



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

Monday
March 4, 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 20, 2024
 - B.** Approve Tobacco license for Central Tobacco Inc. / DBA: SmoKing Shop ; 2306 9th St East, Glencoe, MN 55336
- 3. APPROVE AGENDA**
- 4. PUBLIC COMMENT (agenda items only)**
- 5. PUBLIC HEARINGS**
 - A.** 7:00 PM – Public Hearing on MS4 – PW Director Lemen
 1. Adopt a Catch Basin
 2. Annual Contractors Breakfast
- 6. BIDS AND QUOTES (none scheduled)**
- 7. REQUESTS TO BE HEARD**
 - A.** Park Board Recommendations
 1. Pickleball Courts Request for funding – Mayor Voss
 2. Appoint Lynda Wagoner to Park Board
- 8. ITEMS FOR DISCUSSION**
 - A.** Emerald - Ash Borer update – PW Director Voigt
 - B.** Set Economic Development Authority meeting for March 18, 2024, at 5:00 PM
 - C.** Presidential Primary March 5 at City Center
 - D.** Workshop reminder for March 25th at 5:30 PM
- 9. ROUTINE BUSINESS**
 - A.** Project Updates
 - B.** Economic Development
 - C.** Public Input
 - D.** Reports
 - E.** City Bills
- 10. ADJOURNMENT**



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agenda items.**

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



SMALL CITY & BIG FUTURE

GLENCOE CITY COUNCIL MEETING MINUTES

February 20, 2024 – 7:00 PM

City Center Ballroom

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

City Staff: Mark Larson, Mark Lemen, Mark Ostlund, Todd Trippel, Morgan Attenberger, 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.

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 10th 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.

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

3. APPROVE AGENDA

Motion: Hueser, seconded by Rivera 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

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 reviewed the Soil report conducted by Braun Intertec and noted that petroleum was discovered in a boring by Hennepin Avenue and 20th Street. Black recommended a phase one – environmental study to be conducted. The cost would be split between the City of Glencoe and McLeod County. Black also discussed potential reimbursement from the Petrofund.

Motion: Lemke, seconded by Hueser to approve SLA for Phase One with SEH. All in favor, the motion carried.

7. REQUESTS TO BE HEARD

- A. Economic Development Authority Membership and Appointment – City Council Recommendations

Motion: Rivera, seconded by Hueser. All in favor, the motion carried.

- B. Approve Resolution 2024-03 Appointing Election Judges for Presidential Primary Election on March 5, 2024 – City Administrator Larson informed the City Council of the Presidential primary scheduled for March 5th. He recommended the approval of Resolution 2024.03 to appoint the election judges.

Motion: Lemke, seconded by Olson to approve Resolution No. 625, and upon a roll call vote, the following voted Aye, Hueser, Rivera, Olson, and Lemke. The following voted nay, none. Whereupon the resolution 2024-03 was declared adopted and approved.

RESOLUTION 2024-03

RESOLUTION DESIGNATING CITY OF GLENCOE ELECTION JUDGES FOR THE PRESIDENTIAL NOMINATION PRIMARY (PNP) TO BE HELD ON MARCH 5th, 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 5th, 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 Hoese
Gary Schreifels	Ken Hults	Sue Terlinden

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

- C. Approve Resolution 2024-04 Requesting 2024 Street Funds Advance for Municipal State Aid Street Bonds of 2016 – Justin Black, SEH City Engineer reviewed the request of MNDOT State Aid Office for the City to request an annual appropriation for the Debt Service on the 2016 Armstrong Avenue Project.

Motion: Olson, seconded by Lemke to approve Resolution No. 2024-04: and upon a roll call vote, the following voted Aye, Hueser, Rivera, Olson, and Lemke. The following voted nay, none. Whereupon resolution 2024-04 was declared adopted and approved.

**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 (16th 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	\$(250,99)
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.

D. Third Reading of Ordinance 624 to amend the City Charter, specific to the establishment of the Fire Department – City Attorney Ostlund reviewed the final reading of Ordinance 624.

Motion: Lemke, seconded by Hueser to approve the Third reading of Ordinance No. 624.. All in favor, the motion carried.

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)

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 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.

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. 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.

Section 7.03 Officers of Fire Department. Repealed by Ordinance No. 624, dated February 20, 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 employees and volunteers of the department and all activities 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. Repealed by Ordinance No. 624, dated February 20, 2024.

Section 7.06 Out of Town Calls. Repealed by Ordinance No. 624, dated February 20, 2024.

Section 7.07 Destruction of Buildings. Repealed by Ordinance No. 624, dated February 20, 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.

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 departments and associated services of the City, and subject to the approval by the City Council and the uniform municipal contracting law, Minnesota Statutes, section 471.345, the various departments 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 90 days following its passage and publication in accordance with Minn. Stat. § 410.12, subd. 7.

Adopted the 20th day of February, 2024, by the City Council of the City of Glencoe, Minnesota.

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 reviewed the final reading of Ordinance 625.

Motion: Hueser, seconded by Olson to approve the third reading of Ordinance No. 625. All in favor, the motion carried.

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

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, four (4) of whom shall be qualified voters of the City of Glencoe, one (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 21st day of February, 2024.

- F. Rezoning Request of Dollar General/Overland Group on land owned by Seneca Foods – Planning Commission Recommend rezoning the property, owned by Seneca Foods, and under a purchase agreement with Overland Group for the Dollar General to B-1, Commercial.

Motion: Hueser, seconded by Lemke to approve the Rezoning request of Overland Group. All in favor, the motion carried.

- 1. Dollar General Access – Access was discussed. No action was taken.

8. ITEMS FOR DISCUSSION

- A. Easement for Waterline with Seneca Foods – City Attorney Ostlund indicated that the City had no easement for a waterline that was located under future Dogwood Avenue. The waterline was extended to Seneca in 1989 for the Housing expansion. City Administrator indicated that Seneca would agree to an easement for the waterline at this time on Tract E, of Registered Land Survey 25.

Motion: Hueser, seconded by Olson to approve the easement. All in favor, the motion carried.

- B. Appoint Scott Maynard to the Planning Commission – Planning Commission Recommendation

Motion: Hueser, seconded by Rivera to appoint Scott Maynard to the Planning and Industrial Commission.. All in favor, the motion carried.

- C. Workshops

Motion: Hueser, seconded by Rivera to set the March Workshop for the 4th Monday of March at 5:30 to discuss the Comprehensive Plan and Council Member goal setting. All in favor, the motion carried.

9. ROUTINE BUSINESS

- A. Project Updates
- B. Economic Development
- C. Public Input
- D. Reports
- E. City Bills - **Motion:** Lemke, second by Hueser to pay City Bills. All in favor, the motion carried.

10. ADJOURNMENT

Motion: Rivera, seconded by Olson to Adjourn. All in favor, the motion carried.



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To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: March 1, 2024

Re: **Item 5A** – Public Hearings

Item 5A – Public Works Director Lemen will present activities taken by the City of Glencoe during 2023 regarding the Municipal Separate Storm Sewer System (MS4).

After the presentation, the City Council will open up for questions from the Public.



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To: Mayor & City Council
From: Mark Lemen – Public Works Director
Date: March 4, 2024

REF: Annual Public Hearing of Municipal Separate Storm Sewer System (MS4) – Monday, March 4, 2024

This public hearing is mandated by federal regulations under the Clean Water Act and administered by the Minnesota Pollution Control Agency (MPCA).

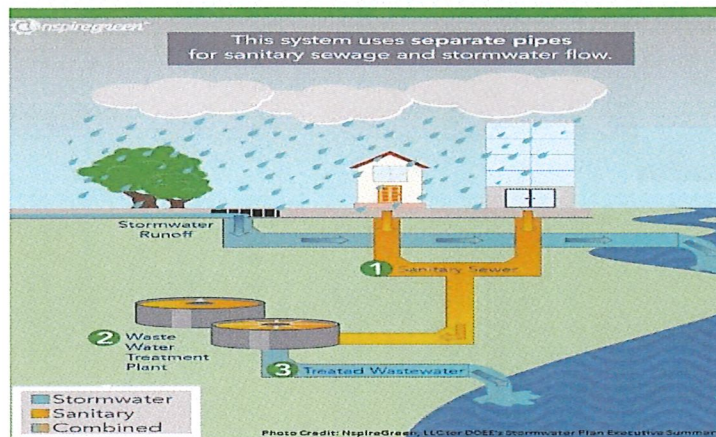
The following topics will be discussed and then the **Public** will have an opportunity to comment or ask questions.

- Environmental harm
- Defining MS4
- Public process
- MS4 general permit
- Reducing storm water
- Simple steps to better water quality
- Adopt – A – Catch Basin

Documentation of this public hearing and comments will be implemented in the 2023 MS4 Annual Report, due by June 1, 2023, to the MPCA.

City of Glencoe MS4 Public Hearing

MS4 MUNICIPAL SEPARATE STORM SEWER SYSTEM



1

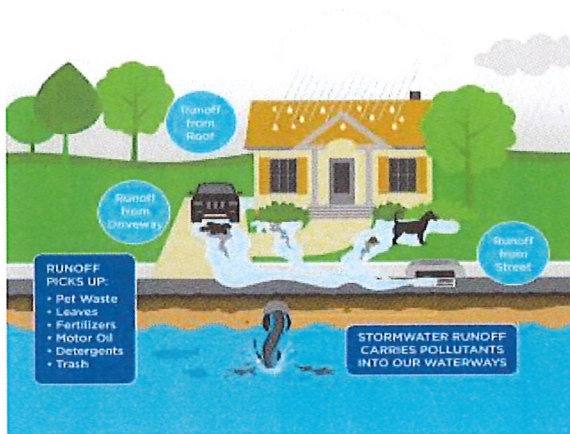
What is MS4?

A municipal separate storm sewer system (MS4) is a conveyance or system of conveyances (roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, man-made channels, storm drains, etc.) that is also:

- Owned or operated by a public entity (which can include cities, townships, counties, military bases, hospitals, prison complexes, highway departments, universities, sewer districts, etc.)
- Designed or used for collecting or conveying stormwater
- Not a combined sewer
- Not part of a publicly owned treatment works (MPCA)

2

Environmental Harm



- Storm Sewers deliver rain and pollution directly to our lakes and rivers.
- Excess amounts of chlorides from salt, heavy metals, nitrogen and phosphorus from fertilizer runoff can create dangerous algae blooms, fish kills, and dangerously negative effects to the biodiversity of the ecosystem.
- Erosion can occur from the destruction of shoreline plant life and flooding.

5

Reducing Storm Water

- Glencoe participates in a rain barrel program along with the cities of Hutchinson and Wilmar.
- The program consists of residents purchasing a rain barrel from the city at a charge of \$30. The barrel comes with hardware to attach to the downspout to catch the rainwater from the roof and gutter system
- In addition, the city is implementing an adopt-a-catch basin program in the spring of 2024 as well as investigating implementation of a rain garden program.

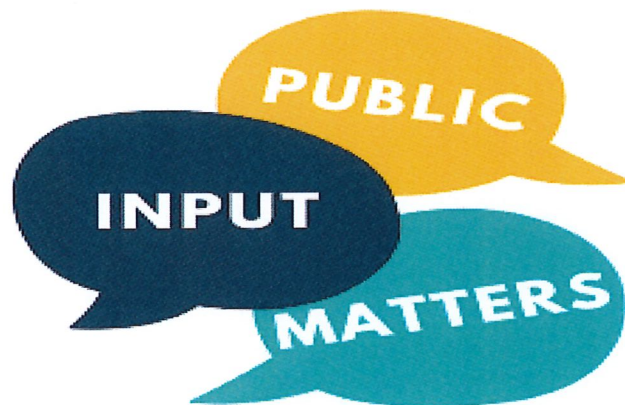
6

Simple Steps To Better Water Quality

- Reduce salt usage on driveways and roadways in the winter
- Pick up and dispose of pet waste into trash bins or designated pet waste disposal containers
- Utilize the Rain barrel program
- Implement a bioinfiltration (rain garden) along impervious surfaces
- Reduce fertilizer usage or be mindful of applications near impervious surfaces

7

Questions or Public Input



8



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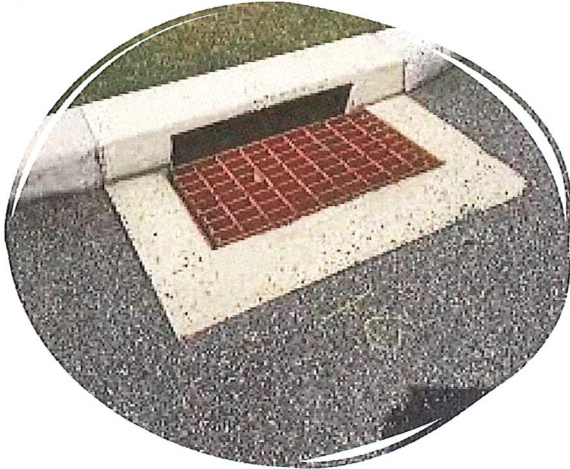


1

What is a Catch Basin and What do they do?

- Catch basins are the first step in the collection of stormwater. Catch basins work in a similar fashion to the drains in your house. Stormwater flows off streets and other impervious surfaces where the catch basins collect and divert flows through a series of pipes that discharge the stormwater into the Buffalo Creek watershed, or a pond designed to hold stormwater.

2



Where are Catch Basins Located?

- Catch basins are located within the curb, or gutter, of the street.
- Grids on top of the catch basin are designed to filter out large debris from entering the storm sewer system.

3

Why Adopt a Catch Basin?

- Adopting a catch basin helps the city monitor the health and operation of our storm sewer system. The public works department does a very good job of monitoring the system, however, during large weather events, it can be a daunting task to monitor the entire system at once.
- By adopting a catch basin, you can play a vital role in the quality of services that our public works department can provide.
- This simple act of citizen engagement affords the public works department to either respond quickly to an emergent issue within the storm system, as well as have a sense of comfort that they can address other concerns knowing that they will be informed immediately if an emergent issue arises in your catch basin.

4

What is Required if I Adopt a Catch Basin?

- Monitor the debris that can gather on top of the catch basin. If it is minor build up, rake the debris off and notify the public works department that there was debris and that you cleaned it off. By doing this we will be able to monitor the amount of collection and prioritize catch basins that the city should be monitoring closely. If the debris is a considerable amount, simply contact us and we will provide cleaning services.
- Monitor the catch basin during weather events to ensure proper drainage, if there is an issue, notify the public works department immediately.
- Using a flashlight, and not removing the grate, inspect to make sure the catch basin is free of debris internally. If debris exists, contact public works for service.

5

What is Required if I Adopt a Catch Basin?

- Ensure that all proper labels are present and legible.
- Put your own small artwork on the catch basin! You will be permitted a small section of the catch basin to create a design based on environmental impacts of stormwater collection, water and/or environmental conservation. All artwork will require approval from City Council prior to implementation. This is NOT a requirement, just a bonus!

6

Artwork Examples



7

How do I Adopt a Catch Basin?

- Residents wishing to adopt a catch basin will need to contact Public Works Director Mark Lemen.
- Residents must sign the Adopt a Catch Basin pledge agreeing to the minimum requirements of the program.
- Pledges will be renewed annually, and residents will receive a certificate of appreciation as well as be recognized at the city's annual MS4 public hearing in March.
- For more information contact Public Works Director Mark Lemen at:

1107 11th St E Glencoe, MN 55336, mlenen@ci.glencoe.mn.us, (320) 864-6954

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To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: March 1, 2024

Re: **Item 6** – Park Board Recommendations

Item 6A – Mayor Voss will review a request for funding of Pickleball courts in Oscar Olson Park.

Item 6B – It is the recommendation of the Park Board to appoint Lynda Wagoner to the Park Board. There is still one open position on the Board and the Park Board is inviting candidates to their next meeting in April.

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Pickleball Project

- Excavation and Site prep - City of Glencoe
- Concrete Installation

Mid – Minnesota quote w/4.5" concrete \$51,840

M-M Contractor Discount for project -\$6000

Install at 4" (minimum thickness) -\$2160

RDV Crew to help w/set-up and pour - \$2000

Knife River Community Grant – May TBD

(Grant \$500 -\$5000)

- Concrete Court Installed - range of \$43,340 - \$36,680

- Equipment cost - Jamie \$ 1,050 x 4

- Sport Court cost – surfacing option 41,970

- Sport Court cost – tiles option w/install 50,970

- Fencing cost - 396' -10' galvanized 29,398

Opt. Black -add \$9708

160' -4' galvanized 7076

- Electrical/Lighting – TBD

black - 2642.00

- Final landscaping around the courts – City of Glencoe

Preliminary Cost Range

Base cost \$116,174

Upgraded options total \$141,542

Preliminary Range - \$120,000 - \$150,000

* doesn't include electrical or unforeseen expenses

Funding Sources

Sno-Pro's \$5,000

Sno-Pro's \$4,000

Lions Club \$5,000

Park Improvement Fund \$178,000 available

Campground payback \$20,000 -annual revenue

Private Contributions possibilities – Recognition Signage on-site

Fund-raising Ideas _____

Park Board Minutes
February 28, 2024

Members Present: Amanda Ortloff, Jim Eiden, Noel Arebalos

Members Absent: Jerrod Fisher

Others Present: Jamie Voigt, Yodee Rivera, Ryan Voss, Lynda Wagoner

Board Organization:

Motion by Amanda, seconded by Noel to approve Jim as the chair for the park board for the 2024 year. All present voted aye. Motion carried.

Adopt Minutes:

Motion by Amanda, seconded by Jim to approve the minutes from October 25, 2023. All present voted aye. Motion carried.

Park Board Applications:

Mike Long and Matt Roberts did not renew their terms with the park board. The park board received 4 applications for interest in the 2 open positions. The applicants were as follows:

Dennis Wolter – Only interested in park board

Lynda Wagener – Only interested in park board

Deb Krone – Interested in library board as first choice and park board as second choice

Derek Rosenwald – Interested in park board, planning & industrial commission, and economic development commission

It was discussed if the other board seats were still open or filled but that was unknown at the time of the meeting.

Lynda Wagoner was in attendance at the meeting and took the opportunity to introduce herself and tell the board why she is interested in the position. *Motion by Amanda, seconded by Noel to recommend the appointment of Lynda Wagoner to the park board pending City Council approval. All present voted aye. Motion carried.*

The park board will request city staff to reach out to the other applicants to see if they are still interested and if so request them to come to the March meeting so a selection can be made on the remaining open seat.

Pickleball Installation:

Updated quotes were provided from C&C Courts for modular surface versus color coat surface for the pickleball courts. The modular surface is about \$9000 more than the color coat surface but the life expectancy is much longer and the warranty period is 15 years compared to a 2-year warranty and a 5-to-7-year replacement expectancy. Discussed concrete thickness options and all agreed the thicker option would be more durable and the better option. Also discussed galvanized versus black fencing options. The preliminary range of the project is \$120,000 to \$150,000 for 4 courts. There has been \$14,000 received in donations which are taken into consideration with the Park Improvement Fund balance of \$178,000. Knife River also offers a Community Grant in May that could be between \$500 to \$5,000. Very optimistic of the likelihood of getting granted something due to the community involvement of the project. The park board does support this project and think it is important to keep the project moving forward. Additional funding sources will need to be identified to close any gaps in the project and private donor contributions are expected but it is unknown to what extent. *Motion by Jim, seconded by Amanda to*

commit \$100,000 of funds from the Park Improvement Fund towards the pickleball project. All present voted aye. Motion carried.

Park Shelter Update:

The online shelter rental resource is now available online.

Other:

Amanda brought up looking into the MN DNR Grant for the restroom portion of the Oscar Olson project if not for this year potentially a future year when we are more financially prepared for the restroom component of the project. The application period closes April 1, 2024 and is a matching grant up to \$350,000. Grant selections would be made in the summer of 2024. Work cannot be started until after the grant is awarded so the pickleball courts and soccer fields would not be a viable option for this. Restrooms are an eligible recreation support facility and eligible for grant proceeds when a sport court, trails, and/or playgrounds are also a component of the project. The application period for 2024 would recommend 2025/2026 construction dates.

Jamie's Report:

- Staff continues to work on refurbishing the picnic tables.
- Clean up of the parks is expected to begin before the end of March.
- The shed that was brought out to Oak Leaf Park will have steel put on the roof and the door frame repaired.
- The Rotary is taking on the dog park. The Rotary expects to completely fund the project and/or fundraise for the project.
- Staff will seed the expected dog park area to get the grass to proper consistency for the amount of dog traffic that would be expected one day.
- Soccer fields are also priority of the Oscar Olson project and an estimated cost of \$35,000. There is a group interested in donating goals in order to hold their practices at the park.
- Staff will continue to work with interested parties on the memorial benches and will get the concrete bases put into place for the benches.

Adjournment:

Motion by Amanda, seconded by Noel to adjourn the February 28, 2024 park board meeting. All present voted aye. Motion carried.

Next Meeting Date:

Next meeting date is Wednesday, March 27th at 6:30 p.m.

Quote

Century Fence Company
14839 Lake Dr NE
Forest Lake, MN 55025

**Quote To:**

CITY OF GLENCOE
1107 11th Street East
Glencoe, MN 55336

Project Location:

City of Glencoe
Glencoe, MN

Quote #: 21776

Quote Date: 2/29/2024

Description

10' High Fence Pickleball Fence

Furnish and install 396 LF of 10 Foot high galvanized chain link fence. Line posts shall be 3" O.D. Galvanized steel pipe Concrete Set 48" in depth and spaced a maximum of 8' on centers. The fence shall consist of top/middle/bottom rails which will be 1-5/8" O.D. Galvanized pipe.

- 4 - Corner post: 3" O.D. Galvanized pipe - Concrete Set
- 4 - End post: 3" O.D. Galvanized pipe - Driven

Total: \$29,398.00

Option: Change material to Black Vinyl ADD: \$8,708.00

8' High Fence Pickleball Fence

Furnish and install 396 LF of 10 Foot high galvanized chain link fence. Line posts shall be 3" O.D. Galvanized steel pipe Concrete Set 48" in depth and spaced a maximum of 8' on centers. The fence shall consist of top/middle/bottom rails which will be 1-5/8" O.D. Galvanized pipe.

- 4 - Corner post: 3" O.D. Galvanized pipe - Concrete Set
- 4 - End post: 3" O.D. Galvanized pipe - Driven

Total: \$26,448.00

Option: Change material to Black Vinyl ADD: \$5,346.00

Option: Change line posts to 2 1/2" in lieu of 3" DEDUCT: \$1,885.00 (Not recommended if windscreen will be added at a later time)

4' High Fence Pickleball interior fence

Furnish and install 160 LF of 4 Foot high galvanized chain link fence. Line posts shall be 2" O.D. Galvanized steel pipe plated. The fence shall consist of top/bottom rails which will be 1-5/8" O.D. Galvanized pipe.

- 2 - End post: 3" O.D. Galvanized pipe - Plated

Total: \$7,076.00

Option: Change materials to Black Vinyl: ADD: \$2,642.00

Dog Park Fence

Furnish and install 1102 LF of 5 Foot high galvanized chain link fence. Line posts shall be 2" O.D. Galvanized steel pipe Driven 48" in depth and spaced a maximum of 10' on centers. The fence shall have top and bottom rails which will be 1-5/8" O.D. Galvanized pipe.

Quote Valid For 15 days

Buyer's Signature: _____

Date: _____

Submitted by: _____

Ben Erickson

Change

Acceptance:

This quote when accepted in writing by purchaser and by Century Fence Company includes the terms and conditions set forth on www.centuryfence.com which are incorporated by reference and becomes a contract between two parties. If the project is cancelled upon agreement and special materials were purchased, the customer agrees to pay 100% of the material cost

Ben Erickson

Office: 651-464-7373

Cell: 612-454-9755

Email: BErickson@centuryfence.com

Terms of Payment: Net Cash upon receipt of invoice.

- 9 - Corner posts: 3" O.D. Galvanized pipe - Concrete Set
- 10- Gate posts: 3" O.D. Galvanized pipe - Concrete Set
- 3- 5' wide x 5' High Man Gates with standard hardware
- 2- 12' wide x 5' High single swing gates with standard hardware

Total: \$36,215.00

Option: Change material to Black Vinyl ADD: \$7,255.00

Notes:

Excludes Excavation through rock, Excavation through frost, Private Utility Locate, Removal of spoils from post holes offsite, Survey of property for fence layout, Prevailing Wages, Hydro-excavating.

Quote Valid For 15 days

Buyer's Signature: _____

Date: _____

Submitted by: _____

Ben Erickson

Change

Acceptance:

This quote when accepted in writing by purchaser and by Century Fence Company includes the terms and conditions set forth on www.centuryfence.com which are incorporated by reference and becomes a contract between two parties. If the project is cancelled upon agreement and special materials were purchased, the customer agrees to pay 100% of the material cost

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SMALL CITY & BIG FUTURE

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

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

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



City of Glencoe ♦ 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: March 1, 2024

Re: **Item 8A** - Emerald Ash Borer

Item 8A – the Emerald Ash Borer has been confirmed in the City Limits of the City of Glencoe by the State of MN.

City Staff had a meeting with the MN Department of Agriculture regarding identification of the Emerald Ash Borer on Public Property. Without treatment, it is estimated that all of the Ash Trees in Glencoe will ultimately succumb to the Borer.

Public Works Director Voigt will update the City Council on Monday night.

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

From: Osthus, Jonathan (MDA) <jonathan.osthus@state.mn.us>

Sent: Thursday, January 25, 2024 1:29:38 PM

To: Jamie Voigt <jvoigt@ci.glencoe.mn.us>

Subject: Emerald Ash Borer Detected in Glencoe

Good Afternoon,

I am Jonathan Osthus with the Minnesota Department of Agriculture (MDA) and am the technical assistance coordinator for emerald ash borer (EAB) in Minnesota. We have detected an infestation of EAB in Glencoe after MDA inspectors identified several infested trees when completing early detection surveys in the area. The infestation was found on the northside of Hwy 212 just east of Hennepin Ave N (44.76673, -94.15101).

Emerald ash borer kills ash trees. All ash trees (*Fraxinus spp.*) are susceptible to EAB. The location of the infested trees will be visible on our [EAB status map](#) if you zoom into the city in the next several days. The map has a several mile buffer around known infested points called the "generally infested area" and this means any ash tree within that area has a high likelihood of having EAB at some level whether showing signs of infestation or not.

MDA EAB Resources:

- MDA staff is available this winter to help train city staff in how to identify EAB and answer management questions.
- There is a wealth of information that cover the basics of EAB biology, detection, management, and regulations available at www.mda.state.mn.us/eab.
- Danielle DeVito is the regulatory contact for all things EAB quarantine related (danielle.devito@state.mn.us or 507-384-1129) (<https://www.mda.state.mn.us/plants-insects/emerald-ash-borer-quarantine>).
- MDA's [Guidelines to Slow the Growth and Spread of EAB](#) (Comprehensive guidelines for managing EAB with lots of examples and resources)
- U of M Extension's list of recommended trees for Minnesota. <https://extension.umn.edu/tree-selection-and-care/recommended-trees-mn>
- EAB informational resources for natural resource professionals are available at <https://www.mda.state.mn.us/eab-info-resource-professionals>. There is a list of outreach material on this webpage. The main ones we use are EAB ID Cards, "Does my tree have EAB?", Homeowner Guide to Insecticide Selection, Insects Commonly Confused with EAB, and Recognizing Insect Galleries in Ash.

DNR Urban and Community Forestry Program Resources:

- Financial assistance available for communities and residents in early 2024 (e.g. ash removals and replacements) MN DNR Community Forestry Grant Opportunities are posted at <https://www.dnr.state.mn.us/forestry/urban/index.html>, email udf.dnr@state.mn.us
- Area community foresters map <https://www.dnr.state.mn.us/woodlands/cfm-map.html>

DNR Forest Stewardship Program

- Advise private forestland owners on forest management for EAB
- Provides access to cost-share for forest management issues and projects
- Need assistance or have questions? visit <https://www.dnr.state.mn.us/foreststewardship/index.html>

One of the most important things will be to make sure residents are aware that EAB is in the area and to begin making decisions on what they'd like to do with their ash trees. If residents want to save their ash

trees, then they should begin having their trees treated with insecticide next spring/summer. More information for homeowners can be found at <https://www.mda.state.mn.us/eab-info-homeowners>. Hennepin County has also created a useful flow chart for residents that lays out a [decision guide for managing ash trees](#).

The basic options for a property owner are the following:

- If the ash tree still looks healthy enough after leafing out (no more than 30% canopy decline), you can begin having it treated with insecticide to begin protecting it this spring/summer. This is an annual or biennial expense and best to have a professional tree care company with a certified arborist on staff assess the health of the tree and apply the treatment. If the tree is over 15" in diameter at breast height it is important to have a licensed pesticide applicator treat the tree. The chemicals available to the average homeowner typically aren't rated for trees that size or larger. [Homeowners guide to insecticide selection](#)
- If the tree is past the point of being a good candidate for treatment or would prefer not to go that route, plan to do removals during fall, winter, or early spring. Try to avoid doing any pruning or removals during the summer months (May-Sept) when EAB is actively flying around. Ash trees become very brittle and hazardous quickly after they die and that can greatly increase removal costs depending on where it happens to be located in the yard. It typically takes about 2-3 years for signs of infestation to become initially visible (i.e. woodpecker damage in branches 2-6 inches in diameter) and a total of 5-6 years for EAB to kill the tree.
- If the ash trees are in a natural area where they don't pose hazards to persons or property, they can be left to die and fall apart.
- As for the wood, it is best if it can be kept as close to where it was cut as possible. You can save it for firewood and burn on-site, bring to closest tree waste disposal site, or have a tree care company haul it if you hire one to cut the tree. It is just important that the wood doesn't get hauled outside of the known infested area and emerald ash borer [quarantine restrictions](#) are followed.

Please contact me at your earliest convenience to discuss the detection. I am happy to answer any questions you might have on EAB and your options for management.

Thanks,

Jonathan

Jonathan Osthus

Pest Detection & Export Certification Unit

Plant Protection Division

625 Robert Street North

Saint Paul, MN 55155-2538

Office: 651-201-6248

www.mda.state.mn.us



Does My Tree Have Emerald Ash Borer (EAB)?

STEP 1

I think my ash tree may be infested with EAB.

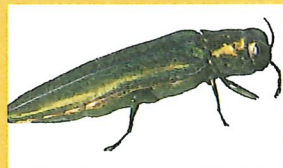
IF YES, GO TO STEP #3



STEP 2

I suspect I have seen an EAB.

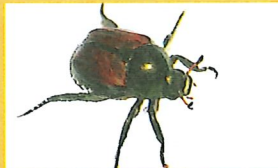
IF YES, GO TO STEP #5



Emerald Ash Borer



Six-spotted Tiger Beetle



Japanese Beetle



Polydrusus Weevil

Insects are NOT to scale.

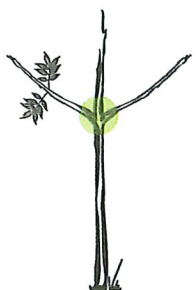
STEP 3

Is my tree an ash?

IF YES, GO TO STEP #4

IF NO, GO TO STEP #6

Ash Trees Have:



Opposite Branching

Ash Trees Have:



Compound Leaves

Ash Trees Have:



5 to Many Leaflets

STEP 4

Does my ash tree have symptoms of EAB?

IF YES, GO TO STEP #5

IF NO, GO TO STEP #6



Woodpecker Holes

Woodpeckers like EAB larvae and woodpecker holes may indicate the presence of EAB.



Bark Cracks

EAB larvae tunneling beneath the bark can cause the bark to split open, revealing the larval galleries beneath.



S-Shaped Galleries

The distinct S-shaped galleries under the bark are diagnostic of EAB.

STEP 5

It could be EAB.

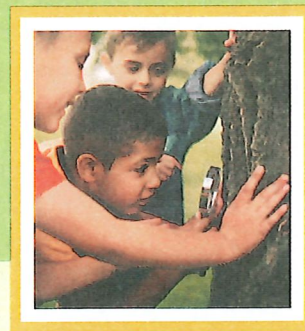
Contact Arrest the Pest:
Arrest.the.pest@state.mn.us
1-888-545-6684 (Voicemail)



STEP 6

It isn't EAB; so, what is it?

Visit the University of Minnesota Extension "What's Wrong With My Plant" website to diagnose the problem. You can also visit your local forester or arborist.
www.extension.umn.edu/garden/diagnose



Department of Agriculture
Department of Natural Resources



UNIVERSITY OF MINNESOTA | EXTENSION

625 ROBERT STREET NORTH, SAINT PAUL, MN 55155-2538 • WWW.STATE.MN.US/EAB

In accordance with the Americans with Disabilities Act, this information is available in alternative forms of communication upon request by calling 651-201-6000. TTY users can call the Minnesota Relay Service at 711. The MDA is an equal opportunity employer and provider.

Does My Tree have EAB 2017.indd 8.21.17



UNIVERSITY OF MINNESOTA EXTENSION

Insects in Minnesota confused with emerald ash borer

Jeff Hahn, University of Minnesota Extension and Val Cervenka, Minnesota Department of Natural Resources

extension.umn.edu

IN COOPERATION WITH

m DEPARTMENT OF
NATURAL RESOURCES
dnr.state.mn.us

WITH SUPPORT FROM

m DEPARTMENT OF
AGRICULTURE
mda.state.mn.us

emerald ash borer



bronze birch borer

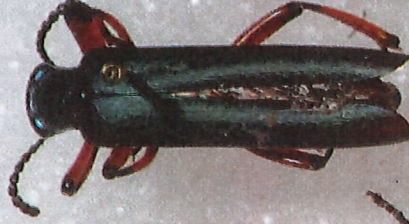


two-lined chestnut borer

flatheaded apple tree borer



Buprestis metallic wood-boring beetle



blister beetle



polydrusus weevil



blow fly



Japanese beetle



dogbane beetle



bark gnawing beetle



Chlaenius ground beetle



six-spotted tiger beetle



Poecilus ground beetle



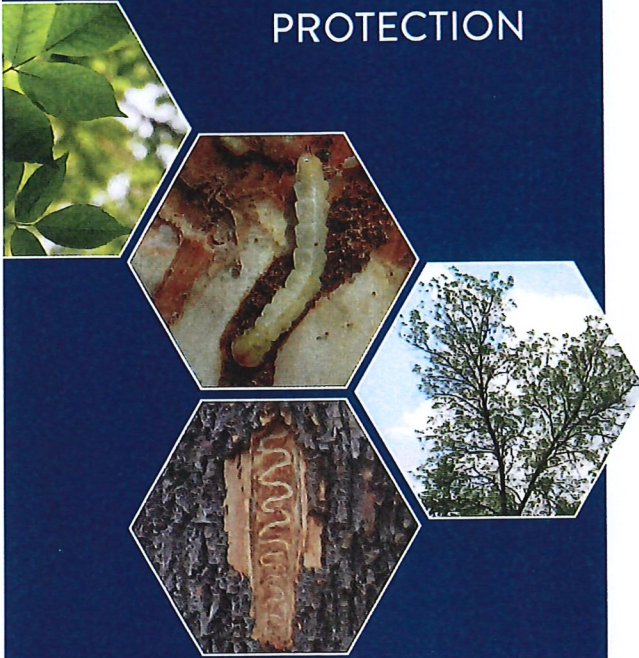
annual cicada



green stink bug

EMERALD ASH BORER

HOMEOWNER GUIDE TO INSECTICIDE SELECTION, USE, AND ENVIRONMENT PROTECTION



Department of Agriculture
Department of Natural Resources



UNIVERSITY OF MINNESOTA | EXTENSION
Driven to Discover™

In accordance with the Americans with Disabilities Act, this information is available in alternative forms of communication upon request by calling 651-201-6000. TTY users can call the Minnesota Relay Service at 711. The MDA is an equal opportunity employer and provider.

Revised May 2019

What is the Risk to Your Tree(s)?

Trees need to be protected with insecticides when emerald ash borer (EAB) populations are abundant enough in an area to cause significant injury in the next year or two. Deciding when to use insecticides to protect trees from EAB depends on the EAB abundance in the area and how much risk you are willing to tolerate regarding the tree or trees in question. To learn about EAB abundance in your area:

- Check the Minnesota Department of Agriculture's (MDA) Interactive EAB Survey Map for the locations of known infestations in Minnesota at: www.mda.state.mn.us/eab
- Check with your local government or the MDA about monitoring efforts in your area.
- Learn how to recognize symptoms of EAB infestation and keep an eye on the trees in your neighborhood.



Treatment Will Likely Need to be Repeated

Insecticides only work while they are present in the tree, and products are generally labeled for one to two years of effectiveness. Treatment will need to be repeated to protect trees if EAB are still abundant enough in an area to cause significant injury when the effective period ends. EAB could remain at damaging levels in an area for several treatment cycles or return to damaging levels in the future.

Remove and Replace Ash Trees on Your Property

It may be more cost effective to replace a small or struggling ash tree than to pay the cost of ongoing treatments. In addition, trees in poor health are not likely to respond well to treatments. Do not treat trees showing more than 50 percent canopy decline; these ash trees are unlikely to recover even if treated. Check with a certified arborist or licensed professional pesticide applicator to compare costs and benefits of treatment versus removal.

Check Your Calendar – Timing is Everything

To ensure the insecticide is distributed throughout the tree to control EAB, soil-applied insecticides available to homeowners are most effective when applied mid-to late spring or in mid-fall. Do not apply products when the soil is frozen. Refer to the table on page 2 for more information on the timing of different insecticide options. Weather conditions or other factors may alter these recommendations. Read pesticide labels carefully. **The label is the law.**

Contact a Certified Arborist or City Forester to Evaluate Treatment Options

When contacting a professional, consider the following:

- Your city or township may have requirements or restrictions related to the treatment of EAB, especially for ash trees located on city property, which may include trees planted on or near boulevards or sidewalks. Check with your city's park and recreation or forestry departments.
- If hiring a professional, ask to see their licensure as a Commercial Pesticide Applicator for category "E: Turf and Ornamentals."

Treatment of Large Ash Trees

Treatment options available to homeowners for treating large ash trees require carefully following application instructions to avoid unintended environmental impacts. In general, consider having large ash trees (those greater than 48 inches in circumference, as measured 4½ feet above ground level) treated by a professional. Check specific pesticide product labels for tree size requirements.

Insecticide Treatment Options

Always read and follow the label directions for the specific pesticide product being used.

Homeowners do not have access to some of the products marketed to professionals and arborists.

This document does not endorse the listed insecticide products over other options, and includes only the most common treatments. For product efficacy questions, consult your local Extension specialist.

Insecticide Products Available to Professionals and Homeowners for EAB Control

Insecticide Active Ingredient	Examples of Products Available to Professionals	Examples of Products Available to Homeowners	Treatment Frequency and Optimal Timing ¹	Application Methods Available to Professionals	Application Methods Available to Homeowners
Emamectin benzoate (Avermectin)	TREE-äge Restricted Use Pesticide. Any person using this product is required to be a licensed or certified pesticide applicator.	<ul style="list-style-type: none"> Arbormectin Emamectin Benzoate 4% SL Tree-äge G4 	Every 2 years Early May to mid-June	Trunk injection	Trunk injection (requires specialized equipment)
Dinotefuran (Neonicotinoid)	Transect 70 WSP	<ul style="list-style-type: none"> Ortho Tree & Insect Control Granules 	Once per year (bark spray) 1-2 times per year (other methods) Early May to early June	Bark spray; soil injection; soil-applied drench	Soil-applied drench
Imidacloprid (Neonicotinoid)	<ul style="list-style-type: none"> Merit products Xytect/Optrol products Ima-jet 	<ul style="list-style-type: none"> Xytect/Optrol products Bayer Advanced Tree and Shrub Insect Control Bonide Tree and Shrub Insect Control Ferti-lome Systemic Insect Drench Ortho Max Tree and Shrub Insect Control 	1-2 times per year ² Late April to late May and/or mid-fall (before ground freezes)	Trunk injection; soil injection; soil-applied drench	Soil-applied drench
Imidacloprid + Clothianidin (Neonicotinoids)	Bayer Advanced 12 Month Tree & Shrub Protect & Feed Concentrate II	Bayer Advanced 12 Month Tree & Shrub Protect & Feed Concentrate II	1-2 times per year late April to late May and/or mid-fall (before ground freezes)	Soil-applied drench	Soil-applied drench
Azadirachtin (neem tree seed oil)	<ul style="list-style-type: none"> TreeAzin Azasol 	None	Every year (heavy pressure). Every other year (low pressure) Early May to mid-June	Trunk injection	None

¹ Application timing will vary in Minnesota, depending on location and seasonal temperature fluctuations.

² Recommended only for trees less than 48 inches in circumference (as measured 4½ feet above ground level); for exceptions, check specific pesticide product labels.

Water Quality and Pollinator Considerations

When using pesticides, read and carefully follow all label directions. Use in accordance with all precautionary statements, label directions, and applicable state and federal regulations.

Aquatic Considerations:

- To protect the environment, do not apply these pesticides directly to water or where surface water is present; prevent pesticide entry or runoff into storm drains, drainage ditches, gutters, or surface water; consider the risks of groundwater contamination.
- Trunk injections have fewer concerns for water quality, unless accidentally spilled.
- Emamectin benzoate is highly toxic to mammals, fish, and aquatic invertebrates.
- Neonicotinoids are highly toxic to aquatic invertebrates and have the potential to leach into the groundwater.

Pollinator Considerations:

- When using pesticides, take steps to prevent exposure to bees and other insect pollinators. Look for the bee hazard icon on the label, and in Directions for Use section of the pesticide label, check instructions for each application site for any additional specific use restrictions and instructions to protect bees and other insect pollinators.
- To protect pollinators, prevent pesticide drift from foliar applications onto beehives or to off-site, pollinator-attractive habitat areas; prevent drift of insecticides to blooming, pollen-shedding, or nectar-producing plants.
- Systemic insecticides can move into plant pollen and nectar resulting in exposure to pollinators. For soil injection and drenching applications to trees, protect pollinators by not planting pollinator-attractive habitat within the area of treatment.



The MDA's Insect Pollinator Best Management Practices for Minnesota Yards and Gardens are available at:
www.mda.state.mn.us/sites/default/files/inline-files/pollinatoryardbmps.pdf



Follow These Recommendations to Protect Water Quality

The MDA conducted a special registration review of EAB insecticides in 2011. The review concluded that insecticides commonly used to control EAB are not likely to result in unreasonable risks to human health or the environment when used according to label directions.

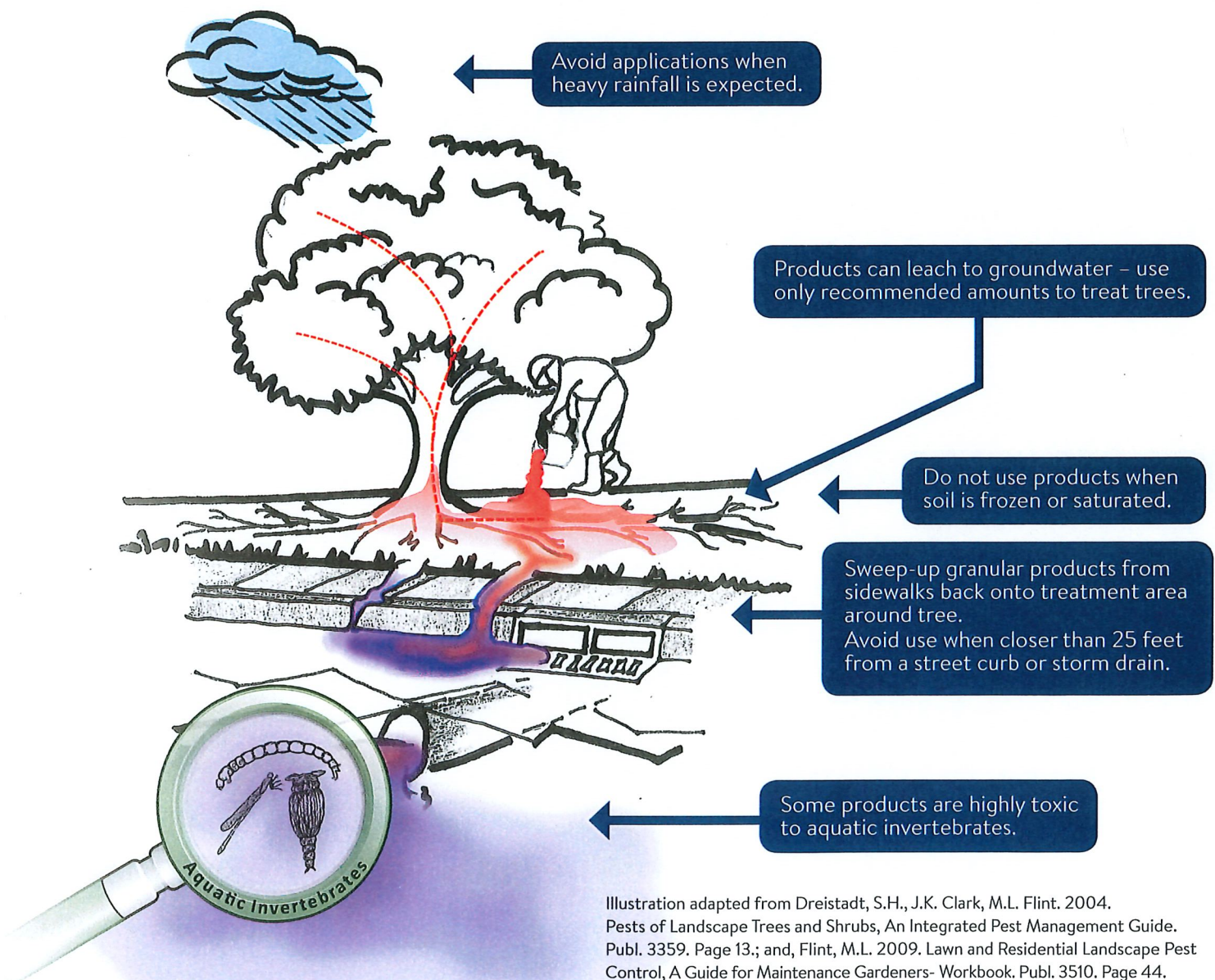
In some cases, the following recommendations may refer to mandatory label use requirements:

Generally, professionally applied trunk injections have fewer concerns for water quality.

For soil-applied products and bark sprays, the following considerations are important:

- Properly prepare application site and apply product according to label instructions. Consider avoiding use within 25 feet of water bodies. This includes streams, lakes, ponds, wetlands, or conduits to surface water or groundwater such as street curbs, storm drains, sumps, or well heads.
- Do not apply when heavy rainfall is expected within 24 hours of the planned treatment.

Situations that could cause soil-applied insecticides to wash away or leach, potentially contaminating water resources



Making Sense of EAB Insecticide Labels

The label is the law! Always read, understand, and follow the label directions for the specific insecticide product being used.

Selecting and Using an Insecticide:

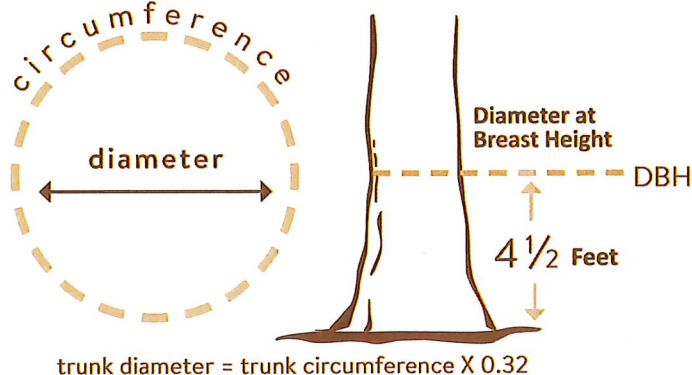
- Look for products marketed to control emerald ash borer (see Products Table on page 2).
- Read the Environmental Hazard Statements on the insecticide label.
- To facilitate uptake, soil-applied insecticides should be applied when the soil is moist but not saturated or excessively dry.
- For soil drenches, remove or rake any mulch or dead leaves, then pour the insecticide solution directly onto soil.
- Do not allow children and pets to re-enter treatment area until sprays or drenches have dried.
- Store insecticides where children cannot reach them.
- Many homeowner products only allow one soil drench application per year.
- Some products have maximum per acre use limits. Do not apply more than the approved labeled rate.

Disposing of an Insecticide:

- When using the last of a liquid insecticide, triple-rinse the container before disposal, then apply the rinse water as you would apply the insecticide.
- Unusable and unwanted insecticides must be disposed of according to the label directions, or at a county household hazardous waste disposal event.
- It is illegal to bury or burn an insecticide.

Measure Your Ash Trees

It is important to measure your ash tree to determine the appropriate treatment and to accurately follow the use instructions on insecticide labels.



CONVERSION TABLE

Tree Measurements at 4½ Feet Above Ground Level

Circumference – Inches	Diameter at Breast Height (DBH) – Inches
15	5
20	6
25	8
30	9.5
35	11
40	13
45	14
> 48 inches	> 15 inches

Large trees are best treated by a professional. Check specific pesticide product labels for exceptions.

Additional Resources

Emerald Ash Borer Resources

- Minnesota Department of Agriculture – www.mda.state.mn.us/eab
- EAB Multi-State Site – www.emeraldashborer.info
- University of Minnesota Extension – extension.umn.edu/tree-and-shrub-insects/emerald-ash-borers
- USDA-APHIS – www.aphis.usda.gov
- Minnesota Department of Natural Resources – www.dnr.state.mn.us/invasives/terrestrialanimals/eab/index.html
- USDA-Forest Service – www.nrs.fs.fed.us/disturbance/invasive_species/eab/control_management/systemic_insecticides

Pesticide Disposal

For more information about disposing of unusable or unwanted pesticides, visit the MDA at www.mda.state.mn.us/pesticide-fertilizer/waste-pesticide-collection-program or 651-201-6562.

Reporting and Investigating Pesticide Spills and Misuse

Complaints can be reported to the Minnesota Duty Officer at 800-422-0798.

The MDA will evaluate the information provided and if a pesticide misuse is suspected, a MDA inspector will be assigned. More information is available at www.mda.state.mn.us/pesticide-fertilizer/pesticide-and-fertilizer-misuse-complaint-form





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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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

Glencoe Municipal Liquor Store
Profit & Loss Statement for October 2023

Sales	
Liquor	72,410.31
Beer	108,153.15
Wine	18,604.71
Other Merchandise	4,140.66
Total Sales	<u>203,308.83</u>

Cost of Sales	
Beginning Inventory	461,450.40
Purchases	156,739.56
Total Merch. Avail. for Sale	618,189.96
Less Inventory Ending	465,472.10
Cost of Sales	<u>152,717.86</u>
Gross Profit on Sales	50,590.97
	<u>24.88%</u>

Operating Expenses	
Sales Tax (Use tax)	113.00
Full-Time Employees	5,825.76
Full-Time Employees- Overtime	0.00
Part-Time Employees	4,757.88
PERA Contributions	789.30
FICA Contributions	651.26
Medicare Contributions	152.31
Health & Life Insurance	2,723.15
Operating Supplies	9,271.12
Cleaning Supplies	0.00
Repair & Maintenance	78.00
Professional Services	0.00
Training	0.00
Computer Repair/Equipment	0.00
Telephone	116.39
Travel Expense	0.00
Advertising	445.00
Printing & Binding	0.00
Electricity	939.73
Natural Gas	209.01
Uniforms	0.00
Miscellaneous	0.00
Sub-total	<u>26,071.91</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
Total Operating Expenses	<u>32,108.48</u>

Non-Operating Expenses/Income	
Interest Income	215.22
Miscellaneous	0.00
Sales Tax Variance	1.93
Cash Drawer +/-	(141.18)
Bad/Collected Checks	0.00
Total Non-Operating Exp./Inc.	<u>75.97</u>

Net Income	18,558.46
Year-To-Date Income	210,945.50

Comparative Figures

Previous Year (2022)

Total Sales	212,297.67
Gross Profit on Sales	59,753.62
Total Operating Expenses	30,862.38
Total Non-Operating Exp./Inc.	500.40
Net Income	29,391.64
Year-To-Date Income	208,389.53

Current YTD Cash Balance	217,645.61
Last Month YTD Income	192,387.04

FUND BALANCES

FUND #	2023 CASH BALANCES	MONTH OCTOBER	MONTH SEPTEMBER	MONTH AUGUST
101	General-Operating	\$ 1,184,303.16	\$ 1,475,969.31	\$ 1,616,065.99
101	General-Childhood Intervention	\$ 886.55	\$ 886.55	\$ 886.55
101	General-Crime Prevention	\$ 7,295.14	\$ 1,322.55	\$ 2,422.81
601	Water-Operating	\$ 2,688,520.83	\$ 2,625,569.89	\$ 2,526,761.25
601	Water-Water Availability Charge	\$ 580,151.98	\$ 579,526.74	\$ 572,056.10
601	Water-Trunk Water Charge	\$ 25,520.13	\$ 25,492.63	\$ 25,467.67
601	Water-Bonds	\$ 1,938.30	\$ 1,936.21	\$ 1,934.31
601	Water-Construction	\$ -	\$ -	\$ -
602	W.W.T.P.-Operating	\$ 1,870,574.05	\$ 1,822,373.27	\$ 1,820,372.92
602	W.W.T.P.-Sewer Availability Charge	\$ 1,115,259.93	\$ 1,114,057.99	\$ 1,109,470.66
602	W.W.T.P.-Trunk Sewer Charge	\$ 130,164.90	\$ 130,024.62	\$ 129,897.32
602	W.W.T.P.-Bonds	\$ (133,178.86)	\$ (201,286.69)	\$ (269,347.72)
602	W.W.T.P.-Construction	\$ -	\$ -	\$ -
603	Sanitation	\$ 35,357.51	\$ 34,528.46	\$ 33,853.88
604	City Center-Operating	\$ (51,625.90)	\$ (46,832.44)	\$ (32,113.61)
604	City Center-Bonds	\$ (644,689.45)	\$ (643,994.65)	\$ (643,364.13)
609	Liquor Store	\$ 217,645.61	\$ 199,482.79	\$ 161,125.97
612	Airport	\$ (339,638.72)	\$ (850,675.52)	\$ (863,208.04)
651	Storm Water Management	\$ 305,174.68	\$ 260,524.44	\$ 222,439.17
213	Park Improvement	\$ 178,585.63	\$ 178,393.16	\$ 142,492.93
223	Aquatic Center	\$ (92,677.72)	\$ (88,236.55)	\$ (66,178.96)
223	Aquatic Center-Lifeguard Training	\$ 2,295.25	\$ 2,295.25	\$ 2,295.25
225	Cable TV	\$ 14,079.98	\$ 7,498.08	\$ 19,923.41
226	Cemetery	\$ (28,259.81)	\$ (26,059.07)	\$ (23,931.76)
229	Municipal State Aid	\$ 222,698.04	\$ 222,458.03	\$ 222,240.23
230	Engineering/Inspection Services	\$ (126,743.70)	\$ (126,607.11)	\$ (126,483.15)
231	Public Safety Aid	\$ -	\$ -	\$ -
300	City Sinking	\$ 8,256.79	\$ 8,247.89	\$ 8,239.81
382	2007 Tax Increment Bond-2007 Industrial Park	\$ (59,782.30)	\$ (59,717.87)	\$ (59,659.40)
383	2014 Tax Increment Bond-West Industrial Park	\$ -	\$ -	\$ -
384	2018 Tax Increment Bond-Panther Heights	\$ (31,293.84)	\$ (31,260.11)	\$ (31,229.50)
409	Tax Increment #4-Industrial Park	\$ 448,544.13	\$ 448,060.72	\$ 447,622.03
424	Tax Increment #17-Miller Manufacturing	\$ 1,984.13	\$ 1,981.99	\$ 1,980.05
425	Tax Increment #18-West Industrial Park	\$ -	\$ -	\$ -
426	Tax Increment #19-Panther Heights	\$ 40,258.98	\$ 40,215.59	\$ 40,176.22
427	Tax Increment #20-Bus Garage	\$ (9,325.52)	\$ (9,315.47)	\$ (9,306.35)
466	2023 Street Improvement	\$ (83,297.02)	\$ 640,111.27	\$ 1,855,827.52
523	2008 11th Street/Morningside Bond	\$ (42,154.62)	\$ (42,109.19)	\$ (42,067.96)
524	2014 Street Improvement Bond	\$ (91,531.26)	\$ (91,432.61)	\$ (91,343.09)
525	2015 Street Improvement Bond-Lincoln Park	\$ (422,511.69)	\$ (422,056.34)	\$ (421,643.11)
526	2016 Street Improvement Bond-Armstrong Avenue	\$ (139,977.47)	\$ (139,826.61)	\$ (139,689.71)
527	2017 Street Improvement Bond-Baxter Avenue	\$ (118,299.46)	\$ (118,171.97)	\$ (118,056.27)
528	2018 Storm Water Improvement Bond-Central Storm Sewer	\$ (197,486.56)	\$ (197,273.72)	\$ (197,080.57)
529	2021 Street Improvement Bond-10th Street	\$ 161,266.91	\$ 161,093.11	\$ 160,935.39
530	2023 Street Improvement Bond	\$ 317,928.33	\$ 181,343.25	\$ -
TOTALS		\$ 6,946,217.04	\$ 7,068,537.87	\$ 7,989,784.11



SMALL CITY & BIG FUTURE

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

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

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

March 2024

March 2024							April 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
3	4	5	6	7	1	2	7	1	2	3	4	5	6
10	11	12	13	14	8	9	14	15	16	17	18	19	20
17	18	19	20	21	15	16	21	22	23	24	25	26	27
24	25	26	27	28	22	23	28	29	30				
31					29	30							

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



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CITY OF GLENCOE BILLS

MARCH 4, 2024

** PREPAID PAYROLL & WIRE TRANSFER BILLS **

VENDOR	DEPARTMENT: DESCRIPTION	TOTAL
CITY OF GLENCOE EMPLOYEES	MULTIPLE DEPTS.: CITY OF GLENCOE PAYROLL 11-29-23	\$66,678.58
WIRE TRANSFER	MULTIPLE DEPTS.: MEDICA INSURANCE PREMIUMS	\$33,541.94
WIRE TRANSFER	MULT DEPTS:EMP/CITY PAYROLL TAXES,HSA,PERA,D COMP,CAFE	\$46,369.81
	TOTAL PREPAID BILLS ----->	<u>\$146,590.33</u>

INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

MARCH 4, 2024 - PREPAID BILLS

Date: 03/01/2024

Time: 12:54 pm

Page: 1

City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
BREAKTHRU BEVERAGE	0513	LIQUOR: MERCH FOR RESALE	179632	11/30/2023	5,572.30
				Vendor Total:	5,572.30
INDIAN ISLAND WINERY	1512	LIQUOR: MERCH FOR RESALE	179633	11/30/2023	292.80
				Vendor Total:	292.80
JOHNSON BROS - ST PAUL	0504	LIQUOR: MERCH FOR RESALE	179634	11/30/2023	4,305.70
				Vendor Total:	4,305.70
MINNESOTA CHILD SUPPORT	1646	POLICE: CHILD SUPPORT PAYMENT	179638	12/04/2023	279.18
				Vendor Total:	279.18
MINNESOTA PUBLIC EMPLOYEE	1439	POLICE: UNION DUES	179639	12/04/2023	88.60
				Vendor Total:	88.60
NCPERS GROUP LIFE INS	1619	ADMIN: INS PREMIUMS	179640	12/04/2023	16.00
				Vendor Total:	16.00
PHILLIPS WINE & SPIRITS, INC.	1010	LIQUOR: MERCH FOR RESALE	179635	11/30/2023	1,772.71
				Vendor Total:	1,772.71
PPLSI	0485	MULT DEPTS: INS PREMIUMS	179641	12/04/2023	112.60
				Vendor Total:	112.60
SOUTHERN GLAZER'S OF MN	1429	LIQUOR: MERCH FOR RESALE	179636	11/30/2023	4,487.41
				Vendor Total:	4,487.41
VISA	0350	MULT DEPTS: TRAINING, BATTERIES, SAFETY EQUIP	179642	12/04/2023	3,179.60
				Vendor Total:	3,179.60
WINE MERCHANTS	0667	LIQUOR: MERCH FOR RESALE	179637	11/30/2023	2,048.00
				Vendor Total:	2,048.00
				Grand Total:	22,154.90
				Less Credit Memos:	0.00
				Net Total:	22,154.90
				Less Hand Check Total:	0.00
				Outstanding Invoice Total :	22,154.90
Total Invoices:		11			

INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

MARCH 4, 2024 - REGULAR BILLS

Date: 03/01/2024

Time: 12:26 pm

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City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
ALPHA TRAINING & TACTICS LLC	0976	POLICE: EQUIPMENT COVER	0	00/00/0000	375.20
				Vendor Total:	375.20
BRADLEY SECURITY & ELECTRIC	0209	POLICE: REPAIR DOOR LOCK	0	00/00/0000	165.00
				Vendor Total:	165.00
BROTHERS FIRE & SECURITY	0642	STREET, REIMB: 5 YEAR INSPECTION	0	00/00/0000	2,076.00
				Vendor Total:	2,076.00
CARGILL, INC	1636	WATER: SALT	0	00/00/0000	5,699.49
				Vendor Total:	5,699.49
CENGAGE LEARNING INC-GALE	1828	LIBRARY: BOOKS	0	00/00/0000	99.71
				Vendor Total:	99.71
CENTER POINT LARGE PRINT	1349	LIBRARY: BOOKS	0	00/00/0000	146.22
				Vendor Total:	146.22
CENTURYLINK	1394	MULT DEPTS: PHONE BILLS	0	00/00/0000	825.85
				Vendor Total:	825.85
COMPANION LIFE INSURANCE	1859	MULT DEPTS: INS PREMIUMS	0	00/00/0000	2,885.13
				Vendor Total:	2,885.13
CREEKSIDE SOILS	0938	STORM WATER: STREET SWEEPING RENTAL	0	00/00/0000	3,223.60
				Vendor Total:	3,223.60
DAHLKE, JON	1072	FIRE: TRAINING, MILEAGE	0	00/00/0000	528.88
				Vendor Total:	528.88
DORDING, RYAN	2108	FIRE: IPADS	0	00/00/0000	3,331.72
				Vendor Total:	3,331.72
EGGERSGLUESS, BRAD	0869	ADMIN: MONTHLY CELL PHONE REIMB	0	00/00/0000	50.00
				Vendor Total:	50.00
FLEET SERVICES DIVISION	2144	POLICE: SQUAD LEASES	0	00/00/0000	3,114.33
				Vendor Total:	3,114.33
FOSTER MECHANICAL, INC.	0647	MULT DEPTS: REPAIR AND MAINTENANCE	0	00/00/0000	5,461.29
				Vendor Total:	5,461.29
FOUNDATION BUSINESS SYSTEM:	1942	STORM WATER: ANNUAL SUBSCRIPTION	0	00/00/0000	500.00
				Vendor Total:	500.00
FREITAG, BENTON	0659	CABLE TV: COUNCIL MEETING RECORDINGS	0	00/00/0000	100.00
				Vendor Total:	100.00
GACC TOURISM	0168	REIMB: LODGING TAX	0	00/00/0000	188.43
				Vendor Total:	188.43
GALLS, LLC	0452	POLICE: UNIFORMS	0	00/00/0000	303.42
				Vendor Total:	303.42
GILLETTE PEPSI COMPANIES, INC	0496	LIQUOR: MERCH FOR RESALE	0	00/00/0000	676.00
				Vendor Total:	676.00
GLENCOE CO-OP ASSN.	1842	FIRE: FUEL	0	00/00/0000	556.58
				Vendor Total:	556.58
GLENCOE REGIONAL HEALTH	0099	ADMIN: EMPLOYEE TESTING	0	00/00/0000	429.12
				Vendor Total:	429.12
HAWKINS, INC.	1133	WATER: CHEMICALS	0	00/00/0000	3,843.85
				Vendor Total:	3,843.85
HEIMAN FIRE EQUIPMENT	0959	FIRE: VALVE & SWIVEL JOINT	0	00/00/0000	165.32
				Vendor Total:	165.32
HORIZON ROOFING, INC.	1706	ADMIN, LIBRARY, CITY CENTER: ROOF REPAIR	0	00/00/0000	1,152.39

INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

MARCH 4, 2024 - REGULAR BILLS

Date: 03/01/2024

Time: 12:26 pm

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City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
				Vendor Total:	1,152.39
HUEMOELLER, GONTAREK &	1800	ADMIN: LEGAL SERVICES	0	00/00/0000	3,740.25
				Vendor Total:	3,740.25
INTOXIMETERS, INC.	0133	POLICE: FIELD SUPPLIES	0	00/00/0000	1,785.00
				Vendor Total:	1,785.00
K & M DIESEL	0768	FIRE: OIL CHANGES	0	00/00/0000	1,962.41
				Vendor Total:	1,962.41
LARAWAY ROOFING, INC.	0755	LIQUOR: REROOF PROJECT	0	00/00/0000	9,250.00
				Vendor Total:	9,250.00
MACQUEEN EMERGENCY	0159	FIRE: AIR PACK TESTING AND REPAIR	0	00/00/0000	5,546.11
				Vendor Total:	5,546.11
MATHESON TRI-GAS INC	1985	FIRE: AIR TESTING & REPAIR	0	00/00/0000	74.67
				Vendor Total:	74.67
MED COMPASS	0093	WATER, WWTP: HEARING TESTS	0	00/00/0000	532.00
				Vendor Total:	532.00
METERING & TECHNOLOGY	1050	WATER: WATER METER PARTS	0	00/00/0000	206.33
				Vendor Total:	206.33
MINNESOTA POLL. CONTROL AGE	1779	W.W.T.P.: EXAM REFRESHER	0	00/00/0000	325.00
				Vendor Total:	325.00
MN. STATE FIRE CHIEFS ASSOC.	0191	FIRE: TRAINING	0	00/00/0000	570.00
				Vendor Total:	570.00
MPCA	1680	W.W.T.P.: LAB CERTIFICATION, WATER PERMIT FEE	0	00/00/0000	7,544.00
				Vendor Total:	7,544.00
MVTL , INC.	0353	WATER, WWTP: LAB TESTING	0	00/00/0000	615.40
				Vendor Total:	615.40
MYTANA LLC	0404	WATER: INSPECTION CAMERA	0	00/00/0000	703.20
				Vendor Total:	703.20
NORTH CENTRAL LABORATORIES	0631	W.W.T.P.: LAB SUPPLIES	0	00/00/0000	408.80
				Vendor Total:	408.80
OELFKE, JASON	0243	W.W.T.P.: MILEAGE REIMB	0	00/00/0000	180.90
				Vendor Total:	180.90
PIONEER RESEARCH CORPORATI	1261	W.W.T.P.: PRODUCT SUPPLIES	0	00/00/0000	695.67
				Vendor Total:	695.67
PITNEY BOWES GLOBAL	1714	ADMIN: POSTAGE MACHINE LEASE	0	00/00/0000	142.53
				Vendor Total:	142.53
PLUNKETT'S PEST CONTROL, INC	0446	W.W.T.P.: PEST CONTROL	0	00/00/0000	97.74
				Vendor Total:	97.74
PREMIUM WATERS, INC.	1081	LIBRARY: WATER	0	00/00/0000	74.96
				Vendor Total:	74.96
PRO AUTO GLENCOE, INC	0527	W.W.T.P.: OIL	0	00/00/0000	113.93
				Vendor Total:	113.93
ROSKAMP, NICHOL	1739	REIMB: PARK SHELTER RES.	0	00/00/0000	65.53
				Vendor Total:	65.53
SAM'S TIRE SERVICE INC.	0250	FIRE: TIRES, OIL CHANGES	0	00/00/0000	5,227.93
				Vendor Total:	5,227.93
SCHMITT, STEVE	1696	WATER: UNIFORMS	0	00/00/0000	200.00
				Vendor Total:	200.00
SEH	1757	MULT DEPTS: ENGINNERING SERVICES	0	00/00/0000	11,127.05

INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

MARCH 4, 2024 - REGULAR BILLS

Date: 03/01/2024

Time: 12:26 pm

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City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
Vendor Total:					11,127.05
SHRED-N-GO, INC	0032	FINANCE, POLICE: SHREDDING	0	00/00/0000	255.03
Vendor Total:					255.03
STAR GROUP, L.L.C.	0972	MULT DEPTS: FITTING, BELTS, FILTERS, OIL	0	00/00/0000	799.82
Vendor Total:					799.82
TRIMARK MARLINN, LLC	0057	LIQUOR: MERCH FOR RESALE	0	00/00/0000	471.01
Vendor Total:					471.01
ULINE	1419	CABLE TV: TABLES	0	00/00/0000	1,671.12
Vendor Total:					1,671.12
VANDAMME, JON	0136	LIQUOR: 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: AIR TAGS	0	00/00/0000	200.05
Vendor Total:					200.05
VESSCO, INCORPORATED	0584	WATER: PUMP REPAIR	0	00/00/0000	4,927.60
Vendor Total:					4,927.60
VINTAGE MARKET	0758	REIMB: AWNING GRANT	0	00/00/0000	2,500.00
Vendor Total:					2,500.00
VOSS, RYAN	2217	ADMIN: MONTHLY CELL PHONE REIMB	0	00/00/0000	50.00
Vendor Total:					50.00
Grand Total:					98,061.57
Less Credit Memos:					0.00
Net Total:					98,061.57
Less Hand Check Total:					0.00
Outstanding Invoice Total :					98,061.57
Total Invoices:	59				