



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

Wednesday, November 6, 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 21, 2024
 - B. **Special Event Application**, Good Shepherd Church, 1407 Cedar Avenue, Glencoe, Saturday, December 14, 2024, 3:00 to 8:00 PM for **Living Nativity Drive-By** Event. Barricades and cones to close streets to direct traffic around event at Church location
- 3. APPROVE AGENDA**
- 4. PUBLIC COMMENT (agenda items only)**
- 5. PUBLIC HEARINGS**
 - A. None Scheduled
- 6. BIDS AND QUOTES**
 - A. None Scheduled
- 7. REQUESTS TO BE HEARD**
 - A. Set Canvas Board Meeting for November 14, 2024, at noon to certify results of the 2024 City Council Election – City Administrator
 - B. Property Zoning – Zone Property Industrial One (I1) - Planning Commission Recommendation:
 1. City Limits – (PID# 22 0890 142) REGISTERED LAND SURVEY #25 CIT 5.06 AC TRACT M 5.06 ACRES to include (PID# 22 0890 143) SURVEY #25 CIT .04 AC TRACT N (PART OF ROAD)
 2. Outside city limits – (PID# 04 1400 450) 2.27 AC ALL OF THE 100' WIDE CORRIDOR OF FORMER CHICAGO MILWAUKEE ST PAUL & PACIFIC RR IN SW 1/4 NW 1/4 & .25 S 1/2 NW 1/4 EX .71 ACRES
 - C. Awning Grant Application of Pro Nails – 702 11th Street East – EDA Recommendation
 - D. Public Works Contract Approval – City Administrator
 - E. 2025 Employee Health Insurance – City Administrator
 - F. Hennepin Avenue Street Width Discussion – Brody Bratsch and Justin Black, SEH

8. ITEMS FOR DISCUSSION

- A. CEDA Update – City Administrator**

9. ROUTINE BUSINESS

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

10. ADJOURN



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

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



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: Living Nativity Proposed location: Good Shepherd Church
Date(s) of the event: Sat, Dec 14 Time(s) of event: 5-7 pm ^{30 minutes price}
Group name or organization: Community Group - Living Nativity Contact Name: Cindy Eggersghness
Address: Good Shepherd - 1407 Cedar Ave N City: Glencoe Zip: 55336
Email: eggersghnessCindy@gmail.com Phone: 612-840-6308

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: 200+ estimate

Event Description: This is a drive by event - admission is free to this drive-through production featuring a Living Nativity depicting the Good News of Jesus' birth. Cars would drive by and have the opportunity to donate to McLeod Food Shelf.

Assistance Requested: Possible police help to direct traffic (not sure if available?)
Assistance to close off streets ↓

Street Closure Request:

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

~~Birds Eye St, no access from 22 to Birch~~

Date/Time for beginning of street closure: Dec 14 - 3 pm or 4 pm?

Date/Time for reopening of streets: Dec 14 - 8 pm -

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.

In case of inclement weather, backup date would be 12-21.

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.

Cindy Eggenschuess
Signature

10-22-24
Date

City Staff Use Only

Date Received: _____

Public Works Director Street/Parks Recommendation:

Approve ☐ Deny ☐

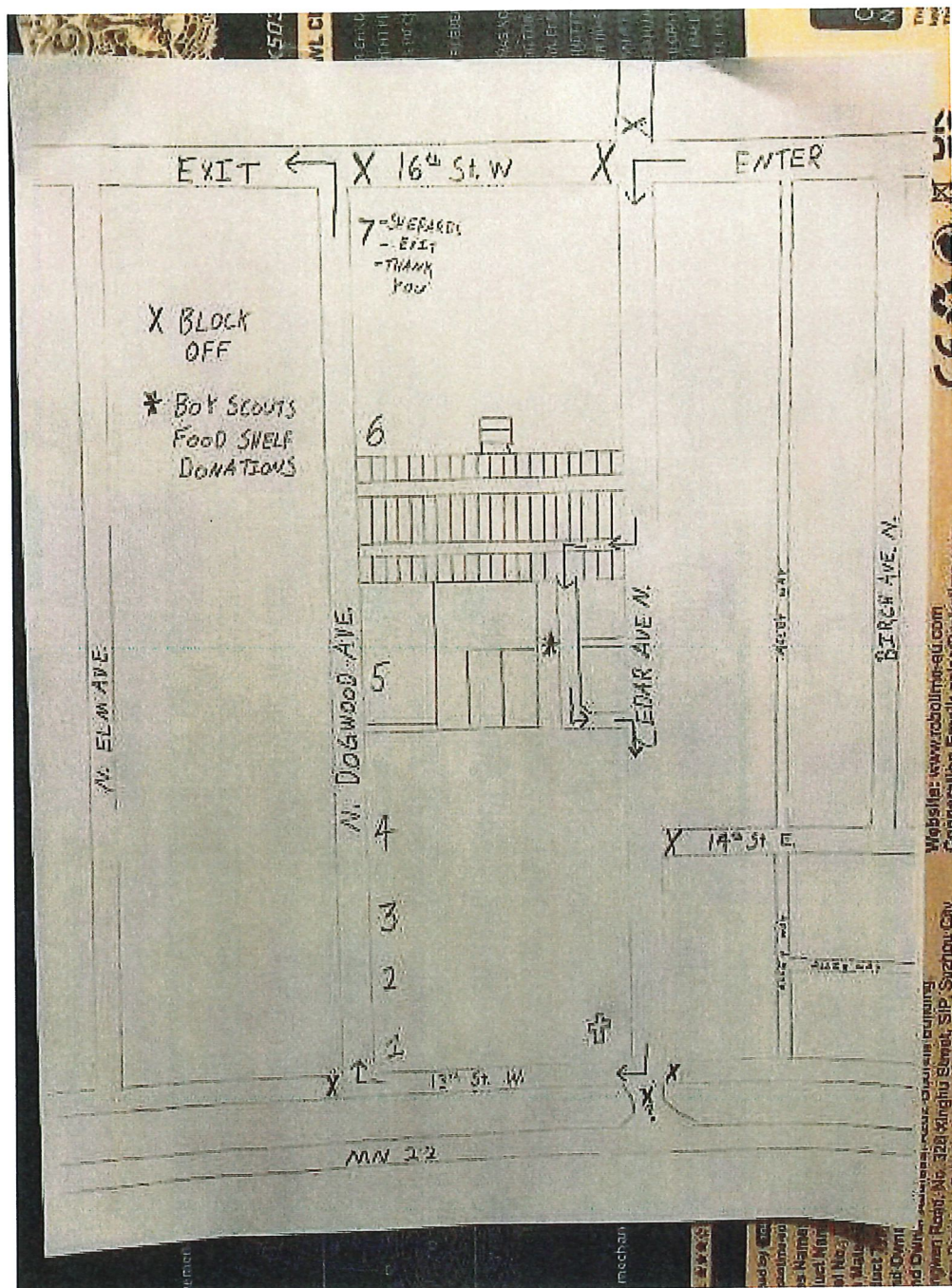
Comments: _____

Chief of Police Recommendation: Approve ☐ Deny ☐

Comments: _____

City Council: Approve ☐ Deny ☐

Date: _____





SMALL CITY & BIG FUTURE

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



SMALL CITY  BIG FUTURE

GLENCOE CITY COUNCIL MEETING MINUTES

October 21, 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, Justin Black, Richard Glennie, Jon VanDamme, Amanda Johnson

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 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.

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

3. APPROVE AGENDA

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

4. PUBLIC COMMENT (agenda items only)

5. PUBLIC HEARINGS

A. Public Hearing on Delinquent Bills owed to the City of Glencoe – City Administrator.

Motion: By Lemke to open the public hearing. With no comment, Neid made a motion to close the public hearing.

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

Motion: Neid, seconded by Rivera, to approve Resolution 2024-13 to certify delinquent amounts owed to the City of Glencoe for Collection with Property Taxes.

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 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

6. BIDS AND QUOTES

A. Liquor Store Boulevard Sign Renovations – City Administrator

Jon VanDamme, manager of Glencoe Wine & Spirits, presented to the Council two quotes for new panels and lighting for the liquor store boulevard sign. A quote from Scenic Signs for \$5,900.00 and the other quote from Crow River Signs for \$4,744.00. It is recommended to upgrade the panels and the electrical components of the Glencoe Wine & Spirits boulevard signs with the low quote from Crow River Signs.

Motion: Neid, seconded by Olson to approve the quote from Crow River Signs. All in favor, the motion carries.

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

Motion: Lemke, seconded by Hueser to approve the Special Use Permit. All in favor, the motion carries.

2. Variance Permit Request of Adam and Katherine Grimm, 1330 Chandler Avenue North to build a fence 1-foot from the property line.

Motion: Hueser, seconded by Olson to approve the Variance Permit request. 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 – Public Hearing on Zoning October 29th at 7:00 PM. - City Attorney Ostlund

The Public Hearing is to rezone the property to Industrial One (1). The property is currently owned by Seneca who are working on a purchase agreement with Revolve Labs. The Sound Study should be completed next week. Hoping to have the results by the Public Hearing on October 29.

9. ROUTINE BUSINESS

A. Project Updates – Half of the new Pickleball Courts was poured last week. Pouring the other half on Wednesday.

B. Economic Development – been in contact with hotel developers.

C. Public Input

D. Reports

E. City Bills

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

F. Close Meeting to discuss land acquisition.

Motion: Lemke, seconded by Neid to close the meeting to discuss land acquisition. All in favor, the motion carries.

10. ADJOURN

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



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To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: November 1, 2024

Re: **Item 7A** – Canvas Board

Item 7A – It is recommended to set the Canvas Board meeting for November 14 at noon to certify the election results. (Need 3 members to confirm)

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

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



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To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: November 1, 2024

Re: **Item 7B** – Zoning of Property for Revolve Labs

Item 7B – The Planning and Industrial Commission held a public hearing on October 29th for the rezoning request of Revolve Labs for the property being purchased from Seneca Foods on the west side of Glencoe:

1. City Limits – (PID# 22 0890 142) REGISTERED LAND SURVEY #25 CIT 5.06 AC TRACT M 5.06 ACRES to include (PID# 22 0890 143) SURVEY #25 CIT .04 AC TRACT N (PART OF ROAD)
2. Outside city limits – (PID# 04 1400 450) 2.27 AC ALL OF THE 100' WIDE CORRIDOR OF FORMER CHICAGO MILWAUKEE ST PAUL & PACIFIC RR IN SW 1/4 NW 1/4 & .25 S 1/2 NW 1/4 EX .71 ACRES

It is recommended to set the Zoning for the parcels listed as **Industrial-1**. The parcel outside the City of Glencoe limits will be petitioned for annexation by Revolve Labs, at a later date, if the zoning is approved.

The investment in the proposed Data Center will be \$40 to \$60 Million and will create up to 10 positions. Assistant City Administrator Lemen is working with them on the water and sanitary sewer extensions.

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

**OFFICE USE****Permit Fee: \$100.00**

Date Paid _____

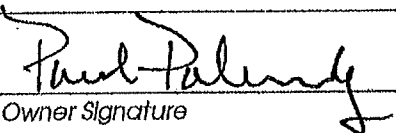
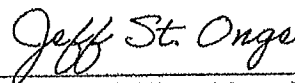
____ Cash

____ Check # _____

____ Credit Card
2.5% cc fee = \$2.50

Staff Initials _____

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

REZONING PERMIT APPLICATIONDate 10/07/2024Applicant Revolve Labs (Jeff St. Onge - Sr. Ops Manager) Phone 346-646-9110Owner (if different than applicant) Seneca Foods CorporationAddress 670 11th Street West, Glencoe, MN 55336Legal Description Parcel ID #: 220890142 and Parcel # 040140450 - 6.2 Acres on the South side of 110thRezoning Request Industrial (I-1)Reason for Request Revolve Labs is planning to build and operate a Data Center on this property.
Owner Signature
Applicant Signature (if different from Owner)**PLANNING & INDUSTRIAL COMMISSION
ACTION**The Glencoe Planning & Industrial Commission has
____ APPROVED ____ DENIED this rezoning
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 rezoning
application on _____, 20____ by
a vote of ____ to ____._____
City Council or Administrator Signature

City of Glencoe
Planning and Industrial Commission
Meeting Minutes

Thursday, October 29, 2024

Glencoe City Center West Conference Room, 7:00 PM

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

Planning Commission Agenda Item #1: Approve minutes from October 10, 2024, Planning Commission Meeting.

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

Planning Commission Agenda Item #2: Public Hearing on the Rezoning Request of Revolve Labs to Zone Property Industrial One (1) for the following parcels:

- A. City Limits – *(PID# 22 089 0142) REGISTERED LAND SURVEY #25 CIT 5.06 AC TRACT M 5.06 ACRES to include (PID # 22 089 0143) SURVEY #25 CIT .04 AC TRACT N (PART OF ROAD)*
- B. Outside City Limits – *(PID# 04 140 0450) 2.27 AC ALL OF THE 100' WIDE CORRIDOR OF FORMER CHICAGO MILWAUKEE ST PAUL & PACIFIC RR IN SW ¼ NW ¼ & .25 S ½ NW ¼ EX .71 ACRES*

A motion was made by Bob Senst to open the public hearing. Scott Maynard seconded the motion to open the public hearing.

Residents of the City of Glencoe came forward expressing their concerns regarding Revolve Labs. The public comment included concerns about electric bills, the rezoning and annexation, but mainly the noise was the biggest factor. One resident commented on moving the existing facility.

A motion was made by Bob Senst, seconded by Scott Maynard to approve the Rezoning Request of Revolve Labs to Zone the Property to Industrial One (1). With all members present voting in favor, motion passed.

Planning Commission Agenda Item #3: Adjourn

With no other business, Scott Maynard made a motion to adjourn. Bob Senst seconded the motion, with all members present voting in favor the motion carried.



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

To: Planning and Industrial Commission

From: Mark D. Larson, City Administrator

Date: October 25, 2024

Re: 7:00 PM Public Hearing on the Rezoning Request of Revolve Labs to Zone
Property Industrial One (I1) for the following parcels:

- A. City Limits – (PID# 22 0890 142) REGISTERED LAND SURVEY #25 CIT 5.06 AC TRACT
M 5.06 ACRES to include (PID# 22 0890 143) SURVEY #25 CIT .04 AC TRACT N (PART
OF ROAD)
- B. Outside city limits – (PID# 04 1400 450) 2.27 AC ALL OF THE 100' WIDE CORRIDOR
OF FORMER CHICAGO MILWAUKEE ST PAUL & PACIFIC RR IN SW 1/4 NW 1/4 & .25
S 1/2 NW 1/4 EX .71 ACRES

Included in Packet

- Application from Revolve Labs
- Rezoning Regulations City Code 511.02
- Public hearing notice sent to property owners within 500 feet on Friday October 11,
0224 – See Notice and labels
- Hearing Notice was published in the McLeod County Chronicle on Friday, October 18th
- Zoning Code regarding Annexation zoning Section 508.09b
- Memo from Light and Power Commission
- Memo from Assistant City Administrator/Public Works – Mark Lemen
- **Memo from City Attorney Mark Ostlund – to be included by email**

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

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

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Parcel ID: 220890142

Acres: 5.06

Taxpayer Name: SENECA FOODS CORPORATION

Taxpayer Address: 101 8TH ST W, GLENCOE MN 55336

Property Address: ,

Owner Name: SENECA FOODS CORPORATION

Owner Address: 101 8TH ST W, GLENCOE MN 55336

Land Value: 55700

Building Value: 0

Total Value: 55700

Year Built:

Legal Description: REGISTERED LAND SURVEY #25 CIT 5.06 AC TRACT M 5.06 ACRES



Printed 10/25/2024

Bedrooms:

Bathrooms:

Total Square Feet:

Stories:

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.



Parcel ID: 040140450

Acres: 2.27

Taxpayer Name: SENECA FOODS CORPORATION

Taxpayer Address: 101 8TH ST W, GLENCOE MN 55336

Property Address: ,

Owner Name: SENECA FOODS CORPORATION

Owner Address: 101 8TH ST W, GLENCOE MN 55336

Land Value: 16300

Building Value: 0

Total Value: 16300

Year Built:

Bedrooms:

Bathrooms:

Total Square Feet:

Stories:

Legal Description: SECT-14 TWP-115 RANGE-028 2.27 AC ALL OF THE 100' WIDE CORRIDOR OF FORM



Printed 10/25/2024

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Parcel ID: 220890143

Acres: 0.04

Taxpayer Name: SENECA FOODS CORPORATION

Taxpayer Address: 101 8TH ST W, GLENCOE MN 55336

Property Address: ,

Owner Name: SENECA FOODS CORPORATION

Owner Address: 101 8TH ST W, GLENCOE MN 55336

Land Value: 0

Building Value: 0

Total Value: 0

Year Built:

Bedrooms:

Bathrooms:

Total Square Feet:

Stories:

Legal Description: REGISTERED LAND SURVEY #25 CIT .04 AC TRACT N (PART OF ROAD)



Printed 10/25/2024

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To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: November 1, 2024

Re: **Item 7C** – Awning Grant Application from Pro Nails

Item 7C – It is recommended by the EDA to approve the Awning Grant Application from Pro Nails at 702 11th Street East with G and J Awning for \$2,075.

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SMALL CITY & BIG FUTURE

City of Glencoe ♦ 1107 11th Street East, Suite 107 ♦ Glencoe, Minnesota 55336
Phone: (320) 864-5586

City of Glencoe Awning/Sign Grant Program Application

Name: PRO NAILS

Address of Property: 702 11th ST E

Phone Number: 320-864-4666

Name of Contractor	Address	Phone Number	Bid Amount
1. <u>G & J AWNING</u>	<u>1802 13th AVE NE</u>	<u>320-255-1733</u>	<u>\$4,150.00</u>
2.			
3.			

Grant amounts are for up to 50% of the cost of the project with a maximum grant amount of \$2,500.00. Please attach a picture, drawing and/or dimensions of the awning project to this application.

City of Glencoe Awning/Sign Program Guidelines

- Awning/Sign grants will be for up to 50% of the awning project, not to exceed \$2,500.00.
- Awnings/signs must comply with the Uniform Building Code Section # 4506. Projects must also comply with any City Ordinances that are applicable to awnings/signs.
- Business/Property owner must complete an application and provide a picture, drawing and/or dimensions of the awning before approval of the project can be granted.
- To receive funding for the project, the awning/sign must be aesthetically pleasing and complement the building and other awnings around the building for awning projects.
- Awnings may not extend more than 4' from the building.
- Awnings/signs must be located within City limits.
- Applicants can only be awarded a grant once in every eight years.
- Grants will be available on a first come, first serve basis. Funding amounts for the Awning/Sign Program will vary each year depending upon what is available in the City budget.
- The Economic Development Committee and the Planning Commission will review all applications and make recommendations to the City Council. The Glencoe City Council will have final approval of all projects.

I verify that the information provided is correct and I will follow all the program guidelines.

Signature: [Signature]

Date: 10-24-24



PURCHASE AGREEMENT

G & J Awning and Canvas, Inc
1802 13th Ave NE | Sauk Rapids, MN 56379
Phone: 320-255-1733 | 800-467-1744
Fax: 320-255-0130 | www.gjawning.com

Project Name Bro - Nails
Date 9/12/24
CUSTOMER EMAIL: Sanziingen4666@gmail.com

Billing Information		Site Information	
To		To	
Company	<u>Sanzi, C. Engen</u>	Company	
Address	<u>Pro Nails</u>	Address	
City	<u>702 11th St. E.</u>	City	
State	<u>MINN</u>	State	
Zip	<u>55336</u>	Zip	
Phone		Phone	
Fax		Fax	

We hereby submit specifications and bid for: (brief description, style, size, shape etc.)

3-New traditional style awnings complete.
Approx size of 30" tall by 30" Projection and width of 214' 73' 89'
Complete with Installation

Frame Material	Finish and Color	Features (window, push poles etc.)
<u>Alu.</u>	<u>Mill</u>	

Type of Post	Finish and Color	# of Posts	Type of Bottom	# Pcs or Yds.	PO #

Fabric Type & Width	Color # and Name	Special Notes	# of Yards	PO #
<u>Sunbrella</u>	<u>Med. Blue 6052</u>			

Type of Vailance	Length	Scallop Style	Binding Color	Ft. of C-Rail
<u>Loose</u>				
<u>Solid</u>	<u>6'</u>	<u>none</u>	<u>none</u>	<u>none</u>

Graphics "Description"	Graphic Type	Color # and Name	# of Yards	PO #
<u>NA</u>				

Type of Light Fixtures	# of 6'	# of 6'	# of 4'	Other	We supply the fixtures and the bulbs.	PO #

Shaded area for office use only

ACCEPTANCE OF BID

BID: We hereby propose to furnish material and labor to complete the work outlined above for the sum of:		dollars
<u>four thousand one hundred and fifty</u>		
(\$ <u>4,150</u>) Payment to be made as follows: 3% Processing Fee for Credit Card Payments (Visa, Mastercard & Discover)		
\$ <u>50%</u> With this contract		
\$ On or Before (date)		
\$ <u>Remaining Bal due Net 30</u> On or Before (date)		
Items Not Included		
* All Electrical work must be done by a licensed electrician. (Examples... disconnection, reconnection, timers, photo cells etc.)		
* Permit Fees, Lift equipment fees, inspection fees, Engineering fees and/or other required documents are not included in this contract.		
* Special Local Taxes are not included		
G & J Awning and Canvas, Inc.		Acceptance of bid and terms. (See Reverse for terms)
Date <u>9/12/24</u>	Signed <u>[Signature]</u>	Date <u>9-12-24</u> Signed <u>[Signature]</u> Owner <u>[Signature]</u>

THIS CONTRACT IS VOID 30 DAYS FROM DATE UNLESS WHITE COPY IS SIGNED AND RETURNED TO G & J AWNING & CANVAS, INC.

G & J AWNING & CANVAS TAKES PHOTOGRAPHS OF COMPLETED PROJECTS FOR MARKETING AND ADVERTISING USE. BY SIGNING YOU ARE AUTHORIZING G & J AWNING TO USE PROJECT IMAGES FOR MARKETING AND ADVERTISING PURPOSES.

G & J AWNING & CANVAS COMPLIES WITH ALL WORKMAN'S COMPENSATION & PROPERTY DAMAGE LIABILITY INSURANCE LAWS



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 Blank to
separate Agenda Items**

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

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



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: November 1, 2024

Re: **Item 7D – PW Union Contract**

Item 7D – The Glencoe Public Works Union Ratified the contract on October 22nd. The contract does include the additional \$.25 per hour increase in the first year of the contract for the Street/Park Operators and the Water/Wastewater leads. Otherwise everything that was preliminarily agreed to is included in the attached contract.

It is recommended to approve the 3-year contract, as attached.

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

LABOR AGREEMENT
BETWEEN
THE CITY OF GLENCOE
AND
INTERNATIONAL UNION OF OPERATING ENGINEERS
LOCAL No. 49

January 1, 2024 to December 31, 2026

Table of Contents

ARTICLE 1 – PURPOSE OF AGREEMENT	1
ARTICLE 2 – RECOGNITION	1
ARTICLE 3 – DEFINITIONS.....	1
ARTICLE 4 – UNION SECURITY	3
ARTICLE 5 – EMPLOYER AUTHORITY	3
ARTICLE 6 – EMPLOYEE RIGHTS – GRIEVANCE PROCEDURE.....	4
ARTICLE 7 – DISCIPLINE.....	6
ARTICLE 8 – WORK SCHEDULES	6
ARTICLE 9 – SENIORITY.....	7
ARTICLE 10 – PROBATIONARY PERIODS.....	8
ARTICLE 11 – OVERTIME PAY	8
ARTICLE 12 – COMPENSATORY TIME	9
ARTICLE 13 – CALL BACK, ON CALL, AND WEEKEND DUTY	9
ARTICLE 14 – VACATION.....	10
ARTICLE 15 – SICK AND SAFE LEAVE.....	11
ARTICLE 16 – BEREAVEMENT LEAVE.....	15
ARTICLE 17 – FIRE LEAVE.....	15
ARTICLE 18 – HOLIDAYS	15
ARTICLE 19 – RESIGNATIONS.....	16
ARTICLE 20 – UNIFORMS	16
ARTICLE 21 – WAGES	16
ARTICLE 22 – SAFETY, TRAINING AND DEVELOPMENT	16
ARTICLE 23 – INSURANCE.....	17
ARTICLE 24 – WAIVER.....	18
ARTICLE 25 – SAVINGS CLAUSE.....	18
ARTICLE 26 – DURATION.....	19
APPENDIX A.....	20
APPENDIX A.....	21
APPENDIX A.....	22

ARTICLE 1 – PURPOSE OF AGREEMENT

This Agreement is entered into between the City of Glencoe, hereinafter called the Employer, and Local No. 49, International Union of Operating Engineers, hereinafter called the Union.

The intent and purpose of this Agreement is to:

- 1.1 Establish certain hours, wages, and other conditions of employment specified herein; and
- 1.2 Establish procedures for the resolution of disputes concerning the interpretation or application of the specific terms and conditions of this Agreement; and
- 1.3 Specify the full and complete understanding of the parties; and
- 1.4 Place in written form the parties' agreement upon terms and conditions of employment for the duration of this Agreement.

The Employer and the Union, through this Agreement, continue their dedication to the highest quality of public service. Both parties recognize this Agreement as a pledge of this dedication.

ARTICLE 2 – RECOGNITION

- 2.1 The Employer recognizes the Union as the exclusive representative consistent with the certification by the Bureau of Mediation Services on December 4, 2023, BMS Case No. 24PCE0137, specifically:

Employees employed by the City of Glencoe, Minnesota in the Public Works Department, who are public employees within the meaning of Minn. Stat. § 179A.03, subd. 14, excluding clerical, supervisory, confidential and all other employees.

- 2.2 In the event that the Employer and the Union are unable to agree as to the inclusion or exclusion of a new or modified job class the issue shall be submitted to the Bureau of Mediation Services for determination.

ARTICLE 3 – DEFINITIONS

- 3.1 **Union:** The International Union of Operating Engineers, Local No. 49.
- 3.2 **Employer:** The City of Glencoe.
- 3.3 **Union Members:** A member of the International Union of Operating Engineers, Local No. 49.
- 3.4 **Employee:** A Member of the bargaining unit covered by this Agreement.
- 3.5 **Base Pay Rate:** The employee's hourly pay rate exclusive of longevity or any other special allowance.
- 3.6 **Seniority:** Length of continuous service in any of the job classifications covered by Article 2 – Recognition. Employees who are promoted from a job classification covered by this Agreement and return to a job classification covered by this Agreement shall have their

seniority calculated on their length of service under this Agreement for the purposes of promotion, transfer and lay off and total length of service with the Employer for other benefits under this Agreement.

- 3.7 **Separation Pay:** Payment made to an employee upon honorable termination of employment.
- 3.8 **Overtime:** Work performed at the express authorization of the Employer in excess of either eight (8) hours within a twenty-four (24) hour period or more than forty (40) hours within a seven (7) day period.
- 3.9 **Call Back:** Return of an employee to a specified work site to perform assigned duties at the express authorization of the Employer at a time other than an assigned shift. An extension of or early report to an assigned shift is not a call back.
- 3.10 **Days:** Unless otherwise indicated, “day” refers to the City's regular business days, excluding City-recognized holidays.
- 3.11 **Promotion:** A permanent change of an employee from a position in one work classification to a position in another work classification within the bargaining unit with more responsibility or duties and higher compensation.
- 3.12 **Transfer:** A change of employee from one position to another position in the same work classification or to another work classification, in the same compensation range within the bargaining unit, usually involving the performance of similar duties and requiring essentially the same basic qualifications.
- 3.13 **Probation Period:** Means twelve (12) months from the employee's date of hire. The probationary period for promoted or reassigned employees will last for six (6) months from the date of promotion or reassignment. **Employees hired before January 1, 2025, will serve a six (6) month probationary period from the date of hire.**
- 3.14 **Resignation in Good Standing:** An employee leaving service with the Employer after giving a two (2) week notice, providing the employee has not been discharged for misconduct.
- 3.15 **Seasonal Employee:** Employees whose positions are basically or temporary or seasonal in character and: (1) are not for more than 67 working days in any calendar year; or (2) are not more than 100 working days in any calendar year and the employees are under the age of 22, are full-time students enrolled in a nonprofit or public educational institution prior to be hired by the Employer, and have indicated, either in an application for employment or by being enrolled at an educational institution for the next academic year or term, an intention to continue as students during or after their temporary employment. Seasonal employees are defined for the purposes of this contract as employees working less than 67 working days in a calendar year.

For purposes of this Article, a “calendar year” shall begin with the first date of providing services by a seasonal or temporary employee and end 365 days later. A new “calendar year” shall begin on the 366th day after the first date of performing services, and the cycle shall continue thereafter in the same fashion.

ARTICLE 4 – UNION SECURITY

In recognition of the Union as the exclusive representative:

- 4.1 The employer shall deduct from the wages of Employees, who authorize such deduction in writing, an amount necessary to cover monthly union dues as established by the Union and remit such deduction to the appropriate designated officer of the Union with a list of the names of the Employees from whose wage deductions were made. The Union shall certify to the Employer, in writing, the current amount of regular dues to be withheld.
- 4.2 Effective January 1, 2024, the Employer will, upon written authorization from each individual employee, deduct from the employee the working dues assessment. These dues will be deducted at ten cents (\$.10) per hour, not to exceed forty (40) hours per week. All money collected by the employer, as provided herein, shall be remitted, along with the reporting form which states the employee's name, last four digits of social security number, hours worked and amount of working dues owed, to the Union's office located at 2829 Anthony Lane South, Minneapolis, MN 55418 not later than the 15th day of the month following the month in which deductions were made.
- 4.3 The Union may designate two (2) Employees from the bargaining unit (one from utilities and one from streets) to act as a Steward and shall inform the Employer in writing of the name of such Stewards. The Stewards will be allowed time off for negotiations without loss of time or pay during regular working hours. One steward shall be permitted reasonable time to process grievances without loss of time or pay during regular working hours. The scheduling of negotiations and grievance steps shall be within a reasonable time period from the initial notice and/or commencement.
- 4.4 The Union shall have access to the premises of the Employer at reasonable times and subject to reasonable rules to investigate grievances and for other reasonable purposes.
- 4.5 When new employees are hired, the City shall within 20 calendar days, inform in writing to the Local 49 Office in Mankato, Minnesota the name, job title and date of hire of said employee.
- 4.6 Employer and Union agree that in an effort to clarify roles, obligations and responsibilities; within 30 calendar days from date of hire, thirty (30) minutes will be allowed during regular scheduled working hours for Union Business Agent, Steward, and new employees to discuss the terms and conditions of the Collective Bargaining Agreement.

ARTICLE 5 – EMPLOYER AUTHORITY

- 5.1 The Employer retains the full and unrestricted right to operate and manage all staffing, facilities, and equipment; to establish functions and programs; to set and amend budgets; to determine the utilization of technology; to establish and modify the organizational structure; to select, direct and determine the number of personnel; to establish work schedules; and to perform any inherent managerial function not specifically limited by this Agreement.
- 5.2 Any term or condition of employment not specifically established or modified by this Agreement shall remain solely within the discretion of the Employer to modify, establish, or eliminate.

ARTICLE 6 – EMPLOYEE RIGHTS – GRIEVANCE PROCEDURE

6.1 Definition of a Grievance

A grievance is defined as a dispute or disagreement as to the interpretation or application of the specific terms and conditions of this Agreement.

6.2 Union Representatives

The Employer will recognize Representatives designated by the Union as the grievance representatives of the bargaining unit having the duties and responsibilities established by this Article. The Union shall notify the Employer in writing of the names of such Union Representatives and of their successors when so designated.

6.3 Processing of a Grievance

It is recognized and accepted by the Union and the Employer that the processing of grievances as hereinafter provided is limited by the job duties and responsibilities of the employees and shall therefore be accomplished during normal working hours only when consistent with such employee duties and responsibilities. The aggrieved employee and the Union Representative shall be allowed a reasonable amount of time without loss in pay when a grievance is investigated and presented to the Employer during normal working hours provided the employee and the Union Representative have notified and received the approval of the designated supervisor who has determined that such absence is reasonable and would not be detrimental to the work programs of the Employer.

6.4 Procedure

Grievances, as defined by Section 6.1, shall be resolved in conformance with the following procedure:

Step 1. An employee claiming a violation concerning the interpretation or application of this Agreement shall, within twenty-one (21) days after such alleged violation has occurred, present such grievance to the employee's supervisor as designated by the Employer. The Employer-designated representative will discuss and give an answer to such Step 1 grievance within ten (10) days after receipt. A grievance not resolved in Step 1 and appealed to Step 2 shall be placed in writing setting forth the nature of the grievance, the facts on which it is based, the provision or provisions of the Agreement allegedly violated, the remedy requested and shall be appealed to Step 2 within ten (10) days after the Employer-designated representative's final answer in Step 1. Any grievance not appealed in writing to Step 2 by the Union within ten (10) days shall be considered waived.

Step 2. If appealed, the written grievance shall be presented in writing or by electronic mail, by the Union and discussed with the Employer-designated Step 2 representative. The Employer-designated representative shall give the Union the Employer's Step 2 answer in writing within ten (10) days after receipt of such Step 2 grievance. A grievance not resolved in Step 2 may be appealed to Step 3 within ten (10) days following the Employer-designated representative's final Step 2 answer. Any grievance not appealed in writing to Step 3 by the Union within ten (10) days shall be considered waived.

Step 3. A grievance unresolved in Step 2 and appealed to Step 3 shall be submitted to the Minnesota Bureau of Mediation Services (BMS) for mediation. A grievance not resolved in Step 3 may be appealed to Step 4 within seven (7) days following the Employer's final

answer at Step 3. Any grievance not appealed in writing to Step 4 by the Union within seven (7) days shall be considered waived.

Step 4. A grievance unresolved in Step 3 and appealed to Step 4 shall be submitted to Arbitration. The parties shall attempt to agree upon an arbitrator within seven (7) days after receipt or notice of referral and, in the event the parties are unable to agree upon an arbitrator within said seven (7) day period, either party may request the Bureau of Mediation Services to submit a panel of five (5) arbitrators. The Employer, or its representative, and the Union shall have the right to alternately strike two names from the panel. The party striking the first name shall be determined by procedures established by the Commissioner of the Bureau of Mediation Services. The remaining person shall be the arbitrator. Failure to select an arbitrator within ninety (90) days of the Employer's answer in Step 3, shall be considered a "waiver" of the grievance; unless the delay in selection is caused by the Employer, or the delay is mutually agreed upon by the parties in writing.

6.5 **Arbitrator's Authority**

- A. The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the terms and conditions of the Agreement. The arbitrator shall consider and decide only the specific issue(s) submitted in writing by the Employer and the Union and shall have no authority to make a decision on any other issue not so submitted.
- B. The arbitrator shall be without power to make decisions contrary to, or inconsistent with, or modifying or varying in any way the application of laws, rules, or regulations having the force and effect of law. The arbitrator's decision shall be submitted in writing within thirty (30) days following close of the hearing or the submission of briefs by the parties, whichever be later, unless the parties agree to an extension. The decision shall be binding on both the Employer and the Union and shall be based solely on the arbitrator's interpretation or application of the express terms of this Agreement and to the facts of the grievance presented.
- C. The fees and expenses for the arbitrator's services and proceedings shall be borne equally by the Employer and the Union provided that each party shall be responsible for compensating its own representatives and witnesses. If either party desires a verbatim record of the proceedings, it may cause such a record to be made, providing it pays for the record. If both parties desire a verbatim record of the proceedings the cost shall be shared equally.

6.6 **Waiver**

If a grievance is not presented within the time limits set forth above, it shall be considered "waived." If a grievance is not appealed to the next step within the specified time limit or any agreed extension thereof, it shall be considered settled on the basis of the Employer's last answer. If the Employer does not answer a grievance or an appeal thereof within the specified time limits, the Union may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step. The time limit in each step may be extended by mutual written Agreement of the Employer and the Union.

6.7 **Choice of Remedy**

If, as a result of the EMPLOYER response in Step 3, the grievance remains unresolved, and if the grievance involves the suspension, demotion, or discharge of an employee who has completed the required probationary period, the grievance may be appealed either to Step 4 of Article 6 or a procedure such as: Veteran's Preference or Fair Employment. If appealed to any procedure other than Step 4 of Article 6 the grievance is not subject to the arbitration procedure as provided in Step 4 of Article 6. The aggrieved employee shall indicate in writing which procedure is to be utilized – Step 4 of Article 6 or another appeal procedure – and shall sign a statement to the effect that the choice of any other hearing precludes the aggrieved employee from making a subsequent appeal through Step 4 of Article 6.

ARTICLE 7 – DISCIPLINE

7.1 The Employer will discipline employees only for just cause.

Discipline will be in one (1) or more of the following forms:

- A. Oral reprimand
- B. Written reprimand
- C. Suspension (with or without pay)
- D. Demotion and/or Transfer, or
- E. Dismissal

7.2 Written reprimands, notices of suspension, notices of demotion and/or transfer, and notices of dismissal which are to become part of an Employee's personnel file shall be read with a signature acknowledging receipt. Employees' signatures do not mean the employee agrees with the reprimand. Employees will receive a copy of such reprimands and/or notices.

7.3 The Employer will not conduct an investigatory interview with an employee where the information from the interview could lead to disciplinary action against the employee without the employee being given the opportunity to have a Union Representative present at the interview.

ARTICLE 8 – WORK SCHEDULES

8.1 The sole authority in work schedules is the Employer. The normal workday for an employee shall be eight (8) hours. The normal work week shall be forty (40) hours, Monday through Friday.

8.2 Service to the public may require the establishment of regular shifts for some employees on a daily, weekly, seasonal, or annual basis other than the normal workday. The Employer will give a fourteen (14) day advance notice to the employees affected by the establishment of workdays different from the employee's normal eight (8) hour workday.

8.3 There shall be no split shifts.

8.4 In the event that work is required because of unusual circumstances such as (but not limited to) fire, flood, snow, sleet, or breakdown of municipal equipment or facilities, no advance

notice need be given. It is not required that an employee working other than the normal workday be scheduled to work more than eight (8) hours; however, each employee has an obligation to work overtime or call backs if requested unless unusual circumstances prevent him/her from so working.

- 8.5 A paid fifteen (15) minute break is allowed within each four (4) consecutive hours of work. An unpaid thirty (30) minute lunch period is provided when an employee works eight (8) or more consecutive hours.

ARTICLE 9 – SENIORITY

- 9.1 Seniority will be the determining criterion for lay-offs only when all job-relevant qualification factors are equal.
- 9.2 Seniority will be the determining criterion for recall when the job-relevant qualification factors are equal.
- 9.3 **Layoff:** If the Employer should layoff any bargaining unit Employee(s), for any reason, the following conditions shall apply:
- D. The Employer shall determine the position(s) in the classification, which are to be eliminated, provided however, that all Employees in temporary and part-time positions shall be laid off before regular Employees.
 - E. Seniority shall govern the order in which Employees are laid off in each classification. Classifications are Public Services Technician, (Sewer & Water), Public Services Technician, (Streets & Parks). In the event a layoff should become necessary, the Employer shall lay off Employees in reverse order of their seniority. The Employer shall give written notice to the Employee(s) to be laid off with a copy provided to the Union, at least fourteen (14) calendar days prior to the effective date of the layoff whenever practicable.
 - F. In the event a position of a higher class is eliminated, and layoffs become necessary, Employees may exercise their seniority to displace (“bump”) less senior Employees of a lower class in which the Employee is qualified.
 - G. Seniority rights shall not control where it would result in the Employer not having the appropriate licensed Employees to conduct the work of the department.
- 9.4 **Recall:** Employees who have been laid off, shall be recalled in the order of their seniority within their classification, to the highest employment conditions and wages that their seniority as regular full time Employees would entitle them to receive.
- A. An Employee on lay-off shall be notified of recall by certified mail (return receipt requested) sent to the Employee’s last known address at least seven (7) calendar days prior to the reporting date. The Employee shall notify the Employer of their intent to return to work within 48 hours of receipt of notice and shall report to work on the reporting date specified by the Employer unless other arrangements have been agreed to by the Employer and Employee in writing. If the Employee does not return to work under the terms of recall mutually agreed to by the parties, the

Employee shall be deemed to have terminated employment with the Employer. Employees shall remain on a recall list for twenty-four (24) months or until they fail to return to work in response to a recall, whichever occurs first.

- 9.5 **Temporary Call Back:** Employer may call back laid off Employees to perform available work that is of a temporary nature.
- A. Employees who have been laid off shall be recalled in the order of their seniority within their classification to the highest employment conditions and wages that their seniority as regular full time Employees would entitle them to receive.
 - B. Refusal by an Employee to accept a temporary call back, or the Employer's inability to contact an Employee shall not be considered a refusal to accept recall from layoff.
 - C. Time worked during a temporary call back shall extend the Employees status on the recall list referred to in Article 13.3 (A) an amount of time equal to the temporary call back.

ARTICLE 10 – PROBATIONARY PERIODS

- 10.1 All newly hired employees will serve a twelve (12) month probationary period. **Employees hired before January 1, 2025, will serve a six (6) month probationary period from the date of hire. **
- 10.2 At any time during the probationary period a newly hired or rehired employee may be terminated at the sole discretion of the Employer.
- 10.3 Employees who accept a transfer to a different position or are promoted to a higher classification within the bargaining unit will serve a six (6) months probationary period. During this time, either the employer or the employee can request the employee be reassigned to their previous position or one of equivalent duties and pay.

ARTICLE 11 – OVERTIME PAY

- 11.1 Hours worked in excess of eight (8) hours within a twenty-four (24) hour period or more than forty (40) hours within a seven (7) day period will be compensated for at one and one-half (1-1/2) times the employee's regular base pay rate. Employees may elect to receive compensatory time off in lieu of pay at one and one-half 1-1/2 times the employees base pay rate. Not to exceed the amount in Article 12.2.
- 11.2 Overtime will be distributed as equally as practicable. For the purposes of this section, overtime totals will be zeroed out at the end of the last pay period of every even-numbered year. Overtime opportunities offered but not worked by employees will be included in this calculation.
- 11.3 All holidays and paid leave shall be considered hours worked for the purpose of computing overtime.

- 11.4 For the purpose of computing overtime compensation, overtime hours worked shall not be pyramided, compounded, or paid twice for the same hours worked.

ARTICLE 12 – COMPENSATORY TIME

- 12.1 An employee may elect to receive compensatory time off in lieu of overtime pay at the rate of one and one half (1 ½) times the employee's regular straight time rate or two (2) times the employee's regular straight time rate for hours worked on the actual Holidays listed in Article 18.
- 12.2 The maximum compensatory time accumulation for any employee is 60 hours. No further compensatory time may accrue until the employee's balance drops below 60 hours.
- 12.3 Use of compensatory time shall be in the same manner as all other leaves.
- 12.4 All compensatory time accrued will be paid when an employee leaves the city employment at the hourly pay rate the employee is earning at that time.
- 12.5 Employees may elect to receive a cash payment for all or some of their accumulated compensatory time off before the end of each year.

ARTICLE 13 – CALL BACK, ON CALL, AND WEEKEND DUTY

- 13.1 Call-Back - An employee called to duty with no advanced notice at a time other than the employee's normal scheduled shift will be compensated for a minimum of two (2) hours pay at one and one-half (1½) times the employee's regular straight time rate. Any hours worked over 2 hours shall be compensated at one and one half (1½) times the regular straight time rate. Employees may elect to receive compensatory time off in lieu of pay at the rate of one and one-half (1½) times the employee's regular straight time rate for these hours per the parameters set forth in Article 12.
- 13.2 On-Call for Water and Wastewater Department - One employee from the water department and one employee from the wastewater department will be assigned to be on-call each week during the year. On-call duty shall begin at 7 AM on Monday and end at 7 AM the following Monday. An employee assigned to be on-call will be paid Two Hundred Fifty (\$250.00) Dollars for each week of on-call duty and in the event a holiday falls within that week, the employee shall receive an additional Fifty (\$50) Dollars. If the City deems it necessary to reduce the number of on-call from two (2) employees per week to one employee per week, the on-call pay will be increased to three hundred twenty-five dollars (\$325.00) per week.
- 13.3 Water and Wastewater Weekend Duty - Employees scheduled for on-call will be required to perform weekend rounds for 5 hours on Saturday and 5 hours on Sunday. As payment for these hours worked, the employee will receive the following Thursday and Friday off with pay.
- 13.4 On-Call for Streets and Parks - One employee from either Streets or Parks shall be assigned to be on-call each week during the snow and ice removal season. The city will provide a 14-day notice to begin the on-call and a 14-day notice to end it. On-call duty shall begin at 7 AM on Monday and end at 7 AM the following Monday. An employee assigned to be

on-call will be paid Two Hundred Fifty (\$250.00) Dollars for each week of on-call duty and in the event a holiday falls within that week, the employee shall receive an additional Fifty (\$50) Dollars

- 13.5 Snow and Ice removal Premium– When employees are called in early for snow and ice removal, they will be paid at the appropriate rate for all hours worked that day and additionally, they will receive two (2) hours pay at one and one-half (1½) times the employee's regular straight time rate.
- 13.6 Employees are generally expected to reside within a 45-minute response time from the City.

ARTICLE 14 – VACATION

- 14.1 Regular employees of the City of Glencoe shall be entitled to vacation benefits according to the following schedules and rules. By completing each year of successful service for the City of Glencoe an employee shall earn vacation benefits to be used in the following year. The term anniversary "Year" for the purposes of this policy shall commence from the date of that particular employee's original (and creditable) employment with the City of Glencoe.

- 14.2 Creditable Years of Service and Vacation Hours Schedule:

<u>After Years of Creditable Service</u>	<u>Hours</u>
0-5 Years.....	80
6 Years.....	88
7 Years.....	96
8 Years.....	104
9 Years.....	112
10 Years.....	120
11 Years.....	128
12 Years.....	136
13 Years.....	144
14 Years.....	152
15 Years.....	160
16 Years.....	168
17 Years.....	176
18 Years.....	184
19 Years.....	192
20 Years.....	200

- 14.3 Less than 40 hour/week full time employees shall be paid vacation time on a prorated hourly basis (i.e. 35-hour work schedule earns 35/40 hours vacation).
- 14.4 The following rules shall apply to employee vacations:
- A. All vacation shall be arranged with the consent of the Department Head and in advance of the vacation to be taken so there is no disruption of the service to be supplied by the City of Glencoe.

- B. Employees may carry over up to 80 hours of vacation time from one year to the next.
 - C. No employee shall be entitled to receive cash pay, (less the required withholding and deductions) in lieu of vacation except with the prior express consent of the City Council.
 - D. Department Heads shall endeavor to maintain a vacation schedule and encourage employees to make early arrangements each year for their vacation to avoid understaffing in any department. Requests will be honored on a first come first served basis. In case of conflicts, employees with the most seniority shall be given preference to employees with less seniority. In all cases, however, the decision of the Department Head shall be conclusive upon vacation scheduling.
- 14.5 Compensation for unused vacation upon termination of employment with the City of Glencoe shall be as follows:
- A. The employee shall be entitled to cash pay for any unused vacation earned from the prior years' service (less the required withholding and deductions) within a reasonable time following that employee's termination of service with the City of Glencoe.
 - B. That the employee shall be entitled to cash pay for that portion of the vacation for the following year earned by the current years' service to the date of termination. For example, if an employee terminates his employment 247 days into an employment year, he shall receive cash pay equal to 67% of the vacation he would have been entitled to the year next following had he completed the current year's employment ($247/365 = 67\% \times \text{number of hours designed in the vacation}$).
- In the event that an employee's work hour schedule changes, the employee's vacation will change accordingly.
- 14.6 Any employee may voluntarily donate and transfer a portion of their vacation time to any other employee that is experiencing some sort of catastrophic event or circumstance that has exhausted their own vacation time.

ARTICLE 15 – SICK AND SAFE LEAVE

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

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

(a) Earned Sick and Safe Leave Use

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

- An employee's own:
 - o Mental or physical illness, injury or other health condition
 - o Need for medical diagnosis, care or treatment, of a mental or physical illness
 - o injury or health condition
 - o Need for preventative care
 - o Closure of the employee's place of business due to weather or other public emergency
 - o The employee's inability to work or telework because the employee is prohibited from working by the city due to health concerns related to the potential transmission of a communicable illness related to a public emergency, or seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, a communicable disease related to a public emergency and the employee has been exposed to a communicable disease or the city has requested a test or diagnosis.
 - o Absence due to domestic abuse, sexual assault, or stalking of the employee provided the absence is to:
 - Seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking
 - Obtain services from a victim services organization
 - Obtain psychological or other counseling
 - Seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault or stalking
 - Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking
 - o Care of a family member:
 - o With mental or physical illness, injury or other health condition who needs medical diagnosis, care or treatment of a mental or physical illness, injury or other health condition. Who needs preventative medical or health care. Whose school or place of care has been closed due to weather or other public emergency. When it has been determined by health authority or a health care professional that the presence of the family member of the employee in the community would jeopardize the health of others because of the exposure of the family member of the employee to a communicable disease, whether or not the family member has actually contracted the communicable disease.

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

- Spouse or registered domestic partner
- Child, foster child, adult child, legal ward, child for whom the employee is legal guardian, or child to whom the employee stands or stood in loco parentis
- Sibling, step sibling or foster sibling

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

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

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

(d) Carry Over of Earned Sick and Safe Leave

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

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

(e) Retaliation Prohibited

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

(f) Benefits and Return to Work Protections

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

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

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

(g) Benefits at Separation of Service

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

5 years of service or more.....	30% of accrued sick leave
6 years of service or more.....	32% of accrued sick leave
7 years of service or more.....	34% of accrued sick leave
8 years of service or more.....	36% of accrued sick leave
9 years of service or more.....	38% of accrued sick leave
10 years of service or more.....	40% of accrued sick leave
11 years of service or more.....	42% of accrued sick leave
12 years of service or more.....	44% of accrued sick leave
13 years of service or more.....	46% of accrued sick leave
14 years of service or more.....	48% of accrued sick leave
15 years of service or more.....	50% of accrued sick leave
16 years of service or more.....	52% of accrued sick leave
17 years of service or more.....	54% of accrued sick leave
18 years of service or more.....	56% of accrued sick leave
19 years of service or more.....	58% of accrued sick leave
20 years of service or more.....	60% of accrued sick leave

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

(h) Donation of Sick and Safe Time

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

(i) Year-end Payback

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

ARTICLE 16 – BEREAVEMENT LEAVE

- 16.1 Employees will be permitted to use up to three (3) working days, with pay, as funeral leave upon the death of an immediate family member.
- 16.2 The immediate family includes: spouse, children, parents, brothers, sisters, grandparents, grandparents-in-law, parent-in-law, daughter-in-law, son-in-law, sister-in-law, brother-in-law, stepparent, stepchild or grandchild. This definition shall also include persons unrelated by blood or marriage residing in an employee's home.

ARTICLE 17 – FIRE LEAVE

- 17.1 City employees belonging to the Glencoe Fire Department can answer the fire call during working hours and are expected to return to work when the emergency is over. In no case shall an employee of the City attend a fire if his absence from his job site or duties pose a risk or danger to the safety or health of any persons or property. The employee will be paid by the City for the normal work hours of the day. Common sense and good judgement should prevail.

ARTICLE 18 – HOLIDAYS

- 18.1 The following holidays will be paid holidays:

- New Year's Day.....January 1st
- Martin Luther King Day.....3rd Monday in January
- President's Day.....3rd Monday in February
- Memorial Day.....Last Monday in May
- Juneteenth.....June 19th
- Independence Day.....July 4th
- Labor Day.....1st Monday in September
- Veteran's Day.....November 11th
- Thanksgiving Day.....4th Thursday in November
- Day after Thanksgiving Day.....4th Friday in November
- Christmas Day.....December 25th
- Floating Holiday

- 18.2 In the event any of these holidays fall on a Saturday, the preceding Friday shall be a paid holiday. In the event any of these holidays fall on a Sunday, the following day shall be a paid holiday. An employee will be compensated at one and one-half (1 ½) times their regular hourly rate for any hours worked on these dates. Employees may elect to receive compensatory time off in lieu of pay at one and one-half (1 ½) time the employees' regular rate.

- 18.3 Overtime on Holidays: An employee who is called in to work on the actual holidays identified in 16.1 will be compensated at two (2) times their regular rate of pay for time worked on the actual holiday, not the date the City observes the holiday. Employees may elect to receive compensatory time off in lieu of pay at two (2) times the employees' regular rate.
- 18.4 Employees receive 8 hours of Holiday Pay in addition to any pay for hours worked as outlined in Articles 18.2 and 18.3 above.

ARTICLE 19 – RESIGNATIONS

- 19.1 Any employee wishing to terminate his/her employment with the Employer in good standing shall file a written resignation with the Employer at least fourteen (14) calendar days prior to the termination date. Failure by the employee to file said resignation within the required fourteen (14) day period may be considered just cause for the Employer to deny future employment and separation pay to the employee.

ARTICLE 20 – UNIFORMS

- 20.1 The Employer shall provide all ANSI clothing (including gloves) as needed. The Employer and Union agree to meet and confer regarding the definition of what is needed.
- 20.2 The Employer will reimburse employees up to \$200.00 per year for the purchase of other work clothing as needed. For the purposes of this article, a year is considered January 1 to December 31.
- 20.3 The Employer will reimburse employees up to \$300.00 per year for the purchase of safety-toed footwear. For the purposes of this article, a year is considered January 1 to December 31.

ARTICLE 21 – WAGES

- 21.1 Employees covered by this Agreement shall be compensated in accordance with the Employer's Base Pay Structure. For reference, the job classification, steps, and rates of pay are included in marked "Appendix A" attached hereto and made a part of this Agreement.

ARTICLE 22 – SAFETY, TRAINING AND DEVELOPMENT

- 22.1 The Employer and the Union agree to jointly promote safe and healthy working conditions, to cooperate in safety matters and to encourage employees to work in a safe manner.
- 22.2 The Employer will pay for continuing education as required, including any license renewal fees.
- 22.3 Subject to employer approval, If the training or classes are for more than 1 day and they are held more than 2 hours from Glencoe, the employee will be reimbursed for the cost of a hotel room.

ARTICLE 23 – INSURANCE

- 23.1 It is the policy of the City of Glencoe that certain insurance benefits are a part of a full-time employee's (work schedule of 25 hours or more per week) compensation package. Coverage for new employees shall commence 30 days after the first day of employment.
- 23.2 The City of Glencoe will provide the same health insurance plan as provided to other City employees or equivalent.
- 23.3 Health Insurance - The employer shall pay the usual employer contribution for eligible employee coverage through the last day of the calendar month of the effective date of termination. Eligible employees have the option to continue coverage by making advance premium payments to the Clerk's Office for the desired coverage for a maximum of 18 months, or until they reach the age of 65, whichever comes first., prorated.
- 23.4 Cost Sharing - The Employer will pay the following for health coverage:
100% of the single coverage premium
75% of the family coverage premium
An employee who declines coverage, has single coverage or wishes to receive single coverage, will receive a payment of \$500.00.
- 23.5 Other Insurance - The Employer will pay 100% of the employee and family premium for the items listed below:
- | | |
|---------------------------|----------------------|
| Basic Employee Life | \$25,000 |
| Basic Employee AD & D | \$25,000 |
| Basic Spouse Life | \$ 5,000 |
| Basic Child Life | \$ 2,000 |
| Dental (including family) | |
| Short-Term Disability | Benefit of \$200/wk. |
| Long-Term Disability | |
- 23.6 Retiree Coverage:
- Employees in the City of Glencoe electing to retire after having attained a combination of their age and years of service equal to eight-five (85) shall be eligible for continued health and life/AD coverage, both personal and dependent. Individual coverage will be paid for by the City of Glencoe for a period, not to exceed 36 months; the dependent coverage will be paid for by the retiree.
- If an employee attains a combination of their age and years of service equal to eighty-five (85) and is otherwise ineligible for the extended individual coverage listed above, the employee will be considered individually by the City Council. This consideration will be based upon merit and anticipated long-term savings to the City of Glencoe due to retirement.
- 23.7 Medicare Supplement Plan - It is the intent of the City to coordinate a Medicare Supplement Plan for active Employees when they reach age 65. It is preferred that the above plan benefits be coordinated with Medicare.

- 23.8 The City will contribute the same amount as non-union employees each year to the HSA account of Employees who elect single coverage and the same amount as non-union Employees each year to the HSA account of Employees who elect family coverage.

ARTICLE 24 – WAIVER

- 24.1 Any and all prior Agreements, resolutions, practices, policies, rules and regulations regarding terms and conditions of employment, to the extent inconsistent with the provisions of this Agreement, are hereby superseded.
- 24.2 The parties mutually acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any terms or conditions of employment not removed by law from bargaining. All Agreements and understandings arrived at by the parties are set forth in writing in this Agreement for the stipulated duration of this Agreement. The Employer and the Union each voluntarily and unqualifiedly waives the right to meet and negotiate regarding any and all terms and conditions of employment referred to or covered in this Agreement or with respect to any term or condition of employment not specifically referred to or covered by this Agreement, even though such terms or conditions may not have been within the knowledge or contemplation of either or both parties at the time this contract was negotiated or executed.

ARTICLE 25 – SAVINGS CLAUSE

- 25.1 This Agreement is subject to the laws of the United States, the State of Minnesota, and the signed municipality. In the event any provision of this Agreement shall be held to be contrary to law by a court of competent jurisdiction from whose final judgment or decree no appeal has been taken within the time provided, such provision shall be voided. All other provisions of this Agreement shall continue in full force and effect. The voided provisions may be renegotiated at the written request of either party.

ARTICLE 26 – DURATION

This Agreement shall be effective January 1, 2024, and shall remain in full force and effect until the 31st day of December 2026.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on this _____ day of _____.

**FOR THE INTERNATIONAL UNION
OF OPERATING ENGINEERS,
LOCAL NO. 49:**

**FOR THE CITY OF
GLENCOE:**

Jason George, Business Manager

City Administrator

Craig Bollmann, Area Business Rep.

Mayor

Steward

Steward

2024 Steps and Wages							
Job Classification	Pay Range						
	Step 1 6 mo.	Step 2 12 mo.	Step 3 18 mo.	Step 4 24 mo.	Step 5 30 mo.	Step 6 36 mo.	Step 7 42 mo.
	80.00%	82.50%	85.00%	87.50%	90.00%	95.00%	100.00%
	\$24.36	\$25.12	\$25.88	\$26.64	\$27.41	\$28.93	\$30.45
	\$24.90	\$25.68	\$26.46	\$27.24	\$28.02	\$29.57	\$31.13
Street & Park Operator	\$29.55	\$30.48	\$31.40	\$32.32	\$33.25	\$35.09	\$36.94
Water & Wastewater Operator							
Water & Wastewater Supervisor							
	Step Differential	3.15%	3.02%	2.93%	2.88%	5.53%	5.27%
<ul style="list-style-type: none">• Step increases will be awarded conditional upon satisfactory performance on the specified time for the step # after an employee's anniversary date in their job classification. If the employee does not achieve satisfactory performance, then the employee's performance will be reviewed again within 60 calendar days of such review. If the employee achieves satisfactory performance in such review, then the employee's wage will move effective the first calendar day after the date of such review. If the employee does not achieve satisfactory performance in such review, then the City Administrator may authorize another review in which the employee's wage could move after that review.• Employees initial placement on steps based upon related experience, economic and/or operational necessity.• Employees promoted to a position that is in a higher pay grade will be placed on a step that is at least equivalent to, but not less than, their base wage before they were promoted.• No step increases will be awarded under this structure after December 31, 2024.							
		GW1:		3.25%			
		Market Increase:		\$1.27		\$1.95	
				\$1.74			

APPENDIX A

2025 Steps and Wages							
Job Classification	Pay Range						
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
	6 mo.	12 mo.	18 mo.	24 mo.	30 mo.	36 mo.	42 mo.
	80.00%	82.50%	85.00%	87.50%	90.00%	95.00%	100.00%
	Street & Park Operator	\$25.97	\$26.78	\$27.59	\$28.40	\$29.21	\$30.84
Water & Wastewater Operator	\$27.27	\$28.13	\$28.98	\$29.83	\$30.68	\$32.39	\$34.09
Water & Wastewater Supervisor	\$31.70	\$32.70	\$33.69	\$34.68	\$35.67	\$37.65	\$39.63
	Step Differential	3.15%	3.03%	2.94%	2.85%	5.55%	5.26%
<ul style="list-style-type: none">• Step increases will be awarded conditional upon satisfactory performance on the specified time for the step # after an employee's anniversary date in their job classification. If the employee does not achieve satisfactory performance, then the employee's performance will be reviewed again within 60 calendar days of such review. If the employee achieves satisfactory performance in such review, then the employee's wage will move effective the first calendar day after the date of such review. If the employee does not achieve satisfactory performance in such review, then the City Administrator may authorize another review in which the employee's wage could move after that review.• Employees initial placement on steps based upon related experience, economic and/or operational necessity.• Employees promoted to a position that is in a higher pay grade will be placed on a step that is at least equivalent to, but not less than, their base wage before they were promoted.• No step increases will be awarded under this structure after December 31, 2025.							
				</			

APPENDIX A

2026 Steps and Wages

Job Classification	Pay Range						
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
	6 mo.	12 mo.	18 mo.	24 mo.	30 mo.	36 mo.	42 mo.
	80.00%	82.50%	85.00%	87.50%	90.00%	95.00%	100.00%
Street & Park Operator	\$27.63	\$28.49	\$29.35	\$30.22	\$31.08	\$32.81	\$34.53
Water & Wastewater Operator	\$29.72	\$30.65	\$31.58	\$32.51	\$33.43	\$35.29	\$37.15
Water & Wastewater Supervisor	\$33.93	\$34.99	\$36.05	\$37.11	\$38.17	\$40.29	\$42.41
	Step Differential	3.12%	3.03%	2.94%	2.86%	5.55%	5.26%

GWl:	3.25%
-------------	--------------

Market Increase:	\$1.02
	\$1.95
	\$1.49

- Step increases will be awarded conditional upon satisfactory performance on the specified time for the step # after an employee's anniversary date in their job classification. If the employee does not achieve satisfactory performance, then the employee's performance will be reviewed again within 60 calendar days of such review. If the employee achieves satisfactory performance in such review, then the employee's wage will move effective the first calendar day after the date of such review. If the employee does not achieve satisfactory performance in such review, then the City Administrator may authorize another review in which the employee's wage could move after that review.
- Employees initial placement on steps based upon related experience, economic and/or operational necessity.
- Employees promoted to a position that is in a higher pay grade will be placed on a step that is at least equivalent to, but not less than, their base wage before they were promoted.
- No step increases will be awarded under this structure after December 31, 2026.



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 Neid



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To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: November 1, 2024

Re: **Item 7E – 2025 Health Insurance**

Item 7E – Finance Director Trippel, Assistant City Administrator Lemen, and Deputy Clerk Kusler, and I met with Rich Westlund of Westlund and Associates regarding the renewal of our Health Insurance with Blue Cross and Blue Shield of MN. Initial increase was **+14.92%** with Blue Cross, with a \$5,800 deductible for individual, and \$11,600 for family.

Westlund initially provided options with Health Partners and Medica that exceeded the Blue Cross rate.

Westlund approached Medica regarding a Maximum liability option that will provide funds back to the City of Glencoe, if the premium paid is less than the claims paid by the insurer.

We are proposing a Medica plan with a Maximum liability option and deductible of \$3,500 for individual, and \$7,000 for family for an increase in premium cost of **+2.16 %**.

It is recommended to approve the change for health insurance from Blue Cross and Blue Shield to Medica for +2.16%. Total Premium increase from \$43,525.74/Month to \$44,467/Month, an increase of \$942/Month or \$11,300 total for 2025. Currently employees pay 25% of the employee family premium. It is recommended to keep the employee cost the same in 2025.

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

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

CITY OF GLENCOE

Benefit Design Effective January 1, 2025 through December 31, 2025

	BLUE CROSS BLUE SHIELD \$5,800 - 0% HSA	MEDICA \$3,500 - 0% HSA ASO
Deductible		
• Single	\$5,800	\$3,500
• Family	\$11,600	\$7,000
Out-of-Pocket Maximum		
• Single	\$5,800	\$3,500
• Family	\$11,600	\$7,000
Office or Clinic Visit		
• Preventive Care	No Charge	No Charge
• Screening / Immunization	No Charge	No Charge
• Primary Care	0% After Deductible	0% After Deductible
• Convenience Care	0% After Deductible	0% After Deductible
• Virtual Care	0% After Deductible	0% After Deductible
• Specialist Care	0% After Deductible	0% After Deductible
Testing		
• Diagnostic Testing	0% After Deductible	0% After Deductible
• Imaging (CT/PET scans, MRI)	0% After Deductible	0% After Deductible
Mental / Behavioral		
• Outpatient	0% After Deductible	0% After Deductible
• Inpatient	0% After Deductible	0% After Deductible
Hospital		
• Outpatient	0% After Deductible	0% After Deductible
• Inpatient	0% After Deductible	0% After Deductible
Urgent or Emergency Care		
• Emergency Room Care	0% After Deductible	0% After Deductible
• Emergency Medical Transport	0% After Deductible	0% After Deductible
• Urgent Care	0% After Deductible	0% After Deductible
Maternity Care		
• Prenatal services	0% After Deductible	0% After Deductible
• Delivery services	0% After Deductible	0% After Deductible
• Postnatal Services	0% After Deductible	0% After Deductible
Prescription Medications		
• Preventive Drugs (see list)	No Charge	No Charge
• Generic	0% After Deductible	0% After Deductible
• Preferred	0% After Deductible	0% After Deductible
• Non Preferred	0% After Deductible	0% After Deductible
• Specialty	0% After Deductible	0% After Deductible
Other Health Needs		
• Home Health Care	0% After Deductible	0% After Deductible
• Rehabilitation Services	0% After Deductible	0% After Deductible
• Habilitation Services	0% After Deductible	0% After Deductible
• Skilled Nursing Care	0% After Deductible	0% After Deductible
• Durable Medical Equipment	0% After Deductible	0% After Deductible
• Hospice Services	0% After Deductible	0% After Deductible
Note: This is a summary of in-network benefits only and does not outline all of your benefits. Read your Plan Document carefully to determine which expenses are covered.		



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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 Nield



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To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: November 1, 2024

Re: **Item 7F – Hennepin Avenue Street Width**

Item 7F – With the sale of the Church at 16th Street and Hennepin Avenue, it is recommended to look at options for the street width, and whether to include a trail section or sidewalk sections.

SEH will review the options with the City Council on Wednesday night. The City Council will need to determine the final street width at this time, to allow for plans and specifications to be completed in time for a Spring 2025 Bid Opening.

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



Building a Better World
for All of Us®

MEMORANDUM

TO: Mark Larson and Mark Lemen

FROM: Justin Black, PE (Lic. MN)
Brody Bratsch, PE (Lic. MN)

DATE: November 1, 2024

RE: 2025 Hennepin Avenue (CSAH 2) Street and Utility Improvement Project
Sidewalk Recommendation
SEH No. GLENC 175513 14.00

As we look to complete a 30% design for the project, we will need final direction from the City on how to move forward with the pedestrian corridors on Hennepin Avenue.

Preliminary sketches in the feasibility report included a proposed 10 foot wide trail only along the west side of Hennepin Avenue.

Residents at the public hearing emphasized a need for constructing pedestrian corridors on both sides of Hennepin Avenue.

Keeping the street the same width (49 feet) from 13th Street to 16th Street will allow us to construct sidewalk on both sides of the street.

Grades and elevations adjacent to the church, along with a confined right-of-way, will require shifting the street east near the church to construct a trail north of 16th Street. This will increase the offset of the intersection.

Easements will be required next to the church regardless of constructing a trail or a sidewalk.

Constructing sidewalks along both sides of Hennepin Avenue from 13th Street to 20th Street and eliminating the trail concept would address the concerns of the citizens regarding maintaining pedestrian corridors on Hennepin Avenue.

The comprehensive plan identified extending trail west from the school, around the stormwater ponds, and connecting to the hospital. This segment is an important connection for extending the trail network to the hospital. It also serves to connect the north residential neighborhoods to the city trail system.

The comprehensive plan identified a trail segment along Hennepin Avenue connecting the downtown business district to the hospital and the future trail that will extend to the school.

A renewed focus could be made to secure funding and in a future project look at completing the trail connection from the school to the hospital.

Additional planning efforts could look for other opportunities to make a trail connection to the central part of the City.

x:\fj\glenc\175513\1-gen\14-corr\memo re sidewalk_11.01.2024.docx

Engineers | Architects | Planners | Scientists

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

320.587.7341 | 800.838.8666 | 888.908.8166 fax | sehinc.com

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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

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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 Neid

CITY OF GLENCOE BILLS

NOVEMBER 6, 2024

**** PREPAID BILLS ****

VENDOR	DEPARTMENT: DESCRIPTION	TOTAL
A.H. HERMEL	LIQUOR STORE: MERCHANDISE FOR RESALE	\$623.39
ARTISAN BEER COMPANY	LIQUOR STORE: MERCHANDISE FOR RESALE	\$295.20
BELLBOY CORPORATION	LIQUOR STORE: MERCHANDISE FOR RESALE	\$3,500.91
BREAKTHRU BEVERAGE	LIQUOR STORE: MERCHANDISE FOR RESALE	\$1,127.80
BUMPS FAMILY RESTAURANT	COUNCIL-ELECTION FOOD	\$917.10
C & L DISTRIBUTING	LIQUOR STORE: MERCHANDISE FOR RESALE	\$15,178.30
CITY OF GLENCOE	LIQUOR STORE-PETTY CASH	\$154.75
CITY OF GLENCOE EMPLOYEES	MULTIPLE DEPTS.: CITY OF GLENCOE PAYROLL 8-7-24	\$101,628.88
DAHLHEIMER BEVERAGE	LIQUOR STORE: MERCHANDISE FOR RESALE	\$24,094.30
HOME CITY ICE	LIQUOR STORE: MERCHANDISE FOR RESALE	\$1,652.47
JOHNSON BROS. LIQUOR CO.	LIQUOR STORE: MERCHANDISE FOR RESALE	\$2,447.73
MARLIN'S TRUCKING	LIQUOR STORE: MERCHANDISE FOR RESALE	\$806.75
MINN PUBLIC EMPLOYEE ASSOC	POLICE: UNION DUES	\$155.05
PHILLIPS WINE & SPIRITS	LIQUOR STORE: MERCHANDISE FOR RESALE	\$6,156.50
SOUTHERN GLAZER'S OF MN	LIQUOR STORE: MERCHANDISE FOR RESALE	\$8,187.40
TS WORLDWIDE, LLC	REIMB.-HOTEL STUDY	\$3,900.00
VIKING BEVERAGES	LIQUOR STORE: MERCHANDISE FOR RESALE	\$13,425.20
VIKING COCA-COLA	LIQUOR STORE: MERCHANDISE FOR RESALE	\$788.35
WIRE TRANSFER	MULT DEPTS:EMP/CITY PAYROLL TAX,HSA,PERA,D COMP,CAFE,SALES TAX	\$90,972.19
TOTAL PREPAID BILLS ----->		<u><u>\$276,012.27</u></u>

INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

NOV 6, 2024 - REG BILLS

Date: 11/01/2024

Time: 10:34 am

Page: 1

City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
AIRPORT WINDSOCK CORPORATI	1557	AIRPORT: WINDSOCKS	0	00/00/0000	116.69
				Vendor Total:	116.69
BRADLEY SECURITY & ELECTRIC	0209	PARK: PARK BATHROOM DOOR LOCK REPAIR	0	00/00/0000	105.00
				Vendor Total:	105.00
BUREAU OF CRIM. APPREHENSIO	1067	POLICE: CONNECTION & OPERATION CHARGES	0	00/00/0000	1,080.00
				Vendor Total:	1,080.00
CENGAGE LEARNING INC-GALE	1828	LIBRARY: BOOKS	0	00/00/0000	233.96
				Vendor Total:	233.96
CENTER POINT LARGE PRINT	1349	LIBRARY: BOOKS	0	00/00/0000	299.64
				Vendor Total:	299.64
CENTURYLINK (CHARLOTTE, NC)	1880	AQUATIC: PHONE	0	00/00/0000	60.00
				Vendor Total:	60.00
CENTURYLINK	1394	MULT DEPTS: PHONE BILL	0	00/00/0000	864.11
				Vendor Total:	864.11
COMPANION LIFE INSURANCE	1859	MULT DEPTS: INS. PREMIUMS	0	00/00/0000	3,034.05
				Vendor Total:	3,034.05
CROW RIVER SIGNS	0883	CITY CENTER: SIGN	0	00/00/0000	195.00
				Vendor Total:	195.00
EGGERSGLUESS, BRAD	0869	ADMIN: CELL PHONE REIMB.	0	00/00/0000	50.00
				Vendor Total:	50.00
FOSTER MECHANICAL, INC.	0647	LIQUOR: HVAC SYSTEM REPAIR, CHIMNEY REMOVAL	0	00/00/0000	1,763.14
				Vendor Total:	1,763.14
FREITAG, BENTON	0659	CABLE TV: COUNCIL MEETING RECORDINGS	0	00/00/0000	100.00
				Vendor Total:	100.00
GALLS, LLC	0452	POLICE: UNIFORM	0	00/00/0000	946.56
				Vendor Total:	946.56
GAVIN, JANSSEN, STABENOW &	0087	POLICE: LEGAL SERVICES	0	00/00/0000	5,418.75
				Vendor Total:	5,418.75
GIESEN, AUBREY	1236	POLICE: HEARING OFFICER	0	00/00/0000	218.75
				Vendor Total:	218.75
GLENCOE AREA CHAMBER OF CO	0094	REIMB: CROW RIVER SNO PROS DONATION	0	00/00/0000	1,000.00
				Vendor Total:	1,000.00
GLENCOE FIRE RELIEF ASS'N.	0455	FIRE: 2ND HALF FIRE PENSION CONTRIBUTIONS	0	00/00/0000	23,794.00
				Vendor Total:	23,794.00
HAWKINS, INC.	1133	AQUATIC: CHEMICALS	0	00/00/0000	70.00
				Vendor Total:	70.00
KDUZ - KARP - KGLB	2248	ADMIN, SANITATION, LIQUOR: ADVERTISING	0	00/00/0000	1,645.00
				Vendor Total:	1,645.00
KRUEGER, STEPHANIE & SCOTT	0286	CITY CENTER: DAMAGE DEPOSIT REIMB.	0	00/00/0000	200.00
				Vendor Total:	200.00
KUSLER, HAYLIE	2138	CITY CENTER: WEDDING DECOR	0	00/00/0000	450.00
				Vendor Total:	450.00
LACAL EQUIPMENT INC	1145	SANITATION: LEAF VAC PARTS	0	00/00/0000	3,240.94
				Vendor Total:	3,240.94

INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

NOV 6, 2024 - REG BILLS

Date: 11/01/2024

Time: 10:34 am

Page: 2

City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
LEEDSTONE	1541	WWTP: ACID RINSE	0	00/00/0000	124.56
				Vendor Total:	124.56
LUCKY BRAKE AUTO SHOP	1711	POLICE: SQUAD CAR MAINTENANCE	0	00/00/0000	1,966.57
				Vendor Total:	1,966.57
MCLEOD CO. AUDITOR-TREASURER	0428	ADMIN: ASSESSMENT AND MAINTENANCE FEES	0	00/00/0000	25,546.50
				Vendor Total:	25,546.50
MENARDS - HUTCHINSON	2184	PARK: HOCKEY RINK PAINT	0	00/00/0000	924.09
				Vendor Total:	924.09
METRO SALES, INC	1066	ADMIN, LIBRARY: OFFICE EQUIPMENT LEASE	0	00/00/0000	533.65
				Vendor Total:	533.65
MINI BIFF	0177	PARK, SANITATION: WASTE REMOVAL	0	00/00/0000	336.60
				Vendor Total:	336.60
MMBA - MN MUNICIPAL BEV. ASSC	0444	LIQUOR: DUES	0	00/00/0000	1,700.00
				Vendor Total:	1,700.00
MN DEPT OF HLTH	1216	CITY CENTER: OPERATING LICENSE	0	00/00/0000	450.00
				Vendor Total:	450.00
PLUNKETT'S PEST CONTROL, INC	0446	MULT DEPT: PEST CONTROL	0	00/00/0000	394.25
				Vendor Total:	394.25
PREMIUM WATERS, INC.	1081	LIBRARY: WATER	0	00/00/0000	52.22
				Vendor Total:	52.22
QUILL LLC	1691	LIBRARY: PAPER	0	00/00/0000	76.99
				Vendor Total:	76.99
RJ KOOL	0110	CITY CENTER: WASHING MACHINE REPAIR	0	00/00/0000	561.63
				Vendor Total:	561.63
SAM'S TIRE SERVICE INC.	0250	STREET: TIRE REPAIR	0	00/00/0000	61.07
				Vendor Total:	61.07
SEH	1757	MULT DEPT: ENGINEERING SERVICES	0	00/00/0000	17,730.60
				Vendor Total:	17,730.60
TEMPLE SERVICE CENTER	0381	POLICE: UNIFORMS	0	00/00/0000	16.00
				Vendor Total:	16.00
TWIN CITIES & WESTERN R.R.	0590	REIMB: PARKING LOT LEASE	0	00/00/0000	262.00
				Vendor Total:	262.00
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
VOSS, RYAN	2217	ADMIN: MONTHLY CELL PHONE REIMB	0	00/00/0000	50.00
				Vendor Total:	50.00
				Grand Total:	95,972.37
				Less Credit Memos:	0.00
				Net Total:	95,972.37
				Less Hand Check Total:	0.00
				Outstanding Invoice Total :	95,972.37
Total Invoices:	42				