



GLENCOE CITY COUNCIL MEETING MINUTES

July 7, 2025 – 7:00 PM

City Center Ballroom

Attendees: Mark Hueser, Jon Dahlke, Scott Maynard, Paul Lemke, Cory Neid, Yodee Rivera

City Staff: Mark Larson, Mark Lemen, Mark Ostlund, Andrew Fiebelkorn, Amy Halquist
Haylie Kusler

Others: Rich Glennie

1. PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

The Meeting was called to order by Mayor Mark Hueser

2. CONSENT AGENDA

A. Approve Minutes of the Regular Meeting of June 16, 2025

B. Approve Casey's General Store #1688, 3.2 Off-Sale, 801 13th Street East, Glencoe

C. Approve Casey's General Store #2010, 3.2 Off-Sale, 2101 10th Street East, Glencoe

D. Special Event Application – 2B Continued 6th Anniversary Celebration – 305 7th Street East, Glencoe

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

3. APPROVE AGENDA

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

4. PUBLIC COMMENT (agenda items only)

None.

5. PUBLIC HEARINGS

6. BIDS AND QUOTES

A. Finance Software Replacement/Upgrade - BS&A Software – Assistant City Administrator Mark Lemen, and Finance Assistant Amy Halquist

There was a brief rundown at the last workshop about our finance software. The current provider, Tyler Technologies, announced they are no longer supporting the program the City uses. Amy Halquist, Finance Assistant, did quite a bit of work reaching out to other communities, speaking with other providers, and requesting quotes. The implementation process can take nine to twelve months. The sooner this is approved,

the more support we will have from Tyler Technologies during the transition, as they go away from this current program at the end of 2026. It is recommended to approve the purchase of the BS & A Software package.

Motion: Neid, seconded by Rivera to approve the purchase of the BS & A Software package. All in favor, the motion carries.

7. REQUESTS TO BE HEARD

A. Third reading Fee Schedule Ordinance - Ordinance Number 630 – City Attorney Ostlund

Motion: Neid, seconded by Lemke to approve the Third Reading of Ordinance Number 630 Fee Schedule Ordinance. Upon a roll call vote, the following voted Aye, Rivera, Dahlke, Maynard, Lemke and Neid. The following voted Nay, none.

B. Third Reading of Golf Cart/ATV Ordinance – Ordinance Number 631 – City Attorney Ostlund

Motion: Rivera, seconded by Maynard to approve the Third Reading of Ordinance Number 631 Golf Cart/ATV Ordinance. Upon a roll call vote, the following voted Aye, Rivera, Dahlke, Maynard, Lemke and Neid. The following voted Nay, none.

C. State Companion Grant & Resolution-2025-14 – 2025 Glencoe Airport Pavement Maintenance Project – City Administrator

RESOLUTION 2025-14

**AUTHORIZATION TO EXECUTE
MINNESOTA DEPARTMENT OF TRANSPORTATION GRANT
AGREEMENT FOR AIRPORT IMPROVEMENT EXCLUDING LAND
ACQUISITION**

It is resolved by the City of Glencoe as follows:

1. That the state of Minnesota Agreement No. 1060497,
"Grant Agreement for Airport Improvement Excluding Land Acquisition," for State
Project No. A4301-42 at the Glencoe Municipal Airport is accepted.
2. That the _____ and _____ are
Title Title
authorized to execute this Agreement and any amendments on behalf of the
City of Glencoe.

CERTIFICATION

STATE OF MINNESOTA
COUNTY OF _____

I certify that the above Resolution is a true and correct copy of the Resolution adopted by the

(Name of the Recipient)
at an authorized meeting held on the _____ day of _____, 20____
as shown by the minutes of the meeting in my possession.

Signature: _____
(Clerk or Equivalent)

Motion: Lemke, seconded by Dahlke to approve Resolution 2025-14 State Companion Grant for Airport Paving in the amount of \$14,992.02. Upon a roll call vote, the following voted Aye, Rivera, Dahlke, Maynard, Lemke and Neid. The following voted Nay, none. Whereupon the resolution was declared adopted and approved.

D. Approval of the Public Works Director Job Description – Assistant City Administrator Lemen

The City Council approved Mark Lemen's appointment and subsequent contract to be the City Administrator effective January 2, 2026. This early approval provides the City with an opportunity to proceed with a successor for the Public Works Director position. To proceed with the hiring process, an updated job description needs to be approved by City Council. It is recommended to approve the updated job description with the position being posted internally for one week. If there are no internal candidates, we will move forward with posting the position externally for three weeks.

Motion: Rivera, seconded by Neid to approve the Public Works Director job description with the amendment to open it up for three weeks concurrently, internal and external candidates. All in favor, the motion carries.

E. Unmanned Aerial Vehicle (UAV) Policy – Detective Fiebelkorn

It is mandated to have a policy on UAS operations. The GPD has complied with all other FAA and State mandates, and this is the final requirement to start the program. It is recommended to approve the policy on UAS operations. The UAS policy covers how the police department will operate with the Unmanned Aerial System and reporting requirements.

Motion: Neid, seconded by Lemke to approve the Unmanned Aerial System Policy. All in favor, the motion carries.

8. ITEMS FOR DISCUSSION

A. Housing Study Survey and Booth at Glencoe Days 2025 Update – Assistant City Administrator Lemen

Update from Annie Nicols from CEDA, who operated the Glencoe Days survey booth. Prior to Glencoe Days, we had 18 submitted surveys. After Glencoe Days, we had 56 submitted surveys. The goal is 300. There will be a flyer included in the July utility billing. Hoping for a higher renter turnout in the survey.

B. Police Department Mediation Schedule – City Administrator Larson

The City will be going to mediation on the Grack Scheduling Grievance and the Contract on August 6, 2025 at 9:00 PM. We will review at the August 4, 2025 City Council meeting in a closed session.

- C. City Center Roof Issues/Warranty/Insurance – Assistant City Administrator Lemen
The City Center has some roof damage and/or degradation on the south side and has evolved into a leak. We filed a warranty claim with the roofing company, in which that was denied. Now, we have filed a claim with the League of MN Cities. They are coming out on the 18th to discuss and look at the roof.

Another issue at the GPD with the air conditioner system. Council approved the PD to replace the HVAC system. However, there has been supply issues with the company we ordered from. It still has not been replaced. Portable AC units have been placed in the meantime.

9. ROUTINE BUSINESS

A. Project Updates

1. Hennepin Avenue Reconstruction

All the services on water, wastewater, and sewer have been installed. The storm sewer on 15th was completed today. The water main on Hennepin from 13th to 16th will be completed this week. HWY 22 detour will begin on July 14th. This will be posted on the City website and Facebook.

B. Economic Development

C. Public Input

D. Reports

E. City Bills

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

10. ADJOURN

Motion: Rivera, seconded by Dahlke to adjourn. All in favor, the motion carries.