:

1. Perform Plumbing Plan Review for all eligible Commercial, Industrial and Multi-Unit Residential projects requiring such review.
2. The Plumbing Inspector reserves the right to pass plans on to the State if such plans represent issues beyond the scope of this

contract. The Plumbing Inspector will bill the Municipality for costs incurred for such special instances.

3. Provide timely review reports and other information for the permanent records kept by the Municipality and to State Department of Labor and Industry.
4. Assist in all Plumbing Code violation prosecutions with the Plumbing Inspector's time and records.
5. Provide general Plumbing Code information to contractors, developers, architects, and citizens of Municipality.
6. Recommend updating of Plumbing Code ordinance.
7. Review and recommend Plumbing Plan Review Fee Schedule.
8. Represent Municipality as its Plumbing Inspector within the limits of the State Plumbing Codes.
9. Serve as authority to administer and enforce the Plumbing Code.
10. Provide the Municipality with timely reports as reasonably requested by the Municipality.
11. Assist the Municipality on ordinance and Plumbing Code related issues.
12. Attend Municipality Council Meetings, as requested, to discuss building projects or issues related to the Plumbing Inspections or Plan Review Programs.
13. Perform Plumbing Plan Review services within fifteen (15) business days of receipt of a complete submission

4. Cost to Municipality for Services.

The Municipality shall pay the Inspector for services under this contract a rate of one hundred percent (100%) of plumbing plan review fee listed in Municipality's Fee Schedule. The Municipality shall use the State's Plumbing Plan Review fee schedule if it has not adopted its own fee schedule.

Appendix C
AGREEMENT AND CONTRACT FOR
SEDIMENT AND EROSION CONTROL (SEC) SERVICES

NOW, THEREFORE, the parties hereto agree to specific terms as follows:

1. Level of Inspection Services ("Services").

Inspector will provide Sediment & Erosion Control (SEC) inspection services for the Municipality on the following terms and conditions:

- A. Render required enforcement and administration of the Municipality's currently adopted Ordinances and Standards regulating SEC. Be cognizant of regulations associated with the Minnesota State Board of Water and Soil Resources, the Association of Metropolitan Soil and Water Conservation Districts, the Minnesota Pollution Control Agency and any other County, State or Federal Agency charged with the regulation of Sediment and Erosion Control issues.
- B. Provide such other services as may be agreed to by the parties.
- C. Inspector shall be responsible for monitoring and enforcing the condition of individual building sites from site inspection until issuance of Certificate of Occupancy. Work beyond this scope shall be charged under Section 3B of this Appendix C.

2. Administrative Procedures.

This section is set forth to clarify the responsibilities of the Municipality and the SEC Inspector and to establish procedures for performing inspection services.

- A. Responsibility of the Municipality:
 - i. Issue any permits and collect local permit fees, state or regional charges.
 - ii. Complete all periodic reports and government surveys.
 - iii. Prosecute all violations, as it deems necessary and appropriate.
 - iv. Provide SEC Inspector with access to the Municipality offices during regular business hours of the Municipality including access to office equipment for the Municipality SEC inspection purposes only.
- B. Responsibility of Inspector:
 - 1. Perform all on-site inspections required for SEC enforcement.

2. Provide timely inspection reports and other information for the permanent records kept by the Municipality.
3. Assist in all SEC related prosecutions with the SEC Inspector's time and records.
4. Provide general SEC information to contractors, developers, architects, and citizens of Municipality.
5. Recommend updating of SEC ordinances.
6. Review and recommend SEC Inspection billing rates.
7. Represent Municipality as its SEC Inspector within the limits of the Municipality Ordinance or the provisions of this document.
8. Serve as authority to administer and enforce the SEC Ordinance or Standard as prescribed by the Municipality.
9. Provide the Municipality with timely reports as reasonably requested by the Municipality which include, but are not limited to; a quarterly summary of the inspections performed.
10. Attend Municipality Council Meetings, as requested, to discuss issues related to the SEC Inspections Program.

3. Cost to Municipality for Services.

- A. The Municipality shall pay the Inspector for services under this contract a rate of .0006 of building permit valuation with a minimum of one-hundred-fifty dollars (\$150) for new construction and fifty dollars (\$50) for additions. The amount of these fees shall be charged to the permit applicant as a part of the permit fees as a separate line item.
- B. Work requested outside construction process as defined in 1C above will be conducted at an hourly rate of seventy-five dollars (\$75.00) per hour during regular business hours or two-hundred percent (200%) of this rate outside of normal business hours.

Standards of Service

Phones & Scheduling

We will staff our office and perform inspections from 8:00 a.m. – 4:30 p.m. Monday through Friday. We observe national holidays except Columbus Day. There is always staff at the office to expedite calls to the inspectors, answer questions, or handle concerns during these hours. We have voice mail to accommodate after-hours calls and requests for inspection. An on-call inspector can be reached for after-hours emergencies. To accommodate contractors outside of the metro area, we have a toll free number, 888-446-1801.

Code Enforcement

We will enforce the minimum standards established in all the required enforcement sections of the MN State Building Code.

Inspections

We schedule all inspections through our office. When we are meeting someone for an inspection, they are scheduled for a specific time to minimize wasted time waiting for the inspector. We will provide same day inspections when available, and everyone will be served by the end of the following business day. We will be available to provide inspection services every business day and will pick up or drop off permit applications whenever needed.

We strive to be on time to all of our inspections. If the actual time of arrival will vary more than 10 minutes from the time scheduled, our inspectors generally contact our office, and the scheduling staff calls the on-site contact to inform them.

Logistics and work flow

All permits must flow through your office. This allows you to track permits. We will stop by Municipality Office when we are performing inspections in the area or if we need to pick-up any information, drop-off permits after plan review is completed, attend meetings, or answer questions. We encourage the Municipality to email or call if a permit is available for pick-up to facilitate scheduling and streamline workflow. The inspectors, as well as our dedicated support staff, are available to answer code questions, handle concerns, and schedule inspections during regular business hours. All inspectors have mobile phones. In addition to telephone contact, we provide an "Ask an Inspector" feature on our website that can be accessed at any time.

All documentation for inspections performed is returned to our office at the end of the business day. We transcribe all pertinent information for the inspection slips and scan them for our record. This allows us to research issues on open permits. We then return all records to the Municipality so the property file can remain updated in a timely manner. All client municipalities have access to our proprietary software for reports and data entry. All permanent files are maintained by the Municipality.



SMALL CITY & BIG FUTURE

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agenda items.**

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

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



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To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: December 1, 2023

Re: Item 6B – Agreement with McLeod County

Item 6B – Attached is the agreement with McLeod County regarding Road Improvements and Jurisdictional transfers of County State Aid Roads and Municipal State Aid Streets.

The County will take over ownership and maintenance of 11th Street west of Armstrong to the City limits, Armstrong north of 11th Street to 13th Street. And 18th Street from Ford to Hennepin.

The City will take over ownership of Ford Avenue from 13th Street to 18th Street and the County will pay the City of Glencoe a lump sum of \$3,630,000 to pay for future maintenance and reconstruction of Ford Avenue. The City will also be required to upgrade 18th Street from Ford to Hennepin Avenue, and 11th Street from Armstrong to the City limits (this will be a few years away with the 1 inch overlay this past summer.

The agreement also states that the City and the County will complete a reconstruction project on Hennepin Avenue from 13th Street to 20th Street. Currently, programmed for 2025. The City will replace the utilities and the County will replace the surface.

Future resolutions will need to formally be approved by the City Council and County Board to Revoke/Accept these streets.

AGREEMENT

CITY OF GLENCOE & McLEOD COUNTY

ROAD IMPROVEMENTS AND JURISDICTIONAL TRANSFERS OF COUNTY STATE AID HIGHWAYS AND MUNICIPAL STREETS IN GLENCOE, MN

This Agreement is hereby made between the County of McLeod ("County"), and City of Glencoe ("City") for Road Improvements and Jurisdictional Transfers of the following County Roads, and Municipal Streets in Glencoe, MN:

County

1. County State Aid Highway 2 (Ford Ave between Trunk Highway 22 and 18th Street), ("CSAH 2")
2. County Road 83 (Hennepin Ave between Trunk Highway 22 and 18th Street), ("CR 83")

City

1. 11th Street (between western City limits and Armstrong Ave), ("11th Street")
2. Armstrong Ave (between 11th Street and Trunk Highway 22), ("Armstrong")
3. 18th Street (between Ford Ave and Hennepin Ave), ("18th Street")

The terms of this Agreement shall be as follows:

1. CSAH 2

- a. The County will revoke CSAH 2 between Trunk Highway 22 and 18th Street as a County State Aid Highway.
- b. The City will take ownership of CSAH 2 between Trunk Highway 22 and 18th Street and designate it as a Municipal State Aid Street (MSAS).
- c. The County will pay the City a lump sum of \$3,630,000 for all future maintenance and construction of CSAH 2.

2. CR 83

- a. The County will designate CR 83 as a County State Aid Highway.
- b. The County and City will complete a joint reconstruction project on CR 83 under a separate cooperative agreement that will define the terms of cost sharing and other typical items.

3. 11th Street

- a. The City will revoke 11th Street between western City limits and Armstrong Ave as a Municipal State Aid Street (MSAS 226-102-010 and 226-105-030).
- b. The County will take ownership of 11th Street between western City limits and Armstrong Ave and designate it as a County State Aid Highway.
- c. The City will complete a maintenance overlay on 11th street. The County will pay the City 50% of the Maintenance Overlay construction costs.

- d. The City will complete a mutually agreed upon major pavement rehabilitation project on 11th Street within Five (5) years of Agreement approval.
 - i. In lieu of the City completing the project, the County may complete the project and deduct the costs from funds due the City for item 1. c (CSAH 2).

4. Armstrong

- a. The City will revoke Armstrong between 11th Street and Trunk Highway 22 as a Municipal State Aid Street (MSAS 226-105-030).
- b. The County will take ownership of Armstrong between 11th Street and Trunk Highway 22 and designate it as a County State Aid Highway.
- c. The City recently reconstructed Armstrong and the County accepts the road in current condition with no further City obligations due the County.

5. 18th Street

- a. The City will revoke 18th Street between Ford Ave and Hennepin Ave as a Municipal State Aid Street (MSAS 226-116-030).
- b. The County will take ownership of 18th Street between Ford Ave and Hennepin Ave and designate it as a County State Aid Highway.
- c. The City will complete a mutually agreed upon reconstruction project on 18th Street within four (4) years of Agreement approval.
 - i. The County may finance a portion of the project and deduct the costs from funds due the City for item 1. c (CSAH 2).

City of Glencoe

McLeod County

Mayor

Chairperson

City Administrator

County Administrator

Date

Date



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To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: December 1, 2023

Re: Item 7A – Earned Sick and Safe Leave (ESSL)

Item 7A – Attached is the recommended Policy for ESSL as required by a statute passed by the legislature in 2023. This needs to be in effect on January 1, 2024.

The policy is a combination of our current sick leave policy and the Template provided by the League of MN Cities.

The real change will be for part-time and seasonal employees who will now receive 1 hour of ESSL for every 30 hours worked, up to a maximum of 48 hours per year. They can maintain a bank of 80 hours.

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

Section 10 Earned Sick and Safe Leave

“Earned Sick and Safe Leave” is paid time off earned at one hour of Earned Sick and Safe for every 30 hours worked by an employee, up to a maximum of 48 hours of sick and safe leave per year. The hourly rate of Earned Sick and Safe Leave is the same hourly rate an employee earns from employment with the city. This specific leave applies to all employees (including temporary and part-time employees) performing work for at least 80 hours in a year for the city.

Full-time regular employees shall earn Sick and Safe time benefits at the rate of eight hours for each month of completed service. Less than 40/hour week full time employees shall accrue sick time on a prorated hourly basis.

(a) Earned Sick and Safe Leave Use

The leave may be used as it is accrued in the smallest increment of time tracked by the city’s payroll system at 15 minutes for the following circumstances:

- An employee’s own:
 - Mental or physical illness, injury or other health condition
 - Need for medical diagnosis, care or treatment, of a mental or physical illness
 - injury or health condition
 - Need for preventative care
 - Closure of the employee's place of business due to weather or other public emergency
 - The employee's inability to work or telework because the employee is prohibited from working by the city due to health concerns related to the potential transmission of a communicable illness related to a public emergency, or seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, a communicable disease related to a public emergency and the employee has been exposed to a communicable disease or the city has requested a test or diagnosis.
 - Absence due to domestic abuse, sexual assault, or stalking of the employee provided the absence is to:
 - Seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking
 - Obtain services from a victim services organization
 - Obtain psychological or other counseling
 - Seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault or stalking
 - Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking
 - Care of a family member:
 - With mental or physical illness, injury or other health condition who needs medical diagnosis, care or treatment of a mental or physical illness, injury or other health condition. Who needs preventative medical or health care. Whose school or place of care has been closed due to weather or other public emergency. When it has been determined by health authority or a health care professional that the presence of the family member of the employee in the community would jeopardize the health of

others because of the exposure of the family member of the employee to a communicable disease, whether or not the family member has actually contracted the communicable disease.

(b) For Earned Sick and Safe Leave purposes, family member includes an employee's:

- Spouse or registered domestic partner
- Child, foster child, adult child, legal ward, child for whom the employee is legal guardian, or child to whom the employee stands or stood in loco parentis
- Sibling, step sibling or foster sibling
- Biological, adoptive or foster parent, stepparent or a person who stood in loco parentis when the employee was a minor child
- Grandchild, foster grandchild or step grandchild
- Grandparent or step grandparent
- A child of a sibling of the employee
- A sibling of the parent of the employee or
- A child-in-law or sibling-in-law
- Any of the above family members of a spouse or registered domestic partner
- Any other individual related by blood or whose close association with the employee is the equivalent of a family relationship
- Up to one individual annually designated by the employee

(c) Advance Notice for use of Earned Sick and Safe Leave

If the need for sick and safe leave is foreseeable, the city requires seven days' advance notice. However, if the need is unforeseeable, employees must provide notice of the need for Earned Sick and Safe time as soon as practical. When an employee uses Earned Sick and Safe time for more than three consecutive days, the city may require appropriate supporting documentation (such as medical documentation supporting medical leave, court records or related documentation to support safety leave). However, if the employee or employee's family member did not receive services from a health care professional, or if documentation cannot be obtained from a health care professional in a reasonable time or without added expense, then reasonable documentation may include a written statement from the employee indicating that the employee is using, or used, Earned Sick and Safe Leave for a qualifying purpose. The city will not require an employee to disclose details related to domestic abuse, sexual assault, or stalking or the details of the employee's or the employee's family member's medical condition. In accordance with state law, the city will not require an employee using Earned Sick and Safe leave to find a replacement worker to cover the hours the employee will be absent.

(d) Carry Over of Earned Sick and Safe Leave

Full-time Employees shall be allowed to accumulate Earned Sick and Safe time from year to year subject to a maximum accumulated sick leave of (120) days.

Part-time Employees are eligible for carry over accrued but unused Earned Sick and Safe time into the following year, but the total of Earned Sick and Safe Leave carry over hours shall not exceed 80 hours.

(e) Retaliation Prohibited

The city shall not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting Earned Sick and Safe Leave rights, requesting an Earned Sick and Safe Leave absence, or pursuing remedies. Further, use of Earned Sick and Safe Leave will not be factored into any attendance point system the city may use. Additionally, it is unlawful to report or threaten to report a person or a family member's immigration status for exercising a right under Earned Sick and Safe Leave.

(f) Benefits and Return to Work Protections

During an employee's use of Earned Sick and Safe Leave, an employee will continue to receive the city's employer insurance contribution as if they were working, and the employee will be responsible for any share of their insurance premiums.

An employee returning from time off using accrued Earned Sick and Safe Leave is entitled to return to their city employment at the same rate of pay received when their leave began, plus any automatic pay adjustments that may have occurred during the employee's time off. Seniority during Earned Sick and Safe Leave absences will continue to accrue as if the employee has been continually employed.

When there is a separation from employment with the city and the employee is rehired again within 180 days of separation, previously accrued Earned Sick and Safe Leave that had not been used will be reinstated. An employee is entitled to use and accrue Earned Sick and Safe Leave at the commencement of reemployment.

(g) Benefits at Separation of Service

Any full-time employee, upon such separation of service to the City of Glencoe, will receive severance pay according to the following schedule. Said Sick and Safe time benefits are to be computed at the regular base pay hourly rate in effect at the time of the employee's retirement or position abolishment. Part-time employees are not eligible for payment at separation of service. The computation of an hourly rate for salaried personnel shall be made on the basis of a forty (40) hour week. Less than 40/hour week full time employees shall be compensated on a prorated hourly basis.

5 years of service or more.....	30% of accrued sick leave
6 years of service or more.....	32% of accrued sick leave
7 years of service or more.....	34% of accrued sick leave
8 years of service or more.....	36% of accrued sick leave
9 years of service or more.....	38% of accrued sick leave
10 years of service or more.....	40% of accrued sick leave
11 years of service or more.....	42% of accrued sick leave
12 years of service or more.....	44% of accrued sick leave
13 years of service or more.....	46% of accrued sick leave
14 years of service or more.....	48% of accrued sick leave
15 years of service or more.....	50% of accrued sick leave
16 years of service or more.....	52% of accrued sick leave
17 years of service or more.....	54% of accrued sick leave

18 years of service or more.....56% of accrued sick leave
19 years of service or more.....58% of accrued sick leave
20 years of service or more.....60% of accrued sick leave

In the event that a full-time employee with at least five year's continuous service dies while so employed, his/her heirs at law shall be entitled to an amount equal to the same schedule.

(h) Donation of Sick and Safe Time

Any employee may voluntarily donate and transfer a portion of their accumulated sick leave to any other employee that has exhausted their own accumulated sick leave. The transferred sick leave will be subject to the same restrictions as sick leave benefits accumulated by that employee per Subsection 3. Final review and approval of the transfer of sick leave will be made by the City Administrator.

(i) Year-end Payback

Full-time employees are eligible to receive a year-end payback for accumulated Sick and Safe time leave accrued during the calendar year. Payback will be in December and will follow the above schedule. Employees with less than five (5) years of service will be at the discretion of the City Administrator.

(j) The Family and Medical Leave Act (FMLA) was adopted by City Council Resolution.



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To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: December 1, 2023

Re: Item 7B – Resolution to set Polling Place for 2024

Item 6B – It is recommended to approve **Resolution 2023-43** to set the Polling Place for 2023 as the City Center Grand Ball.

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 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.

Ryan Voss, Mayor

ATTEST:

Mark D. Larson, City Administrator



SMALL CITY & BIG FUTURE

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

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left blank to separate
agenda items.**

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

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



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To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: December 1, 2023

Re: Item 7C – Salary Survey Results

Item 6C - Attached are the Salary Survey results from the League of MN Cities.

Most of the positions are compared to other Cities in Greater MN with populations between 4,000 and 8,000 in populations. The Administrative Assistant in the Police Department is compared with all greater MN cities that reported, because the survey results from 4,000 to 8,000 had only 4 other Cities.

As I showed you at the City Council workshop, only the Cities that reported to the salary survey are included.

Attached is a two-year plan to get our employees to average. This is only for the positions that are below average.

The cost would be about \$95,000 each year. Approximately \$50,824 would be in the General Fund, the remainder would be from the respective enterprise funds.

The City of Hutchinson is on the last page.

		<u>Wages Below Average</u>	<u>Number of Employees</u>	<u>Year 1 Cost</u>	<u>Year 2 Cost</u>
General Fund	City Administrator	\$ 7.80	1	\$ 8,112.00	\$ 8,112.00
General Fund	Finance Director	\$ 8.67	1	\$ 9,016.80	\$ 9,016.80
General Fund	Finance Assistant	\$ 6.24	1	\$ 6,489.60	\$ 6,489.60
General Fund	Police Administrative Assistant	\$ 1.43	1	\$ 1,487.20	\$ 1,487.20
General Fund	Public Works Director - Streets/Parks/Airport	\$ 7.33	1	\$ 7,623.20	\$ 7,623.20
General Fund	Street/Park Operator	\$ 2.90	6	\$ 18,096.00	\$ 15,412.80
Water/Wastewater Funds	Public Works Director - Water/Wastewater	\$ 4.79	1	\$ 4,981.60	\$ 4,981.60
Water Fund	Water Supervisor	\$ 3.87	1	\$ 4,024.80	\$ 4,024.80
Water Fund	Water Operator	\$ 5.52	2	\$ 11,481.60	\$ 11,481.60
Wastewater Fund	Wastewater Supervisor	\$ 3.87	1	\$ 4,024.80	\$ 4,024.80
Wastewater Fund	Wastewater Operator	\$ 5.52	3	\$ 17,222.40	\$ 17,222.40
Liquor Fund	Store Manager	\$ 2.37	1	\$ 2,464.80	\$ 2,464.80

Year 1 General Fund Cost \$ 50,824.80

Year 1 Water Fund Cost \$ 17,997.20

Year 1 Wastewater Fund Cost \$ 23,738.00

Year 1 Liquor Fund Cost \$ 2,464.80

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

Street Maintenance (Population 4,000 to 8,000)

Organization Name	Job Title	Count Of Hourly Rate	Avg Of Range Maximum (\$)
City of Albertville	Streets Maintenance Worker	3	34.81
City of Becker	Streets Maintenance Worker	6	31.71
City of Byron	Streets Maintenance Worker	4	35.31
City of Chisholm	Streets Maintenance Worker	4	30.61
City of Delano	Streets Maintenance Worker	6	37.94
City of Dilworth	Streets Maintenance Worker	4	28.75
City of Glencoe	Streets Maintenance Worker	3	28.26
City of International Falls	Streets Maintenance Worker	11	31.35
City of Isanti	Streets Maintenance Worker	3	32.80
City of La Crescent	Streets Maintenance Worker	3	27.87
City of Le Sueur	Streets Maintenance Worker	4	31.53
City of Lindstrom	Streets Maintenance Worker	1	32.17
City of Luverne	Streets Maintenance Worker	4	34.97
City of Park Rapids	Streets Maintenance Worker	3	28.78
City of Redwood Falls	Streets Maintenance Worker	4	28.89
City of Rice Lake	Streets Maintenance Worker	2	28.79
City of St. Joseph	Streets Maintenance Worker	4	34.89
City of Stewartville	Streets Maintenance Worker	2	28.75
City of Windom	Streets Maintenance Worker	4	23.99
City of Wyoming	Streets Maintenance Worker	6	31.35
City of Zimmerman	Streets Maintenance Worker	3	30.59
Lonsdale	Streets Maintenance Worker	8	31.32

Average	\$	31.16
Glencoe	\$	28.26
Difference	\$	2.90

Water and Wastewater Operator (Population 4,000 to 8,000)

Organization Name	Job Title	Count Of Hourly Rate	Avg Of Range Maximum (\$)
City of Albertville	Wastewater System Operator	1	36.56
City of Albertville	Water System Operator	1	34.81
City of Becker	Wastewater System Operator	3	35.07
City of Becker	Water System Operator	2	35.07
City of Chisholm	Water System Operator	2	31.58
City of Glencoe	Wastewater System Operator	3	28.26
City of Glencoe	Water System Operator	2	28.26
City of International Falls	Water System Operator	2	31.34
City of Isanti	Sewer & Water Maintenance Worker Experienced	2	32.80
City of Kasson	Sewer & Water Maintenance Worker Experienced	3	34.89
City of Le Sueur	Sewer & Water Maintenance Worker Experienced	4	35.32
City of Luverne	Sewer & Water Maintenance Worker Experienced	3	34.97
City of Park Rapids	Sewer & Water Maintenance Worker Experienced	1	29.53
City of Redwood Falls	Water System Operator	4	29.18
City of St. Joseph	Sewer & Water Maintenance Worker Experienced	1	37.40
City of Stewartville	Wastewater System Operator	1	31.44
City of Stewartville	Water System Operator	1	29.95
City of Zimmerman	Sewer & Water Maintenance Worker Experienced	3	34.37
Lonsdale	Sewer & Water Maintenance Worker Experienced	1	51.08

Average \$	33.78
Glencoe \$	28.26
Difference \$	5.52

Water and Wastewater Supervisor (Population 4000 to 8000)

Organization Name	Job Title	Count Of Hourly Rate	Avg Of Range Maximum (\$)
City of Albertville	Wastewater System Supervisor	1	51.30
City of Breckenridge	Wastewater System Supervisor	1	37.41
City of Glencoe	Wastewater System Supervisor	1	34.09
City of Glencoe	Water System Supervisor	1	34.09
City of International Falls	Water System Supervisor	1	41.65
City of Kasson	Wastewater System Supervisor	1	43.65
City of Le Sueur	Wastewater System Supervisor	1	46.14
City of Melrose	Wastewater System Supervisor	1	44.91
City of Montgomery	Wastewater System Supervisor	1	41.46
City of Redwood Falls	Water System Supervisor	1	34.11
City of Sleepy Eye	Wastewater System Supervisor	2	37.80
City of St. Charles	Water System Supervisor	1	32.55
City of Windom	Wastewater System Supervisor	1	26.83
City of Windom	Water System Supervisor	1	26.83
City of Zimmerman	Wastewater System Supervisor	1	40.94

Average \$	38.25
Glencoe \$	34.09
Difference \$	4.16

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

City of Hutchinson

Organization Name	Job Title	Count Of	Hourly Rate	Avg Of Range Maximum (\$)
City of Hutchinson	Accounting Technician	1		37.96
City of Hutchinson	City/ County Admin./Manager/Coordinator	1		85.35
City of Hutchinson	City/County Clerk	1		43.64
City of Hutchinson	License Clerk	4		33.01
City of Hutchinson	Office Support Technician Entry Level	6		30.08
City of Hutchinson	Office Support Technician Experienced	3		35.29
City of Hutchinson	Receptionist	1		25.03
City of Hutchinson	Records Clerk	2		35.11
City of Hutchinson	Community Development Specialist	2		51.61
City of Hutchinson	Economic Development Director	1		59.94
City of Hutchinson	Engineering Technician Experienced	2		45.83
City of Hutchinson	Stormwater Specialist	1		50.09
City of Hutchinson	Custodian	2		18.75
City of Hutchinson	Facility Maintenance Supervisor	1		50.09
City of Hutchinson	Assistant/Deputy Finance Director	1		54.26
City of Hutchinson	Finance Director	1		66.42
City of Hutchinson	Payroll Technician	1		37.96
City of Hutchinson	Fire Chief	1		59.94
City of Hutchinson	Paid On-Call Firefighter	28		16.60
City of Hutchinson	Training Officer	1		19.99
City of Hutchinson	Human Resources Director/Manager	1		66.42
City of Hutchinson	Information Systems Specialist	1		40.22
City of Hutchinson	Information Technology Director	1		66.42
City of Hutchinson	PC/Network Technician	1		45.83
City of Hutchinson	Building Inspector Experienced	1		43.64
City of Hutchinson	Building Official	1		50.09
City of Hutchinson	Building Permit Technician	1		35.29
City of Hutchinson	City/County Attorney	1		80.45
City of Hutchinson	Asst. Liquor Store Manager	4		37.96
City of Hutchinson	Liquor Facility Manager	1		59.94
City of Hutchinson	Retail Clerk - Liquor	18		18.75
City of Hutchinson	Park Maintenance Worker	21		23.36
City of Hutchinson	Parks Supervisor	1		50.09
City of Hutchinson	Environmental Services Director	1		59.94
City of Hutchinson	Environmental/Natural Resources Specialist	1		43.64
City of Hutchinson	Planning and Zoning Administrator	1		66.42
City of Hutchinson	Asst./Deputy Chief of Police/Sheriff	1		54.26
City of Hutchinson	Crime Prevention Officer	2		13.90
City of Hutchinson	Lieutenant Police/Sergeant	5		50.09
City of Hutchinson	Patrol Officer/Deputy Sheriff	27		40.86
City of Hutchinson	Police Chief	1		72.86
City of Hutchinson	Records Management/Office Technician	3		37.07
City of Hutchinson	Director of Public Works	1		72.86
City of Hutchinson	Public Works Foreperson	5		39.10
City of Hutchinson	Public Works Supervisor	1		59.94
City of Hutchinson	Skilled Mechanic	1		40.22
City of Hutchinson	Streets Maintenance Worker	12		24.26
City of Hutchinson	Asst. Rec. Facility Manager	1		50.09
City of Hutchinson	Director of Parks and Recreation	1		66.42
City of Hutchinson	Events Coordinator	2		39.09
City of Hutchinson	Ice Arena Maintenance	3		23.25
City of Hutchinson	Recreation Facility Manager	1		50.09
City of Hutchinson	Solid Waste Abatement Specialist/Recycling Coordinator	1		35.29
City of Hutchinson	Wastewater System Operator	6		34.69
City of Hutchinson	Wastewater System Supervisor	1		54.26
City of Hutchinson	Water System Operator	2		29.49
City of Hutchinson	Water System Supervisor	1		54.26



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

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

CITY OF GLENCOE BILLS

DECEMBER 4, 2023

** PREPAID PAYROLL & WIRE TRANSFER BILLS **

VENDOR	DEPARTMENT: DESCRIPTION	TOTAL
CITY OF GLENCOE EMPLOYEES	MULTIPLE DEPTS.: CITY OF GLENCOE PAYROLL 8-9-23	\$86,390.50
CITY OF GLENCOE EMPLOYEES	MULTIPLE DEPTS.: CITY OF GLENCOE PAYROLL 8-23-23	\$84,128.77
WIRE TRANSFER	MULTIPLE DEPTS.: MEDICA INSURANCE PREMIUMS	\$40,797.28
WIRE TRANSFER	MULT DEPTS: STATE SALES TAX	\$28,572.00
WIRE TRANSFER	MULT DEPTS:EMP/CITY PAYROLL TAXES,HSA,PERA,D COMP,CAFE	\$103,784.96
	TOTAL PREPAID BILLS ----->	<u>\$343,673.51</u>

INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

DECEMBER 4, 2023 PREPAID BILLS

Date: 10/26/2023

Time: 11:59 am

Page: 1

City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
A.H. HERMEL CO.	0573	LIQUOR STORE: MERCH FOR RESALE	178467	08/17/2023	479.88
				Vendor Total:	479.88
ARCTIC GLACIER USA, INC	0495	LIQUOR STORE: MERCH FOR RESALE	178468	08/17/2023	1,213.94
				Vendor Total:	1,213.94
BELLBOY CORPORATION	1113	LIQUOR STORE: MERCH FOR RESALE	178475	08/17/2023	2,304.28
				Vendor Total:	2,304.28
BREAKTHRU BEVERAGE	0513	LIQUOR STORE: MERCH FOR RESALE	178462	08/16/2023	954.79
BREAKTHRU BEVERAGE	0513	LIQUOR STORE: MERCH FOR RESALE	178476	08/17/2023	1,017.46
				Vendor Total:	1,972.25
C & L DISTRIBUTING	0492	LIQUOR STORE: MERCH FOR RESALE	178469	08/17/2023	17,532.40
				Vendor Total:	17,532.40
DAHLHEIMER BEVERAGE	0003	LIQUOR STORE: MERCH FOR RESALE	178470	08/17/2023	32,236.96
				Vendor Total:	32,236.96
GITCH GEAR LLC	0988	LIQUOR STORE: MERCH FOR RESALE	178471	08/17/2023	433.00
				Vendor Total:	433.00
JOHNSON BROS - ST PAUL	0504	LIQUOR STORE: MERCH FOR RESALE	178463	08/16/2023	3,090.17
JOHNSON BROS - ST PAUL	0504	LIQUOR STORE: MERCH FOR RESALE	178477	08/17/2023	2,404.00
				Vendor Total:	5,494.17
MARLIN'S TRUCKING	1387	LIQUOR STORE: MERCH FOR RESALE	178472	08/17/2023	418.25
				Vendor Total:	418.25
MINNESOTA PUBLIC EMPLOYEE	1439	POLICE: UNION DUES	178464	08/16/2023	88.60
				Vendor Total:	88.60
PHILLIPS WINE & SPIRITS, INC.	1010	LIQUOR STORE: MERCH FOR RESALE	178465	08/16/2023	1,178.63
PHILLIPS WINE & SPIRITS, INC.	1010	LIQUOR STORE: MERCH FOR RESALE	178478	08/17/2023	1,006.50
				Vendor Total:	2,185.13
SMALL LOT MN	2258	LIQUOR STORE: MERCH FOR RESALE	178479	08/17/2023	637.55
				Vendor Total:	637.55
SOUTHERN GLAZER'S OF MN	1429	LIQUOR STORE: MERCH FOR RESALE	178466	08/16/2023	7,650.83
SOUTHERN GLAZER'S OF MN	1429	LIQUOR STORE: MERCH FOR RESALE	178480	08/17/2023	1,344.55
				Vendor Total:	8,995.38
VIKING BEVERAGES	0973	LIQUOR STORE: MERCH FOR RESALE	178473	08/17/2023	6,974.10
				Vendor Total:	6,974.10
VIKING COCA-COLA BOTTLING CC	0494	LIQUOR STORE: MERCH FOR RESALE	178474	08/17/2023	392.90
				Vendor Total:	392.90
				Grand Total:	81,358.79
				Less Credit Memos:	0.00
				Net Total:	81,358.79
				Less Hand Check Total:	0.00
				Outstanding Invoice Total :	81,358.79
Total Invoices:	19				

INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

DECEMBER 4, 2023 PREPAID BILLS

Date: 12/01/2023

Time: 11:04 am

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City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
AIM ELECTRONICS, INC	1330	PARK IMPROVE: BASEBALL SCOREBOARD DOWN PAYMENT	178627	08/25/2023	21,918.30
				Vendor Total:	21,918.30
BREAKTHRU BEVERAGE	0513	LIQUOR STORE: MERCH FOR RESALE	178628	08/25/2023	13,225.27
				Vendor Total:	13,225.27
C & L DISTRIBUTING	0492	LIQUOR STORE: MERCH FOR RESALE	178629	08/25/2023	19,411.80
				Vendor Total:	19,411.80
CITY OF GLENCOE	0035	LIQUOR STORE: CITY CENTER BAR PETTY CASH	178630	08/25/2023	720.00
				Vendor Total:	720.00
COLONIAL LIFE	0735	MULT DEPTS: INS PREMIUMS	178631	08/25/2023	263.70
				Vendor Total:	263.70
CROW RIVER WINERY	2067	LIQUOR STORE: MERCH FOR RESALE	178632	08/25/2023	898.80
				Vendor Total:	898.80
DAHLHEIMER BEVERAGE	0003	LIQUOR STORE: MERCH FOR RESALE	178633	08/25/2023	19,616.92
				Vendor Total:	19,616.92
JOHNSON BROS - ST PAUL	0504	LIQUOR STORE: MERCH FOR RESALE	178634	08/25/2023	4,034.39
				Vendor Total:	4,034.39
MARLIN'S TRUCKING	1387	LIQUOR STORE: MERCH FOR RESALE	178635	08/25/2023	526.75
				Vendor Total:	526.75
MINNESOTA PUBLIC EMPLOYEE	1439	POLICE: UNION DUES	178636	08/25/2023	88.60
				Vendor Total:	88.60
MN. POLLUTION CONTROL AGENC	0549	WWTP: CERTIFICATION EXAM FEES	178637	08/25/2023	55.00
				Vendor Total:	55.00
NCPERS GROUP LIFE INS	1619	ADMIN: INS PREMIUMS	178638	08/25/2023	16.00
				Vendor Total:	16.00
PHILLIPS WINE & SPIRITS, INC.	1010	LIQUOR STORE: MERCH FOR RESALE	178639	08/25/2023	1,826.34
				Vendor Total:	1,826.34
PPLSI	0485	MULT DEPTS: INS PREMIUMS	178640	08/25/2023	112.60
				Vendor Total:	112.60
SOUTHERN GLAZER'S OF MN	1429	LIQUOR STORE: MERCH FOR RESALE	178641	08/25/2023	10,469.01
				Vendor Total:	10,469.01
VIKING BEVERAGES	0973	LIQUOR STORE: MERCH FOR RESALE	178642	08/25/2023	14,178.85
				Vendor Total:	14,178.85
VISA	0350	MULT DEPTS: TRAINING, UNIFORMS, SUPPLIES, POSTAGE, REPAIR PARTS	178643	08/25/2023	3,155.71
				Vendor Total:	3,155.71
				Grand Total:	110,518.04
				Less Credit Memos:	0.00
				Net Total:	110,518.04
				Less Hand Check Total:	0.00
				Outstanding Invoice Total :	110,518.04
Total Invoices:		17			

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Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
BREAKTHRU BEVERAGE	0513	LIQUOR STORE: MERCH FOR RESALE	178728	09/01/2023	1,671.52
				Vendor Total:	1,671.52
CARLOS CREEK WINERY, INC.	0188	LIQUOR STORE: MERCH FOR RESALE	178729	09/01/2023	1,338.00
				Vendor Total:	1,338.00
CITY OF GLENCOE	0035	LIQUOR STORE: CITY CENTER BAR PETTY CASH	178730	09/01/2023	653.00
				Vendor Total:	653.00
JOHNSON BROS - ST PAUL	0504	LIQUOR STORE: MERCH FOR RESALE	178731	09/01/2023	5,758.24
				Vendor Total:	5,758.24
PAUSTIS WINE COMPANY	0916	LIQUOR STORE: MERCH FOR RESALE	178732	09/01/2023	358.50
				Vendor Total:	358.50
PHILLIPS WINE & SPIRITS, INC.	1010	LIQUOR STORE: MERCH FOR RESALE	178733	09/01/2023	690.04
				Vendor Total:	690.04
SOUTHERN GLAZER'S OF MN	1429	LIQUOR STORE: MERCH FOR RESALE	178734	09/01/2023	935.77
				Vendor Total:	935.77
VINOCOPIA, INC.	1353	LIQUOR STORE: MERCH FOR RESALE	178735	09/01/2023	666.00
				Vendor Total:	666.00
				Grand Total:	12,071.07
				Less Credit Memos:	0.00
				Net Total:	12,071.07
				Less Hand Check Total:	0.00
				Outstanding Invoice Total :	12,071.07
Total Invoices:	8				

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Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
AIM ELECTRONICS, INC	1330	PARK IMPROVEMENT: SCOREBOARD	0	00/00/0000	55,592.70
				Vendor Total:	55,592.70
ALEX AIR APPARATUS 2 LLC	2153	FIRE: ANNUAL COMPRESSOR AIR QUALITY TEST AND SERVICE	0	00/00/0000	934.50
				Vendor Total:	934.50
ANDOVER ARMS LLC	2273	POLICE: FIREARM	0	00/00/0000	2,100.00
				Vendor Total:	2,100.00
AREBAROS, NOEL	1613	COUNCIL: PARK BOARD PAY	0	00/00/0000	150.00
				Vendor Total:	150.00
ASPEN MILLS	1527	FIRE: UNIFORMS	0	00/00/0000	90.11
				Vendor Total:	90.11
BACON, SUZANNE	2291	COUNCIL: CEMETERY COMMISSION PAY	0	00/00/0000	150.00
				Vendor Total:	150.00
BULAU, PAULA	2050	COUNCIL: CEMETERY COMMISSION PAY	0	00/00/0000	150.00
				Vendor Total:	150.00
CENTURYLINK	1394	MULT DEPTS: PHONE BILL	0	00/00/0000	826.70
				Vendor Total:	826.70
CHRISTINE DAVIS	1396	COUNCIL: LIBRARY BOARD PAY	0	00/00/0000	150.00
				Vendor Total:	150.00
CORE & MAIN LP	1741	WATER: ADAPTERS, CLAMPS, VALVES	0	00/00/0000	7,456.04
				Vendor Total:	7,456.04
DEPT OF TRANSPORTATION	1844	WATER: WATER MAIN	0	00/00/0000	228,532.55
				Vendor Total:	228,532.55
DONNAY, DEBRA	0770	COUNCIL: LIBRARY BOARD PAY	0	00/00/0000	150.00
				Vendor Total:	150.00
DRAEGER, EVONE	2209	COUNCIL: CEMETERY COMMISSION PAY	0	00/00/0000	150.00
				Vendor Total:	150.00
DREW, MICHAEL	1213	COUNCIL: AIRPORT COMMISSION PAY	0	00/00/0000	150.00
				Vendor Total:	150.00
EBERT CONSTRUCTION	0223	AIRPORT: TERMINAL BUILDING PAYMENT	0	00/00/0000	49,570.10
				Vendor Total:	49,570.10
EGGERSGLUESS, BRAD	0869	ADMIN: MONTHLY CELL PHONE REIMB	0	00/00/0000	50.00
				Vendor Total:	50.00
EIDEN, JAMES	2264	COUNCIL: PARK BOARD PAY	0	00/00/0000	150.00
				Vendor Total:	150.00
ESS BROTHERS & SONS, INC	0153	W.W.T.P. MANHOLE	0	00/00/0000	545.60
				Vendor Total:	545.60
EVERYDAY SIGN AND GRAPHICS	0894	STREET: GRAPHICS FOR NEW TRUCK	0	00/00/0000	240.00
				Vendor Total:	240.00
F.I.R.E.	2180	FIRE: TRAINING	0	00/00/0000	1,200.00
				Vendor Total:	1,200.00
FISHER, JERROD	2159	COUNCIL: PARK BOARD PAY	0	00/00/0000	150.00
				Vendor Total:	150.00
FLEET SERVICES DIVISION	2144	POLICE: SQUAD CAR LEASES	0	00/00/0000	3,600.69
				Vendor Total:	3,600.69
FRANKLIN PRINTING INC.	0085	POLICE, WATER, W.W.T.P.: BUS. CARDS, TONER	0	00/00/0000	430.09
				Vendor Total:	430.09
FREITAG, BENTON	0659	CABLE TV: COUNCIL MEETING RECORDINGS	0	00/00/0000	100.00

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Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
				Vendor Total:	100.00
GACC TOURISM	0168	REIMBUSABLES: LODGING TAX	0	00/00/0000	45.66
				Vendor Total:	45.66
GK COMPUTER SERVICES	1667	POLICE: HEATERS	0	00/00/0000	250.00
				Vendor Total:	250.00
GLENCOE CO-OP ASSN.	1842	FIRE: FUEL	0	00/00/0000	676.39
				Vendor Total:	676.39
GLENCOE MULTI FAMILY, LLC	1954	TAX INC #19: TIF NOTE PAYMENT	0	00/00/0000	40,000.00
				Vendor Total:	40,000.00
GLENCOE REGIONAL HEALTH	0099	FIRE: EMPLOYEE TESTING	0	00/00/0000	343.55
				Vendor Total:	343.55
GREATER MN PARKS & TRAILS	0982	ADMIN: MEMBERSHIP	0	00/00/0000	165.00
				Vendor Total:	165.00
GRIEBEL, ELIZABETH	1573	AQUATIC CENTER: LIFEGUARD RECERTIFICATION	0	00/00/0000	100.00
				Vendor Total:	100.00
HAWKINS, INC.	1133	AQUATIC CENTER: CHEMICALS	0	00/00/0000	70.00
				Vendor Total:	70.00
HILLYARD HUTCHINSON	0122	ADMIN: GASKET	0	00/00/0000	59.06
				Vendor Total:	59.06
JOHNSON CONTROLS FIRE	0874	POLICE: FIRE EXTINGUISHERS	0	00/00/0000	568.00
				Vendor Total:	568.00
KDUZ - KARP - KGLB	2248	ADMIN, LIQUOR: ADVERTISING	0	00/00/0000	1,513.00
				Vendor Total:	1,513.00
KRUGER, KRUGER	0512	COUNCIL: LIBRARY BOARD PAY	0	00/00/0000	150.00
				Vendor Total:	150.00
LARAWAY ROOFING, INC.	0755	POLICE, LIQUOR: REROOF PROJECT	0	00/00/0000	40,000.00
				Vendor Total:	40,000.00
LEAGUE OF MINNESOTA CITIES	0154	COUNCIL: TRAINING	0	00/00/0000	700.00
				Vendor Total:	700.00
LEAGUE OF MN. CITIES INS TRUS*	0915	ADMIN: PROPERTY & LIABILITY IN	0	00/00/0000	957.00
				Vendor Total:	957.00
LEMKE, DELORES	1968	COUNCIL: CEMETERY COMMISSION PAY	0	00/00/0000	150.00
				Vendor Total:	150.00
LONG, MIKE	1056	COUNCIL: PARK BOARD PAY	0	00/00/0000	150.00
				Vendor Total:	150.00
LUND, JONATHAN	1279	COUNCIL: AIRPORT COMMISSION PAY	0	00/00/0000	150.00
				Vendor Total:	150.00
MACQUEEN EMERGENCY	0159	FIRE: VALVE	0	00/00/0000	3,373.56
				Vendor Total:	3,373.56
MCLEOD CO FIRE CHIEF'S ASSOC	1149	FIRE: ACTIVE 911 SERVICE DUES	0	00/00/0000	499.70
				Vendor Total:	499.70
MCLEOD COUNTY ATTORNEY	1215	REIMB: FORFEITURES	0	00/00/0000	165.29
				Vendor Total:	165.29
METRO SALES, INC	1066	ADMIN, POLICE: OFFICE EQUIPMENT LEASE	0	00/00/0000	599.16
				Vendor Total:	599.16
MINI BIFF	0177	PARK, SANITATION: WASTE REMOVAL	0	00/00/0000	316.20
				Vendor Total:	316.20
MN. STATE FIRE DEPT. ASSOC.	0410	FIRE: ANNUAL DUES	0	00/00/0000	290.00

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Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
				Vendor Total:	290.00
MSCIC	1247	POLICE: TRAINING	0	00/00/0000	300.00
				Vendor Total:	300.00
MVTL , INC.	0353	W.W.T.P.: LAB SUPPLIES	0	00/00/0000	912.40
				Vendor Total:	912.40
NORDBY, KARSTEN	0425	COUNCIL: AIRPORT COMMISSION PAY	0	00/00/0000	150.00
				Vendor Total:	150.00
NORTH CENTRAL INTERNATIONAL	0683	STREET: BATTERIES	0	00/00/0000	292.50
				Vendor Total:	292.50
NUVERA	2120	MULT DEPTS: INTERNET, PHONE, IT SUPPORT	0	00/00/0000	5,202.12
				Vendor Total:	5,202.12
OELFKE, JASON	0243	W.W.T.P.: UNIFORMS	0	00/00/0000	61.96
				Vendor Total:	61.96
ORTLOFF, AMANDA	1150	COUNCIL: PARK BOARD PAY	0	00/00/0000	150.00
				Vendor Total:	150.00
PADILLA, TONY	1271	POLICE: UNIFORM PATCHES	0	00/00/0000	19.42
				Vendor Total:	19.42
PITNEY BOWES GLOBAL	1714	ADMIN: POSTAGE MACHINE LEASE	0	00/00/0000	142.53
				Vendor Total:	142.53
PRO AUTO GLENCOE, INC	0527	W.W.T.P.: TRUCK MAINTENANCE	0	00/00/0000	53.60
				Vendor Total:	53.60
RANDY SCHUMACHER	1211	COUNCIL: AIRPORT COMMISSION PAY	0	00/00/0000	150.00
				Vendor Total:	150.00
RELIANCE STANDARD LIFE INS CC	1915	MULT DEPTS: INS PREMIUMS	0	00/00/0000	1,061.60
				Vendor Total:	1,061.60
REMUS, DARIS	2054	COUNCIL: AIRPORT COMMISSION PAY	0	00/00/0000	150.00
				Vendor Total:	150.00
ROBERTS, MATT	1914	COUNCIL: PARK BOARD PAY	0	00/00/0000	150.00
				Vendor Total:	150.00
SAM'S TIRE SERVICE INC.	0250	FIRE: TIRES	0	00/00/0000	2,724.56
				Vendor Total:	2,724.56
SCHMIDT, MARK	1294	COUNCIL: LIBRARY BOARD PAY	0	00/00/0000	150.00
				Vendor Total:	150.00
SEH	1757	MULT DEPT: ENGINEERING SERVICES	0	00/00/0000	88,395.13
				Vendor Total:	88,395.13
STATE OF MN - DEPT. OF FINANCE	1218	REIMB: 10% OF FORFEITURE	0	00/00/0000	82.64
				Vendor Total:	82.64
SUN LIFE	0926	MULT DEPTS: INS PREMIUMS	0	00/00/0000	3,082.59
				Vendor Total:	3,082.59
TRIMARK MARLINN, LLC	0057	CITY CENTER: CLEANING SUPPLIES	0	00/00/0000	596.06
				Vendor Total:	596.06
VANDAMME, JON	0136	LIQUOR STORE: MONTHLY CELL PHONE REIMB	0	00/00/0000	50.00
				Vendor Total:	50.00
VANDAMME, MYRANDA	0028	CITY CENTER: MONTHLY CELL PHONE REIMB	0	00/00/0000	50.00
				Vendor Total:	50.00
VERIZON WIRELESS	1110	POLICE: SQUAD CAR PHONES	0	00/00/0000	200.05
				Vendor Total:	200.05

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Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
VOSS, RYAN	2217	ADMIN: MONTHLY CELL PHONE REIMB	0	00/00/0000	50.00
				Vendor Total:	50.00
WARD, KERRY	0468	COUNCIL: LIBRARY BOARD PAY	0	00/00/0000	150.00
				Vendor Total:	150.00
WINTER, JOHN	1919	COUNCIL: PIONEERLAND REGIONAL LIBRARY BOARD PAY	0	00/00/0000	150.00
				Vendor Total:	150.00
YELLOWSTONE TRAIL ALLIANCE C 1280		ADMIN: DUES	0	00/00/0000	100.00
				Vendor Total:	100.00
				Grand Total:	548,487.81
				Less Credit Memos:	0.00
				Net Total:	548,487.81
				Less Hand Check Total:	0.00
				Outstanding Invoice Total :	548,487.81
Total Invoices:	77				