



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

October 21, 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 October 7, 2024
- B. Special Event Application of **First Congregational Church**, 1400 Elliott Avenue North, for Trunk or Treat Event on October 31, 2024. Close 14th Street Est of Elliott Avenue North to west of alleyway between Elliott Avenue and Ford Avenue. Provide Barricades and Cones.

3. APPROVE AGENDA

4. PUBLIC COMMENT (agenda items only)

5. PUBLIC HEARINGS

- A. Public Hearing on Delinquent Bills owed to the City of Glencoe – City Administrator.
 - 1. Approve **Resolution 2024-13** – to certify delinquent amounts owed to the City of Glencoe for Collection with Property Taxes – City Administrator

6. BIDS AND QUOTES

- A. Liquor Store Boulevard Sign Renovations – City Administrator

7. REQUESTS TO BE HEARD

- A. Planning Commission Recommendations
 - 1. Special Use Permit Request of Amanda Johnson, 1131 Armstrong Avenue North for home occupation in accessory building for a 3-D Printer Business
 - 2. Variance Permit Request of Adam and Katherine Grimm, 1330 Chandler Avenue North to build a fence 1-foot from the property line.

8. ITEMS FOR DISCUSSION

- A. Reminder of City Council Date Change for General Election to November 6, 2024 at 7:00 PM
- B. Revolve Labs update – Public Hearing on Zoning October 29th at 7:00 PM. - City Attorney Ostlund

9. ROUTINE BUSINESS

- A.** Project Updates
- B.** Economic Development
- C.** Public Input
- D.** Reports
- E.** City Bills
- F.** Close Meeting to discuss land acquisition.

10. ADJOURN



SMALL CITY  BIG FUTURE

GLENCOE CITY COUNCIL MEETING MINUTES

October 7, 2024 – 7:00 PM

City Center Ballroom

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

City Staff: Mark Larson, Mark Ostlund, Mark Lemen, Jamie Voigt, Tony Padilla, Todd Trippel, Haylie Kusler

Others: Owen Elle, Lowell Anderson, Richard Glennie, Liz Griebel, Anna Sievert, Emma Salisbury

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 September 16, 2024 – Note Change in Resolution 2024-11 – reduction due to addition error.
- B. Special Event Application of **JL Insurance Advisors**, 1132 Hennepin Avenue, Street Closure S 1/2 of 12 Street East of Hennepin Avenue for Customer Appreciation and Chamber of Commerce Ribbon Cutting. October 15, 2024 from 8:00 AM to 11:00 AM. Cones, Barricades and Picnic Tables.
- C. Special Event Application of **Glencoe Days Committee** for Oak Leaf Park – Shelters 1 and 2 for Haunted Harvest Event at Oak Leaf Park, 200 DeSoto Avenue South October 18-19, and October 25-26. Requesting the use of Shelters 1 and 2 for duration of event requiring shelters to be closed for rental, parking, and staff cleanup.

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

3. APPROVE AGENDA

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

4. PUBLIC COMMENT (agenda items only)

None.

5. PUBLIC HEARINGS

None Scheduled.

6. BIDS AND QUOTES

None Scheduled.

7. REQUESTS TO BE HEARD

A. FFA Signage Request – Glencoe FFA

MNDOT approved a permit for the local FFA chapter to hang signs stating that Glencoe is a “Proud FFA Community” on the city population signs on Hwy 212 and Hwy 22. The FFA chapter presented the information to the Council and expressed their appreciation for the City’s cooperation with this project.

B. Police Policy Change- FBI Criminal Justice Information Services (CJIS) security – Chief Padilla

Glencoe Police Department (GPD) recently went through a mandatory State Bureau of Criminal Apprehension (BCA) security audit. During this audit, our security policy was updated.

Motion: Neid, seconded by Lemke. All in favor, the motion carries.

C. **Resolution 2024-12** Designating Election Judges and polling place for General Election on November 5th, 2024 – City Administrator

Motion: Hueser, seconded by Olson, to approve Resolution 2024-12 approving the election judges and polling place for the General Election. Upon a roll call vote, the following voted Aye, Rivera, Olson, Hueser, Neid and Lemke. The following voted Nay, none. Whereupon the resolution was declared adopted and approved.

RESOLUTION 2024-12

RESOLUTION DESIGNATING CITY OF GLENCOE ELECTION JUDGES FOR THE GENERAL ELECTION TO BE HELD ON NOVEMBER 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 Primary 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 General Election to be held on Tuesday, November 5th, 2024 in the City of Glencoe.

Bonnie Hahn	Greg Ettel	Sarah Hueser
Cheryl Schmidt	Jodi Sell	Sharel Hoops
Connie Heitz	John McBride	Shari O’Donnell
Corey Schwanke	John Thell	Sharon Hoese
Deb Bargmann	John Winter	Steve Brelje
Deb Donnay	Kevin Dietz	Sue Terlinden
Dennis Oltmann	Lesia Hueser	Theresa Adrian
Eileen Harff	Michelle Miller	
Gary Schreifels	Paula Bulau	
Gary Ziemer	Renae Peterson	

Adopted and approved this 7th day of October, 2024.

Ryan Voss, Mayor

ATTEST:

Mark Larson, City Administrator

D. 2025 Prosecuting Attorney Fee Increase request – City Administrator

Ken Jannsen is requesting to increase the fee for prosecuting Attorney fees from \$145.00 per hour to \$165.00 per hour. City Administrator Larson recommended the Council to table this request until staff can look at the number of billable hours over the past 5 years.

Motion: Neid, seconded by Hueser to table the 2025 prosecuting Attorney fee increase. All in favor, the motion carries.

8. ITEMS FOR DISCUSSION

A. Reminder of City Council Date Change for General Election to November 6, 2024, at 7:00 PM

B. Revolve Labs update – City Attorney Ostlund

The new gate and blankets on the fence have been installed. Revolve Labs is ready for another sound study with SEH. The city has been reimbursed for all the sound studies to date. We are hopeful for the study to take place within the next two weeks.

9. ROUTINE BUSINESS

A. Project Updates

B. Economic Development

C. Public Input

D. Reports

E. City Bills

Motion: Lemke, seconded by Neid to approve the city bills. All in favor, the motion carries.

10. ADJOURN

Motion: Neid, seconded by Olson to adjourn the meeting. All in favor, the motion carries.



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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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 Neld



SMALL CITY & BIG FUTURE

City of Glencoe
Special Event Application
1107 11th Street East, Suite 107
Glencoe, MN 55336
320-864-5586

Proposed event name: Trunk or Treat Proposed location: 1400 Elliott Ave N

Date(s) of the event: October 31st, 2024 Time(s) of event: 5-7pm

Group name or organization: First Congregational Church Contact Name: Adam Thompson, Pastor

Address: 1400 Elliott Ave N City: Glencoe Zip: 55336

Email: pastor@firstcongregationalchurch.org Phone: 952-239-5893

Type of organization: ☐ For Profit ☐ Non-Profit ☐ Charity

Location requested use: ☐ City Parking Lot ☐ City Park ☒ Street Closure

Estimate the number of participants you expect to attend the event: 100-125

Event Description: Trunk or Treat event in front of the church on 14th Street

Assistance Requested: Street closure

Street Closure Request:

Describe the name and sections of the streets you are requesting temporary closure:

Close 14th St east of Elliott Ave N to west of alleyway between Elliott and Ford.

Date/Time for beginning of street closure: 4:30pm on 10/31/24

Date/Time for reopening of streets: 7:30pm on 10/31/24

Events using public streets and parking lots (parades, walk/runs, dances, etc.) must submit a map with precise locations.

See back side for guidelines and information.

Guidelines for Special Events

City of Glencoe Special Events

Special Event Permits are required to conduct special events. Special events include walk/runs, tournaments, concerts or gatherings of 50 participants or more in the City of Glencoe. Special Event Applications must be completed at least 30 calendar days prior the event. Below is a list of additional items that may be required for your event, please review carefully.

Certificate of Liability Insurance: The City of Glencoe, at its discretion, may require the applicant to obtain certificate of Liability Ins to host a special event. If required, applicants must provide a minimum of \$1,000,000 of general liability coverage for each occurrence and shall name the City of Glencoe as an additional insured. Based on special event activities, some events may be required to obtain additional coverage. Contact your organization or private insurance company to obtain liability insurance. If you don't have private insurance or your organization does not have insurance, you may obtain insurance through the League of MN Cities Tenant User Liability Insurance Program (TULIP). Information on TULIP is located online at: <http://www.lmc.org/page/1/Tenant-User-Liability-Insurance-Program.jsp>.

Alcohol: If alcohol is sold or provided, the event must have proper licensing through State of MN and City of Glencoe. Liquor Liability Insurance is required for events that sell or provide alcohol.

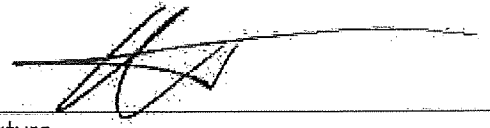
Street Closures: All street closures must be approved by Chief of Police. If a street closure occurs along residential streets, reasonable efforts must be made to alert all property owners along the street of the proposed closure. Failure to notify property owners in street closure areas or gain approval of street closures will result in revocation of this permit.

Garbage: Depending on the size of the event and the number of participants may be required to provide own garbage containers and pick up.

Sanitary Restrooms: Depending on the size of the event and the number of participants may be required to provide own sanitary restrooms.

Directional Markers: No paint or chalk paint should be used as directional markers on the trail systems in the parks or on the sidewalks and streets. Suggestions for directional markers include cones, sidewalk chalk, small signs or volunteers. Renter will be charged a fee if paint or permanent marks are placed on the trail system, sidewalks or streets. If you need cones or other materials from the Street Department, please make sure to include these items in the assistance requested section.

Contract Agreement: The renter will abide by all rules governed in City Ordinances and all City of Glencoe Department policies. The renter also understands that failure to abide by these rules and regulations could result in additional fees or denial of facility use.


Signature

10/16/24
Date

Items below completed by City Staff Only:

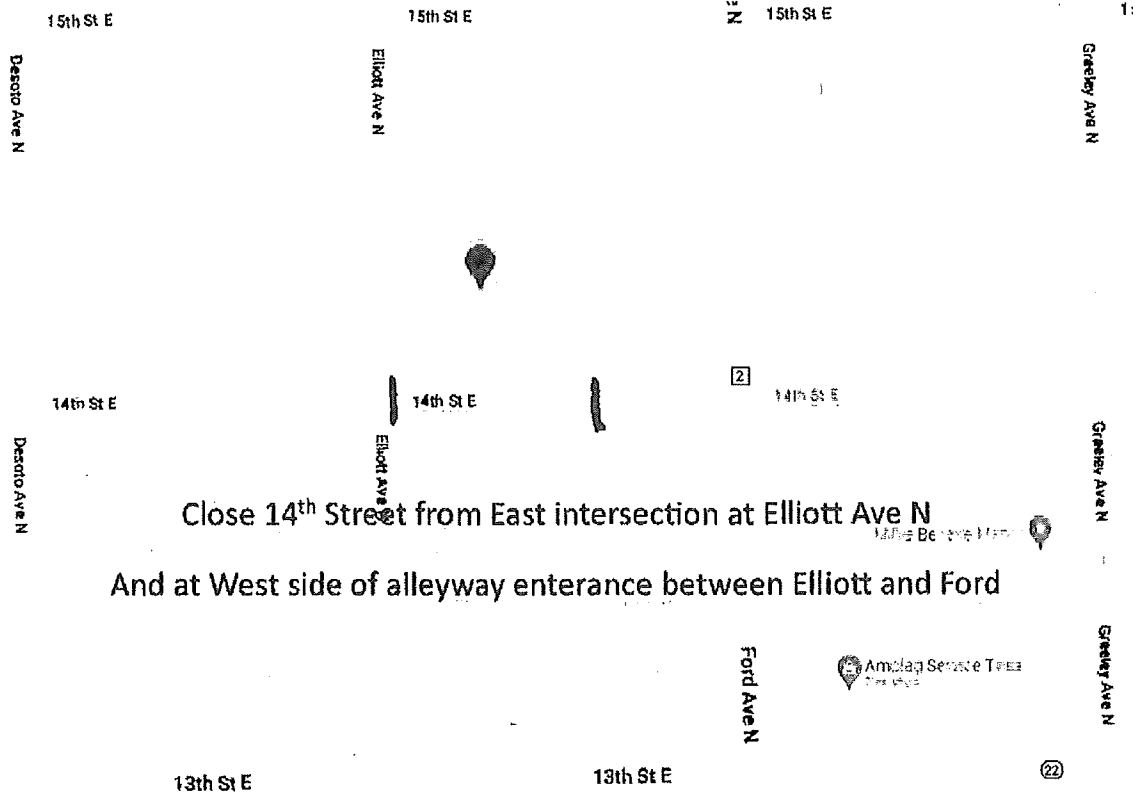
Date Received: 10-16-24 Approval Date: _____ Authorized Staff: HK

Chief of Police TP Barricades Needed

PWD Streets AR Barricades & cones will be dropped off at 3:00. Owner responsible to place & remove

Updated: 7.20.2021

Trunk or Treat event on 10/31/24
Street Closure request for "Spring Fling" event on 5/21/23





SMALL CITY & BIG FUTURE

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



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: October 18, 2024

Re: **Item 5A** – Public Hearing on Delinquent Bills owed the City of Glencoe

Item 5A – All delinquent accounts were given 30 days to pay their charges with the City of Glencoe. After the public hearing, it is recommended to **approve Resolution 2024-13** to certify these accounts for collection with property taxes on these properties.

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

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

RESOLUTION NO. 2024-13

RESOLUTION CERTIFYING COLLECTION OF DELINQUENT BILLS WITH 2025 TAXES

WHEREAS, certain properties have incurred costs to the City of Glencoe that have not been paid; and

WHEREAS, published and written notice has been sent to each property owner; and

WHEREAS, the City of Glencoe has held a public hearing regarding the payment of said bills:

NOW THEREFORE, BE IT RESOLVED by the City of Glencoe that:

- 1) The City Administrator is hereby authorized to certify to the County Auditor for collection with 2025 taxes those amounts owed to the City of Glencoe.
- 2) That those delinquent accounts are as follows:

A. 24 Asset Management Corp, PID 22.054.0150	\$164.45
B. Marco Arandia, PID 22.060.1830	\$327.92
C. Nykolas Taylor, PID 22.050.4470	\$129.74
D. Pat Nseumen, PID 22.060.2270	\$1,113.72
E. Arandia Properties, PID 22.060.1490	\$177.47
F. VIN: 11 LLC c/o Family Dollar Tax Dept, PID 22.050.0907	\$99.56
G. Terry Anderson, PID 07.998.0100	\$283.92

Adopted and approved this 21st day of October, 2024.

Ryan Voss
Mayor

ATTEST:

Mark D. Larson
City Administrator

Past Due Accounts - 2024

Name	Billing Address	Property Address	Total Amount	Original bill item:	Notes	PID#
Estate of Louise Haefner	24 Asset Management Corp 13155 SW 42nd St, Ste 200 Miami, FL 33175	401 17th St W	\$164.45	delinquent utilities		22.054.0150
Marco Arandia	10422 115th St Glencoe, MN 55336	1207 Chandler Ave N	\$327.92	water meter/labor		22.060.1830
Nykolas Taylor		1227 14th St E	\$129.74	delinquent utilities		22.050.4470
Redsmoker, LLC	Pat Nseumen 8288 Red Rock Rd Eden Prairie, MN 55347	1234 Greeley Ave N	\$1,113.72	monthly unit fees	with 706 13th St E address charges	22.060.2270
Kyristal Buckingham	Arandia Properties 10422 115th St Glencoe, MN 55336 VIN:11 LLC	1307 DeSoto Ave N	\$177.47	delinquent utilities		22.060.1490
Dollar Tree Store, Inc	c/o Family Dollar Tax Dept 10401 Monroe Rd Matthewse, NC 28105	2109 10th St E	\$99.56	water on/off fee		22.050.0907
Terry Anderson	120 22nd Ave S PO Box 281 Brookings, SD 57006		\$283.92	private hangar snow removal		07.998.0100

\$2,296.78

The above list represents properties with delinquent balances as of 8/31/24.



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To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: October 18, 2024

Re: **Item 6A** – Review of Glencoe Wine and Spirits Boulevard Sign

Item 6A – I will review quotes for new panels and lighting in the Glencoe Wine and Spirits Boulevard Sign. We have a quote from Scenic Signs for \$5,900.00. The other quotes are to replace the Sign lettering on the building, which we are not recommending, at this time.

The other is an email quote from Crow River Signs for \$4,744.00. A **formal** quote will be sent on Monday for presentation at the City Council meeting.

It is recommended to upgrade the panels and the electrical components of the Glencoe Wine and spirits boulevard signs with the low quote of Crow River Signs.

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

CROW RIVER SIGNS

www.glencoewineandspirits.com

From: sales@crowriversigns.com <sales@crowriversigns.com>
Sent: Thursday, October 17, 2024 11:59 AM
To: Jon VanDamme <jvandamme@ci.glencoe.mn.us>
Subject: RE: Glencoe Wine and Spirits

Hey Jon,

Sorry for delay..... been out of the office on installs

For 2 new pan faces with graphics and updating the lighting to led your looking at \$4,744.00 plus tax.

Thank you

AJ

-----Original Message-----

From: "Jon VanDamme" <jvandamme@ci.glencoe.mn.us>
Sent: Thursday, October 17, 2024 9:37am
To: "info@crowriversigns.com" <info@crowriversigns.com>
Cc: "AJ Forcier" <sales@crowriversigns.com>
Subject: RE: Glencoe Wine and Spirits

Hi AJ - I haven't seen anything back on our boulevard sign yet – were you able to come up with some numbers yet? Any info is appreciated. Thanks - Jon

Jon VanDamme
Glencoe Wine & Spirits
630 10th St E
Glencoe, MN 55336
320.864.3013
jvandamme@ci.glencoe.mn.us
www.glencoewineandspirits.com

From: Jon VanDamme
Sent: Friday, September 27, 2024 2:16 PM
To: info@crowriversigns.com
Cc: AJ Forcier <sales@crowriversigns.com>
Subject: RE: Glencoe Wine and Spirits

Sounds good. I am off on Wednesday, but should be available on Monday, Tuesday, Thursday, or Friday.

Jon VanDamme
Glencoe Wine & Spirits
630 10th St E
Glencoe, MN 55336
320.864.3013



BOX 881 ST. CLOUD MN 56302 (320) 252-9400

PROPOSAL

Proposal #: 30458

Proposal Date: 10/07/24
Customer #: CRM011083
Page: 1 of 5

SOLD TO:	JOB LOCATION:
GLENCOE WINE & SPIRITS 630 10TH ST. E GLENCOE MN 55336	GLENCOE WINE & SPIRITS 630 10TH ST. E GLENCOE MN 55336 REQUESTED BY: JON

SCENIC SIGN CORPORATION (HEREINAFTER CALLED THE "COMPANY") HEREBY PROPOSES TO FURNISH ALL THE MATERIALS AND PERFORM ALL THE LABOR NECESSARY FOR THE COMPLETION OF:

QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	* QUOTE #39837 REFACE CHANNEL LETTERS WITH WHITE FACES BASED ON DRAWING VERSION 2.	\$4,850.00	\$4,850.00
1	* QUOTE #39838 LED RETROFIT OF CHANNEL LETTERS WITH WHITE LEDS BASED ON DRAWING VERSION 2.	\$1,700.00	\$1,700.00
1	* QUOTE #41577 REFACE D/F PYLON 169" X 30.25" D/F PYLON CABINET: WHITE FLEX FACES W/VINYL COPY.	\$2,950.00	* \$2,950.00
1	* QUOTE #41578 RETROFIT EXISTING 169"H X 30.25"W D/F CABINET: HANLEY WHITE 7000K LED LIGHTING. ELECTRICAL DISCONNECT/HOOK-UP INCLUDED IN QUOTE. TRAVEL INCLUDED ON REFACE QUOTE.	\$2,950.00	* \$2,950.00 \$5,900
SUB TOTAL:			\$12,450.00
ESTIMATED SALES TAXES:			\$0.00

ALL MATERIAL IS GUARANTEED TO BE AS SPECIFIED, AND THE ABOVE TO BE IN ACCORDANCE WITH THE DRAWINGS AND OR SPECIFICATIONS SUBMITTED FOR THE ABOVE WORK AND COMPLETED IN A WORKMANLIKE MANNER FOR THE SUM OF:

TOTAL PROPOSAL AMOUNT: \$12,450.00

TERMS: 50.0% DOWN, BALANCE DUE ON COMPLETION

(INTEREST OF 1.5% PER MONTH WILL BE ADDED TO PAST DUE ACCOUNTS)

THIS PRICE DOES NOT INCLUDE PRIMARY ELECTRICAL SUPPLY AND CONNECTION. PERMIT AND ENGINEERING FEES AS REQUIRED BY GOVERNMENT WILL BE ADDED AS WELL AS PROCUREMENT FEE. SALES TAX IS INCLUDED IN MOST CASES, TAX WILL BE ADDED TO ANY PRODUCTS PICKED UP AT OUR PLANT, INSTALLED BY OTHERS AND SOME ITEMS DEEMED "REMOVABLE" BY STATE LAW (BANNERS, VINYL APPLICATIONS, ETC.) TAX WILL BE CHARGED TO EXEMPT ENTITIES UNLESS A "CERTIFICATE OF EXEMPTION" IS PROVIDED AT THE TIME OF CONTRACT EXECUTION.

COMPANY INITIALS _____

CUSTOMER INITIALS _____



BOX 881 ST. CLOUD MN 56302 (320) 252-9400

DEPOSIT INVOICE

Invoice #: DP30458

Inv Date: 10/07/24
Customer #: CRM011083
Page: 5 of 5

SOLD TO:	JOB LOCATION:
GLENCOE WINE & SPIRITS 630 10TH ST. E GLENCOE MN 55336	GLENCOE WINE & SPIRITS 630 10TH ST. E GLENCOE MN 55336 REQUESTED BY: JON

ORDERED BY	PO NUMBER	SALESPERSON	ORDER DATE	PAYMENT TERMS	DUE DATE
JON		DARYL KIRT	04/23/24	50.0% Due Upon Receipt	08/28/24

QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	* QUOTE #39837 REFACE CHANNEL LETTERS WITH WHITE FACES BASED ON DRAWING VERSION 2.	\$4,850.00	\$4,850.00
1	* QUOTE #39838 LED RETROFIT OF CHANNEL LETTERS WITH WHITE LEDS BASED ON DRAWING VERSION 2.	\$1,700.00	\$1,700.00
1	* QUOTE #41577 REFACE D/F PYLON 169" X 30.25" D/F PYLON CABINET: WHITE FLEX FACES W/VINYL COPY.	\$2,950.00	\$2,950.00
1	* QUOTE #41578 RETROFIT EXISTING 169"H X 30.25"W D/F CABINET: HANLEY WHITE 7000K LED LIGHTING. ELECTRICAL DISCONNECT/HOOK-UP INCLUDED IN QUOTE. TRAVEL INCLUDED ON REFACE QUOTE.	\$2,950.00	\$2,950.00
SUB TOTAL			\$12,450.00
* INDICATES TAXABLE ITEM ESTIMATED SALES TAXES			\$0.00
TOTAL PROPOSAL AMOUNT			\$12,450.00
*** FINAL INVOICE AMOUNT MAY VARY UPON COMPLETION ***			
PLEASE PAY THIS DEPOSIT AMOUNT:			\$6,225.00

Glencoe Wine and Spirits

Date: 10/17/2024
ESTIMATE: \$4,744.00
PRICE PER SET
Does not include tax,
permit or electrical hook up



2 new pan faces with graphics
updating the lighting to led
paint posts

320-234-WRAP (9727)
WWW.CROWRIVERSIGNS.COM
123 MICHIGAN ST. NE, HUTCHINSON, MN 55350



Crow River
SIGNS



SMALL CITY & BIG FUTURE

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To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: October 18, 2024

Re: **Item 7A – Planning Commission Recommendations**

Item 7A1 – It is recommended by the Planning and Industrial Commission to **approve** the Special Use Permit Request for Amanda Johnson, 1131 Armstrong Avenue North, for a home occupation in an accessory building for a 3-D printer business.

Item 7A2 – It is recommended to **approve** the variance permit request of Adam and Katherine Grimm, 1330 Chandler Avenue North to build a fence 1-foot from the property line rather than the 2-foot that is required by City Code. The original request was to be placed on the property line. The Planning Commission received a letter from the adjoining property owner that did **not** contest the request.

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
Planning and Industrial Commission
Meeting Minutes

Thursday, October 10, 2024

Glencoe City Center West Conference Room, 7:00 PM

The meeting was called to order by Chairperson Kevin Dietz at 7:00 PM. Commissioners present were Bob Scheidt, Bob Senst and Scott Maynard. Also present were City Administrator Mark Larson, City Mayor Ryan Voss, and City Council Liaison Mark Hueser. Also present was Dave Meyer and Owen Elle.

Planning Commission Agenda Item #1: Approve minutes from September 12, 2024, Planning Commission Meeting.

Hearing no corrections or additions, a motion was made by Bob Scheidt to approve the minutes. It was seconded by Bob Senst. With all members present voting in favor, motion passed.

Planning Commission Agenda Item #2: Elect Secretary for the Planning Commission

A motion was made by Bob Senst. It was seconded by Bob Scheidt to elect Scott Maynard as the secretary. With all members present voting in favor, motion passed.

Planning Commission Agenda Item #3: Set Public Hearing for October 29, 2024, at 7:00 PM for a Zoning Application of Revolve Labs on Property Owned by Seneca Foods.

A motion was made by Bob Scheidt. It was seconded by Bob Senst to set the public hearing for October 29, 2024, at 7:00 PM at the Glencoe City Center to rezone 670 11th St W to I-1. With all members present voting in favor, motion passed.

Planning Commission Agenda Item #4: Public Hearing on the Special Use Permit Request of Amanda Johnson, 1131 Armstrong Avenue North for a Home Occupation in an Accessory Building for a 3-D Printing Business.

A motion was made by Bob Scheidt. It was seconded by Scott Maynard to close the public hearing. A motion was made by Bob Scheidt, seconded by Bob Senst to approve the special use permit request, and pass onto the City Council. With all members present voting in favor, motion passed.

Planning Commission Agenda Item #5: Variance Permit Request of Adam and Katherine Grimm, 1330 Chandler Avenue North to build a Fence on the Property Line.

A motion was made by Bob Scheidt. It was seconded by Bob Senst to approve the variance request to build a fence 1 foot from the property line. With all members present voting in favor, motion passed.

With no other business, Bob Scheidt t made a motion to adjourn. Scott Maynard seconded the motion, with all members present voting in favor the motion carried. The meeting adjourned at 7:46 PM.

OFFICE USE

Permit Fee: \$100.00

Date Paid: _____

____ Cash

____ Check # _____

____ Credit Card
2.5% cc fee = \$2.50

____ Staff Initials

SPECIAL USE PERMIT APPLICATION

Date 9-9-24

Applicant Amanda Johnson Phone 320-405-1401

Owner (if different than applicant) Business - Craft N' Creations LLC

Address 1131 Armstrong Ave N.

PID # _____

Permit # _____

Current Use of Property Storage RM Attached to garage

Special Use Requested Home Occupation for 3D printing Company

[Signature]
Owner Signature

Applicant Signature (if different from Owner)

PLANNING & INDUSTRIAL COMMISSION ACTION

The Glencoe Planning & Industrial Commission has
____ APPROVED ____ DENIED this special
use application on _____,
20____. This recommendation will be brought to the
Glencoe City Council on _____, 20____.

Planning Commission Signature

CITY COUNCIL ACTION

The Glencoe City Council has
____ APPROVED ____ DENIED this special
use application on _____, 20____
by a vote of ____ to ____.

City Council or Administrator Signature

Amanda Johnson 1131 Armstrong



Disclaimer: McLeod County does not warrant or guarantee the accuracy of the data.
The data is meant for reference purposes only and should not be used for official decisions.
If you have questions regarding the data presented in this map, please contact the McLeod County GIS Department.
This information is to be used for reference purposes only.





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 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

OFFICE USE

Permit Fee: \$50.00

Date Paid: 9.25.24

____ Cash

____ Check # _____

☒ Credit Card
2.5% cc fee = \$1.25

HR Staff Initials

VARIANCE PERMIT APPLICATION

Date 9/12/24

Applicant Adam & Katherine Gumm Phone 320.510.1985


Owner (if different than applicant) _____

Address 1330 Chandler Ave N

PID # 22.060.1430 Permit # 24GL-00205

Present Use of Property _____

Variance Requested Fence on property line


Owner Signature

Applicant Signature (if different from Owner)

**PLANNING & INDUSTRIAL COMMISSION
ACTION**

The Glencoe Planning & Industrial Commission has
____ APPROVED ____ DENIED this variance
application on _____, 202____.
This recommendation will be brought to the Glencoe
City Council on _____, 202____.

Planning Commission Signature


**CITY COUNCIL
ACTION**

The Glencoe City Council has
____ APPROVED ____ DENIED this variance
application on _____, 202____ by
a vote of ____ to ____.

City Council or Administrator Signature

To whom it may concern,

I give Adam and Katie Grimm permission to put a fence up on the property line at 1330 Chandler ave N.

A handwritten signature in cursive script that reads "Susan Follett". The signature is written in black ink and is positioned below the main body of text.



City of Glencoe

1107 11th Street E Suite 107, Glencoe, MN 55336

(320) 864-5586

Fence (up to 7' high)

24GL-00265

Application Details

Application Date: 09/24/2024	Property Owner: ADAM GRIMM
Acceptance Date: 09/24/2024	Mailing Address: 1330 CHANDLER AVE
Job Site Address: 1330 CHANDLER AVE, GLENCOE, MN 55336	GLENCOE, MN 55336
Category: Land Use	Phone:
Type: Fence (up to 7' high)	Email:
Description of Work: FENCE	
Contractors:	Applicant: Name: ADAM GRIMM Phone: (320) 510-1985 Email: AGRIMM@GMAIL.COM Occupant: Name: Phone: Email:
Fields	
Estimated Valuation: \$0.00 Required Setback Front: Required Setback Right:	Required Setback Back: Required Setback Left:
Application Terms	
Submitted by: hkusler@ci.glencoe.mn.us	

This document is NOT a permit and does not constitute approval or authorize any construction or changes to the above location.

paid by card
9.25.24
HK



INSPECTION CARD

City of Glencoe

1107 11th Street E Suite 107, Glencoe, MN 55336

POST THIS CARD IN A SAFE CONSPICUOUS LOCATION. PLEASE DO NOT REMOVE THIS NOTICE UNTIL ALL REQUIRED INSPECTIONS ARE MADE AND SIGNED OFF BY THE APPROPRIATE AUTHORITY AND THE BUILDING IS APPROVED FOR OCCUPANCY. STAMPED APPROVED PLANS MUST BE AVAILABLE ON THE JOBSITE.

APPLICATION NO.: 24GL-00265 TYPE: Fence (up to 7' high) ISSUED DATE: EXPIRATION DATE: 03/23/2025
PROJECT ADDRESS: 1330 CHANDLER AVE, GLENCOE, MN 55336 PARCEL NO.: 22.060.1430
OWNER: ADAM GRIMM CONTRACTOR: CONTRACTOR PHONE:
DESCRIPTION OF WORK: FENCE
CONSTRUCTION TYPE: OCCUPANT LOAD:

INSPECTION	INSP	DATE PASSED	COMMENTS	INSPECTION	INSP	DATE PASSED	COMMENTS
Zoning Final							

Fire Approval: _____ Date: _____ Engineering Approval: _____ Date: _____
PW Approval: _____ Date: _____ Other (): _____ Date: _____
To request an inspection: (952) 442-7520

CITY OF GLENCOE
1107 11th Street East, Suite 107
Glencoe, MN 55336
Phone: 320-864-5586

☐ Handout Given
☐ Lead Handout Given

BUILDING PERMIT

Routed to MNSPECT

SITE ADDRESS: 1330 Chandler Ave N. PID: _____

- 1) Was the home constructed before 1978? (YES ☒, continue with line 2, NO ☐ continue without completing EPA Section)
2) Will the work disturb ≥ 6 sq ft of Interior painted surfaces or ≥ 20 sq ft of exterior painted surfaces? (YES ☐ go to line 4, NO ☒ line 3)
3) Are there any windows being replaced? (YES ☐ go to line 4, NO ☒ continue without completing EPA Section)
4) Has this home been Certified Lead Free? (YES ☐ you MUST Attach Certification Information, NO ☐ complete line 5)
5) EPA Contractor Certification Number: NAT -

PROPERTY OWNER: Adam Grimm Address: 1330 Chandler Ave N.
City: Glencoe State: MN Zip: 55336 Email: agrimm2003@gmail.com
Contact Name: Adam Phone: 320-510-1985

CONTRACTOR: Self build Address: _____
City: _____ State: _____ Zip: _____ Phone: _____ Fax: _____
Contractor License No: _____ Contact Name: _____ Phone: _____
Email: _____

ARCHITECT: _____ Address: _____
City: _____ State: _____ Zip: _____ Phone: _____ Fax: _____
Email: _____ Contact Name: _____ Phone: _____

TYPE OF WORK: ☐ Commercial ☒ Residential
EST. VALUATION OF WORK
\$ 1,000
Square feet: _____
☐ New Construction ☐ Deck ☐ Pool ☐ Re-Roof
☐ Change of Use ☐ Retaining Wall ☐ Porch ☐ Re-Side
☐ Finish Basement ☐ Demolition ☒ Fence _____
☐ Remodel ☐ Fire Sprinkler ☐ Shed _____
☐ Addition ☐ Fire Alarm ☐ Window/Door Replacement
☐ Garage-Attached/Detach ☐ Misc Other # being replaced _____

Detailed Description of Work:
80 foot privacy fence between me and 1324 Chandler
6 foot high, 8 ft on center 4x4 posts, Preassembled panels

Signature of this application by the legal property owner or a licensed contractor, as the owner's representative, is required and authorizes the Zoning Administrator or designee and the Building Official or designee to enter upon the property to perform needed inspections. Entry may be without prior notice. I hereby acknowledge that I have read this application and state that all information is true and correct to the best of my knowledge. I further agree that all work performed will be in accordance with approved plans, specifications and conditions and to abide by all ordinances of the Municipality and the laws of the State of Minnesota regarding actions taken pursuant to this permit. I agree to pay all plan review fees even if I choose not to proceed with the work. Permit expires when work is not commenced within 180 days from date of permit, or if work is suspended, abandoned, or not inspected for 180 days. Work beyond the scope of this permit, or work without a permit or inspection, will be subject to a penalty.

SIGNATURE OF APPLICANT: [Signature] DATE: 9-23-24
PRINTED NAME: Adam Grimm This is the signature of: ☒ Owner or ☐ Owner's Representative

OCCUP. TYPE: _____ CONST. TYPE: _____ CODE: _____ BLDG SPRINKLED Yes / No

VALUATION: \$ _____

Permit Fee: \$ _____	Park Dedication: \$ _____
Plan Review Fee: \$ _____	Staking Fee: \$ _____
State Surcharge: \$ _____	Construction Water: \$ _____
Site Inspection Fee: \$ _____	Sewer Hook-Up: \$ _____
S.E.C. Fee: \$ _____	Water Hook-Up: \$ _____
Investigation Fee / Other Fee: \$ _____	Water Meter: \$ _____
Copy Charge (\$.25 per 8.5 x11 page) \$ _____	Meter Tax: \$ _____
License Check (\$5) / Lead Check (\$5) \$ _____	EEAC (Light & Power): \$ _____
SUB-TOTAL \$ _____	Other: \$ _____
Mechanical Fee (from Page 2) \$ _____	TOTAL DUE: \$ _____
Plumbing Fee (from Page 3) \$ _____	

Special Conditions/Required Setbacks: _____

Building Approval By: _____ DATE: _____

Printed Building Approval By: _____ ☐ License Verification ☐ Lead Verification - Checked By: _____

City Approval By: _____ DATE: _____

Paid: _____ Date: _____ Receipt No. _____ By: _____

TO BE FILLED OUT BY APPLICANT - INCOMPLETE APPS MAY NOT BE PROCESSED

OFFICE USE ONLY

SUPPLEMENTAL WORKSHEET FOR FENCE PERMITS

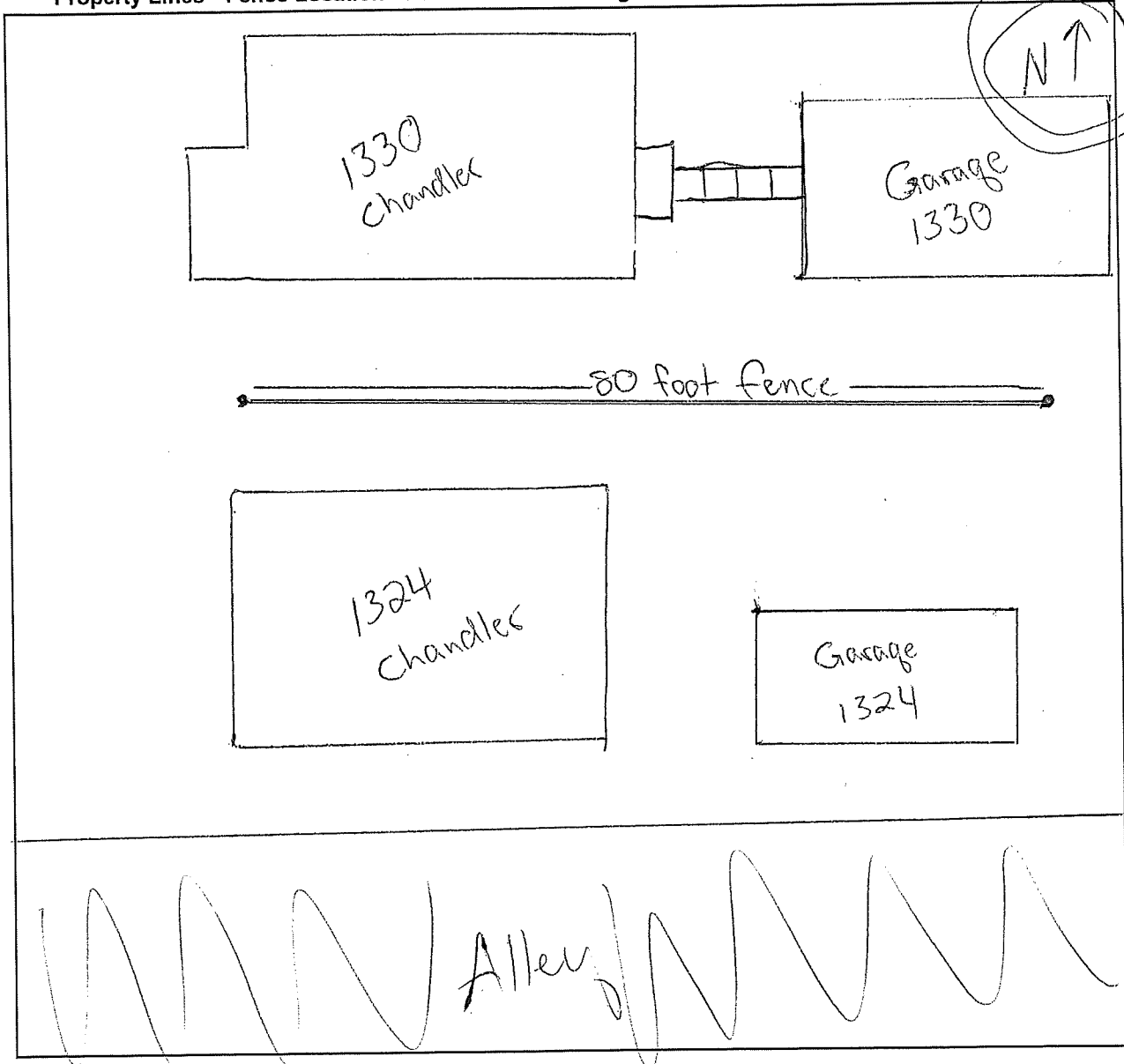
(This sheet MUST be included with your permit submittal)

Fence Information (CHECK ALL THAT APPLY)		
Land Use	Fence Type	Fence Material
<input checked="" type="checkbox"/> Residential	<input type="checkbox"/> Split-Rail (Vinyl)(Wood)	<input type="checkbox"/> Metal (Aluminum, Iron, Steel)
<input type="checkbox"/> Residential – Multi-Family	<input type="checkbox"/> Chain-Link (Vinyl)(Galvanized)	<input checked="" type="checkbox"/> Wood (Moisture Rot Resistant)
<input type="checkbox"/> Commercial	<input type="checkbox"/> Decorative / Ornamental	<input type="checkbox"/> Wood (Composite)
<input type="checkbox"/> Industrial	<input checked="" type="checkbox"/> Privacy / Screening	<input type="checkbox"/> Vinyl/Plastic
<input type="checkbox"/> Public/Institution	<input type="checkbox"/> Wire: # _____ (Gauge)	<input type="checkbox"/> Masonry
<input type="checkbox"/> Agriculture	<input type="checkbox"/> Security (Barbed Wire)(Other)	<input type="checkbox"/> Other
<input checked="" type="checkbox"/> New <input type="checkbox"/> Replacement		Fence Height <u>6</u> (ft.) Linear Footage <u>80</u> (ft.)
Fasteners type and location _____		

DETAILED DRAWING OF PROPERTY AND PROPOSED FENCE LOCATION

(A SEPARATE SHEET CAN BE USED IF MORE SPACE IS REQUIRED):

* Property Lines * Fence Location * Dimensions * Existing structures * Lot Layout * Streets & Alleyways *



Date: 9/23/2024 - 8:02 PM
Design Name: Fence Design
Design ID: 315554927592
Estimated Price: \$884.40

**Today's estimated price. Future pricing may go up or down. Tax, labor, and delivery not included.*

MENARDS

Design & Buy™

FENCE

How to recall and purchase your design at home:



OR

1. On Menards.com, enter "Design & Buy" in the search bar
2. Select the Fence Designer
3. Recall your design by entering Design ID: 315554927592
4. Follow the on-screen purchasing instructions

How to purchase your design at the store:

1. Enter Design ID: 315554927592 at the Design-It Center Kiosk in the Building Materials Department
2. Follow the on-screen purchasing instructions

Design

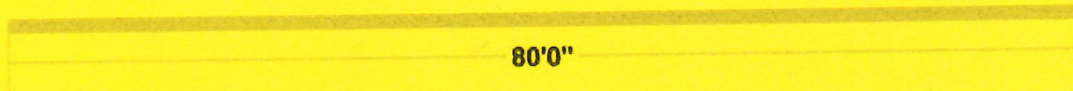


Illustration intended to show general fence size and shape. Some options may not be shown for picture clarity.

Layout dimension sheets are intended as a construction aid. Not all options selected are shown.

Final design should be performed by a registered professional engineer to ensure all applicable building codes and regulations are met. This is an estimate. It is only for general price information. This is not an offer and there can be no legally binding contract between the parties based on this estimate. The prices stated herein are subject to change depending upon the market conditions. The prices stated on this estimate are not firm for any time period unless specifically written otherwise on this form. The availability of materials is subject to inventory conditions. MENARDS IS NOT RESPONSIBLE FOR ANY LOSS INCURRED BY THE GUEST WHO RELIES ON PRICES SET FORTH HEREIN OR ON THE AVAILABILITY OF ANY MATERIALS STATED HEREIN. All information on this form, other than price, has been provided by the guest. Menards is not responsible for any errors in the information on this estimate, including but not limited to quantity, dimension and quality. Please examine this estimate carefully. MENARDS MAKES NO REPRESENTATIONS, ORAL, WRITTEN OR OTHERWISE THAT THE MATERIALS LISTED ARE SUITABLE FOR ANY PURPOSE BEING CONSIDERED BY THE GUEST. BECAUSE OF THE WIDE VARIATIONS IN CODES, THERE ARE NO REPRESENTATIONS THAT THE MATERIALS LISTED HEREIN MEET YOUR CODE REQUIREMENTS.

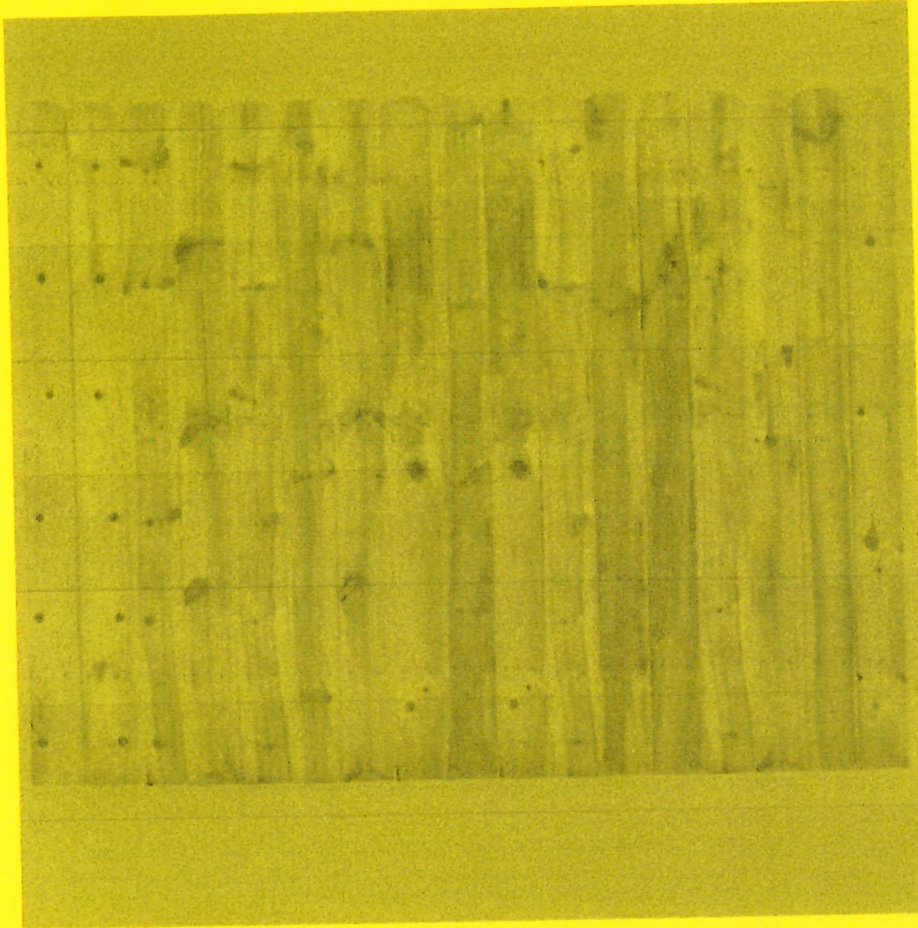
For other design systems search "Design & Buy" on Menards.com

Date: 9/23/2024 - 8:02 PM
Design Name: Fence Design
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Estimated Price: \$884.40

**Today's estimated price. Future pricing may go up or down. Tax, labor, and delivery not included.*

MENARDS
Design & Buy™
FENCE

Fence Image



Date: 9/23/2024 - 8:02 PM
Design Name: Fence Design
Design ID: 315554927592
Estimated Price: \$884.40

**Today's estimated price. Future pricing may go up or down. Tax, labor, and delivery not included.*

MENARDS
Design & Buy™
FENCE

Materials

Length:	80'0"
Type:	Wood Panels
Fence:	6 x 8 Dog Ear Pressure Treated Panel
Post:	4 x 4 x 10' #2 Ground Contact AC2® Timber
Post Top:	Nuvo Iron Eazy-Cap
Post Footing:	Concrete Mix - 60 lb (Bags of concrete per post: 1)
Post Drainage:	No Post Drainage
Post Hardware:	No Post Hardware
Fastener:	#9 x 3-1/2" Lobe Drive Tan Premium Screw



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

Glencoe Municipal Liquor Store
Profit & Loss Statement for July 2024

Sales	
Liquor	80,326.65
Beer	143,489.44
Wine	14,943.81
Other Merchandise	6,423.93
THC	1,387.05
Total Sales	246,570.88

Cost of Sales	
Beginning Inventory	467,310.04
Purchases	205,473.95
Total Merch. Avail. for Sale	672,783.99
Less Inventory Ending	489,152.82
Cost of Sales	183,631.17
Gross Profit on Sales	62,939.71
	25.53%

Operating Expenses	
Sales Tax (Use tax)	79.00
Full-Time Employees	6,402.00
Full-Time Employees- Overtime	0.00
Part-Time Employees	5,888.20
PERA Contributions	828.96
FICA Contributions	754.44
Medicare Contributions	176.44
Health & Life Insurance	663.92
Operating Supplies	4,923.13
Cleaning Supplies	0.00
Repair & Maintenance	1,135.93
Professional Services	0.00
Training	300.00
Computer Repair/Equipment	11.17
Telephone	117.63
Travel Expense	0.00
Advertising	2,359.52
Printing & Binding	0.00
Electricity	1,034.19
Natural Gas	0.00
Uniforms	0.00
Miscellaneous	0.00
Sub-total	24,674.53
Insurance- Liquor, Property, Gen'l Liability	766.04
Depreciation	3,504.41
Audit	250.00
Worker's Comp	308.62
Bond Interest	841.04
Total Operating Expenses	30,344.64

Non-Operating Expenses/Income	
Interest Income	150.07
Miscellaneous	89.00
Sales Tax Variance	1.46
Cash Drawer +/-	(8.22)
Bad/Collected Checks	0.00
Total Non-Operating Exp./Inc.	232.31

Net Income	32,827.38
Year-To-Date Income	173,474.31

Comparative Figures	
Previous Year (2023)	
Total Sales	243,334.32
Gross Profit on Sales	63,326.11
Total Operating Expenses	39,857.20
Total Non-Operating Exp./Inc.	76.95
Net Income	23,545.86
Year-To-Date Income	133,773.42

Current YTD Cash Balance	139,283.98
Last Month YTD Income	140,646.93

FUND BALANCES

FUND #	2024 CASH BALANCES	MONTH JULY	MONTH JUNE	MONTH MAY
101	General-Operating	\$ 2,496,214.30	\$ 1,900,071.01	\$ 860,752.23
101	General-Childhood Intervention	\$ 886.55	\$ 886.55	\$ 886.55
101	General-Crime Prevention	\$ 11,059.42	\$ 11,059.42	\$ 11,059.42
601	Water-Operating	\$ 2,467,215.48	\$ 2,404,178.21	\$ 2,306,457.27
601	Water-Water Availability Charge	\$ 594,999.31	\$ 594,275.03	\$ 589,790.31
601	Water-Trunk Water Charge	\$ 25,779.54	\$ 25,748.16	\$ 25,719.13
601	Water-Bonds	\$ 1,957.99	\$ 1,955.61	\$ 1,953.41
601	Water-Construction	\$ -	\$ -	\$ -
602	W.W.T.P.-Operating	\$ 1,778,293.67	\$ 1,676,074.32	\$ 1,644,449.81
602	W.W.T.P.-Sewer Availability Charge	\$ 1,133,311.06	\$ 1,131,931.50	\$ 1,127,915.95
602	W.W.T.P.-Trunk Sewer Charge	\$ 131,488.06	\$ 131,328.00	\$ 131,179.96
602	W.W.T.P.-Bonds	\$ 425,970.34	\$ 357,224.97	\$ 288,589.28
602	W.W.T.P.-Construction	\$ -	\$ -	\$ -
603	Sanitation	\$ 45,671.99	\$ 44,012.88	\$ 43,346.84
604	City Center-Operating	\$ (31,441.58)	\$ (25,181.08)	\$ (91,410.60)
604	City Center-Bonds	\$ (700,078.74)	\$ (682,982.84)	\$ (682,212.93)
609	Liquor Store	\$ 139,283.98	\$ 123,132.60	\$ 78,624.59
612	Airport	\$ (243,804.82)	\$ (238,341.85)	\$ (172,442.77)
651	Storm Water Management	\$ 159,954.14	\$ 113,955.71	\$ 81,270.44
213	Park Improvement	\$ 185,266.79	\$ 176,456.73	\$ 168,666.38
223	Aquatic Center	\$ (22,444.10)	\$ (29,984.51)	\$ (9,721.28)
223	Aquatic Center-Lifeguard Training	\$ 997.90	\$ 997.90	\$ 574.90
225	Cable TV	\$ 15,503.59	\$ 8,972.34	\$ 9,062.11
226	Cemetery	\$ (16,420.42)	\$ (14,297.01)	\$ (12,057.04)
229	Municipal State Aid	\$ 168,952.41	\$ 47,840.00	\$ 47,962.87
230	Engineering/Inspection Services	\$ (112,910.98)	\$ (112,773.54)	\$ (112,646.41)
231	Public Safety Aid	\$ 197,553.15	\$ 199,038.70	\$ 220,403.00
300	City Sinking	\$ 410.81	\$ 410.31	\$ 406.27
382	2007 Tax Increment Bond-2007 Industrial Park	\$ (59,352.71)	\$ (58,365.28)	\$ (58,299.49)
384	2018 Tax Increment Bond-Panther Heights	\$ (32,566.38)	\$ (32,526.74)	\$ (32,490.07)
409	Tax Increment #4-Industrial Park	\$ 435,152.35	\$ 434,622.65	\$ 434,132.71
424	Tax Increment #17-Miller Manufacturing	\$ 14,198.91	\$ 34,157.28	\$ 23,874.81
426	Tax Increment #19-Panther Heights	\$ 73,160.89	\$ 73,071.83	\$ 1,576.67
427	Tax Increment #20-Bus Garage	\$ (9,733.16)	\$ (9,721.31)	\$ (9,710.35)
466	2023 Street Improvement	\$ (7,508.84)	\$ (7,499.70)	\$ (6,713.22)
523	2008 11th Street/Morningside Bond	\$ (52,377.48)	\$ 73,782.60	\$ 11,549.87
524	2014 Street Improvement Bond	\$ (111,093.23)	\$ (110,138.95)	\$ (214,171.71)
525	2015 Street Improvement Bond-Lincoln Park	\$ (448,147.87)	\$ 56,440.84	\$ (49,194.21)
526	2016 Street Improvement Bond-Armstrong Avenue	\$ (154,185.87)	\$ 143,876.28	\$ 95,834.06
527	2017 Street Improvement Bond-Baxter Avenue	\$ (176,666.20)	\$ 186,556.43	\$ 87,521.91
528	2018 Storm Water Improvement Bond-Central Storm Sewer	\$ (234,328.84)	\$ 166,340.31	\$ 78,909.70
529	2021 Street Improvement Bond-10th Street	\$ 87,669.82	\$ 87,563.10	\$ 64,746.76
530	2023 Street Improvement Bond	\$ (67,000.23)	\$ 5,196.69	\$ (35,287.45)
TOTALS		\$ 8,110,891.00	\$ 8,889,345.15	\$ 6,950,859.68



SMALL CITY  BIG FUTURE

City of Glencoe ♦ 1107 11th Street East, Suite 107 ♦ Glencoe, Minnesota 55336
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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

MID TRIMESTER 1

SRO HAPPENINGS



SOME CALLS FOR SERVICE

MEDICALS, MENTAL HEALTH,
THREATS, CHILD PROTECTION,
VAPES, PROPERTY DAMAGE,
DRIVING COMPLAINTS,
ASSISTS, TRAFFIC STOPS,
DISORDERLY CONDUCT,
WELFARE CHECKS, PARKING,
911 HANG-UPS

TOPICS DISCUSSED

GETTING TO KNOW WHO
THE SRO IS, WHAT IS A
SRO, TOOLS A SRO HAS,
BUS SAFETY, SMORE
NIGHT TALK, WITNESS
PROTECTIONS PROGRAM,
BILL OF RIGHTS, USE OF
SOCIAL MEDIA, EFFECTS
OF DRUG USE, SAFETY
TIPS, 5TH GRADE DARE IS
STARTING SOON



BKORSON@GSL.K12.MN.US



REMINDERS

PLEASE KEEP ALL
DOORS LOCKED AT ALL
TIMES! I HAVE FOUND A
LOT OF EXTERIOR DOORS
EITHER NOT LATCHED
PROPERLY OR PROPPED
OPEN WITH SMALL
ROCKS.

PLEASE FEEL FREE TO
REACH OUT IF YOU
HAVE ANY QUESTIONS
OR WOULD LIKE ME TO
SPEAK TO YOUR CLASS
ON A PARTICULAR
TOPIC.

EXT # 2490

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 October 15, 2024, authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: Bit49 Noise Study Phase 3.

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:

Complete Noise Study update for the Revolve Labs Facility located on land owned by Glencoe Light & Power at 210 11th Street West in the City of Glencoe.

Proposal includes:

- Readings to be taken during both daytime and nighttime hours at one location (1121 Armstrong Avenue). Readings will be taken only with the business system running, 2 readings total; no readings will be taken with the business system shut off.
- Technical Memorandum outlining the findings in the readings, including comparisons to regulatory parameters and previous site readings.
- Additional readings could be completed at an additional cost, as requested by the Client or recommended by the Consultant. Client approval will be given prior to completing the additional work.

Client expectations:

- Client shall work with Revolve Labs to ensure their system will be operating at 100% during the sound level readings. SEH will assist with timeline, but client to initiate conversation and expectations.

Schedule: The field work is proposed to be completed by the end of October with a draft Technical Memorandum completed by end of October and a final memorandum completed in November.

Payment: The lump sum fee is \$5,500 including expenses and equipment.

The payment method, basis, frequency and other special conditions are set forth in attached Exhibit A-2.

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.

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

City of Glencoe


By: 
Full Name:
Title: CITY ADMINISTRATOR

Exhibit A-2
to Supplemental Letter Agreement
Between City of Glencoe (Client)
and
Short Elliott Hendrickson Inc. (Consultant)
Dated October 15, 2024

Payments to Consultant for Services and Expenses
Using the Lump Sum Basis Option

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

A. Lump Sum Basis Option

The Client and Consultant select the Lump Sum Basis for Payment for services provided by Consultant. During the course of providing its services, Consultant shall be paid monthly based on Consultant's estimate of the percentage of the work completed. Necessary expenses and equipment are provided as a part of Consultant's services and are included in the initial Lump Sum amount for the agreed upon Scope of Work. Total payments to Consultant for work covered by the Lump Sum Agreement shall not exceed the Lump Sum amount without written authorization from the Client.

The Lump Sum amount includes compensation for Consultant's services and the services of Consultant's Consultants, if any for the agreed upon Scope of Work. Appropriate amounts have been incorporated in the initial Lump Sum to account for labor, overhead, profit, expenses and equipment charges. The Client agrees to pay for other additional services, equipment, and expenses that may become necessary by amendment to complete Consultant's services at their normal charge out rates as published by Consultant or as available commercially.

B. Expenses Not Included in the Lump Sum

The following items involve expenditures made by Consultant employees or professional consultants on behalf of the Client and shall be paid for as described in this Agreement.

1. Expense of overtime work requiring higher than regular rates, if authorized in advance by the Client.
2. Other special expenses required in connection with the Project.
3. ~~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 not included in the Lump Sum amount.

DETAILED TASK HOUR BUDGET / COST ANALYSIS



Project : Revolve Labs Noise Study Part 3
 Location: Glencoe, MN
 Date: Tuesday, October 15, 2024

	Labor Hours				TOTALS
	Black Sr. Engr PE	Johnson Noise Specialist PE	Andert Civil Tech	Brinkman Admin Tech	
Task 2 - Project Development & Feasibility Report:					
Information Gathering / Coordination / Project Management	1.0	2.0		1.0	4.0
Field Data Collection (1 location, daytime and night time readings)			9.0		9.0
Tech Memo Outlining Findings / Follow up Meeting with City Staff	1.0	10.0		2.0	13.0
SUBTOTAL HOURS	2.0	12.0	9.0	3.0	26.0
TOTAL TASK FEE \$	5,500.00				

INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

OCT 21, 2024 - REGULAR BILLS

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City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
ADVANCED POWER SERVICES, IN	1338	WWTP: GENERATOR MAINT., BATTERIES	0	00/00/0000	1,350.00
				Vendor Total:	1,350.00
ALERT-ALL CORP.	1034	FIRE: SAFETY KITS	0	00/00/0000	1,302.00
				Vendor Total:	1,302.00
ALPHA WIRELESS	0160	FIRE: BATTERIES	0	00/00/0000	147.00
				Vendor Total:	147.00
ARNOLD'S OF GLENCOE, INC.	1449	WWTP: OIL	0	00/00/0000	191.92
				Vendor Total:	191.92
ASPEN MILLS	1527	FIRE: DRESS UNIFORMS	0	00/00/0000	4,181.79
				Vendor Total:	4,181.79
AT&T MOBILITY	1205	MULT DEPTS: CELL PHONE BILL	0	00/00/0000	682.68
				Vendor Total:	682.68
BLUE CROSS BLUE SHIELD OF MII	1254	MULT DEPTS: INS PREMIUMS	0	00/00/0000	43,901.04
				Vendor Total:	43,901.04
CARD SERVICES	0330	MULT DEPTS: BAR SUPPLIES, WATER, OFFICE SUPPLIES	0	00/00/0000	269.66
				Vendor Total:	269.66
CARGILL, INC	1636	WATER: SALT	0	00/00/0000	5,923.63
				Vendor Total:	5,923.63
CENTERPOINT ENERGY	0204	MULT DEPTS: NATURAL GAS BILLS	0	00/00/0000	2,919.45
				Vendor Total:	2,919.45
DAKOTA SUPPLY GROUP	0523	WWTP: COUPLINGS, PIPE, CAPS	0	00/00/0000	699.94
				Vendor Total:	699.94
EVERYDAY SIGN AND GRAPHICS	0894	WWTP: GRAPHICS FOR SIDE BY SIDE	0	00/00/0000	90.00
				Vendor Total:	90.00
FLAHERTY & HOOD, P.A.	0441	WATER, WWTP: LEGAL FEES	0	00/00/0000	4,627.63
				Vendor Total:	4,627.63
FLEET SERVICES DIVISION	2144	POLICE: SQUAD CAR LEASES	0	00/00/0000	4,217.17
				Vendor Total:	4,217.17
FLOW MEASUREMENT AND CONT	0386	WATER, WWTP: CERTIFICATIONS OF FLOW METERS	0	00/00/0000	1,639.00
				Vendor Total:	1,639.00
FORCIER, LEE	1224	WWTP: HOTEL REIMB	0	00/00/0000	308.54
				Vendor Total:	308.54
FRANKLIN PRINTING INC.	0085	POLICE, WATER: INK, BUSINESS CARDS	0	00/00/0000	375.40
				Vendor Total:	375.40
GACC TOURISM	0168	REIMB: LODGING TAX	0	00/00/0000	746.85
				Vendor Total:	746.85
GALLS, LLC	0452	POLICE: TRAININGS GEAR	0	00/00/0000	47.92
				Vendor Total:	47.92
GAVIN, JANSSEN, STABENOW &	0087	POLICE: LEGAL SERVICES	0	00/00/0000	5,571.00
				Vendor Total:	5,571.00
GLENCOE CO-OP ASSN.	1842	MULT DEPTS: FUEL	0	00/00/0000	4,972.36
				Vendor Total:	4,972.36
GLENCOE FLEET SUPPLY	2074	MULT DEPTS: PAINT, BATTERIES, HARDWARE, SEED, ANTIFREEZE	0	00/00/0000	893.53
				Vendor Total:	893.53
GMH ASPHALT CORP.	0556	'23 STREET IMPROVE: 2023 PAVEMNET IMPROVEMENT	0	00/00/0000	193,883.88
				Vendor Total:	193,883.88

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Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
GRAIN GUARDIAN, LLC	2249	FIRE: RESCUE AUGER	0	00/00/0000	948.00
				Vendor Total:	948.00
HAWKINS, INC.	1133	WATER: CHEMICALS	0	00/00/0000	3,652.13
				Vendor Total:	3,652.13
HILLYARD HUTCHINSON	0122	ADMIN: MOP BUCKET, GARBAGE BAGS, PAPER TOWELS	0	00/00/0000	918.13
				Vendor Total:	918.13
HORIZON ROOFING, INC.	1706	ADMIN: ROOF REPAIR	0	00/00/0000	768.18
				Vendor Total:	768.18
HUEMOELLER, GONTAREK &	1800	ADMIN: LEGAL FEES	0	00/00/0000	5,001.75
				Vendor Total:	5,001.75
J & J ATHLETICS	1242	STREET, WATER, WWTP: UNIFORMS	0	00/00/0000	417.30
				Vendor Total:	417.30
JOHNSON CONTROLS FIRE	0874	FIRE: HYDROTESTING	0	00/00/0000	665.00
				Vendor Total:	665.00
KILLMER ELECTRIC CO, INC	1408	WWTP: LIGHT REPAIR	0	00/00/0000	1,177.50
				Vendor Total:	1,177.50
KOHL'S SWEEPING SERVICE INC	0076	STREET: SEAT COATING, STRIPPING	0	00/00/0000	2,044.00
				Vendor Total:	2,044.00
LIGHT & POWER COMMISSION	1484	MULT DEPTS: ELECTRICITY, CREDIT CARD & BILLING FEE	0	00/00/0000	32,227.14
				Vendor Total:	32,227.14
LITZAU EXCAVATING	0380	WWTP: SLIP LINE SEWER	0	00/00/0000	1,000.00
				Vendor Total:	1,000.00
MARUSKA, MIA & JOE	1525	CITY CENTER: DAMAGE DEPOSIT	0	00/00/0000	200.00
				Vendor Total:	200.00
MCLEOD COOP. POWER ASS'N.	0201	ADMIN, AIRPORT: ELECTRICITY	0	00/00/0000	1,322.40
				Vendor Total:	1,322.40
METRO SALES, INC	1066	POLICE: OFFICE EQUIPMENT LEASE	0	00/00/0000	253.43
				Vendor Total:	253.43
MINI BIFF	0177	PARK: WASTE REMOVAL	0	00/00/0000	430.44
				Vendor Total:	430.44
MINNESOTA RURAL WATER ASSO	2041	WATER: TRAINING	0	00/00/0000	300.00
				Vendor Total:	300.00
MN FIRE SERVICE CERT. BOARD	0557	FIRE: FIREFIGHTER RECERTIFICATIONS	0	00/00/0000	210.00
				Vendor Total:	210.00
MNSPECT	0722	CODE ENFORCE: BUILDING & RENTAL INSPECTIONS	0	00/00/0000	22,230.74
				Vendor Total:	22,230.74
MVTL , INC.	0353	WATER, WWTP: LAB TESTING	0	00/00/0000	606.40
				Vendor Total:	606.40
MY-LOR, INC	1838	FIRE: ALUMINUM TAGS	0	00/00/0000	217.26
				Vendor Total:	217.26
NORTH CENTRAL LABORATORIES	0631	WWTP: LAB SUPPLIES	0	00/00/0000	85.40
				Vendor Total:	85.40
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	17.40
				Vendor Total:	17.40

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Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
PEARSON BROS., INC.	1523	STREET: SEAL COAT, CRACK FILING, STRIPING	0	00/00/0000	628,386.95
				Vendor Total:	628,386.95
PIONEERLAND LIBRARY SYSTEMS	0227	REIMB: CARDS, FINES & BOOKS	0	00/00/0000	72.80
				Vendor Total:	72.80
PLUNKETT'S PEST CONTROL, INC	0446	AQUATIC, WWTP: PEST CONTROL	0	00/00/0000	280.02
				Vendor Total:	280.02
POPE DOUGLAS SOLID WASTE M	0505	POLICE: WASTE DISPOSAL	0	00/00/0000	212.50
				Vendor Total:	212.50
PREMIUM WATERS, INC.	1081	MULT DEPTS: WATER	0	00/00/0000	250.41
				Vendor Total:	250.41
ROCK HARD LANDSCAPE SUPPLY	0650	PARK: PLAYGROUND FILL	0	00/00/0000	3,140.00
				Vendor Total:	3,140.00
SHRED-N-GO, INC	0032	FINANCE, POLICE: PAPER SHREDDING	0	00/00/0000	167.86
				Vendor Total:	167.86
STAR GROUP, L.L.C.	0972	FIRE: FLOOR DRY	0	00/00/0000	445.05
				Vendor Total:	445.05
THOMSON REUTERS	1260	POLICE: SOFTWARE SUBSCRIPTION	0	00/00/0000	182.00
				Vendor Total:	182.00
TRI-COUNTY WATER	1016	STREET, REIMB: WATER	0	00/00/0000	67.25
				Vendor Total:	67.25
VANDAMME, MYRANDA	0028	MULT DEPTS: FLOWER BASKETS, CLEANING & BAR SUPPLIES	0	00/00/0000	178.88
				Vendor Total:	178.88
VIA ACTUARIAL SOLUTIONS	2037	ADMIN: ACTRUARIAL SERVICES	0	00/00/0000	2,100.00
				Vendor Total:	2,100.00
				Grand Total:	989,239.63
				Less Credit Memos:	0.00
				Net Total:	989,239.63
				Less Hand Check Total:	0.00
				Outstanding Invoice Total :	989,239.63
Total Invoices:		59			

CITY OF GLENCOE BILLS

OCTOBER 21 , 2024

** PREPAID PAYROLL & WIRE TRANSFER BILLS **

VENDOR	DEPARTMENT: DESCRIPTION	TOTAL
CITY OF GLENCOE EMPLOYEES	MULTIPLE DEPTS.: CITY OF GLENCOE PAYROLL 7-24-24	\$95,157.85
WIRE TRANSFER	MULT DEPTS:EMP/CITY PAYROLL TAXES,HSA,PERA,D COMP,CAFE	\$58,699.84
TOTAL PREPAID BILLS ----->		<u>\$153,857.69</u>

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Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
A.H. HERMEL CO.	0573	LIQUOR STORE: MERCH FOR RESALE	182115	07/23/2024	818.28
				Vendor Total:	818.28
BOBBING BOBBER BREWING COM	1802	LIQUOR STORE: MERCH FOR RESALE	182116	07/23/2024	92.95
BOBBING BOBBER BREWING COM	1802	LIQUOR STORE: MERCH FOR RESALE	182123	07/23/2024	158.89
				Vendor Total:	251.84
BREAKTHRU BEVERAGE	0513	LIQUOR STORE: MERCH FOR RESALE	182124	07/23/2024	3,516.00
BREAKTHRU BEVERAGE	0513	LIQUOR STORE: MERCH FOR RESALE	182141	07/29/2024	9,058.46
BREAKTHRU BEVERAGE	0513	LIQUOR STORE: MERCH FOR RESALE	182147	08/02/2024	4,348.69
				Vendor Total:	16,923.15
C & L DISTRIBUTING	0492	LIQUOR STORE: MERCH FOR RESALE	182117	07/23/2024	22,661.50
C & L DISTRIBUTING	0492	LIQUOR STORE: MERCH FOR RESALE	182125	07/23/2024	21,178.20
				Vendor Total:	43,839.70
CARLOS CREEK WINERY, INC.	0188	LIQUOR STORE: MERCH FOR RESALE	182126	07/23/2024	312.00
				Vendor Total:	312.00
COLONIAL LIFE	0735	MULT DEPTS: INS PREMIUMS	182127	07/23/2024	263.70
				Vendor Total:	263.70
CROW RIVER WINERY	2067	LIQUOR STORE: MERCH FOR RESALE	182148	08/02/2024	836.40
				Vendor Total:	836.40
DAHLHEIMER BEVERAGE	0003	LIQUOR STORE: MERCH FOR RESALE	182118	07/23/2024	25,939.00
DAHLHEIMER BEVERAGE	0003	LIQUOR STORE: MERCH FOR RESALE	182128	07/23/2024	40,188.92
				Vendor Total:	66,127.92
HOME CITY ICE COMPANY	1761	LIQUOR STORE: MERCH FOR RESALE	182119	07/23/2024	1,139.40
				Vendor Total:	1,139.40
JOHNSON BROS - ST PAUL	0504	LIQUOR STORE: MERCH FOR RESALE	182129	07/23/2024	695.50
JOHNSON BROS - ST PAUL	0504	LIQUOR STORE: MERCH FOR RESALE	182142	07/29/2024	2,949.60
JOHNSON BROS - ST PAUL	0504	LIQUOR STORE: MERCH FOR RESALE	182149	08/02/2024	9,264.01
				Vendor Total:	12,909.11
MARLIN'S TRUCKING	1387	LIQUOR STORE: MERCH FOR RESALE	182120	07/23/2024	469.00
MARLIN'S TRUCKING	1387	LIQUOR STORE: MERCH FOR RESALE	182130	07/23/2024	409.50
				Vendor Total:	878.50
MINNESOTA PUBLIC EMPLOYEE	1439	POLICE: UNION DUES	182131	07/23/2024	155.05
				Vendor Total:	155.05
NCPERS GROUP LIFE INS	1619	ADMIN: INS PREMIUM	182132	07/23/2024	16.00
				Vendor Total:	16.00
NOTHING BUT HEMP	0275	LIQUOR STORE: MERCH FOR RESALE	182133	07/23/2024	645.00
				Vendor Total:	645.00
PHILLIPS WINE & SPIRITS, INC.	1010	LIQUOR STORE: MERCH FOR RESALE	182134	07/23/2024	1,447.86
PHILLIPS WINE & SPIRITS, INC.	1010	LIQUOR STORE: MERCH FOR RESALE	182143	07/29/2024	3,426.75
PHILLIPS WINE & SPIRITS, INC.	1010	LIQUOR STORE: MERCH FOR RESALE	182150	08/02/2024	4,172.42
				Vendor Total:	9,047.03
PPLSI	0485	MULT DEPTS: INS PREMIUMS	182135	07/23/2024	112.60
				Vendor Total:	112.60
SCHRAM HAUS BREWERY	0502	LIQUOR STORE: MERCH FOR RESALE	182136	07/23/2024	208.00
				Vendor Total:	208.00
SOUTHERN GLAZER'S OF MN	1429	LIQUOR STORE: MERCH FOR RESALE	182137	07/23/2024	1,402.32
SOUTHERN GLAZER'S OF MN	1429	LIQUOR STORE: MERCH FOR RESALE	182144	07/29/2024	6,707.99
SOUTHERN GLAZER'S OF MN	1429	LIQUOR STORE: MERCH FOR RESALE	182151	08/02/2024	1,550.18
				Vendor Total:	9,660.49
TRUIST GOVERNMENTAL FINANCE	0809	CITY CENTER: BOND INTEREST	182138	07/23/2024	11,466.00
				Vendor Total:	11,466.00

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Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
VIKING BEVERAGES	0973	LIQUOR STORE: MERCH FOR RESALE	182121	07/23/2024	7,320.60
VIKING BEVERAGES	0973	LIQUOR STORE: MERCH FOR RESALE	182139	07/23/2024	6,944.40
				Vendor Total:	14,265.00
VIKING COCA-COLA BOTTLING CC 0494		LIQUOR STORE: MERCH FOR RESALE	182122	07/23/2024	676.15
				Vendor Total:	676.15
VINOCOPIA, INC.	1353	LIQUOR STORE: MERCH FOR RESALE	182140	07/23/2024	82.50
VINOCOPIA, INC.	1353	LIQUOR STORE: MERCH FOR RESALE	182152	08/02/2024	1,144.54
				Vendor Total:	1,227.04
VISA	0350	MATS,TONER,SIGNS,SQUARE TERM, TRAINING,POSTATE,UNIFORMS	182145	07/29/2024	2,913.84
				Vendor Total:	2,913.84
WEELBORG	0126	STREET: 2024 CHEVY 1500 SILVERADO	182153	08/02/2024	51,515.19
				Vendor Total:	51,515.19
WINE COMPANY	2004	LIQUOR STORE: MERCH FOR RESALE	182154	08/02/2024	1,485.00
				Vendor Total:	1,485.00
WINE MERCHANTS	0667	LIQUOR STORE: MERCH FOR RESALE	182146	07/29/2024	704.00
				Vendor Total:	704.00
				Grand Total:	248,396.39
				Less Credit Memos:	0.00
				Net Total:	248,396.39
				Less Hand Check Total:	0.00
				Outstanding Invoice Total :	248,396.39
Total Invoices:	40				