



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

## **GLENCOE CITY COUNCIL MEETING AGENDA**

**Tuesday**

**February 20, 2024**

City Center Ballroom

**7:00 PM**

- 1. PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE**
- 2. CONSENT AGENDA**
  - A.** Approve Minutes of the Regular Meeting of February 5, 2024
  - B.** Approve On-sale Liquor License and Sunday Liquor for Maria's Mexican Restaurant, 702 10<sup>th</sup> Street East
  - C.** Glencoe VFW Post 5102, Club On-Sale and Sunday Sales, 923 Chandler Ave. N.
  - D.** Coborn's Incorporated, 3.2 Off-Sale, 2211 11th St. E.
  - E.** Lazy Loon Brewing Company LLC, Brew Pub Full On-Sale and Sunday Sales, 610 13th St. E.
  - F.** Extrada Properties dba Pla-Mor Ballroom, Wine and Sunday Sales, 1904 9th St. E.
  - G.** Glencoe Country Club, Club On-Sale and Sunday Sales, 1325 1st St. E
  - H.** Happy Hour Inn, On-Sale Liquor and Sunday Sales, 815 11th St. E.
- 3. APPROVE AGENDA**
- 4. PUBLIC COMMENT (agenda items only)**
- 5. PUBLIC HEARINGS – None Scheduled**
- 6. BIDS AND QUOTES**
  - A.** Quote for Phase One Environmental Study for 2025 Hennepin Avenue Project due to petroleum identification in soil borings. Approve SLA for Phase One with SEH – Justin Black, SEH City Engineer
- 7. REQUESTS TO BE HEARD**
  - A.** Economic Development Authority Membership and Appointment – City Council Recommendations
  - B.** Approve Resolution 2024-03 Appointing Election Judges for Presidential Primary Election on March 5, 2024 – City Administrator Larson
  - C.** Approve Resolution 2024-04 Requesting 2024 Street Funds Advance for Municipal State Aid Street Bonds of 2016 – Justin Black, SEH City Engineer

- D.** Third Reading of Ordinance 624 to amend the City Charter, specific to the establishment of the Fire Department – City Attorney Ostlund
- E.** Third Reading of Ordinance 625 to amend the City Charter relating to the appointment of members of the Light and Power Commission – City Attorney Ostlund
- F.** Rezoning Request of Dollar General/Overland Group on land owned by Seneca Foods – Planning Commission Recommendation
  - 1. Dollar General Access

#### **8. ITEMS FOR DISCUSSION**

- A.** Easement for Waterline with Seneca Foods – City Attorney Ostlund
- B.** Appoint Scott Maynard to the Planning Commission – Planning Commission Recommendation

#### **9. ROUTINE BUSINESS**

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

#### **10. ADJOURNMENT**



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

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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 Neld



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**GLENCOE CITY COUNCIL MEETING MINUTES**

**February 5, 2024 – 7:00 PM**

City Center Ballroom

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

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

Others: Rich Glennie and Lowell Anderson.

**1. PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE**

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

**2. CONSENT AGENDA**

- A. Approve Minutes of the Regular Meeting of January 16, 2024
- B. Special Event Application for Glencoe Car and Bike Show – June 23, July 28, and September 8, 2024 – Glencoe City Center Parking Lot
- C. Liquor License for Main Street Sports Bar, 1226 Greeley Avenue North
- D. Beer License for Glencoe Baseball Association, Vollmer Field, Oak Leaf Park

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

**3. APPROVE AGENDA**

**Motion:** Neid, seconded by Hueser to add “Winter Parking” to the agenda. All in favor, the motion carried.

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

**4. PUBLIC COMMENT (agenda items only)**

There were no public comments regarding agenda items.



## 5. PUBLIC HEARINGS

### A. 7:00 PM - Ordinance No. 624 – An Ordinance Amending Various Sections of the City Charter, including the Fire Department – Second Reading

At this time, Mayor Voss opened the public hearing on Ordinance number 624. City Attorney Mark Ostlund reviewed the proposed changes to the Charter to allow the Fire Department to eliminate their bylaws and be covered by the City Personnel Policy.

**Motion:** With no Public comment, Councilor Lemke made a motion to close the public hearing. Seconded by Olson, with all in favor, the motion carried.

**Motion:** Rivera, seconded by Hueser to approve the second reading of Ordinance Number 624. Upon a roll call vote, the following members voted in favor: Neid, Olson, Rivera, Hueser and Lemke. Voting nay, none, where upon the motion for the Second Reading of Ordinance Number 624 was approved.

### B. 7:00 PM - Ordinance No. 625 – An Ordinance Amending section 9.02 relation to the appointment of members of the Light and Power Commission – Second Reading –

At this time, Mayor Voss opened the public hearing on Ordinance number 625. City Attorney Mark Ostlund reviewed the proposed changes to the Charter to allow one member of the Light and Power Commission to live outside the City limits of the City of Glencoe, but to be a resident of the Light and Power Service Territory.

**Motion:** With no Public comment, Councilor Lemke made a motion to close the public hearing. Seconded by Neid, with all in favor, the motion carried.

**Motion:** Neid, seconded by Hueser to approve the second reading of Ordinance number 625. Upon a roll call vote, the following members voted in favor: Neid, Olson, Rivera, Hueser and Lemke. Voting nay, none, where upon the motion for the Second Reading of Ordinance Number 625 was approved.

### C. Set Public Hearing for Municipal Separated Storm Sewer System (MS4) for March 4, 2024, at 7:00 PM

Public Works Director Lemen recommended the City Council set a public hearing for the education requirement for Glencoe's MS4. He also indicated that the City was going to bring back the practice of having an annual Contractor's meeting that had not been held since prior to COVID.

**Motion:** Lemke, Seconded by Rivera to set the MS4 Hearing for March 4, 2024 at 7:00 PM. All in favor, the motion carried.

## **6. BIDS AND QUOTES**

- A.** Assessment Agreement with McLeod County for McLeod County Assessor's office to provide property valuations for the City of Glencoe – City Administrator Larson reviewed the Assessment Agreement with McLeod County to value properties in the City of Glencoe in 2024. Larson indicated that this fee would be abolished in 2025 as McLeod County was going to absorb the cost of the County Assessors office and assess all properties in McLeod County. The cost per assessable property was not changing from 2023; but the number of parcels was increasing by seven.

**Motion:** Hueser, Seconded by Neid to approve the Assessment Agreement with McLeod County and to authorize the Mayor and City Administrator to execute said agreement. All in favor, the motion carried.

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

- A.** Economic Development Authority (EDA) Membership and Appointment – City Council reviewed the applications received for membership on the new EDA.

**Motion:** Lemke, seconded by Hueser to accept applications for the EDA through the end of the Day on Friday, February 9, 2024. All in favor, the motion carried.

At this time, the City Council submitted names of City Council members to be appointed to represent the City Council on the EDA to Mayor Voss. Mayor Voss tabulated the names and indicated that the following were recommended for appointment to the EDA: Mark Hueser and Cory Neid.

**Motion:** Lemke, seconded by Rivera to approve appointment of Mark Hueser and Cory Neid to the City Council positions on the EDA. All in favor, the motion carried.

- B.** Part-time Community Service Officer – Police Chief Padilla appeared before the City Council to request a second Community Service Officer (CSO) for the Glencoe Police Department until the two full-time vacant Police Officer Positions were filled.

**Motion:** Hueser, seconded by Neid to approve the second CSO position and to report back to the City Council when the full-time positions were filled to determine the continuance of the CSO positions. All in favor, the motion carried.

- C.** Vehicle Pursuit Policy 6.02 update – Police Chief Padilla presented the POST mandate Vehicle Pursuit Police update to the City Council for approval.

**Motion:** Lemke, second by Hueser to approve the update to Policy 6.02 regarding Vehicle Pursuits. All in favor, the motion carried.

- D.** Appoint Haylie (Schmeling) Kusler to position of Deputy City Clerk/Administrative Assistant – City Administrator Larson noted that the City had received 16 applications for the Deputy City Clerk/Administrative Assistant Position. Interviews were held with 5 individuals, and 2 applicants were selected for a second interview.

Larson recommended Haylie Kusler to the position.

**Motion:** Neid, seconded by Hueser to approve the appointment of Haylie Kusler to the position of Deputy City Clerk/Administrative Assistant. All in favor, the motion carried.

## **8. ITEMS FOR DISCUSSION**

**A.** Pryor Avenue Railroad Signal upgrade – 2027 – City Administrator informed the City Council that the Pryor Avenue Signals were scheduled for upgrade in 2027. Larson noted that he had reached out to TCW Railroad about improving the grade crossing at that time, also. He had not heard a response from the Railroad.

**B.** Landlocked unbuildable City Parcels of Property – The City Attorney reviewed the proposed deeds of unbuildable City parcels to adjacent property owners as follows:

1. Deed Lots for \$1.00 to Kenneth and Nancy Polifka on Judd Avenue North
2. Deed Lot for \$1.00 to Debra and Gregory Copas on Judd Avenue North
3. Deed Lot for \$1.00 to Scott Conklin on Glenmor Lane

**Motion:** Hueser, second by Olson to deed the lots to the adjacent land owners for the cost of recording and deed tax. Surveys would also be the responsibility of the adjacent property owners. All in favor, the motion carried.

**C.** City Council Workshop – February 12, 2024, at 5:30 PM at the Glencoe Police Department. City Administrator Larson informed the City Council of the meeting date and time of the next City Council workshop. Tours would take place at the Glencoe Police Department and the Glencoe Fire Department.

**D.** Elected Leaders Institute - City Council Attendees- LMC – City Administrator Larson informed the City Council that Councilor Olson, Lemke, and Rivera would be attending the Elected Leaders institute sponsored by the League of Minnesota Cities in Plymouth, MN on February 9<sup>th</sup> and 10<sup>th</sup>.

**E. Winter Parking Restrictions** – At this time, the City Council reviewed lifting the winter parking restrictions due to the lack of snow, and the lack of frost. The City Council members had received calls from residents concerned about the ability to park on their lawns and the alleys due to no frost. The City Council instructed the Chief of Police and Public Works Director not to enforce winter parking restrictions until further notice.

## **9. ROUTINE BUSINESS**

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

**E. City Bills - Motion:** Neid, second by Hueser to pay City Bills. All in favor, the motion carried.

## **10. ADJOURNMENT**

**Motion:** Neid, Seconded by Rivera to Adjourn. All in favor, the motion carried





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To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: February 16, 2024

RE: Item 6A - Phase One Environmental Study for Hennepin Avenue

Item 6A – During the process of conducting borings to determine soil conditions for the upcoming 2025 Hennepin Avenue Project, Braun Intertec encounter petroleum in borings just north of the former St. Georges Catholic/Berean Baptist church.

This has triggered a phase one environmental study to determine the extent of the petroleum and outline a mitigation process.

City Engineer Justin Black with SEH will review the attached supplemental letter agreement to address the petroleum located within the Hennepin Corridor near the church.

McLeod County will be responsible for 1/2 of the cost of the environmental study.

**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



Building a Better World  
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February 14, 2024

RE: Proposal for Environmental Services  
2025 Hennepin Avenue (CSAH 2) Street  
and Utility Improvement Project  
Glencoe, Minnesota  
SEH No. GLENC 175513

Mark Larson  
City of Glencoe  
1107 11th Street East, Suite 107  
Glencoe, MN 55336

Dear Mark:

This letter proposal describes the work tasks, cost estimate, and proposed schedule for Short Elliott Hendrickson Inc. (SEH®) to provide environmental consulting services including conducting an environmental desktop review and an environmental investigation for the proposed 2025 Hennepin Avenue (CSAH) 2) Street and Utility Improvement Project. Additionally, SEH will prepare an email asking that the Minnesota Pollution Control Agency (MPCA) issue a Request for Corrective Action to appropriately manage petroleum impacts that may be encountered during the project. Please note based on our review of the MPCA's What's in My Neighborhood (WIMN) online database of regulated sites and observation made by Braun Intertec Corporation (Braun) during its geotechnical assessment, we are assuming only petroleum-impacted soil is present in the corridor; however, if during the environmental desktop review or environmental investigation, non-petroleum impacts are potentially present, we will contact you to discuss potential modifications to our scope of work.

It is our understanding that the proposed project work will include installation of new water main, sanitary sewer, and storm sewer utilities and reconstruction of the bituminous-surfaced pavements along portions of Hennepin Avenue, 15th Street East, and 18th Street East in Glencoe, McLeod County, Minnesota. The proposed project areas included as part of the street and utility improvement project (project corridor) is shown on **Figure 1**.

## PROJECT BACKGROUND

In preparing our proposal, SEH reviewed the Geotechnical Evaluation Report prepared by Braun and dated January 25, 2024, that identified potential environmental concerns present within the project corridor that warrant investigation.

During the completion of soil boring (ST-2) bituminous debris and petroleum-like odors in clayey sand fill were encountered from approximately 4.5 to 6 feet below ground surface (bgs). A review of the MPCA's WIMN online database identified a former petroleum release at the Glencoe Regional Health Services property located at 1805 Hennepin Avenue N, Glencoe, MN 55336 where soil boring ST-2 was located.

In addition, a second petroleum release is located on the southern end of the project corridor at Casey's General Store located at 801 13th Street E, Glencoe, MN 55336.

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 3535 Vadnais Center Drive, St. Paul, MN 55110-3507

651.490.2000 | 800.325.2055 | 888.908.8166 fax | [sehinc.com](http://sehinc.com)

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## PROPOSED SCOPE OF SERVICES

### Task 1 – Environmental Desktop Review

SEH will conduct an environmental desktop review to identify potential environmental concerns for the project corridor. As part of the study, the following historical and regulatory sources of information will be reviewed:

- Regulatory database report as well as the MPCA WIMN online database and online Groundwater Atlas
- Historical aerial photographs
- Fire insurance maps
- Historical topographic maps
- City directories

The focus of the reviews will be on the project right-of way and adjacent properties. A letter report will be prepared documenting the results and presenting conclusions/recommendations for additional investigation or assessment if necessary.

It is not within the scope of an environmental desktop review to evaluate the level, extent, or confirm contamination. The scope of work for the desktop review does not include conducting a Phase I Environmental Site Assessment and does not meet the requirements of ASTM International Practice E 1527 21 nor the standards or practices established by the United States Environmental Protection Agency for conducting all appropriate inquiry.

### Task 2 – Environmental Investigation

The objective of the environmental investigation is to evaluate whether the soil within the project corridor has been impacted by the identified potential sources of petroleum contamination and further evaluate the impacts identified in geotechnical soil boring ST-2.

As part of the environmental investigation, the following tasks will be conducted.

1. Project Coordination and Planning  
As part of this task, sampling locations, sampling intervals, and analytical parameters will be verified and coordinated with our subcontractors. As required by the Occupational Safety and Health Administration (OSHA), SEH will prepare a Health and Safety Plan (HASP) for environmental investigation activities.
2. Field Investigation  
Prior to the start of sampling activities, public utilities will be cleared. A private utility locate will be completed and is included in the cost estimate.

**Soil Sampling.** The scope and cost for performing this portion of the project assumes advancement of four hydraulic push probe borings to a maximum depth of 14 feet bgs or to groundwater, whichever is shallower, to collect soil samples for field screening and chemical analyses. In the field, soil types will be classified. Soil samples will be screened for organic vapors with a photoionization detector (PID) and observations regarding indications of contamination will be made. This task includes sample collection, analysis, and documentation. Boring cuttings will be thin spread on site. Proposed boring locations are provided on **Figure 1**.



**Groundwater Sampling.** Groundwater was not encountered in the geotechnical soil borings, which were advanced to 14.5 feet bgs and because excavation during construction is anticipated to be limited to 10 feet bgs, groundwater sampling is not included in the proposed scope of services. However, if groundwater is encountered during the environmental investigation, samples will be collected and for the purposes of this proposal, we assume up to two groundwater samples will be collected.

3. Laboratory Analyses

The cost estimate is based on the following laboratory analyses:

Matrix/Media	Number of Samples	Analytical Parameters
Soil	8	DRO, GRO, and VOCs
Groundwater	2	DRO, GRO, and VOCs

If based on field observations, there is the potential for other contaminants besides petroleum to be present, we will contact you at that time to discuss adding analytical parameters.

4. Reporting

SEH will prepare an Environmental Investigation Report presenting the data collected in the field investigation. The report will include figures, tables, boring logs, laboratory reports, conclusions, and recommendations.

**Task 3 – MPCA Request for Corrective Action**

In accordance with the MPCA guidance *Managing Petroleum-Contaminated Soil at Public Works Projects* (c-prp5-01), SEH will prepare an email asking that the MPCA issue a Request for Corrective Action to appropriately manage petroleum impacts that may be encountered during the project. The email correspondence will identify the project owner, describe the project location and scope and identify potential sources of petroleum contamination within the corridor. The email will also describe how petroleum impacts will be managed during the project and the estimated volume of petroleum-impacted soil that will be encountered. The MPCA Request for Corrective Action, which is required before construction starts, allows a project owner to receive MPCA approval for how petroleum impacted soil was managed and to apply for partial reimbursement under the Minnesota Department of Commerce Petrofund Program.

Please note if non-petroleum impacts are identified during the environmental investigation and the City desires regulatory approval for managing those impacts, it would be our recommendation that a full Phase I ESA be completed for the project corridor and prepare a Voluntary Brownfield Program application and enroll the Site into the MPCA's Voluntary Investigation and Cleanup (VIC) and/or Petroleum Brownfields Programs on behalf of the City to request liability assurances and approvals.

**ASSUMPTIONS**

SEH assumes that the City will provide or coordinate SEH access onto road right-of way and adjacent property locations along the project corridor.

This proposal assumes standard laboratory 10-day turnaround time.

If additional investigation is recommended SEH will consult with the City to discuss additional scope, costs and schedule prior to commencement of the work.

## COST AND SCHEDULE

SEH will complete the tasks outlined above on a time and materials basis for an approximate fee of **\$20,100**.

Task	Estimated Cost
Environmental Desktop Review	\$3,700
Environmental Investigation <i>Field monitoring and sampling (includes staking boring locations, coordinating access, equipment, and mileage; assumes one, 10-hour workday with one technician to collect samples)</i>	\$6,400
<i>Laboratory analyses</i>	\$1,850
<i>Drilling Services (includes public and private locates)</i>	\$6,550
MPCA Request for Corrective Action	\$1,600
<b>Estimated Total:</b>	<b>\$20,100</b>

SEH will begin work upon receipt of signed authorization.

Task	Date
Proposal Approval by City Council	Week of February 19, 2024
Complete Environmental Desktop Review	Week ending March 1, 2024
Complete Environmental Investigation Field Work	Week ending March 8, 2024
Complete Environmental Investigation Report	Week ending March 22, 2024
Submit MPCA Request for Corrective Action	Before 2025 construction season

## CLOSING

Thank you for the opportunity to provide services to the City. If this proposal is acceptable, please sign the attached Supplemental Letter Agreement and return it to us for our records.

Please contact me directly at 952.912.2600 or at [akutz@sehinc.com](mailto:akutz@sehinc.com) with any questions or for additional information.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.



Aaron Kutz, PG  
Graduate Scientist / Hydrogeologist  
(Lic. MN, WI)

**Attachments:** Figure 1 – 2025 Hennepin Avenue Project Map



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PHONE: 800.838.8666  
1390 HWY. 15 S.  
SUITE 200, PO BOX 308  
HUTCHINSON, MN 55350  
www.sehinc.com

GLENC 175513

DATE:  
10/16/23

**2025 HENNEPIN AVE (CSAH 2)  
STREET AND UTILITY IMP. PROJECT  
LOCATION MAP**

**FIGURE  
1**



## Supplemental Letter Agreement

In accordance with the Master Agreement for Professional Services between City of Glencoe ("Client"), and Short Elliott Hendrickson Inc. ("Consultant"), effective January 1, 2020, this Supplemental Letter Agreement dated February 20, 2024 authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: 2025 Hennepin Avenue (CSAH 22) Street and Utility Improvement Project.

**Client's Authorized Representative:** Mark Larson, City Administrator  
**Address:** 1107 11th St E, Ste 107, Glencoe, Minnesota 55336-2137, United States  
**Telephone:** 320.864.5586 **email:** mlarson@ci.glencoe.mn.us

**Project Manager:** Justin Black  
**Address:** 1390 Highway 15 South, Suite 208, P.O. Box 308, Hutchinson, Minnesota 55350  
**Telephone:** 952.913.0702 **email:** jblack@sehinc.com

**Scope:** The Services to be provided by Consultant:

Scope includes environmental services as indicated in the attached letter and Task Hour Budget dated February 20, 2024.

**Schedule:** We will start work upon receipt of a signed copy of this Agreement. See attached letter dated February 20, 2024, for proposed project schedule.

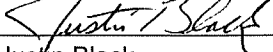
**Payment:** The fee is hourly estimated to be \$20,100 including expenses and equipment. The estimated fee for each task is as indicated in the attached letter dated February 20, 2024.

The payment method, basis, frequency and other special conditions are set forth in attached Exhibit A-1.

**Other Terms and Conditions:** Other or additional terms contrary to the Master Agreement for Professional Services that apply solely to this project as specifically agreed to by signature of the Parties and set forth herein: Subconsultant services shall be contracted directly with the Client when possible, and otherwise the Consultant cost shall include actual expenditures but not the 10% markup for the cost of administration and insurance as noted, unless otherwise approved by the Client.

**Short Elliott Hendrickson Inc.**

**City of Glencoe**

By:   
Full Name: Justin Black  
Title: Principal/Client Service Manager

By: \_\_\_\_\_  
Full Name: \_\_\_\_\_  
Title: \_\_\_\_\_



**Exhibit A-1**  
**to Supplemental Letter Agreement**  
**Between City of Glencoe (Client)**  
**and**  
**Short Elliott Hendrickson Inc. (Consultant)**  
**Dated February 20, 2024**

**Payments to Consultant for Services and Expenses**  
**Using the Hourly Basis Option**

The Agreement for Professional Services is amended and supplemented to include the following agreement of the parties:

**A. Hourly Basis Option**

The Client and Consultant select the hourly basis for payment for services provided by Consultant. Consultant shall be compensated monthly. Monthly charges for services shall be based on Consultant's current billing rates for applicable employees plus charges for expenses and equipment.

Consultant will provide an estimate of the costs for services in this Agreement. It is agreed that after 90% of the estimated compensation has been earned and if it appears that completion of the services cannot be accomplished within the remaining 10% of the estimated compensation, Consultant will notify the Client and confer with representatives of the Client to determine the basis for completing the work.

Compensation to Consultant based on the rates is conditioned on completion of the work within the effective period of the rates. Should the time required to complete the work be extended beyond this period, the rates shall be appropriately adjusted.

**B. Expenses**

The following items involve expenditures made by Consultant employees or professional consultants on behalf of the Client. Their costs are not included in the hourly charges made for services but instead are reimbursable expenses required in addition to hourly charges for services and shall be paid for as described in this Agreement:

1. Transportation and travel expenses.
2. Long distance services, dedicated data and communication services, teleconferences, Project Web sites, and extranets.
3. Lodging and meal expense connected with the Project.
4. Fees paid, in the name of the Client, for securing approval of authorities having jurisdiction over the Project.
5. Plots, Reports, plan and specification reproduction expenses.
6. Postage, handling and delivery.
7. Expense of overtime work requiring higher than regular rates, if authorized in advance by the Client.
8. Renderings, models, mock-ups, professional photography, and presentation materials requested by the Client.
9. All taxes levied on professional services and on reimbursable expenses.
10. Other special expenses required in connection with the Project.
11. ~~The cost of special consultants or technical services as required. The cost of subconsultant services shall include actual expenditure plus 10% markup for the cost of administration and insurance.~~ Subconsultant services shall be contracted directly with the Client when possible, and otherwise the Consultant cost shall include actual expenditures but not the 10% markup for the cost of administration and insurance as noted, unless otherwise approved by the Client.

The Client shall pay Consultant monthly for expenses.

**C. Equipment Utilization**

The utilization of specialized equipment, including automation equipment, is recognized as benefiting the Client. The Client, therefore, agrees to pay the cost for the use of such specialized equipment on the project. Consultant invoices to the Client will contain detailed information regarding the use of specialized equipment on the project and charges will be based on the standard rates for the equipment published by Consultant.

The Client shall pay Consultant monthly for equipment utilization.



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To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: February 16, 2024

RE: **Item 7A** – Economic Development Authority (EDA) membership

**Item 7A** – Councilors Olson, Lemke, and Rivera each provided 6 names to be appointed to the EDA.

The following received unanimous recommendations for the 5 EDA positions:

1. **Brian O'Donnell**
2. **Lawrence Hackett**
3. **Erik Metag**
4. **Gregory Ettel**
5. **Jon Dahlke**

The other applications that were considered but did not receive enough votes: Everett Bratsch, Kermit Terlinden, Derek Rosenwald, and Milan Alexander





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To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: February 16, 2024

RE: **Item 7B** – Resolution to appoint Election Judges for the Presidential primary.

**Item 7B** – It is recommended to approve Resolution 2024-03 to appoint the election judges for the March 5, 2024, presidential primary.

**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 2024-03**  
**RESOLUTION DESIGNATING CITY OF GLENCOE ELECTION JUDGES**  
**FOR THE PRESIDENTIAL NOMINATION PRIMARY (PNP) TO BE HELD ON**  
**MARCH 5<sup>th</sup>, 2024**

WHEREAS, the election laws of the State of Minnesota provide that the governing body of a municipality must designate election judges for the municipality for the PNP Election:

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

That the following persons are hereby declared to be judges of the PNP Election to be held on Tuesday, March 5<sup>th</sup>, 2024 in the City of Glencoe.

Cheryl Schmidt	Gary Ziemer	Kevin Dietz
Connie Heitz	Gregg Ettel	Lesa Hueser
Cory Schwanke	Jodi Sell	Paula Bulau
Deb Donnay	John McBride	Sarah Hueser
Dennis Oltmann	John Winter	Sharel Hoops
Eileen Harf	Jon Thell	Sharon Hoeser
Gary Schreifels	Ken Hults	Sue Terlinden

Adopted and approved this 20<sup>TH</sup> day of February, 2024.

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

ATTEST:

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



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To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: February 16, 2024

RE: **Item 7C** – Annual appropriation for Municipal State Aid (MSA) funds for Armstrong Avenue Bond Issue.

**Item 7C** – It is recommended to approve Resolution 2024-04 requesting that MNDOT encumber funds for the debt service payment on the 2016 MSA Bond Issue for the Armstrong Avenue Project. This is done annually.

**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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## MEMORANDUM

TO: City of Glencoe Mayor and Council

FROM: Justin Black, PE (MN), City Engineer

DATE: February 5, 2024

RE: Resolution Requesting Municipal State Aid Funds Advance  
SEH No. GLENC 171831 14.00

Attached is the Resolution required by the Minnesota Department of Transportation State Aid for Local Transportation (Municipal State Aid) in order to receive the funding to utilize towards the payment of the bonds for the Armstrong Avenue Project from 2016. As has been previously noted and approved, the City utilized State Aid Advance Funding for the Morningside Avenue/CSAH 15 project and so these yearly bond payments are classified as Advance Funding as well until the Morningside Advance funds are paid back, which will occur this year.

Please let me know if you have any questions.

jpr

att: Resolution Requesting MSA Funds Advance for Armstrong Avenue Project

c: Justin Black, SEH

p:\fjg\glenc\common\state aid - msa street system\bonds and advances\armstrong 226-115-01 advance\msa advance resolution memo 11-22-2022.docx

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 1390 Highway 15 South, Suite 200, P.O. Box 308, Hutchinson, MN 55350-0308

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**RESOLUTION NO. 2024-04**  
**MUNICIPAL STATE AID STREET FUNDS**  
**ADVANCE**

WHEREAS, the Municipality of Glencoe constructed Municipal State Aid Street (MSAS) Project 226-115-01 in 2016 utilizing State Aid Bonds (issue date 05/18/2016) and the annual repayment of principal will require State Aid funds in excess of those available in its State Aid Construction Account, and

WHEREAS, said municipality utilized State Aid Advance Funding for completing CSAH 15 /Morningside Avenue Project in coordination with McLeod County, which includes SAP 043-615-013 (CSAH 15) and 226-103-002 (16<sup>th</sup> Street MSA route), and

WHEREAS, said municipality proceeded with the construction of said Project 226-115-001 through the use of bonds and will now require an advance from the Municipal State Aid Street Fund to supplement the available funds in their State Aid Construction Account for the annual payment of bond principal, and

WHEREAS, the advance is based on the following determination of estimated expenditures:	
Unencumbered Balance Available 12/31/2023	\$(250,991)
Advance Amount (amount in excess of acct balance)	\$ 105,000

WHEREAS, repayment of the funds so advanced will be made in accordance with the provisions of Minnesota Statutes 162.14, Subd. 6 and Minnesota Rules, Chapter 8820.1500, Subp. 106, and

WHEREAS, the Municipality acknowledges advance funds are released on a first-come-first-serve basis and this resolution does not guarantee the availability of funds.

NOW, THEREFORE, Be It Resolved: That the Commissioner of Transportation be and is hereby requested to approve this advance for financing approved Municipal State Aid Street Project of the Municipality of Glencoe in the amount of \$105,000. I hereby authorize repayments from subsequent accruals to the Municipal State Aid Street Construction Account of said Municipality from future year allocations until fully repaid.

I HEREBY CERTIFY that the above is a true and correct copy of a resolution presented to and adopted by the Municipality of Glencoe, County of McLeod, State of Minnesota, at a duly authorized Municipal Council Meeting held in the Municipality of Glencoe, Minnesota on the 20th day of February, 2024, as disclosed by the records of said Municipality on file and of record in the office.

Adopted and approved this 20th day of February, 2024.

Municipality of Glencoe

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Mayor

---

Administrator



226-115-01

**BOND DEBT SERVICE**City of Glencoe, Minnesota  
MSA Debt Service

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
05/18/2016					
02/01/2017			24,860.76	24,860.76	
08/01/2017	85,000	2.000%	17,687.50	102,687.50	127,548.26
02/01/2018			16,837.50	16,837.50	
08/01/2018	95,000	2.000%	16,837.50	111,837.50	128,675.00
02/01/2019			15,887.50	15,887.50	
08/01/2019	95,000	2.000%	15,887.50	110,887.50	126,775.00
02/01/2020			14,937.50	14,937.50	
08/01/2020	95,000	2.000%	14,937.50	109,937.50	124,875.00
02/01/2021			13,987.50	13,987.50	
08/01/2021	100,000	2.000%	13,987.50	113,987.50	127,975.00
02/01/2022			12,987.50	12,987.50	
08/01/2022	100,000	2.000%	12,987.50	112,987.50	125,975.00
02/01/2023			11,987.50	11,987.50	
08/01/2023	100,000	2.000%	11,987.50	111,987.50	123,975.00
02/01/2024			10,987.50	10,987.50	
08/01/2024	105,000	2.000%	10,987.50	115,987.50	126,975.00
02/01/2025			9,937.50	9,937.50	
08/01/2025	105,000	2.000%	9,937.50	114,937.50	124,875.00
02/01/2026			8,887.50	8,887.50	
08/01/2026	110,000	2.000%	8,887.50	118,887.50	127,775.00
02/01/2027			7,787.50	7,787.50	
08/01/2027	110,000	2.250%	7,787.50	117,787.50	125,575.00
02/01/2028			6,550.00	6,550.00	
08/01/2028	115,000	2.250%	6,550.00	121,550.00	128,100.00
02/01/2029			5,256.25	5,256.25	
08/01/2029	115,000	2.750%	5,256.25	120,256.25	125,512.50
02/01/2030			3,675.00	3,675.00	
08/01/2030	120,000	3.000%	3,675.00	123,675.00	127,350.00
02/01/2031			1,875.00	1,875.00	
08/01/2031	125,000	3.000%	1,875.00	126,875.00	128,750.00
	1,575,000		325,710.76	1,900,710.76	1,900,710.76

# BOND PAYMENT SCHEDULE

NAME OF BOND ISSUE: 1998 G.O. State Aid Bonds - Series 2011A  
AMOUNT: \$ 540,000.00  
DATE OF BOND ISSUE: 1/20/2011  
PAYABLE AT: Northland Trust Services Inc.

**REFUNDED**

229-601		229-611			
Due Date	Principal Payment	Interest Payment	Total Payment	Outstanding Balance	
Beginning Balance				\$ 540,000.00	
<del>6-1-11</del>	<del>\$</del>	<del>\$</del>	<del>3,247.92</del>	<del>\$ 3,247.92</del>	<del>\$ 540,000.00</del>
12-1-11	\$ 80,000.00	\$ 3,897.50	\$ 83,897.50	\$ 460,000.00	
<del>6-1-12</del>	<del>\$</del>	<del>\$</del>	<del>3,677.50</del>	<del>\$ 3,677.50</del>	<del>\$ 460,000.00</del>
12-1-12	\$ 75,000.00	\$ 3,677.50	\$ 78,677.50	\$ 385,000.00	
<del>6-1-13</del>	<del>\$</del>	<del>\$</del>	<del>3,358.75</del>	<del>\$ 3,358.75</del>	<del>\$ 385,000.00</del>
12-1-13	\$ 75,000.00	\$ 3,358.75	\$ 78,358.75	\$ 310,000.00	
<del>6-1-14</del>	<del>\$</del>	<del>\$</del>	<del>2,946.25</del>	<del>\$ 2,946.25</del>	<del>\$ 310,000.00</del>
12-1-14	\$ 75,000.00	\$ 2,946.25	\$ 77,946.25	\$ 235,000.00	
<del>6-1-15</del>	<del>\$</del>	<del>\$</del>	<del>2,402.50</del>	<del>\$ 2,402.50</del>	<del>\$ 235,000.00</del>
12-1-15	\$ 75,000.00	\$ 2,402.50	\$ 77,402.50	\$ 160,000.00	
<del>6-1-16</del>	<del>\$</del>	<del>\$</del>	<del>1,746.25</del>	<del>\$ 1,746.25</del>	<del>\$ 160,000.00</del>
12-1-16	\$ 75,000.00	\$ 1,746.25	\$ 76,746.25	\$ 85,000.00	
<del>6-1-17</del>	<del>\$</del>	<del>\$</del>	<del>977.50</del>	<del>\$ 977.50</del>	<del>\$ 85,000.00</del>
12-1-17	\$ 85,000.00	\$ 977.50	\$ 85,977.50	\$ -	
<b>TOTALS</b>	\$ 540,000.00	\$ 37,362.92	\$ 577,362.92	\$ -	



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To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: February 16, 2024

RE: **Item 7D and 7E** – Third reading of Ordinance 624 and 625.

**Item 7D** – It is recommended to approve the third and final reading of Ordinance 624 to amend the City Charter, specific to the establishment of the Fire Department. No changes have been made since the last reading.

**Item 7E** – It is recommended to approve the third and final reading of Ordinance 625 to amend the City Charter relating to the appointment of members of the Light and Power Commission. No changes have been made since the last reading.

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

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



**ORDINANCE NO. 625**

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

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

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

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

**THE CITY COUNCIL OF THE CITY OF GLENCOE ORDAINS:**

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

Section 9.02 Appointment, Qualification and By Whom Made. Glencoe Light and Power Commission shall consist of ~~five members, all of whom shall be qualified voters of the City of Glencoe~~ 4 of whom shall be qualified voters of the City of Glencoe, 1 member may reside in the Glencoe Light and Power service territory, all must be residential customers of the Glencoe Light and Power commission, and shall be appointed by the City Council for the terms and at the times as herein set forth.

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

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

**CITY OF GLENCOE**

By \_\_\_\_\_  
Ryan Voss, Its Mayor

**ATTEST:**

By \_\_\_\_\_  
Mark D. Larson, Its City Administrator



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## ORDINANCE NO. 624

### AN ORDINANCE OF THE CITY OF GLENCOE, MINNESOTA, AMENDING VARIOUS SECTIONS OF THE CITY CHARTER:

**THE CITY COUNCIL OF THE CITY OF GLENCOE ORDAINS** (new material is underlined; deleted material is lined out; sections which are not proposed to be amended are omitted; sections which are only proposed to be re-numbered are only set forth below as to their number and title):

SECTION 1. That City of Glencoe Home Rule Charter, Chapter III – City Council, Section 3.01 – General Powers, be amended as follows:

Section 3.01 General Powers. The legislative power and authority of the City of Glencoe shall be vested in the City Council as provided by this Charter and by the laws and Constitution of the State of Minnesota. The City Council shall have charge of the care, control and supervision of all public streets, alleys, buildings, and grounds of the city, the care and supervision of which are not by this Charter vested in any other board or officer of the city. The City Council, except as in this Charter otherwise provided, shall have the general management and control of the finances and all the property of the city, and shall have full power and authority to make, amend or repeal all such ordinances or resolutions as it shall deem expedient for the government and good order of the city, for the protection of the public and public health, comfort, and safety, for the suppression of vice and for the prevention of crime. It shall have power and authority to declare and impose penalties and punishments for the violation of ordinances and resolutions and to enforce the same against any person who may violate the same, and all such ordinances and resolutions, not inconsistent with laws and Constitution of this state or of the United States, of this Charter, are hereby declared to have full force and effect as the law of the city. In addition the Council shall have the specific powers as now provided by Minnesota Statutes ~~Annotated Section 411.40, and~~ as the same may hereafter from time to time be amended, together with such other specific powers as are from time to time granted by the Constitution and laws of the State of Minnesota to city councils of cities of the class of the City of Glencoe. The City Council shall have the power and authority, to be exercised by the four-fifths vote of the Council, to establish a nursing home and home for the aged, the establishment and operation of which is hereby specifically declared to be a public purpose. ~~In the event the Council so elects to establish such a home, it shall thereafter be constructed, acquired, operated and maintained by the Glencoe Area Health Center Commission.~~

SECTION 2. That City of Glencoe Home Rule Charter, Chapter VII – Departments of the City, be amended as follows:

Section 7.02 Organization of Fire Department and Control of Property. There shall be a fire department in the City of Glencoe, over which the Mayor shall have the power to exercise authority, ~~the members being such persons as shall volunteer or be employed therefor. In addition to appointing employees of the fire department, the Mayor appoints, subject to confirmation of a majority vote of the Council, any volunteers of the fire department.~~ The Council shall provide such real and personal property for the use of the fire department as the Council shall deem necessary ~~to enable the fire department to efficiently perform its duties.~~

Section 7.03 Officers of Fire Department. ~~The members of the fire department, subject to the approval of the Mayor and Council, shall elect a chief of the fire department for such term as the By-laws of the fire department shall provide. The chief may be removed by not less than a three-fifths vote of the Council for cause, provided that written charges against him shall have~~



~~been filed with the City Administrator at least thirty (30) days and served on the accused at least twenty (20) days before hearing and vote thereon. The department members shall also elect an assistant chief who shall act as chief during the absence or incapacity of the chief. They may elect and remove such other officers and employees as may be necessary for the efficient operation of the department. Repealed by Ordinance No. \_\_\_\_\_, dated \_\_\_\_\_, 2024.~~

Section 7.04 Powers and Duties of Chief. The chief of the fire department shall be the general superintendent of the fire department and all real and personal property assigned to the department use. The Fire Chief shall direct and control the training of ~~members-employees and volunteers~~ of the department and all activities ~~of members employees and volunteers~~ of the department and other individuals engaged in fighting fires. The Fire Chief shall make an annual report of the activities of the department to the Mayor and Council, together with such other reports as may be required by law.

Section 7.05 By-Laws, Rules and Regulations of Fire Department. ~~The majority of the members of the fire department are authorized and required to make all necessary By Laws and rules and regulations not inconsistent with the laws of this State, the provisions of this Charter or the ordinances of the city, for the government and control of the fire department and for the prevention and extinguishment of fires. All such By Laws, rules and regulations shall be in writing, signed by the chief and shall be filed in the office of the City Administrator and shall be binding upon all persons connected with said department. Repealed by Ordinance No. \_\_\_\_\_, dated \_\_\_\_\_, 2024.~~

Section 7.06 Out of Town Calls. ~~The fire chief shall have authority, under such provisions as the Council may enact, and further subject to the provisions of the laws of the State of Minnesota, to send fire apparatus of the department with a complete force of fire personnel, to the relief of any other community, or for the preservation of property endangered by fire outside the limits of the city. Repealed by Ordinance No. \_\_\_\_\_, dated \_\_\_\_\_, 2024.~~

Section 7.07 Destruction of Buildings. ~~Whenever any building of the city shall be a fire, it shall be lawful for and shall be the duty of the Mayor and the chief of the fire department to order and direct the destruction and removal of and to destroy, pull down and remove such building or any other buildings in the vicinity or any part thereof that they deem hazardous or deem likely to communicate the fire. No action shall be maintained against any person or the city therefor, or on account thereof. Repealed by Ordinance No. \_\_\_\_\_, dated \_\_\_\_\_, 2024.~~

Section 7.08 Additional City Departments - Authority to Establish. The City Council shall by ordinance establish such departments as the Council shall deem necessary. ~~Such departments shall consist of such officers and shall perform such duties as permitted by statute and provided by ordinance.~~

Section 7.09 Appropriations and Expenditures of Funds. The City Council may appropriate money from the general fund or other funds through its annual budgeting process in order to fund the various and turn the same over to any of the departments and associated services of the City established as above for the purposes of said department, and subject to the approval by the City Council and the uniform municipal contracting law, Minnesota Statutes, section 471.345, the various departments at governing body may be given the power to expend such monies as the City Council deems its functions.

SECTION 3. That this ordinance shall take effect from and after 210 days following its passage and publication in accordance with Minn. Stat. § 410.12, subd. 7.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2024 by the City Council of the City of Glencoe, Minnesota.

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

Attest:

\_\_\_\_\_  
Mark Larson, 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





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To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: February 16, 2024

RE: **Item 7F** – Rezoning request of Overland Group for the construction of a Dollar General on land currently owned by Seneca Foods.

**Item 7F** – The Planning and Industrial Commission met on February 8<sup>th</sup> and considered the request to amend the rezoning of property zoned R1 Single Family to B1 – Commercial for the construction of a Dollar General. The Location is south of TH 22, between Fir and Dogwood Avenues.

The Planning Commission had originally approved a rezoning request of Overland Group for a parcel that included an access from the Dollar General site, via Dogwood Avenue to TH 22, on land owned by Seneca Foods.

Overland Group had secured a purchase agreement for a parcel 200 X 624, and will include an access to TH 22, via Fir Avenue.

It is recommended to approve the rezoning for the Dollar General.

**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**  
**Planning and Industrial Commission**  
**Meeting Notes**

**Thursday, February 8, 2024**

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

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The meeting was called to order by Vice Chairperson Kevin Dietz at 7:00 PM. Other Commissioners present were Barbara Jenneke, Bob Scheidt, and Bob Senst. Also present were City Administrator Mark Larson and City Council Liaison Mark Hueser. Also attending, Owen Elle from the McLeod County Chronicle newspaper. Guests were David Stark and Scott Maynard.

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

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

**Planning Commission Agenda Item #2: Election of Officers for 2024.**

Barb Jenneke made a motion to table the Election of Officers until the March Meeting, due to not having a full slate of Commissioners. (and the 3<sup>rd</sup> agenda item was to recommend a new member replacing Wes Olson)

Bob Senst seconded the motion. Motion passed 4-0.

**Planning Commission Agenda Item #3: Review Applications for the Planning Commission.**

The Planning Commission reviewed the three applications for the Commission. Guests David Stark and Scott Maynard introduced themselves and shared why they want to be a Planning Commissioner. (Derek Rosenwald was not present at the meeting) Barb Jenneke made a motion to have David Stark as a Planning Commissioner. No second to the motion was made and the motion died. Nominations were reopened. A motion was made by Bob Senst to have Scott Maynard as a Planning Commissioner. It was seconded by Bob Scheidt. Motion passed on a 3-1 vote.

**Planning Commission Agenda Item #4: Review Zoning Request change for Dollar General on Property owned by Seneca Foods from R-1 to B-1 – City Administrator.**

The Commissioners heard from City Administrator Mark Larson of the proposed change for Dollar General to go from R-1 to B-1. Reviewed sections of the new City Map discussing the location, road access and Detention Area. It was noted that the Detention Area might work

west of the Dollar Store. It was also noted that MN DOT said they would do a Traffic Study of Highway 22 and the access. After discussion, Bob Senst made a motion to rezone the area from R-1 to B-1. Kevin Dietz seconded the motion. The motion passed 4-0.

**Planning Commission Agenda Item #5: Updates on the Zoning Map and Ordinance Changes will be presented by the City Attorney at the March 14<sup>th</sup> meeting.**

**Planning Commission Agenda Item #6: Adjourn**

Barb Jenneke made a motion to adjourn. It was seconded by Bob Senst. Motion passed 4-0.

**Update:**

\*Bob Scheidt asked about the status of the swimming pool/fence. Mark Larson said it was no longer in the yard of the homeowner. If issues occur in 2024 it will be referred to the City Attorney.

\*The old St. George Church property is for sale. Depending on sale, Mark Larson informed the Commissioners they may have to hear about the usage and may have to rezone the area.

Respectfully submitted,  
Barb Jenneke, Planning Commission Secretary



1107 11<sup>th</sup> St E #107, Glencoe, MN 55336 (320) 864-5586 www.glencoe-mn.org

## REZONING PERMIT APPLICATION

Date August 22, 2023

Applicant DGOGGlencoeMn06282023, LLC Phone 417-256-4790


Owner (if different than applicant) Seneca Foods Corporation

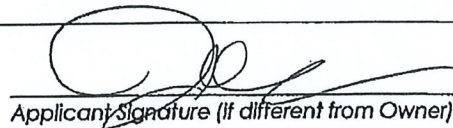
Address Parcel 220890040

Legal Description See attached survey.

Rezoning Request Rezone from R-1 to B-1

Reason for Request Development of property as a Dollar General retail store.

  
Owner Signature General Counsel & Secretary  
Seneca Foods Corporation

  
Applicant Signature (if different from Owner)

PLANNING & INDUSTRIAL COMMISSION ACTION	CITY COUNCIL ACTION
<p>The Glencoe Planning &amp; Industrial Commission has _____APPROVED _____DENIED this rezoning application on _____, 20____.</p> <p>This recommendation will be brought to the Glencoe City Council on _____, 20____.</p> <p>_____ Planning Commission Signature</p>	<p>The Glencoe City Council has _____APPROVED _____DENIED this rezoning application on _____, 20____ by a vote of _____ to _____.</p> <p>_____ City Council or Administrator Signature</p>

OFFICE USE
Permit Fee: \$100.00
Date Paid <u>8/24/23</u>
____ Cash
____ Check # _____
<input checked="" type="checkbox"/> Credit Card
2.5% cc fee = \$2.50
Staff Initials <u>Dan</u>



## Mark Larson

---

**From:** Rusty Doss <rusty@overlandeng.com>  
**Sent:** Wednesday, January 24, 2024 8:33 AM  
**To:** Mark Larson  
**Subject:** Dollar General  
**Attachments:** Glencoe MN\_012424.pdf

Mark -

Attached is a sketch of the the property we have agreed to purchase from Seneca. The total is 690' x 200', with the westernmost 66'x200' earmarked for Fir Avenue right of way.

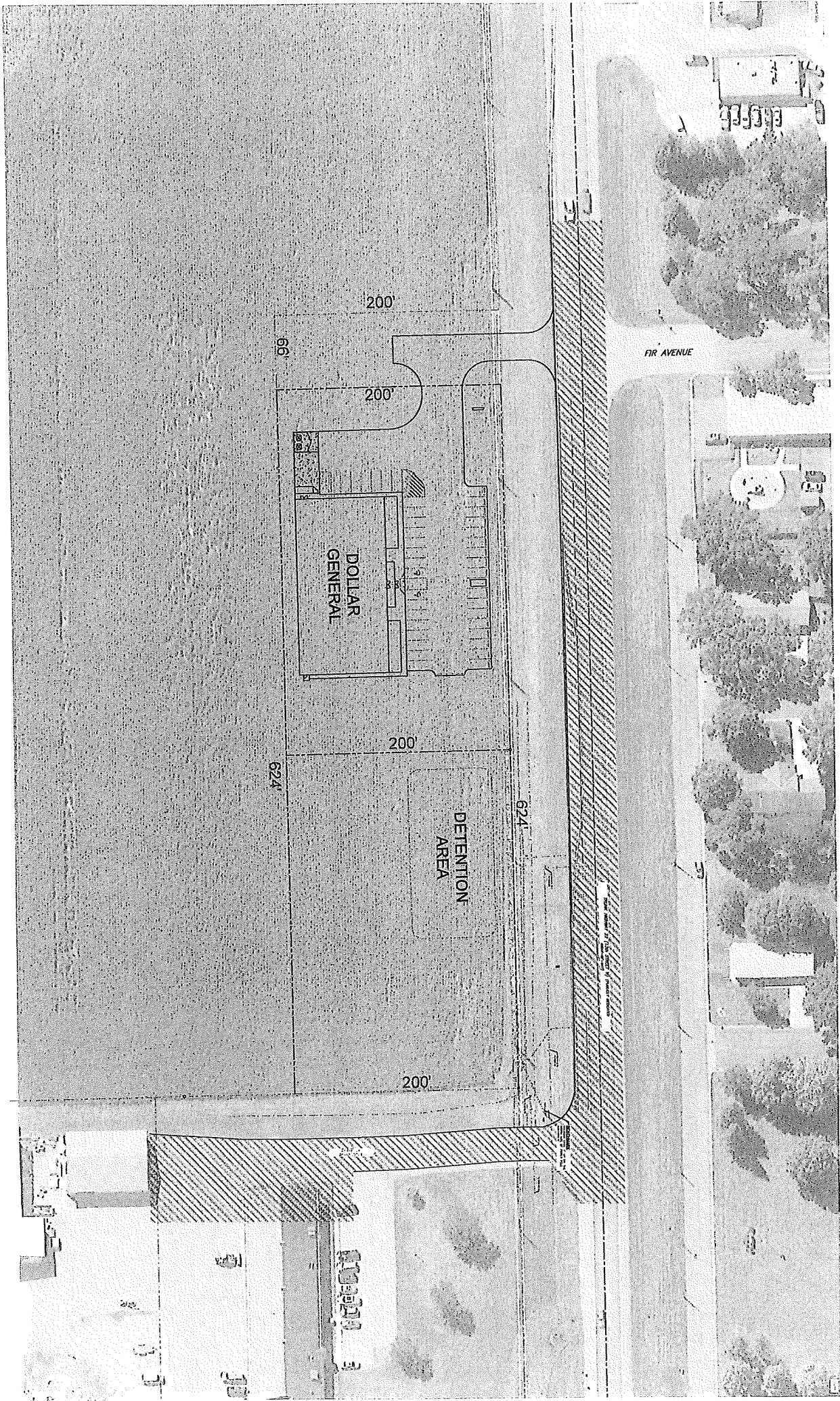
I will be sending this to MnDOT shortly to confirm their agreement. If they agree, we would like to start rezoning right away. We also need to know how the city would like for us to dedicate the 66x200 right of way.

Please let me know if you need anything else.

Thanks.

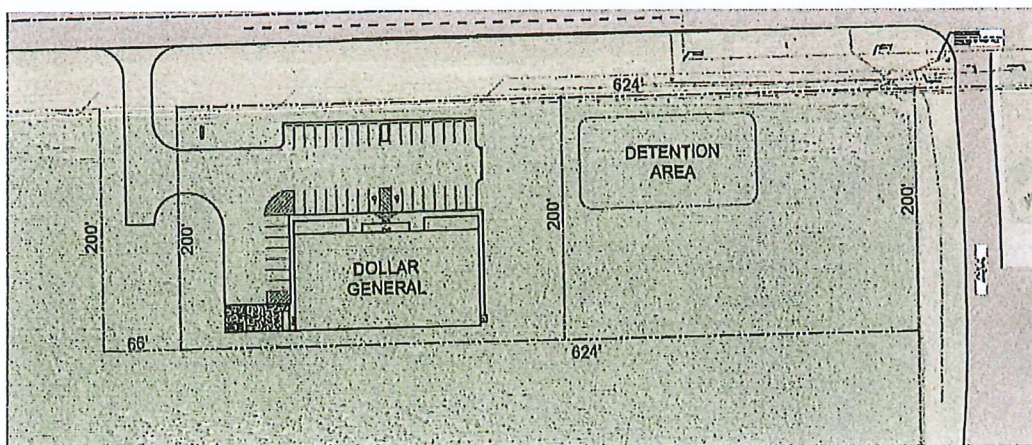
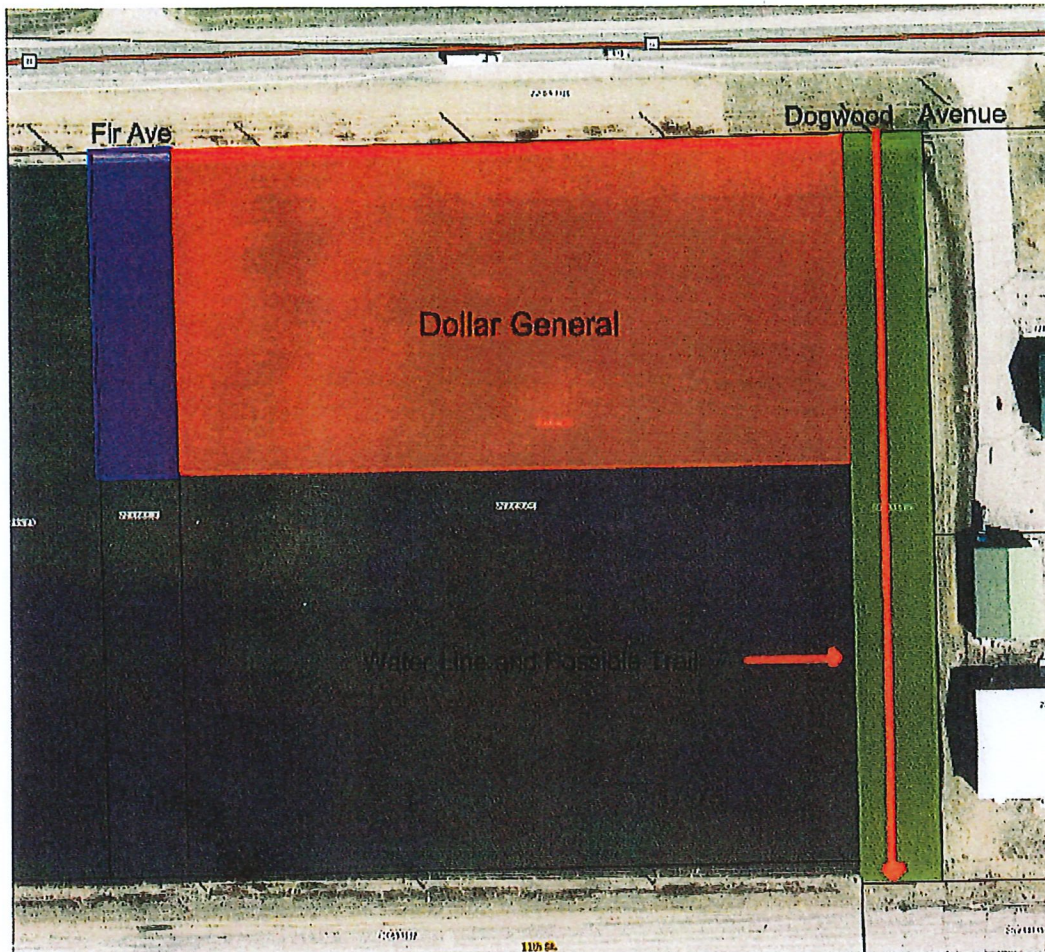
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Rusty Doss, P.E.  
Overland Engineering, LLC  
1598 Imperial Center, Suite 2009  
West Plains, MO 65775  
(417) 256-8150 office  
(417) 505-8069 cell





# Dollar General with Fir Avenue Access





SMALL CITY & BIG FUTURE

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

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agenda items.**

Mayor: Ryan Voss City Administrator: Mark D. Larson  
Councilors: At-Large Yodee Rivera, Precinct 1 Sue Olson, Precinct 2 Mark Hueser, Precinct 3 Paul Lemke, Precinct 4 Cory Neid





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To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: February 16, 2024

RE: **Item 8A** – Easement for Waterline with Seneca Foods.

**Item 8A** – During the discussion and research on the proposed site for Dollar General on land owned by Seneca Food, on property that is platted as Registered Land Survey (RLS) #25, that there was no recorded easement for a waterline constructed to service the Seneca Housing.

The Waterline is located within Tract E of RLS #25. It was also determined that there is also a gas line located within this tract, also.

Seneca has agreed to allow an easement with the City for the waterline and other future utilities within Tract E of RLS #25. I have attached the easement as drafted by City Attorney Ostlund.

It is recommended to approve the easement with Seneca foods for utilities within tract E of RLS #25, and to further, authorize its execution.

**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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## PERMANENT UTILITY AND ROADWAY EASEMENT AGREEMENT

**THIS AGREEMENT** made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2024, by and between the Seneca Foods Corporation, a corporation under the laws of New York (hereinafter "Grantor"), and City of Glencoe, a Minnesota municipal corporation (hereinafter "Grantee").

**WHEREAS**, the Grantor is the owner of real property in McLeod County, Minnesota which this Agreement shall burden legally described as follows:

Tract E, REGISTERED LAND SURVEY NO. 25, McLeod County, Minnesota Registrar of Titles.

Torrens Property

(hereinafter "the Seneca Property")

**WHEREAS**, The Grantor hereby irrevocably conveys to Grantee and dedicates to the public a permanent easement for utility and roadway purposes over, under and across the Seneca Property.

**NOW THEREFORE**, for good and valuable consideration, which both parties acknowledge as sufficient, Grantor hereby grants to Grantee and dedicates to the public the following:

- 1) The Grantor hereby irrevocably conveys to Grantee and dedicates to the public a permanent easement for utility and roadway purposes over, under and across the Seneca Property.
- 2) The Grantee shall have all rights customarily dedicated to the public over, across, above and under the Seneca Property for all purposes related to and incidental to a public road right-of-way and utility purposes, including but not limited to a) permitting Grantee, utility companies or other government entities to place and maintain power, telephone, gas, water, sewer and other utilities above, upon or under the ground within the Seneca Property; b) Installation, repair, maintenance, replacement and location of any roadway infrastructure over, under or across the Seneca Property.
- 3) This Easement shall be binding upon and inure to the benefit of the successors, heirs and assigns of the Grantor and Grantee in perpetuity.
- 4) The Grantee shall have at any time the right to enter upon the Perpetual Easement to construct, operate, improve and maintain all infrastructure upon said Easement, and shall only be required to give Grantor notice in the case Grantor has constructed any improvements upon the Perpetual Easement Parcel.
- 5) The grant of the Easement shall include the right to install, operate and maintain infrastructure deemed necessary by the Grantee at its sole discretion.

- 6) The Grantors shall have the right to utilize the Seneca Property in a manner that does not adversely impact the functioning of, capacity of or access to any infrastructure located thereon or otherwise installed and shall not otherwise cause any permanent obstruction to the Easement.
- 7) The Grantor covenants that it has title to the Property, and Grantor and Grantee covenant they have lawful authority granted from each respective City Council or Board of Directors to execute this Agreement.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

**IN WITNESS WHEREOF**, said Grantors and Grantees here unto have set their hands to this instrument on the day and year first above written.

**The Seneca Foods Corporation, a  
corporation under the laws of New York ("Grantor")**

\_\_\_\_\_  
By: \_\_\_\_\_  
Its: \_\_\_\_\_

\_\_\_\_\_  
By: \_\_\_\_\_  
Its: \_\_\_\_\_

**City of Glencoe,  
A Minnesota municipal  
corporation ("Grantee")**

By \_\_\_\_\_  
Ryan Voss, Its Mayor

By \_\_\_\_\_  
Mark Larson, Its City Administrator

State of Minnesota       )  
                                  )ss.  
County of McLeod       )

On this \_\_\_\_\_ of \_\_\_\_\_, 2024, before me, a notary public within and for said County, personally appeared Ryan Voss to me personally known, who, being by me duly sworn did say that they are respectively Mayor of the municipal corporation named in the foregoing instrument, and that said instrument was signed on behalf of said corporation and said Mayor acknowledged said instrument to be the free act and deed of said corporation.

\_\_\_\_\_  
Notary Public-State of Minnesota

State of Minnesota       )  
                                  )ss.  
County of McLeod       )

On this \_\_\_\_\_ of \_\_\_\_\_, 2020, before me, a notary public within and for said County, personally appeared Mark Larson to me personally known, who, being by me duly sworn did say that they are respectively City Administrator of the municipal corporation named in the foregoing instrument, and that said instrument was signed on behalf of said corporation and said City Administrator acknowledged said instrument to be the free act and deed of said corporation.



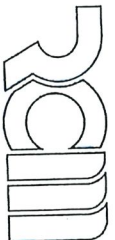
\_\_\_\_\_  
Notary Public-State of Minnesota

State of Minnesota        )  
                                  )ss.  
County of \_\_\_\_\_  )

On this \_\_\_\_\_ of \_\_\_\_\_, 2024, before me, a notary public within and for said County, personally appeared \_\_\_\_\_ and \_\_\_\_\_ to me personally known, who, being by me duly sworn did say that they are respectively the \_\_\_\_\_ and \_\_\_\_\_ respectively of the corporation named in the foregoing instrument, and that said instrument was signed on behalf of said corporation and acknowledged said instrument to be the free act and deed of said corporation.

\_\_\_\_\_  
Notary Public-State of Minnesota

**THIS INSTRUMENT DRAFTED BY:**  
HUEMOELLER, GONTAREK, & CHESKIS, PLC (MWO)  
16670 Franklin Trail, Suite 210  
Prior Lake, MN 55372

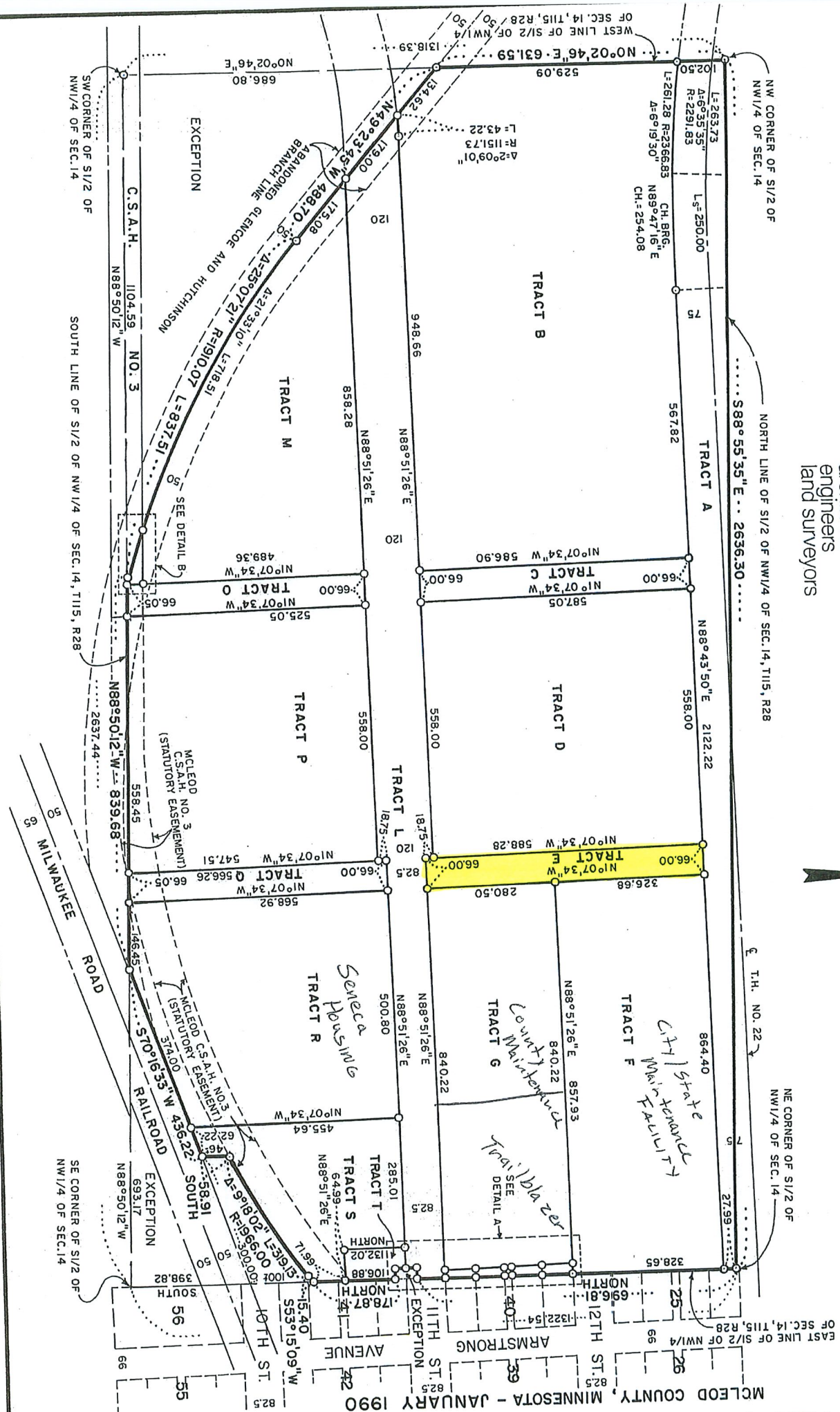


35259

**rieke  
carroll  
muller  
associates, inc.**  
architects  
engineers  
land surveyors



SCALE: 1 INCH = 200 FEET  
O DENOTES IRON MONUMENT  
ORIENTATION OF THIS BEARING SYSTEM  
IS ASSUMED





SMALL CITY & BIG FUTURE

City of Glencoe ♦ 1107 11<sup>th</sup> Street East, Suite 107 ♦ Glencoe, Minnesota 55336  
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To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: February 16, 2024

RE: **Item 8B** – Planning Commission Member

**Item 8B** – It is the recommendation of the Planning and Industrial Commission to appoint Scott Maynard to the open position to replace Wes Olson.

**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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NAME Scott Maynard  
ADDRESS 404 17<sup>th</sup> st. W.  
EMAIL semfarm@gmail.com  
YEARS AS GLENCOE RESIDENT 56

TODAY'S DATE 12-19-23  
TELEPHONE 320-510-0388  
EMPLOYER United Farmers co-op  
OCCUPATION Farm Equipment sales MGR.

I am interested in serving on the following City Board or Commission (descriptions on next page):

<input type="checkbox"/> AIRPORT COMMISSION	<input checked="" type="checkbox"/> LIGHT & POWER COMMISSION
<input type="checkbox"/> CEMETERY BOARD	<input type="checkbox"/> PARK BOARD
<input type="checkbox"/> CHARTER COMMISSION	<input checked="" type="checkbox"/> PLANNING & INDUSTRIAL COMMISSION
<input type="checkbox"/> LIBRARY BOARD	<input type="checkbox"/> CITY COUNCIL (temporary)
<del>CEMETERY BOARD</del> <input checked="" type="checkbox"/> EDA	

Why you are interested in serving on this board/commission: Try to make Glencoe a better place for Future Generations.

Describe any prior/current experience that may relate to serving on this board/commission: \_\_\_\_\_

8 years serving on the United Farmers co-op board of directors.  
operate and own Farm land in the area, 1<sup>st</sup> Lutheran cemetery Board

List other municipal boards/commissions you have served on:

1. _____	Served from _____ to _____
2. _____	Served from _____ to _____
3. _____	Served from _____ to _____

Scott Maynard  
Signature of Applicant

12-19-23  
Date



SMALL CITY & BIG FUTURE

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CITY OF GLENCOE BILLS

FEBRUARY 20, 2024

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

VENDOR	DEPARTMENT: DESCRIPTION	TOTAL
CITY OF GLENCOE EMPLOYEES	MULTIPLE DEPTS.: CITY OF GLENCOE PAYROLL 11-15-23	\$67,534.92
WIRE TRANSFER	MULT DEPTS:EMP/CITY PAYROLL TAXES,HSA,PERA,D COMP,CAFE	\$47,487.89
TOTAL PREPAID BILLS ----->		<u>\$115,022.81</u>

## INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

FEB 20, 2024 - PREPAID BILLS

Date: 02/16/2024

Time: 9:20 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	179461	10/31/2023	796.76
				Vendor Total:	796.76
ARCTIC GLACIER USA, INC	0495	LIQUOR STORE: MERCH FOR RESALE	179462	10/31/2023	513.85
				Vendor Total:	513.85
ARTISAN BEER COMPANY	1258	LIQUOR STORE: MERCH FOR RESALE	179463	10/31/2023	1,441.50
ARTISAN BEER COMPANY	1258	LIQUOR STORE: MERCH FOR RESALE	179480	11/22/2023	436.84
				Vendor Total:	1,878.34
BELLBOY CORPORATION	1113	LIQUOR STORE: MERCH FOR RESALE	179469	11/20/2023	1,867.34
				Vendor Total:	1,867.34
C & L DISTRIBUTING	0492	LIQUOR STORE: MERCH FOR RESALE	179464	10/31/2023	9,949.45
C & L DISTRIBUTING	0492	LIQUOR STORE: MERCH FOR RESALE	179481	11/22/2023	18,239.97
				Vendor Total:	28,189.42
COLONIAL LIFE	0735	MULT DEPTS: INS PREMIUMS	179482	11/22/2023	263.70
				Vendor Total:	263.70
CROW RIVER WINERY	2067	LIQUOR STORE: MERCH FOR RESALE	179470	11/20/2023	1,117.20
				Vendor Total:	1,117.20
DAHLHEIMER BEVERAGE	0003	LIQUOR STORE: MERCH FOR RESALE	179465	10/31/2023	22,792.89
DAHLHEIMER BEVERAGE	0003	LIQUOR STORE: MERCH FOR RESALE	179483	11/22/2023	17,724.62
				Vendor Total:	40,517.51
GLENN & EMILY GRUENHAGEN	0156	CITY CENTER: DAMAGE DEPOSIT	179471	11/20/2023	200.00
				Vendor Total:	200.00
HOME SOLUTIONS OF GLENCOE	1947	CABLE TV: TV	179492	11/22/2023	3,199.98
				Vendor Total:	3,199.98
INDIAN ISLAND WINERY	1512	LIQUOR STORE: MERCH FOR RESALE	179472	11/20/2023	783.84
				Vendor Total:	783.84
JOHNSON BROS - ST PAUL	0504	LIQUOR STORE: MERCH FOR RESALE	179473	11/20/2023	4,010.80
JOHNSON BROS - ST PAUL	0504	LIQUOR STORE: MERCH FOR RESALE	179484	11/22/2023	1,395.75
				Vendor Total:	5,406.55
MARLIN'S TRUCKING	1387	LIQUOR STORE: MERCH FOR RESALE	179466	10/31/2023	775.25
MARLIN'S TRUCKING	1387	LIQUOR STORE: MERCH FOR RESALE	179485	11/22/2023	665.00
				Vendor Total:	1,440.25
MINNESOTA CHILD SUPPORT	1646	POLICE: CHILD SUPPORT PAYMENT	179486	11/22/2023	279.18
				Vendor Total:	279.18
MINNESOTA PUBLIC EMPLOYEE	1439	POLICE: UNION DUES	179487	11/22/2023	88.60
				Vendor Total:	88.60
MORGAN CREEK VINEYARDS	0784	LIQUOR STORE: MERCH FOR RESALE	179474	11/20/2023	514.80
				Vendor Total:	514.80
PAUSTIS WINE COMPANY	0916	LIQUOR STORE: MERCH FOR RESALE	179475	11/20/2023	132.00
				Vendor Total:	132.00
PHILLIPS WINE & SPIRITS, INC.	1010	LIQUOR STORE: MERCH FOR RESALE	179476	11/20/2023	843.00
PHILLIPS WINE & SPIRITS, INC.	1010	LIQUOR STORE: MERCH FOR RESALE	179488	11/22/2023	356.00
				Vendor Total:	1,199.00
SOUTHERN GLAZER'S OF MN	1429	LIQUOR STORE: MERCH FOR RESALE	179477	11/20/2023	5,046.08
SOUTHERN GLAZER'S OF MN	1429	LIQUOR STORE: MERCH FOR RESALE	179489	11/22/2023	2,470.92
				Vendor Total:	7,517.00
VIKING BEVERAGES	0973	LIQUOR STORE: MERCH FOR RESALE	179467	10/31/2023	10,052.10
VIKING BEVERAGES	0973	LIQUOR STORE: MERCH FOR RESALE	179490	11/22/2023	7,778.85
				Vendor Total:	17,830.95
VIKING COCA-COLA BOTTLING CC	0494	LIQUOR STORE: MERCH FOR RESALE	179468	10/31/2023	753.35



## INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

FEB 20, 2024 - PREPAID BILLS

Date: 02/16/2024

Time: 9:20 am

Page: 2

City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
Vendor Total:					<b>753.35</b>
VINOCOPIA, INC.	1353	LIQUOR STORE: MERCH FOR RESALE	179491	11/22/2023	<b>82.50</b>
Vendor Total:					<b>82.50</b>
WARNER, JESSICA	0604	WATER, WWTP: OVERCHARGE	179493	11/22/2023	<b>402.30</b>
Vendor Total:					<b>402.30</b>
WEELBORG	0126	W.W.T.P.: 2023 FORD F-150	179478	11/20/2023	<b>54,255.16</b>
Vendor Total:					<b>54,255.16</b>
WINE MERCHANTS	0667	LIQUOR STORE: MERCH FOR RESALE	179479	11/20/2023	<b>1,863.40</b>
Vendor Total:					<b>1,863.40</b>
Grand Total:					<b>171,092.98</b>
Less Credit Memos:					<b>0.00</b>
Net Total:					<b>171,092.98</b>
Less Hand Check Total:					<b>0.00</b>
Outstanding Invoice Total :					<b>171,092.98</b>
Total Invoices:		<b>33</b>			

## INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

FEB. 20, 2024 - REGULAR BILLS

Date: 02/16/2024

Time: 10:38 am

Page: 1

City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
4-SQUARE BUILDERS, INC.	0071	PARK, WATER: WOOD, DRYWALL	0	00/00/0000	<u>276.53</u>
				Vendor Total:	276.53
A & K REPAIR	0001	W.W.T.P.: STATION HEATER REPAIR	0	00/00/0000	<u>199.95</u>
				Vendor Total:	199.95
A.H. HERMEL CO.	0573	PARK, CITY CENTER: MERCH FOR RESALE	0	00/00/0000	<u>159.53</u>
				Vendor Total:	159.53
ARNOLD COMPANIES	0493	CITY CENTER: DAMAGE DEPOSIT	0	00/00/0000	<u>200.00</u>
				Vendor Total:	200.00
AT&T MOBILITY	1205	MULT DEPT: PHONE BILL	0	00/00/0000	<u>888.64</u>
				Vendor Total:	888.64
AXON ENTERPRISE, INC	0439	POLICE: CAMERAS FOR SQUAD CARS	0	00/00/0000	<u>7,740.00</u>
				Vendor Total:	7,740.00
BLUE CROSS BLUE SHIELD OF MII	1254	MULT DEPTS: INSURANCE PREMIUMS	0	00/00/0000	<u>46,234.34</u>
				Vendor Total:	46,234.34
BORDER STATES INDUSTRIES INC	0852	LIQUOR: LIGHT BULBS	0	00/00/0000	<u>363.96</u>
				Vendor Total:	363.96
BRADLEY SECURITY & ELECTRIC	0209	ADMIN, STREET, REIMB: KEY CARDS, REKEY	0	00/00/0000	<u>5,892.50</u>
				Vendor Total:	5,892.50
CARD SERVICES	0330	WATER, W.W.T.P., LIQUOR: WATER, MERCH, FUEL	0	00/00/0000	<u>296.03</u>
				Vendor Total:	296.03
CENGAGE LEARNING INC-GALE	1828	LIBRARY: BOOKS	0	00/00/0000	<u>47.98</u>
				Vendor Total:	47.98
CENTERPOINT ENERGY	0204	MULT DEPTS: NATURAL GAS BILLS	0	00/00/0000	<u>17,663.56</u>
				Vendor Total:	17,663.56
CENTRAL HYDRAULICS	1913	STREET: BRINE TRUCK REPAIR	0	00/00/0000	<u>3,063.85</u>
				Vendor Total:	3,063.85
FERGUSON ENTERPRISES	2267	WATER: PIPE, GASKETS, COUPLINGS	0	00/00/0000	<u>1,950.83</u>
				Vendor Total:	1,950.83
FLAHERTY & HOOD, P.A.	0441	POLICE: LEGAL FEES	0	00/00/0000	<u>855.00</u>
				Vendor Total:	855.00
FOSTER MECHANICAL, INC.	0647	ADMIN, POLICE, LIQUOR: ROOF DRAIN, BLDG REPAIR	0	00/00/0000	<u>5,269.90</u>
				Vendor Total:	5,269.90
FRANKLIN PRINTING INC.	0085	ADMIN: PAPER	0	00/00/0000	<u>423.92</u>
				Vendor Total:	423.92
GLENCOE CO-OP ASSN.	1842	MULT DEPTS: FUEL	0	00/00/0000	<u>5,794.51</u>
				Vendor Total:	5,794.51
GLENCOE FLEET SUPPLY	2074	MULT DEPTS: SHOP SUPPLIES, HARDWARE, LIGHTS	0	00/00/0000	<u>748.74</u>
				Vendor Total:	748.74
HILLYARD HUTCHINSON	0122	ADMIN, LIQUOR: SCRUBBER & CLEANING SUPPLIES	0	00/00/0000	<u>559.82</u>
				Vendor Total:	559.82
JOHN DEERE FINANCIAL	1299	STREET: BROOM PARTS	0	00/00/0000	<u>335.83</u>
				Vendor Total:	335.83
KILLMER ELECTRIC CO, INC	1408	W.W.T.P.: HEATER REPAIR	0	00/00/0000	<u>8,645.40</u>
				Vendor Total:	8,645.40

# INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

FEB. 20, 2024 - REGULAR BILLS

Date: 02/16/2024

Time: 10:38 am

Page: 2

City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
KONE CHICAGO	0800	ADMIN, LIBRARY, CITY CENTER: ELEVATOR MAINT.	0	00/00/0000	1,118.55
				Vendor Total:	1,118.55
KWIK TRIP	1653	POLICE: FUEL	0	00/00/0000	1,892.00
				Vendor Total:	1,892.00
LARAWAY ROOFING, INC.	0755	POLICE: REROOF PROJECT	0	00/00/0000	11,210.00
				Vendor Total:	11,210.00
LEAGUE OF MINNESOTA CITIES	0154	COUNCIL: TRAINING	0	00/00/0000	350.00
				Vendor Total:	350.00
LEMKE, PAUL	0529	COUNCIL: MILEAGE & MEAL REIMB.	0	00/00/0000	97.00
				Vendor Total:	97.00
LIGHT & POWER COMMISSION	1484	MULT DEPTS: ELECTRICITY, CREDIT CARD & BILLING FEES	0	00/00/0000	29,152.31
				Vendor Total:	29,152.31
MCLEOD COOP. POWER ASS'N.	0201	ADMIN, AIRPORT: ELECTRICITY	0	00/00/0000	969.19
				Vendor Total:	969.19
METERING & TECHNOLOGY	1050	WATER: WATER METERS & PARTS	0	00/00/0000	56.25
				Vendor Total:	56.25
METRO SALES, INC	1066	POLICE, LIBRARY: OFFICE EQUIPMENT LEASE	0	00/00/0000	206.71
				Vendor Total:	206.71
MNSPECT	0722	CODE ENFORCE: BUILDING & RENTAL INSPECTIONS	0	00/00/0000	5,509.56
				Vendor Total:	5,509.56
MVTL, INC.	0353	WWTP: LAB TESTING	0	00/00/0000	104.00
				Vendor Total:	104.00
NORTH CENTRAL LABORATORIES	0631	WWTP: LAB SUPPLIES	0	00/00/0000	326.82
				Vendor Total:	326.82
OFFICE OF MN. IT SERVICES	1423	POLICE: INTERNET SERVICE	0	00/00/0000	120.92
				Vendor Total:	120.92
OXYGEN SERVICE COMPANY	0653	STREET: WELDING SUPPLIES	0	00/00/0000	16.74
				Vendor Total:	16.74
PIONEERLAND LIBRARY SYSTEMS	0227	REIMB: CARDS & FINES	0	00/00/0000	18.40
				Vendor Total:	18.40
PITNEY BOWES GLOBAL	1714	ADMIN: POSTAGE MACHINE LEASE	0	00/00/0000	142.53
				Vendor Total:	142.53
PREMIUM WATERS, INC.	1081	MULT DEPTS: WATER	0	00/00/0000	207.92
				Vendor Total:	207.92
QUILL LLC	1691	LIBRARY: OFFICE SUPPLIES	0	00/00/0000	69.95
				Vendor Total:	69.95
REVIER WELDING	1509	STREET: EQUIPMENT REPAIR	0	00/00/0000	1,359.80
				Vendor Total:	1,359.80
RUNNING'S SUPPLY, INC.	1616	WATER, WWTP: SAFETY EQUIPMENT, UNIFORMS	0	00/00/0000	142.49
				Vendor Total:	142.49
SAM'S TIRE SERVICE INC.	0250	POLICE: TIRE REPAIR	0	00/00/0000	32.95
				Vendor Total:	32.95
SERVICE MASTER PROFESSIONAL	0644	POLICE: RECONSTRUCTION SERVICES PAYMENT	0	00/00/0000	33,200.00
				Vendor Total:	33,200.00

## INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

FEB. 20, 2024 - REGULAR BILLS

Date: 02/16/2024

Time: 10:38 am

Page: 3

City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
STAR GROUP, L.L.C.	0972	STREET, WATER, WWTP: EQUIPMENT REPAIR SUPPLIES, FILTERS	0	00/00/0000	484.70
				Vendor Total:	484.70
THOMSON REUTERS	1260	POLICE: INVESTIGATION SUPPLIES	0	00/00/0000	182.00
				Vendor Total:	182.00
TRI-COUNTY WATER	1016	STREET, REIMB, AIRPORT: WATER	0	00/00/0000	194.12
				Vendor Total:	194.12
VIVID IMAGE, INC.	0436	LIQUOR STORE: WEBSITE HOSTING	0	00/00/0000	1,200.00
				Vendor Total:	1,200.00
WATER CONSERVATION SERVICE	1298	WATER: LEAK LOCATES	0	00/00/0000	669.20
				Vendor Total:	669.20
				Grand Total:	196,644.93
				Less Credit Memos:	0.00
				Net Total:	196,644.93
				Less Hand Check Total:	0.00
				Outstanding Invoice Total :	196,644.93
Total Invoices:		50			





SMALL CITY & BIG FUTURE

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

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left blank to separate  
agenda items.**

Mayor: Ryan Voss City Administrator: Mark D. Larson  
Councilors: At-Large Yodee Rivera, Precinct 1 Sue Olson, Precinct 2 Mark Hueser, Precinct 3 Paul Lemke, Precinct 4 Cory Nield

**Glencoe Municipal Liquor Store**  
**Profit & Loss Statement for September 2023**

<b>Sales</b>	
Liquor	76,947.38
Beer	129,333.78
Wine	17,646.98
Other Merchandise	5,955.98
<b>Total Sales</b>	<u>229,884.12</u>

<b>Cost of Sales</b>	
Beginning Inventory	467,923.65
Purchases	163,286.39
<b>Total Merch. Avail. for Sale</b>	<u>631,210.04</u>
Less Inventory Ending	461,450.40
<b>Cost of Sales</b>	<u>169,759.64</u>
<b>Gross Profit on Sales</b>	<u>60,124.48</u>
	26.15%

<b>Operating Expenses</b>	
Sales Tax (Use tax)	157.00
Full-Time Employees	5,825.76
Full-Time Employees- Overtime	0.00
Part-Time Employees	5,536.83
PERA Contributions	803.39
FICA Contributions	699.56
Medicare Contributions	163.60
Health & Life Insurance	2,277.31
Operating Supplies	8,761.73
Cleaning Supplies	0.00
Repair & Maintenance	0.00
Professional Services	0.00
Training	0.00
Computer Repair/Equipment	0.00
Telephone	116.52
Travel Expense	0.00
Advertising	1,954.18
Printing & Binding	0.00
Electricity	1,178.14
Natural Gas	246.72
Uniforms	0.00
Miscellaneous	0.00
<b>Sub-total</b>	<u>27,720.74</u>
Insurance- Liquor, Property, Gen'l Liability	888.12
Depreciation	3,504.41
Audit	250.00
Worker's Comp	450.91
Bond Interest	943.13
<b>Total Operating Expenses</b>	<u>33,757.31</u>

<b>Non-Operating Expenses/Income</b>	
Interest Income	157.91
Miscellaneous	500.00
Sales Tax Variance	(0.24)
Cash Drawer +/-	(106.59)
Bottle Deposit/Paid Out	0.00
Bad/Collected Checks	0.00
<b>Total Non-Operating Exp./Inc.</b>	<u>551.08</u>

<b>Net Income</b>	26,918.25
<b>Year-To-Date Income</b>	192,387.04

**Comparative Figures**

<b>Previous Year (2022)</b>	
Total Sales	206,762.32
Gross Profit on Sales	52,533.50
Total Operating Expenses	30,746.68
Total Non-Operating Exp./Inc.	108.48
Net Income	21,895.30
Year-To-Date Income	178,997.89

Current YTD Cash Balance	199,482.79
Last Month YTD Income	165,468.79

## FUND BALANCES

FUND #	2023 CASH BALANCES	MONTH SEPTEMBER	MONTH AUGUST	MONTH JULY
101	General-Operating	\$ 1,475,969.31	\$ 1,616,065.99	\$ 1,828,839.81
101	General-Childhood Intervention	\$ 886.55	\$ 886.55	\$ 886.55
101	General-Crime Prevention	\$ 1,322.55	\$ 2,422.81	\$ 2,422.81
601	Water-Operating	\$ 2,625,569.89	\$ 2,526,761.25	\$ 2,431,473.53
601	Water-Water Availability Charge	\$ 579,526.74	\$ 572,056.10	\$ 571,505.93
601	Water-Trunk Water Charge	\$ 25,492.63	\$ 25,467.67	\$ 25,443.18
601	Water-Bonds	\$ 1,936.21	\$ 1,934.31	\$ 1,932.45
601	Water-Construction	\$ -	\$ -	\$ -
602	W.W.T.P.-Operating	\$ 1,822,373.27	\$ 1,820,372.92	\$ 1,770,298.70
602	W.W.T.P.-Sewer Availability Charge	\$ 1,114,057.99	\$ 1,109,470.66	\$ 1,108,403.64
602	W.W.T.P.-Trunk Sewer Charge	\$ 130,024.62	\$ 129,897.32	\$ 129,772.39
602	W.W.T.P.-Bonds	\$ (201,286.69)	\$ (269,347.72)	\$ 421,475.67
602	W.W.T.P.-Construction	\$ -	\$ -	\$ -
603	Sanitation	\$ 34,528.46	\$ 33,853.88	\$ 31,988.27
604	City Center-Operating	\$ (46,832.44)	\$ (32,113.61)	\$ (29,976.86)
604	City Center-Bonds	\$ (643,994.65)	\$ (643,364.13)	\$ (642,745.38)
609	Liquor Store	\$ 199,482.79	\$ 161,125.97	\$ 132,208.75
612	Airport	\$ (850,675.52)	\$ (863,208.04)	\$ (715,461.13)
651	Storm Water Management	\$ 260,524.44	\$ 222,439.17	\$ 179,269.78
213	Park Improvement	\$ 178,393.16	\$ 142,492.93	\$ 164,253.11
223	Aquatic Center	\$ (88,236.55)	\$ (66,178.96)	\$ (30,746.59)
223	Aquatic Center-Lifeguard Training	\$ 2,295.25	\$ 2,295.25	\$ 1,795.25
225	Cable TV	\$ 7,498.08	\$ 19,923.41	\$ 19,954.20
226	Cemetery	\$ (26,059.07)	\$ (23,931.76)	\$ (22,201.46)
229	Municipal State Aid	\$ 222,458.03	\$ 222,240.23	\$ 222,243.28
230	Engineering/Inspection Services	\$ (126,607.11)	\$ (126,483.15)	\$ (126,361.51)
231	Public Safety Aid	\$ -	\$ -	\$ -
300	City Sinking	\$ 8,247.89	\$ 8,239.81	\$ 8,231.89
382	2007 Tax Increment Bond-2007 Industrial Park	\$ (59,717.87)	\$ (59,659.40)	\$ (59,602.02)
383	2014 Tax Increment Bond-West Industrial Park	\$ -	\$ -	\$ -
384	2018 Tax Increment Bond-Panther Heights	\$ (31,260.11)	\$ (31,229.50)	\$ (31,199.47)
409	Tax Increment #4-Industrial Park	\$ 448,060.72	\$ 447,622.03	\$ 447,191.53
424	Tax Increment #17-Miller Manufacturing	\$ 1,981.99	\$ 1,980.05	\$ 31,949.29
425	Tax Increment #18-West Industrial Park	\$ -	\$ -	\$ -
426	Tax Increment #19-Panther Heights	\$ 40,215.59	\$ 40,176.22	\$ 40,137.58
427	Tax Increment #20-Bus Garage	\$ (9,315.47)	\$ (9,306.35)	\$ (9,297.40)
466	2023 Street Improvement	\$ 640,111.27	\$ 1,855,827.52	\$ 3,145,933.70
523	2008 11th Street/Morningside Bond	\$ (42,109.19)	\$ (42,067.96)	\$ (42,027.50)
524	2014 Street Improvement Bond	\$ (91,432.61)	\$ (91,343.09)	\$ (91,255.24)
525	2015 Street Improvement Bond-Lincoln Park	\$ (422,056.34)	\$ (421,643.11)	\$ (421,237.60)
526	2016 Street Improvement Bond-Armstrong Avenue	\$ (139,826.61)	\$ (139,689.71)	\$ (139,555.36)
527	2017 Street Improvement Bond-Baxter Avenue	\$ (118,171.97)	\$ (118,056.27)	\$ (117,942.73)
528	2018 Storm Water Improvement Bond-Central Storm Sewer	\$ (197,273.72)	\$ (197,080.57)	\$ (196,891.03)
529	2021 Street Improvement Bond-10th Street	\$ 161,093.11	\$ 160,935.39	\$ 160,780.61
530	2023 Street Improvement Bond	\$ 181,343.25	\$ -	\$ -
<b>TOTALS</b>		<b>\$ 7,068,537.87</b>	<b>\$ 7,989,784.11</b>	<b>\$ 10,201,890.62</b>