



Mayor: Mark Hueser  
Precinct 1 Councilor: Jon Dahlke  
Precinct 2 Councilor: Scott Maynard  
Precinct 3 Councilor: Paul Lemke  
Precinct 4 Councilor: Cory Neid  
At-Large Councilor: Yodee Rivera

## GLENCOE CITY COUNCIL MEETING AGENDA

**Monday, October 20, 2025**

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 6, 2025
- B. Approve Minutes of the City Council Workshop on October 13, 2025
- C. Approve Peddler/Solicitor – DaBella, Home Remodeling – 10/20/25 - 10/20/26
- D. Approve Peddler/Solicitor – DaBella, Home Remodeling – 10/25/25
- E. Approve Liquor License renewal for 3.2 Off-Sale at **Kwik Trip Store #1049**, 2600 11th Street East, Glencoe
- F. Special Event Application of **First Congregational Church**, 1400 Elliott Avenue North, for Trunk or Treat Event on October 31, 2025. Closure at 14th Steet at East side of intersection extending West to alleyway on 14th Street between Elliott and Ford. Provide Barricades and Cones
- G. Special Event Application for **Family Fun Fall Festival**, 2025 10th Street East, on October 23, 2025. Closure on South Half of Taylor Street between 10th Street and 11th Street. Provide Barricades and Cones. Request for 12 Picnic Tables

### 3. APPROVE AGENDA

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

### 5. PUBLIC HEARINGS

- A. Public Hearing on Bills owed to the City of Glencoe
  - 1. **Resolution 2025-19** – Certifying Bills owed to the City of Glencoe to be collected with 2026 Property Taxes

### 6. BIDS AND QUOTES

- A. **2026** Employee Health Insurance Renewal with Medica – City Administrator
- B. Change Order Number 2 for Hennepin Avenue Project – City Administrator

### 7. REQUESTS TO BE HEARD

- A. Easements with Buffalo Creek Watershed District for Access to Central Ditch – City Attorney
- B. Seneca Foods Special Use Permit Amendment – Planning Commission Recommendation
- C. Variance Request of Robert Senst, 306 Wacker Drive – Approval – Planning Commission Recommendation

**8. ITEMS FOR DISCUSSION**

- A. Review of Zoning Ordinance Changes – City Attorney

**9. ROUTINE BUSINESS**

- A. Project Updates
  - 1. Hennepin Avenue Reconstruction
- B. Economic Development
- C. Public Input
- D. Reports
- E. City Bills

**10. ADJOURN**



**GLENCOE CITY COUNCIL MEETING MINUTES**  
**October 6, 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 Ostlund, Mark Lemen, Tony Padilla, Todd Trippel, Brandon Frankfurth

**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 September 15, 2025

**B.** Approve Peddler Permit – DaBella: Home Remodeling – 10/6/2025 to 10/6/2026

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

**3. APPROVE AGENDA**

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

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

**5. PUBLIC HEARINGS**

**A.** Public Hearing for at 7:15 PM for Hennepin Avenue Project Special Assessments

1. Presentation – Justin Black, SEH

2. **Resolution 2025-18** – Resolution to approve Special Assessments

At this time, Mayor Hueser opened the public hearing for the Hennepin Avenue Project Special Assessments, with a motion by Lemke, seconded by Dahlke.

Justin Black reviewed project funding, assessment policy, assessment rates, and a timeline of the project. Justin turned the room over to the public and council for questions or comments.

**Motion:** After public comment(s), Neid made a motion to close the public hearing. Seconded by Maynard, with all in favor, the motion carries.

**RESOLUTION NO. 2025-18**  
**RESOLUTION ADOPTING ASSESSMENT**

**WHEREAS**, pursuant to proper notice duly given as required by law, the council has met and heard and passed upon all objections to the proposed assessment for the 2025 Hennepin Avenue Street and Utility Improvement Project, which includes improvements on the following streets:

- Hennepin Avenue (CSAH 2) from 13th Street (TH 22) to 18th Street
- Hennepin Avenue (CR 83) from 18th Street to 20th Street
- 18th Street from alley between Ford Avenue and Greeley Avenue to Hennepin Avenue (CSAH 2)
- 15th Street from Hennepin Avenue (CSAH 2) to Judd Avenue

by construction of complete street reconstruction, sanitary sewer, sanitary sewer services, water main, water services, storm sewer, drain tile with sump pump services, concrete curb and gutter, concrete walk, aggregate base, bituminous street surfacing, turf restoration, and miscellaneous items required to properly complete the improvements, and has amended such proposed assessment as it deems just.

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

1. Such proposed assessment, as amended, a copy of which is attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefited by the improvement in the amount of the assessment levied against it.
2. Assessment shall be payable in equal annual installments extending over a period of 15 years, the first of the installments to be payable on or before the first Monday in January, 2026, and shall bear interest at the rate of 5.50 percent per annum after November 5, 2025. To the first installment shall be added interest on the entire assessment from November 5, 2025, until December 31, 2026. To each subsequent installment when due shall be added interest for one year on all unpaid installments.
3. The owner of any property so assessed may, at any time prior to certification of the assessment to the McLeod County Auditor-Treasurer on November 30, 2025, pay the whole of the assessment on such property with interest accrued to the date of payment, to the office of the City Administrator, except that no interest shall be charged if the entire assessment is paid by November 5, 2025; and he may, at any time thereafter, pay to the City Administrator the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the succeeding year.
4. The City Administrator shall forthwith transmit a certified duplicate of this assessment to the McLeod County Auditor-Treasurer to be extended on the property tax lists of the county. Such assessment shall be collected and paid over in the same manner as other municipal taxes.

**Motion:** Neid, seconded by Rivera to approve Special Assessments **Resolution 2025-18**. 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.

**B.** Set Public Hearing for Zoning Changes for November 3, 2025, at 7:30 PM – City Attorney

At the October 20 City Council meeting, City Attorney Ostlund will review the proposed changes that have been recommended by the Planning Commission for approval. It is recommended to set a public hearing for November 3, 2025.

**Motion:** Lemke, seconded by Dahlke to set the Public Hearing for Zoning Changes on November 3, 2025, at 7:30 PM. All in favor, the motion carries.

**6. BIDS AND QUOTES**

**A. Quote for Projectors and Screens for North Ballroom – City Administrator**

There has been a demand for a large screen presentation option for the North Ballroom at the City Center. A quote was received from EMI Audio for the installation of a projector and 140-Inch screen. The major cost of the quote is the proposed cost for labor to install the equipment at \$12,000; we need the equipment and controls to coordinate with our existing controls. The total cost is \$32,718.83.

**Motion:** Dahlke, seconded by Rivera to approve the purchase of a projector and 140-Inch screen from EMI Audio for a total of \$32,718.83, not to exceed. All in favor, the motion carries.

**7. REQUESTS TO BE HEARD**

**A. Economic Development Agreement with Rice Companies – Mark Ostlund, City Attorney**

**Motion:** Lemke, seconded by Neid to approve the development agreement with Rice Companies. All in favor, the motion carries.

**B. Appoint Water Operator – Assistant City Administrator**

**Motion:** Maynard, seconded by Lemke to appoint Mitchell Hartwig transfer to the Water Department as a Water Operator. All in favor, the motion carries.

**8. ITEMS FOR DISCUSSION**

**A. Cannabis Conditional Use Permit – McLeod County Planning Commission Update**

**B. Fueling Facility Update – City Administrator**

**9. ROUTINE BUSINESS**

**A. Project Updates**

1. Hennepin Avenue Reconstruction

**B. Economic Development**

**C. Public Input**

**D. Reports**

**E. City Bills**

**Motion:** Lemke, seconded by Dahlke to approve City bills. All in favor, the motion carries

**10. ADJOURN**

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



SMALL CITY  BIG FUTURE

**GLENCOE CITY COUNCIL WORKSHOP MINUTES**

**October 13, 2025 – 5:30 PM**

West Conference Room

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

City Staff: Mark Lemen, Haylie Kusler, Brandon Frankfurth

Others Present: Justin Black, Maria McCarty

**1. Water and Wastewater Utility Rate Study – SEH**

The City contracted with SEH to conduct a water and wastewater utility rate study. The utility departments have experienced an increase in operating maintenance costs as well as incurred debt service for infrastructure repairs that require an adjustment to utility rates. The water rates have not been adjusted in over fifteen years. The sewer rates were adjusted within the past seven years, however, operating and maintenance costs have increased significantly requiring thus adjustment. Justin Black and Maria McCarty gave a presentation on the rate study and answered questions from the Council.

**2. IT/Cybersecurity Update – Nuvera**

Waiting until the November City Council Workshop for an update.

**3. OpenGov Asset Management – Mark Lemen, Assistant City Administrator**

The City of Glencoe has undergone some significant growth in infrastructure and operational capabilities recently and these changes have created a need for more streamlined asset management processes. For example, efficiencies in operations, capital budgeting, and quality of service to the residents and businesses of Glencoe. This new system can incorporate our current GIS system identifying assets within the entire public works department and allows us to create work orders and tasks associated with the assets identified in the GIS. In addition to operations in the field, this program can track facility maintenance and repair costs, as well as equipment depreciation. These features allow Council and City staff to have real time data to utilize when considering all Capital Improvement projects and purchases. The bulk of the costs will be accrued by the Water and Wastewater departments.



SMALL CITY  BIG FUTURE

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

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## To Separate Agenda Items

Mayor: Mark Hüeser      City Administrator: Mark D. Larson  
Councilors: At-Large - Yodee Rivera, Precinct 1 - Jon Dahlke, Precinct 2 - Scott Maynard,  
Precinct 3 - Paul Lemke, Precinct 4 - Cory Neld



SMALL CITY & BIG FUTURE

PEDDLER, SOLICITOR AND TRANSIENT MERCHANT PERMIT APPLICATION

LICENSE FEE

\$25 DAILY

\$200 YEARLY

APPLICATION DATE

10/7/25

SELLING DATES

10/20/25 - 10/20/26

BUSINESS INFORMATION

\*ATTACH PROOF OF BUSINESS

NAME

Dabella

ADDRESS

10405 6th Ave N, Minneapolis (messing city)

PHONE

612-453-0251

WEBSITE

Dabella.us

BUSINESS DESCRIPTION

Home Remodeling

PERSONAL INFORMATION

\*ATTACH A COPY OF DRIVER'S LICENSE

RESPONSIBLE PERSON

Brodie Clark

ADDRESS

1018 Washing Ave Se

PHONE

630-797-0805

EMAIL

Brodiedclark@gmail.com

DRIVERS LICENSE #

C462-0640-3162

REFERENCES

\*ATTACH A LETTER OF REFERENCE (reference must be located in McLeod County)

REFERENCE 1

REFERENCE 2

NAME

ADDRESS

PHONE

EMAIL

I have not been convicted of any felony, misdemeanor or violation of any City Code provision (excluding minor traffic violations).

Brodie Clark (signature)

APPLICANT SIGNATURE

10/7/25

DATE

POLICE CHIEF

APPROVED

DENIED

CITY COUNCIL

APPROVED

DENIED

Signature/Date:

Tony J. P... 10/16/25

Signature/Date:



SMALL CITY & BIG FUTURE

PEDDLER, SOLICITOR AND TRANSIENT MERCHANT PERMIT APPLICATION

LICENSE FEE

\$25 DAILY

\$200 YEARLY

APPLICATION DATE

10/15/25

SELLING DATES

10/25/25

BUSINESS INFORMATION

\*ATTACH PROOF OF BUSINESS

NAME

~~RUBIO~~ Dabella

ADDRESS

10405 6th Ave N, Minneapolis (Missing City)

PHONE

612-453-0251

WEBSITE

Dabellaweb.com

BUSINESS DESCRIPTION

Home Remodeling

PERSONAL INFORMATION

\*ATTACH A COPY OF DRIVER'S LICENSE

RESPONSIBLE PERSON

Ramon Ramon Rojas Russett

ADDRESS

1422 W 11th St Liberal KS

PHONE

620 621 7812

EMAIL

ramonrojas1995@gmail.com

DRIVERS LICENSE #

K03-85-5745

REFERENCES

\*ATTACH A LETTER OF REFERENCE (reference must be located in McLeod County)

REFERENCE 1

REFERENCE 2

NAME

ADDRESS

PHONE

EMAIL

I have not been convicted of any felony, misdemeanor or violation of any City Code provision (excluding minor traffic violations).

APPLICANT SIGNATURE

*[Signature]*

DATE

10/15/25

POLICE CHIEF

APPROVED

DENIED

CITY COUNCIL

APPROVED

DENIED

Signature/Date:

*[Signature]* 10-16-25

Signature/Date:



**Minnesota Department of Public Safety  
Alcohol & Gambling Enforcement Division  
445 Minnesota Street, 1600  
St Paul, Minnesota 55101  
651-201-7507**

**RENEWAL OF LIQUOR, WINE, CLUB OR 3.2% LICENSES**

No license will be approved or released until the \$20 Retailer ID Card fee is received by Alcohol and Gambling Enforcement

Licensee: Please verify your license information contained below. Make corrections if necessary and sign. City Clerk/County Auditor should submit this signed renewal with completed license and licensee liquor liability for the new license period. City Clerk/County Auditor are also required by M.S. 340A.404 S.3 to report any license cancellation.

License Code: 3.2OFSL License Period Ending: 11/30/2025 Iden: 72856  
 Issuing Authority: Glencoe  
 Licensee Name: Kwik Trip, Inc  
 Trade Name: Kwik Trip #1049  
 Address: 2600 11th St E  
 Glencoe, MN 55336  
 Business Phone: 320-864-3062  
 License Fees: Off Sale: \$50.00 On Sale: \$0.00 Sunday: \$0.00

By signing this renewal application, applicant certifies that there has been no change in ownership on the above named licensee. For changes in ownership, the licensee named above, or for new licensees, full applications should be used. See back of this application for further information needed to complete this renewal.

**Applicant's signature on this renewal confirms the following: Failure to report any of the following may result in civil penalties.**

1. Licensee confirms it has no interest whatsoever, directly or indirectly in any other liquor establishments in Minnesota. If so, give details on back of this application.
2. Licensee confirms that it has never had a liquor license rejected by any city/township/county in the state of Minnesota. If ever rejected, please give details on the back of this renewal, then sign below.
3. Licensee confirms that for the past five years it has not had a liquor license revoked for any liquor law violation (state or local). If a revocation has occurred, please give details on the back of this renewal, then sign below.
4. Licensee confirms that during the past five years it or its employees have not been cited for any civil or criminal liquor law violations. If violations have occurred, please give details on back of this renewal, then sign below.
5. Licensee confirms that during the past license year, a summons has not been issued under the Liquor Liability Law (Dram Shop) MS 340A.802. If yes, attach a copy of the summons, then sign below.
6. Licensee confirms that Workers Compensation insurance will be kept in effect during the license period. Licensee has attached a liquor liability insurance certificate that corresponds with the license period in city/county where license is issued.

Licensee has attached a liquor liability insurance certificate that corresponds with the license period in city/county where license is issued. \$100,000 in cash or securities or \$100,000 surety bond may be submitted in lieu of liquor liability.(3.2 liquor licenses are exempt if sales are less than \$25,000 at on sale, or \$50,000 at off sale).

Scott P. Zeltner 12/14/1957 9/8/2025  
 Licensee Signature DOB SSN Date  
 (Signature certifies all above information to be correct and license has been approved by city/county.)

[Signature] 10/16/25  
 City Clerk/Auditor Signature Date  
 (Signature certifies that renewal of a liquor, wine or club license has been approved by the city/county as stated above.)

\_\_\_\_\_  
 County Attorney Signature Date  
 County Board issued licenses only(Signature certifies licensee is eligible for license).

[Signature] 10-6-25  
 Police/Sheriff Signature Date  
 Signature certifies licensee or associates have been checked for any state/local liquor law violations (criminal/civil) during the past five years. Report violations on back, then sign here.



City of Glencoe  
Special Event Application  
1107 11<sup>th</sup> Street East, Suite 107  
Glencoe, MN 55336  
320-864-5586  
info@ci.glencoe.mn.us

Event name: Trunk or Treat Location: 14th & Elliott Ave N

Date(s) of the event: October 31st, 2025 Time(s) of event: 5-7pm

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

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

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

Type of organization: For Profit  Non-Profit  Charity

Location requested: City Parking Lot  City Park  Street Closure

Estimated number of participants expected to attend the event: 50-100

Event Description: Trunk or Treat event open to the community of Glencoe. Games, treats, crafts, and cider will be provided to participants.

Assistance Requested: Street Closure

Street Closure Request - Describe the name and sections of the streets for requested closure.  
Closure at 14th St. at east side of intersection extending west to alleyway on 14th St between Elliott and Ford

Date/Time for beginning of street closure: 10/31/25 @ 4pm

Date/Time for reopening of streets: 10/31/25 @ 7:30pm

**NOTE:** Events using public streets and parking lots must submit a map with precise locations.

See back side for guidelines and agreement.

## Special Event Guidelines

Special events include walk/runs, tournaments, concerts, or gatherings of 50 participants or more in the City of Glencoe. Special Event Applications must be submitted 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 a certificate of Liability Insurance. 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. 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 (GatherGuard). Information on GatherGuard is located online at: [www.lmc.org](http://www.lmc.org)

**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.

**Security:** If the Chief of Police determines security is needed for the event, the organizer will be charged \$100/hour per officer.

**Street Closures:** 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 permit.

**Garbage:** Organizers may be required to provide garbage containers and removal depending on the size of the event and the number of participants.

**Sanitary Restrooms:** Organizers may be required to provide sanitary restrooms depending on the size of the event and the number of participants.

**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 policies. The renter also understands that failure to abide by these rules and regulations could result in additional fees or denial of facility use.

Adam Thompson

Digitally signed by Adam Thompson  
Date: 2025.10.16 12:45:23 -0500'

10/16/2025

Signature

Date

**City Staff Use Only**

Date Received: \_\_\_\_\_

**Public Works Director Street/Parks Recommendation:**  
Comments:

Approve  Deny

Signature: \_\_\_\_\_

**Chief of Police Recommendation:** Approve  Deny   
Comments:

Signature: \_\_\_\_\_

**City Council:** Approve  Deny

Date: \_\_\_\_\_

Closure request for First Congregational Trunk or Treat event

10/31/25 4pm-7:30pm





**City of Glencoe**  
**Special Event Application**  
1107 11<sup>th</sup> Street East, Suite 107  
Glencoe, MN 55336  
320-864-5586  
info@ci.glencoe.mn.us

Event name: Family Fun Fall Festival Location: 2025 10th St. E (Guardian In Home Health and Security)

Date(s) of the event: 10/23/25 Time(s) of event: 3pm-6pm

Group name or organization: FFFF Contact Name: Yodee Rivera

Address: personal - 1110 Reeds Lane City: Glencoe Zip: 55336

Email: yod-ara@hotmail.com Phone: 320-296-1145

Type of organization: For Profit  Non-Profit  Charity

Location requested: City Parking Lot  City Park  Street Closure

Estimated number of participants expected to attend the event: 250

Event Description: The annual Family Fun Fall Festival is a free event for the community. We offer food, water, games, crafts, pony rides, goat petting and bouncy houses for families to enjoy, free of charge. It is also a fundraising opportunity for the local food shelf.

Assistance Requested: 12 picnic tables delivered to the location (square) and road closure for farm equipment and Glencoe PD/FD to park.

Street Closure Request - Describe the name and sections of the streets for requested closure.  
Road closure to thru traffic on South Half of Taylor Street between 10th and 11th street and barricade at parking lot entrance. (red lines.)

Date/Time for beginning of street closure: 10/23/25 Noon

Date/Time for reopening of streets: 10/23/25 7pm or later

**NOTE:** Events using public streets and parking lots must submit a map with precise locations.

See back side for guidelines and agreement.

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**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.

**Security:** If the Chief of Police determines security is needed for the event, the organizer will be charged \$100/hour per officer.

**Street Closures:** 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 permit.

**Garbage:** Organizers may be required to provide garbage containers and removal depending on the size of the event and the number of participants.

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**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 policies. The renter also understands that failure to abide by these rules and regulations could result in additional fees or denial of facility use.

Yodee Rivera \_\_\_\_\_  
Signature

Digitally signed by Yodee Rivera  
Date: 2025.10.10 14:16:19 -0500

\_\_\_\_\_  
Date

**City Staff Use Only**

Date Received: \_\_\_\_\_

**Public Works Director Street/Parks Recommendation:**  
Comments:

Approve  Deny

Signature: 

**Chief of Police Recommendation:** Approve  Deny   
Comments:

Signature: \_\_\_\_\_

**City Council:** Approve  Deny  Date: \_\_\_\_\_

# McLeod County, MN - Map



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

# GLENCOE

SMALL CITY & BIG FUTURE

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

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**To Separate Agenda Items**

Mayor: Mark Hueser      City Administrator: Mark D. Larson  
Councilors: At-Large - Yodee Rivera, Precinct 1 - Jon Dahlke, Precinct 2 - Scott Maynard,  
Precinct 3 - Paul Lemke, Precinct 4 - Cory Neld

# GLENCOE



SMALL CITY & BIG FUTURE

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

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To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: October 16, 2025

Re: **Item 2A1** – Resolution to Certify Bills owed to the City of Glencoe

**Item 2A1** – After the public hearing , it is recommended to approve Resolution 2025-19 to certify to collection with property taxes all bills owed to the City of Glencoe.

**RESOLUTION NO. 2025-19**

**RESOLUTION CERTIFYING COLLECTION OF DELINQUENT BILLS WITH 2026 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 2026 taxes those amounts owed to the City of Glencoe.

2) That those delinquent accounts are as follows:

A. Patrick Haney, PID 22.124.0060	\$137.21
B. HNW Donnay Properties, PID 22.060.1120	\$277.11
C. Redwood Consulting, LLC, PID 22.050.3370	\$640.80
D. Marco Arandia, PID 22.050.0270	\$759.13
E. Isauro & Elde Guerrero, PID 22.050.4520	\$222.88
F. Redsmoker, LLC, PID 22.060.2270	\$1,113.72
G. Arandia Properties, PID 22.060.1490	\$513.98
H. Taylor Walters, PID 22.060.0850	\$43.44

Adopted and approved this 20th day of October, 2025.

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Mark Hueser  
Mayor

ATTEST:

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Mark D. Larson  
City Administrator



SMALL CITY & BIG FUTURE

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

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## **To Separate Agenda Items**

Mayor: Mark Hueser      City Administrator: Mark D. Larson  
Councilors: At-Large - Yodee Rivera, Precinct 1 - Jon Dahlke, Precinct 2 - Scott Maynard,  
Precinct 3 - Paul Lemke, Precinct 4 - Cory Neld



SMALL CITY  BIG FUTURE

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

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To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: October 16, 2025

Re: **Item 6A** – Employee Health Insurance

**Item 6A** – It is recommended to approve the renewal for City Health Insurance with Medica for 2026. The proposed increase in premium to 4.3%.

City of Glencoe

Level Funded Renewal

Effective: 01/01/2026

Level Funded Rates:		CURRENT 01/01/2025	RENEWAL 01/01/2026
		Medica Choice Passport MSI PP MN ASO 3500 -0% HSA	Medica Choice Passport MSI PP MN ASO 3500 -0% HSA
Single	8 Count(s)	\$593.68	\$619.25
Dual	3 Count(s)	\$1,246.75	\$1,300.43
Family	19 Count(s)	\$1,899.82	\$1,981.61
Monthly Total Dollars		\$44,586.27	\$46,505.88
Annual Total Dollars		\$535,035.24	\$558,070.56
Breakout of Annual Total Dollars			
Stop Loss Premium and Administration Fees		\$341,396.52	\$384,840.24
110% Employer Claim Liability		\$193,638.72	\$173,230.32
Annual Total Dollars		\$535,035.24	\$558,070.56

# Executive Summary

Prepared for City of Glencoe  
 Effective 01/01/2026

Thank you for the opportunity to propose medical plan coverage to your employees and their families. We're committed to providing value on your investment, flexible plan and network options, a robust and personalized wellness program, and access to knowledgeable and friendly service support teams.

## Level-Funded: Predictability and Cost Management

Medica's level-funded solution for small group employers offers the stability of a fully insured plan option with predictable monthly payments, and also offers the advantages of a self-insured plan including a variety of plan designs and lower costs associated with taxes and assessments. Our level-funded plans include stop-loss commitments that bring more predictability to fixed costs and a monthly funding approach that offers a year-end reconciliation. A level-funded group's monthly payment is made up of three components: a claims fund, stop loss, and administrative fees. At the end of the year, when the contributions to the claims fund are higher than the actual claims paid and there's a surplus of funds, the employer receives up to 50% of the surplus.

Please confirm with your customer that they are eligible per ERISA guidelines to receive a level-funded quote.

The following table summarizes key aspects of Medica's level-funded features:

Medica Level-Funded Solutions			
<b>Group Size</b>	We require 5 or more enrolled employees.		
<b>Plan Designs</b>	A product portfolio including traditional and consumer-directed plans. Refer to the Medica Broker Portal to obtain all Summaries of Benefits and Coverage.		
<b>Network Options</b>	<b>Minnesota</b>	<b>North Dakota</b>	<b>Western Wisconsin</b>
	<ul style="list-style-type: none"> <li>▪ Altru &amp; You with Medica<sup>SM</sup></li> <li>▪ Clear Value with Medica<sup>SM</sup></li> <li>▪ Essentia Choice Care with Medica<sup>SM</sup></li> <li>▪ Medica Choice<sup>®</sup> Passport with UnitedHealthcare Choice Plus</li> <li>▪ Medica CompleteHealth<sup>SM</sup> (featuring care at Mayo Clinic)</li> <li>▪ Medica Elect<sup>®</sup></li> <li>▪ Park Nicollet and HealthPartners Medical Group</li> </ul>	<ul style="list-style-type: none"> <li>▪ Altru &amp; You with Medica<sup>SM</sup></li> <li>▪ Essentia Choice Care with Medica<sup>SM</sup></li> <li>▪ Medica Choice<sup>®</sup> Passport with UnitedHealthcare Choice Plus</li> </ul>	<ul style="list-style-type: none"> <li>▪ Essentia Choice Care with Medica<sup>SM</sup></li> <li>▪ Medica Choice<sup>®</sup> Passport with UnitedHealthcare Choice Plus</li> <li>▪ Medica CompleteHealth<sup>SM</sup> (featuring care at Mayo Clinic)</li> </ul>

	<ul style="list-style-type: none"> <li>First with Medica<sup>SM</sup> <ul style="list-style-type: none"> <li>▪ Ridgeview Community Network<sup>®</sup> powered by Medica</li> <li>▪ VantagePlus with Medica<sup>SM</sup></li> </ul> </li> </ul>		
<b>Stop-Loss Coverage</b>	<ul style="list-style-type: none"> <li>▪ Aggregate — included at 110%</li> <li>▪ Specific — included at \$30,000</li> </ul>		
<b>Surplus</b>	At the end of the year, when claims are lower than the money contributed to the claims fund, employers will receive up to 50% of the surplus. (See Rates and Predications for additional details.)		
<b>Pharmacy</b>	<ul style="list-style-type: none"> <li>▪ <b>Retail and mail order:</b> Express Scripts, Inc. (ESI)</li> <li>▪ <b>Specialty:</b> Accredo, Prime Therapeutics</li> </ul>		
<b>Health and Wellness Programs</b>	Included: My Health Rewards by Medica <sup>®</sup> , Medica CallLink <sup>®</sup> nurse and advisor line, Omada for Prevention, Ovia Health, Self Care by AbleTo, and Medica <sup>®</sup> Optum <sup>®</sup> Emotional Wellbeing Solutions, an employee assistance program.		

## Providing Exceptional Choice, Access, and Coverage

Our network options provide coverage for your employees when and where they need it.

### Medica Choice Passport

Medica Choice<sup>®</sup> Passport offers members access to a large, national network and the freedom to see any network provider. It also offers consistent nationwide benefits and one dedicated call center for your employees. Whether you're a local or multistate employer, Medica Choice Passport provides your employees with great benefits and access to Medica's wellness and health management, 24-hour nurse line, helpful member website, and many other programs.

### Accountable Care Organizations (ACOs)

Accountable care organizations (ACOs) are networks or teams of health care providers (such as clinics, hospitals, doctors, and specialists) that partner with us to make health care more efficient and improve the member experience. The network may be smaller than our other open access networks, but the benefits are bigger and better. ACOs members also experience reduced number of emergency room visits, fewer hospital readmissions, and greater use of affordable drug options.

### Medica Elect

Medica Elect<sup>®</sup> is a care system plan that combines strong benefits with cost-saving features and promotes quality care. Members choose a primary care clinic at open enrollment (which determines their care system) to coordinate their care, but they can see any provider within their care system without a referral. When care is not available within their care system, members can easily receive a referral from their primary care clinic.

### Virtual Care

Many providers included in Medica's plan networks offer virtual care, online care, or e-visits. Medica also offers virtual care options through Amwell and Virtuwell. Virtual care is a convenient way for members to connect with a provider from a computer or mobile device to get a diagnosis, treatment plan, and

prescription (if needed). With a virtual care visit, members can:

- Receive care from a board-certified doctor or nurse practitioner
- Avoid a trip to the doctor's office and get care from the comfort of home
- Initiate the visit at their convenience with no appointment needed

## Stop-Loss Coverage

Most employers with self-insured plans also purchase stop-loss insurance. Stop-loss insurance offers protection from unpredictable plan losses and minimizes your overall financial risk. Our stop-loss insurance covers everything within an eligible benefit plan, including high-cost medications and mental health services, under an integrated program. We use our own stop-loss carrier, Medica Insurance Company, which is integrated with the medical and pharmacy benefits. That means our customers can receive reimbursement of individual stop-loss claims within five days — something not possible with a carve-out vendor. We issue aggregate stop-loss reimbursements at the end of the year after reconciling the aggregate stop-loss account.

We offer two types of stop-loss insurance:

- **Specific** provides protection against unpredictable or catastrophic claims on any individual.
- **Aggregate** provides a maximum on the total dollars paid by the employer during a contract period.

## Delivering Value and Improving Outcomes with Our Pharmacy Benefits

Managing prescription drug benefits and costs is a priority for Medica. We have a responsibility to customers and members to ensure our care and services are high quality, efficient, and affordable.

Our commitment to our members makes our choice of pharmacy benefits manager especially significant.

**Express Scripts Inc. (ESI)** powers our pharmacy solutions. ESI has a record of providing strong results in clinical value, quality, and cost. And ESI leads the pharmacy-benefits-management industry in customer satisfaction.

### Ease and Convenience

Essential to quality pharmacy service is accessibility and ease of use. ESI's website and app make managing prescription benefits at home and on the go easy and convenient. Members can access personalized prescription benefit information, check pricing and coverage information for brand-name and generic drugs, find a pharmacy, check order status, view claims history, refill a prescription, set dosage reminders, and more.

### Mail Order Pharmacy

ESI also manages our convenient mail order pharmacy program. Medica members who have a prescription for a chronic condition, limited access to a pharmacy, or transportation challenges may find this program an attractive choice for refilling prescriptions. Members can get a 90-day supply of their medication through the mail, typically at a savings in copays and with no shipping or handling fees. Members can order refills using ESI's website or app.

### Specialty Pharmacy

We're approaching the needs of those who rely on specialty pharmacy via two avenues. First, **Accredo Specialty Pharmacy** is our partner in helping manage the needs of members with chronic and complex medical conditions. Accredo also provides pharmaceutical consultation to physicians treating these patients. Together, Medica and Accredo have deployed successful strategies that ensure the most appropriate use of these high-cost drugs.

Medica has also developed a strong partnership with **Prime Therapeutics** to implement powerful technologies to manage pharmacy expenses across medical benefits. Prime Therapeutics consults with a clinical advisory panel of more than 120 nationally- and world-renowned experts and thought leaders in common and complex diseases. Using clinical guidelines and evidence-based protocols from these experts, Prime Therapeutics has achieved administrative efficiencies in process and increased provider and member satisfaction rates, positively affecting the lives of patients struggling with complex medical conditions.

## Innovating for Your Evolving Health and Well-Being

Supporting our members in achieving their best health is a priority for Medica. We have several innovative programs that help members become healthier. Some are included at no additional cost.

### My Health Rewards by Medica®

Customizable and comprehensive, My Health Rewards features unique digital lifestyle and condition management coaching modules, health assessments, activity tracking, and more. Members can establish and maintain healthy goals and habits using market-leading technology and support tools. Our suite of programs inspires sustainable behavior change. The idea behind My Health Rewards is simple: Learn. Do. Become. **My Health Rewards is included in your plan, and participants 18 years and older are eligible for reward incentives annually from Medica.**

### Self Care by AbleTo

Self Care empowers individuals to engage with web-based or in-app coping tools, meditations, sleep tracking, and more to improve their mental health and build life skills. **The Self Care app is available to members 13 years and older at no extra cost as part of Medica's behavioral health benefit.**

### Ovia Health™

Ovia Health is a set of smartphone apps that provides personalized guidance, support, and coaching across the reproductive health and parenting spectrum, from fertility health tracking to getting pregnant to navigating pregnancy, postpartum, and parental wellness. Ovia also offers support to women in perimenopause and menopause. Individuals can use one or both of the apps Ovia Health offers, and members receive exclusive access to enhanced features not available to all app users. **Ovia Health is included in your plan.**

### Omada for Prevention

Omada is an industry leading digital diabetes prevention provider and fully recognized by the Centers for Disease Control and Prevention (CDC). Its digital lifestyle change program works to help at-risk employees lose weight, build strategies for healthy eating, activity, sleep, and stress management — all of which can cut their risk for Type 2 diabetes and heart disease. **Omada is included in your plan.**

### Medica CallLink®

Medica CallLink® gives employees access to a wide range of health support and guidance 24 hours a day, 365 days a year. Employees can call the toll-free number to speak with an experienced adviser or registered nurse. **CallLink is included in your plan.**

### Medica® Optum® Emotional Wellbeing Solutions

Emotional Wellbeing Solutions, an employee assistance program (EAP), offers a 24/7/365 toll-free hotline with professional counselors who can help your employees resolve personal and work concerns, family problems, and financial difficulties. In addition, members get five free counseling sessions per issue, per year, at no additional



cost. **The EAP is included in your plan.**

## Our Commitment to Excellent Service

### A Proven Transition Plan

For some organizations, transitioning from one health plan to another is a significant step. Medica has expertise in the art of these transitions with our well-established implementation process that helps ensure a smooth changeover.

The designated account management team assigned to you is responsible for the management, service coordination, benefits and pricing consultation, and implementation of your account. Your team will also respond to service and informational requests and collaborate with you on annual open enrollment planning, health fairs, and wellness promotions.

Medica account managers and account executives serve as liaisons between our customers and Medica operations to identify, prioritize, and resolve issues as quickly as possible. The team will also proactively educate customers on administrative procedures, policies, and developments within Medica and the health care industry.

Your Medica team will:

- Update you on changes to our products, operations, and systems and their potential impact.
- Continuously evaluate your needs and recommend Medica benefit plans and programs as appropriate.
- Coordinate delivery of the overall service experience
- Oversee activities of service representatives, assisting with escalated issues as needed
- Work closely with you and your benefits consultant during the annual renewal process

### Connecting with Our Members

Throughout the enrollment process and across the health and wellness experience, many people — especially first-time enrollees — may need help. By collaborating with you to understand and address your needs with ongoing communications and personalized resources, we help members get the most out of their plan.

### Our Member Website

Our member website, [Medica.com/SignIn](https://www.medica.com/signin), is a secure, easy-to-use one-stop shop where members can access the information they need to manage their health plan benefits, including personalized plan information, an online provider search tool, and health and wellness resources.

## Thank You

Thank you for the opportunity to present our qualifications for being your best health plan partner. We greatly value the partnerships we've built with organizations like yours and promise to deliver exceptional financial value, best-in-class customer service, and innovative approaches to improving health. We're ready to discuss next steps and eager to tell you more about the benefits of partnering with us. We look forward to discussing how Medica can be your trusted health plan of choice.

**City of Glencoe**  
**Level Funded Renewal**  
**Effective: 01/01/2026**

	CURRENT 01/01/2025	RENEWAL 01/01/2026
	Medica Choice Passport MSI PP MN ASO 3500 -0% HSA	Medica Choice Passport MSI PP MN ASO 3500 -0% HSA
<b>Level Funded Rates:</b>		
Single	8 Count(s)	\$593.68
Dual	3 Count(s)	\$1,246.75
Family	19 Count(s)	\$1,899.82
<b>Monthly Total Dollars</b>		\$44,586.27
<b>Annual Total Dollars</b>		\$535,035.24
<b>Breakout of Annual Total Dollars</b>		
<b>Stop Loss Premium and Administration Fees</b>		\$341,396.52
<b>110% Employer Claim Liability</b>		\$193,638.72
<b>Annual Total Dollars</b>		\$535,035.24
		\$619.25
		\$1,300.43
		\$1,981.61
		\$46,505.88
		\$558,070.56
		\$384,840.24
		\$173,230.32
		\$558,070.56

- \$30,000.00 specific stop loss deductible
- 110% aggregate stop loss corridor
- Passport proposal utilizes UnitedHealthcare Choice Plus Network
- Commissions are \$45.00 PSPM
- Stop loss coverage includes: Medical, Pharmacy, Mental Health benefits
- Some of the services included in the administrative fee include: Care Management/Utilization Review, Health Pregnancy Program, Online Health and Wellness, Tobacco Cessation Program, Medica CallLink Nurse Line, ACT - Activation Messaging, Medical Behavioral Health (MH/SA), Medicare Part D Mailings, Employee Assistance Program, Network Access

City of Glencoe

**Medica Quotation Predications**

**Effective Date:** 01/01/2026

**Covered Persons**

Only bona-fide employees and their dependents are eligible under the group plan. Any other class of covered individuals must be reviewed and approved by Medica.

If retirees are included as eligible members in the current group, Medica's quote is subject to revision if 10% or more of the covered population is early and/or Medicare-eligible retirees, and/or if the employer does not contribute at least 50% of the cost of single coverage for all eligible retirees.

**Total Replacement**

Medica shall be the only health care plan offered by the employer.

**Contributions**

This quote assumes the current contribution strategy will also be used for the upcoming contract period. The employer must contribute a minimum of 50% of the lowest-cost premium for all eligible employees.

**Participation**

A minimum of 50% of the total number of eligible employees (regardless of waivers) must participate in this employer-sponsored plan. Also, a minimum of 5 enrolled employees must participate in the plan.

**Contract Period**

This offer reflects a 12-month basis for both aggregate and specific stop loss.

**Stop Loss Situs**

An offer of MIC stop loss is predicated upon the group's situs of business being located in a state where Medica is licensed to sell stop loss insurance.

**ASO/Stop Loss Quote Packaging**

Medica's administrative services quote assumes that Medica will also be providing the stop loss coverage.

**Specific Stop Loss Calculation**

Specific stop loss benefits are calculated on a per covered member basis. Eligible expenses for a member accumulate to the specific stop loss deductible.

**Assumed Benefit Plan Year Basis**

The proposal assumes that the current benefit plan is administered on a calendar year basis for application of deductibles and out-of-pocket limits. This proposal is subject to change if this assumption is not correct.

**Rx Rebates**

Medica retains 100% of pharmacy rebates.

**PPACA Fees/Taxes**

The cost of PPACA Reinsurance fee and PCORI tax are not included in Medica's proposed rates or fees. The employer is responsible for reporting and remitting of these fees in accordance with federal regulations.

**Contingencies**

Medica reserves the right to revise this quote under the following circumstances:

- 1) The number of covered subscribers and dependents increases or decreases by more than 10% from what is shown in our proposal,
- 2) The average contract size (total members divided by total subscribers) varies by more than 10%.
- 3) The benefits or services requested change before or after the effective date,
- 4) An award is not made within 90 days of the issuance of this quote, and/or,
- 5) Changes in federal, state or other applicable legislation require changes to this quote.

**Recovery of Costs**

In the unlikely event that this arrangement is terminated by the employer during the implementation phase, implementation costs incurred by Medica will be the responsibility of the employer.

**HSA**

If a quote for HSA administration is included, the vendor fees for the HSA fund will be billed separately from other fees at the indicated PSPM fee if the HSA fund is administered by Medica. Broker commissions, if applicable, do not apply to the separate HSA fee. HSA administration may only be sold in conjunction with a Medica medical plan.

**FSA**

If a quote for FSA administration is included, the vendor fee will be billed separately from other fees at the indicated PAPM fee if the FSA fund is administered by Medica. Broker commissions, if applicable, do not apply to the separate FSA fee. FSA administration may only be purchased in conjunction with a Medica administered medical plan.

**The above requirements constitute material terms of our offer. All assumptions/requirements must remain valid throughout the term of your contract. If any of these assumptions are not correct at time of issue, we have the right to change your rates/fees/factors. Once in force, failure to comply with any of the requirements may result in cancellation, non-renewal, or changes in rates or benefits.<sup>1</sup>**

P.O. Box 9310  
 Minneapolis, MN 55440-9310  
 952-992-2900

-- MEDICAL BENEFITS --  
 RENEWAL CENSUS



Account Name: City of Glencoe  
 Group Number: 313007

Agency Relationship Manager: Thomas Deters  
 Agent: Rich Westlund  
 Phone: 3205872272  
 Email: richard.westlund@ceterawealth.com

Effective Date: 1/1/2026  
 Print Date: 10/10/2025

Name	DOB	Tier	Relationship	Current Plan - 17303		Renewal Plan	
				MSI PP MN ASO 3500-0% HSA	Total	MSI PP MN ASO 3500-0% HSA	Total
JEFFREY BIEGANEK	5/28/1986	Family	EMPLOYEE				
MADISON BIEGANEK	11/5/2006	Family	CHILD		1899.82		1981.61
EMMA GILDEA	7/10/2010	Family	CHILD				
ARIA BIEGANEK	6/5/2016	Family	CHILD				
ERIN BIEGANEK	4/5/1988	Family	SPOUSE				
TYLER BRUNS	2/16/1990	Family	EMPLOYEE		1899.82		1981.61
NORA BRUNS	5/1/2020	Family	CHILD				
ANNA BRUNS	4/4/2022	Family	CHILD				
THEODORE BRUNS	7/30/2024	Family	CHILD				
LEIGHA BRUNS	3/20/1995	Family	SPOUSE				
ELISA DORDING	8/27/1983	Family	EMPLOYEE		1899.82		1981.61
ALEX DORDING	10/15/2015	Family	CHILD				
CLAIRE DORDING	1/4/2018	Family	CHILD				
RYAN DORDING	4/12/1982	Family	SPOUSE				
KEENAN DUMMER	6/24/1988	Family	EMPLOYEE		1899.82		1981.61
KELVIN DUMMER	10/17/2019	Family	CHILD				
KENDRA DUMMER	1/29/2022	Family	CHILD				
STACY DUMMER	2/13/1988	Family	SPOUSE				
BRADLEY EGGERSGLUESS	12/14/1970	Family	EMPLOYEE		1899.82		1981.61
ISABEL EGGERSGLUESS	1/26/2007	Family	CHILD				
ADDYSEN EGGERSGLUESS	8/5/2009	Family	CHILD				
CAROL EGGERSGLUESS	9/7/1968	Family	SPOUSE				
ANDREW FIEBELKORN	11/28/1990	Family	EMPLOYEE		1899.82		1981.61
RILEY FIEBELKORN	10/20/2024	Family	CHILD				
KARLI FIEBELKORN	8/4/1993	Family	SPOUSE				

\*Current rates are calculated based on age tier at time of previous renewal regardless of member enrollment date.

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-- MEDICAL BENEFITS --  
 RENEWAL CENSUS



Account Name: City of Glencoe

Agency Relationship Manager: Thomas Deters

Effective Date: 1/1/2026

Group Number: 313007

Agent: Rich Westlund

Print Date: 10/10/2025

Phone: 3205872272

Email: richard.westlund@ceterawealth.com

LEE FORCIER	11/19/1991	Family	EMPLOYEE	1899.82	1981.61
LIAM FORCIER	2/4/2019	Family	CHILD		
ROWAN FORCIER	5/14/2020	Family	CHILD		
AIDEN FORCIER	5/3/2022	Family	CHILD		
ROSALIE FORCIER	2/17/2025	Family	CHILD		
KATHERINE FORCIER	7/17/1996	Family	SPOUSE		
BRANDON FRANKFURTH	9/18/1999	Family	EMPLOYEE	1899.82	1981.61
BEAU FRANKFURTH	6/5/2024	Family	CHILD		
BENNETT FRANKFURTH	6/5/2024	Family	CHILD		
MEGHAN FRANKFURTH	1/12/2000	Family	SPOUSE		
DANIEL Gildea	12/30/1959	Single	EMPLOYEE	593.68	619.25
LEON GRACK	8/28/1973	Family	EMPLOYEE	1899.82	1981.61
JUSTIN GRACK	12/3/1999	Family	CHILD		
NICOLE GRACK	8/28/1977	Family	SPOUSE		
AMY HALQUIST	9/7/1976	Single	EMPLOYEE	593.68	619.25
MITCHELL HARTWIG	6/14/1995	Dual	EMPLOYEE	1246.75	1300.43
ASHLYN HARTWIG	3/17/1999	Dual	SPOUSE		
MARCO IRACHETA	12/17/2002	Single	EMPLOYEE	593.68	619.25
BRIANNA KORSON	5/5/1983	Family	EMPLOYEE	1899.82	1981.61
KARISSA KORSON	1/15/2003	Family	CHILD		
HUNTER KORSON	8/4/2008	Family	CHILD		
REESE KORSON	8/16/2010	Family	CHILD		
JOHN KORSON	11/18/1980	Family	SPOUSE		
MARK LARSON	12/11/1963	Single	EMPLOYEE	593.68	619.25
MARK LEMEN	6/9/1977	Family	EMPLOYEE	1899.82	1981.61
WYATT LEMEN	3/17/2012	Family	CHILD		
EMMETT LEMEN	5/23/2014	Family	CHILD		
ERICA LEMEN	9/9/1983	Family	SPOUSE		
GARRETT OBER	10/4/1996	Family	EMPLOYEE	1899.82	1981.61
ROSIE OBER	3/3/2024	Family	CHILD		

\*Current rates are calculated based on age tier at time of previous renewal regardless of member enrollment date.





-- BENEFITS SUMMARY --  
RENEWAL

	Current	Suggested Renewal
Benefit	MSI PP MN ASO 3500-0% HSA	MSI PP MN ASO 3500-0% HSA
In-Network Deductible	\$3500/\$7000	\$3500/\$7000
In-Network Out-of-Pocket Limit	\$3500/\$7000	\$3500/\$7000
Out-of- Network Deductible	\$7000/\$14000	\$7000/\$14000
Out-of- Network Coinsurance	50%	50%
Out-of- Network Out- of-Pocket Limit	\$10500/\$21000	\$10500/\$21000
Office Visit	0%/0%	0%/0%
Inpt Physician	0%	0%
Lab	0%	0%
X-ray	0%	0%
Inpt	0%	0%
Urgent Care	0%	0%
ER	0%	0%
ER Amb.	0%	0%
Retail Rx	0%/0%/0%	0%/0%/0%
RX Out Of Pocket Retail	Combined with Medical	Combined with Medical

# MEDICA SELF-INSURED (MSI)

## PLAN DOCUMENT, BENEFIT AND ADMINISTRATIVE CHANGES FOR 2026

Medica reviews plan benefits annually to make sure they are competitive and meet market standards. Each year, we review local and national benefit trends and provide clarification of plan language.

These changes will then be included in your new MSI Plan Document(s) and Administrative Services Agreement as applicable for your renewal.

Please note: Information provided in this change grid is accurate as of publication date. Changes reflecting regulatory requirements due to new legislation, Medica policy updates, or other revisions may occur at any time with an updated version provided.

### The following changes will be incorporated at renewal

Benefit Description	Current Coverage	New Coverage
<p><b>Ambulance transportation for mother or newborn</b></p> <p>Section(s) impacted:</p> <ul style="list-style-type: none"> <li>Ambulance</li> <li>Pregnancy -Maternity Care</li> </ul>	<p><b>Ambulance</b> – Benefit grid</p> <p>2. Non-emergency licensed ambulance service that is arranged through an attending physician, as follows:</p> <p style="padding-left: 20px;">a. Transportation from hospital to hospital when:</p> <p style="padding-left: 40px;">i. Care for your condition is not available at the hospital where you were first admitted; or</p> <p>Transportation from hospital to skilled nursing facility</p>	<p>Add language to <b>Ambulance</b></p> <p>Add language after 2.a.i. in grid</p> <p>Update language for 2.b. in grid</p> <p>Add language to <b>Maternity Services and Coverage for Newborns</b></p> <p><b>Reason</b> Clarify coverage in plan documents</p>
<p><b>Nutritional Counseling language change only</b></p>	<p>Currently not defined in plan documents</p>	<p>Add Nutritional Counseling to list of covered services under <b>Behavioral Health - Mental Health and Substance Use</b></p> <p><b>Reason</b> Mental Health Parity</p>
<p><b>Diagnostic breast cancer screenings</b></p> <p>Section(s) impacted:</p> <ul style="list-style-type: none"> <li>Certain Cancer-Related Testing</li> <li>Preventive Health Care</li> </ul>	<p><b>Certain Cancer-Related Testing</b></p> <p>Diagnostic services or testing after a mammogram if your provider determines you require such additional services.</p> <p><b>Preventive Health Care</b></p> <p>Women’s preventive health services including mammograms (including</p>	<p>Remove benefit from <b>Certain Cancer-Related Testing</b> section</p> <p>Update “Please note” language in the <b>Preventive Health Care</b> benefit for “Women’s preventive health services.”</p> <p><b>Please note:</b> Preventive mammogram screenings include coverage for women at average risk for breast cancer. Women may require additional imaging (e.g., magnetic resonance</p>

	<p>digital breast tomosynthesis), screenings for cervical cancer (including pap smears), human papillomavirus (HPV) testing, counseling for sexually transmitted infections, counseling for human immunodeficiency virus (HIV), BRCA genetic testing and related genetic counseling (when appropriate)</p> <p><b>Please note:</b> Preventive mammogram screenings include, but are not limited to, coverage for women at-risk for breast cancer. "At-risk for breast cancer" means 1) having a family history with one or more first- or second-degree relatives with breast cancer; 2) testing positive for BRCA1 or BRCA2 mutations; 3) having heterogeneously dense breasts or extremely dense breasts based on the Breast Imaging Reporting and Data System established by the American College of Radiology; or 4) having a previous diagnosis of breast cancer.</p>	<p>imaging (MRI), ultrasound, mammography) or diagnostic services and testing (including pathology evaluation) to complete the screening process or to address findings on the initial screening mammography. If such services or testing are indicated, they are included in this benefit.</p> <p><b>Reason</b> HRSA/federal guidance</p>
<p><b>Proximal</b></p> <p>New supplemental benefit</p>	<p>Not applicable</p>	<p>Access to a fixed-indemnity supplemental benefit. This supplemental benefit is not comprehensive coverage, and it is designed to help members with out-of-pocket costs such as copays and deductibles. The benefit covers a limited set of events, with benefit payments ranging from \$0 to \$1,500 depending on illness, confinement, and servicing provider.</p>

\*MSI Change Notification Forms issued more than three (3) months prior to a group's renewal date may be subject to change.

# GLENCOE



SMALL CITY & BIG FUTURE

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

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## **To Separate Agenda Items**

Mayor: Mark Hueser      City Administrator: Mark D. Larson  
Councilors: At-Large - Yodee Rivera, Precinct 1 - Jon Dahlke, Precinct 2 - Scott Maynard,  
Precinct 3 - Paul Lemke, Precinct 4 - Cory Neld



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To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: October 16, 2025

Re: **Item 6B** – Change Order Number 2 for Hennepin Avenue Project

**Item 6B** – It is recommended to approve Change Order Number 2 for the Hennepin Avenue Project. Addition detour signage was required to make sure that people were able to get to the Glencoe Regional Health Campus

County Engineer Andrew Engel has given his approval of this Change Order

**Mayor:** Mark Hueser      **City Administrator:** Mark D. Larson  
**Councilors:** At-Large - Yodee Rivera, Precinct 1 - Jon Dahlke, Precinct 2 – Scott Maynard,  
Precinct 3 - Paul Lemke, Precinct 4 - Cory Neid



STATE AID FOR LOCAL TRANSPORTATION  
CHANGE ORDER

Rev. December 2024

SP/SAP(s)	043-602-033	MN Project No.:		Change Order No.	2
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Project Location	2025 Hennepin Avenue (CSAH 2) Street and Utility Improvement Project				
Local Agency	City of Glencoe, Minnesota	Local Project No.	GLENC 175513		
Contractor	Holtmeier Construction, Inc.	Contract No.			
Address/City/State/Zip	3301 Third Avenue, Mankato, MN 56001				
<b>Total Change Order Amount \$</b>	<b>\$3,105.03</b>				

**Issue:** The Engineer has determined the Contract needs to be revised in accordance with specification 1402.5 - Extra Work.

The Engineer has determined additional detour signs and routing signs were needed to aid motorists in navigating around construction zone.

**Resolution:**

1. The Agency will amend the contract to include a pay item for the additional signage.
2. Contractor shall install the extra signs on routes as directed by the Engineer.

**Entitlement:** Payment for this work will be at: Negotiated Lump Sum, as provided in MnDOT Specification 1904, as shown in the estimate of cost.

This document does not change Contract Time.

<b>Estimate Of Cost:</b> <i>(Include any increases or decreases in contract items, any negotiated or force account items.)</i>						
**Group/funding Category	Item No.	Description	Unit	Unit Price	+ or - Quantity	+ or - Amount \$
	2563.601	Traffic Control (Additional Signage)	Lump Sum	\$3,105.03	1.0	\$3,105.03
<b>Net Change this Change Order</b>						<b>\$3,105.03</b>

**\*\*Group/funding category is required for federal aid projects**

Project Engineer:		Date:	10/02/2025
Print Name:	Justin Black	Phone:	952.913.0702
Contractor:		Date:	10/16/25
Print Name:	Matt Schneider	Phone:	507-995-9187

**Other required signatures (MnDOT if work on Trunk Highway, other agency as needed). These signatures should be in place before submittal to the DSAE.**



STATE AID FOR LOCAL TRANSPORTATION  
CHANGE ORDER

Rev. December 2024

SP/SAP(s)	043-602-033	MN Project No.:		Change Order No.	2
-----------	-------------	-----------------	--	------------------	---

Signature: Andrew Engel Date: 10/16/2025  
 Print Name: Andrew Engel Phone: 320-484-4321  
 Title and Agency: McLeod County Engineer

**DSAE Portion:** The State of Minnesota is not a participant in this contract. Signature by the District State Aid Engineer is for FUNDING PURPOSES ONLY and for compliance with State and Federal Aid Rules/Policy. Eligibility does not guarantee funds will be available.

This work is eligible for:  Federal Funding  State Aid Funding  Local Funds

District State Aid Engineer: \_\_\_\_\_ Date: \_\_\_\_\_



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**To Separate Agenda Items**

Mayor: Mark Hueser      City Administrator: Mark D. Larson  
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To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: October 16, 2025

Re: **Item 7A** – Easements with Buffalo Creek Watershed District

**Item 7A** – After Review by the City Attorney and the City Engineer it is recommended to approve the easements with the Buffalo Creek Watershed District for all access for maintenance for the Central Ditch at the point that it enters the North Central Pond.

City Attorney Ostlund has proposed minor changes to the two easements.



**RINKE NOONAN**  
*attorneys at law*

October 10, 2025

Direct Dial: 320-656-3503  
Jkolb@RinkeNoonan.com

City of Glencoe  
1107 11<sup>th</sup> St. E, Suite 107  
Glencoe, MN 55336

**Re: Glencoe Central-East Stormwater Basic Water Management Project – Easements  
Parcel ID Numbers 22.111.0020 (Outlot B) and 22.111.0060 (Outlot F)  
Our File No. 18010-0012**

Dear Sir or Madam:

I am writing on behalf of the Buffalo Creek Watershed District Board of Managers regarding the Glencoe Central-East Stormwater Basic Water Management Project (Project Number 16-01). The project was initiated by petition of the City of Glencoe and is proceeding toward a final hearing.

You or a prior owner of your property have been notified previously about this project and proposed project easements that will affect your property. The project includes rehabilitation of the Central Ditch which abuts or traverses your properties. The project objective is to remove significant vegetation, sediment, deadfalls and other obstructions within the Central Ditch, stabilize and protect the ditch channel and restore efficiency – reducing both flood and pollutant discharge risks.

An easement is proposed to be acquired on two of your properties (Outlots B and F of Willow Ridge Pond Estates) for maintenance and inspection of the project. Attached are drafts of the proposed easements. The drafts include the provisions needed to allow for future maintenance and inspection of the project.

I am providing the draft easements for your review in advance of the next project hearing on Tuesday, October 28, 2025, at 7:05 p.m. at Suite 103, Glencoe City Center, 1107 - 11<sup>th</sup> Street E., Glencoe, MN. The easements are in the form of a conservation easement for riparian protection. A damage value for the proposed easements may be considered at the hearing.

A final decision for the project will occur following public comment at a future public hearing. In advance of the final hearing and decision, you will receive another notice with specific information related to the easement acquisitions.

Suite 300 US Bank Plaza  
1015 W. St. Germain St.  
P.O. Box 1497  
St. Cloud, MN 56302  
320.251.6700

[www.rinkenoonan.com](http://www.rinkenoonan.com)

Letter to City of Glencoe (Outlots B and F) (Easement) 4929-9702-1297  
v.1

10/10/2025 12:39 PM

October 10, 2025

Page 2

The Board will consider a damage rate for the proposed easements interests. In the absence of voluntary conveyances, the Board may acquire the interests through the project proceedings and award damages. Because the City is a project partner and municipality, we prefer that the acquisition of easements on the City property be voluntary.

In advance of the hearing on Tuesday, October 28, 2025, I encourage you to review the draft easements. You are welcome to contact me with any questions you might have regarding the easements or the project. You may also want to contact the City's own attorney to review the draft easements and advise you regarding it and the project. I am happy to discuss this with your attorney if desired.

Thank you for your attention to this matter.

Sincerely,

*/s/ John C. Kolb*

\_\_\_\_\_  
John C. Kolb

JCK/jlf

Enclosures

## Mark Larson

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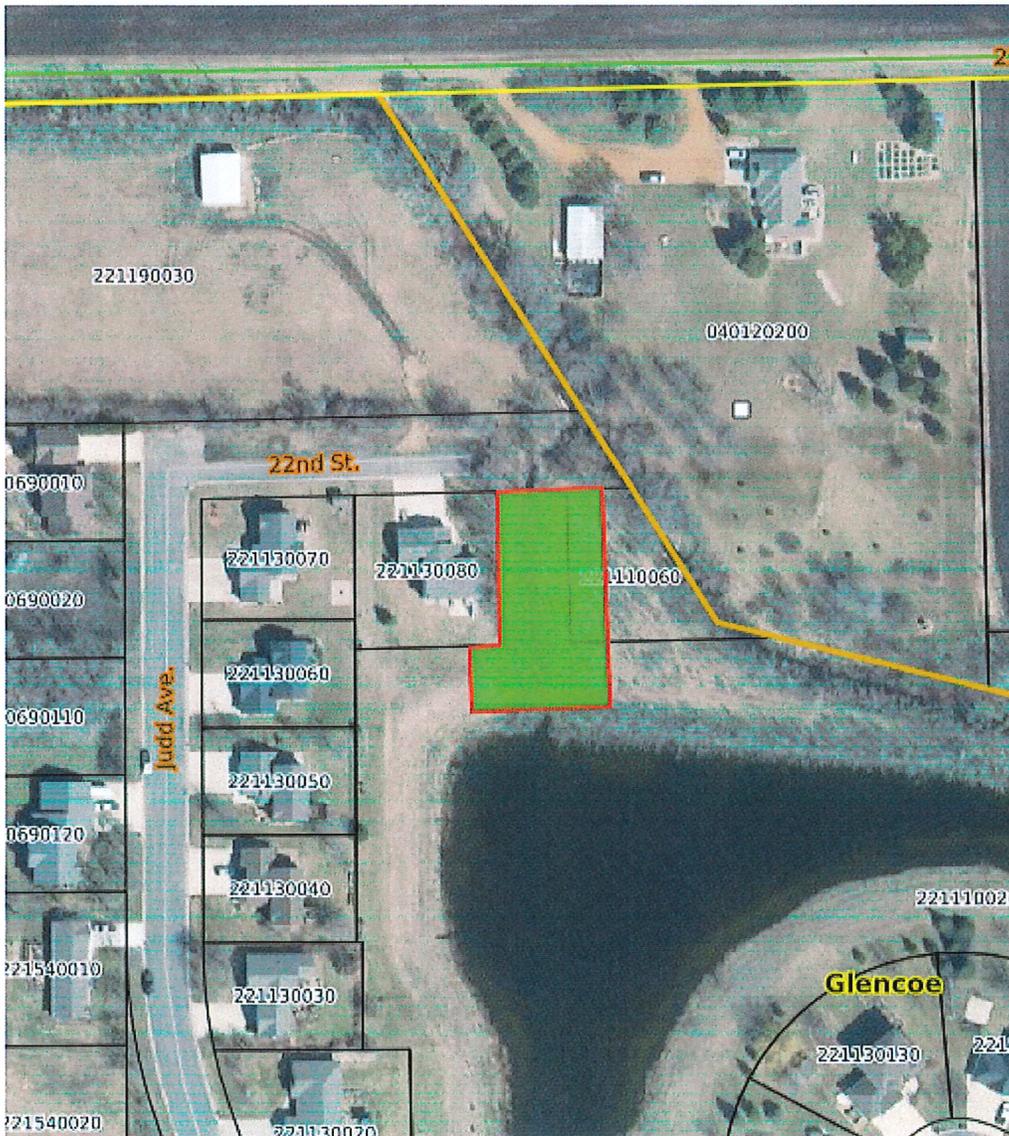
**From:** Justin Black <jblack@sehinc.com>  
**Sent:** Wednesday, October 15, 2025 10:03 AM  
**To:** Mark Larson; Mark W. Ostlund; Brody Bratsch  
**Cc:** Mark Lemen  
**Subject:** Re: Easements

All,

We reviewed the easements and here is a summary of our findings:  
Two Permanent Easements.

- 1 - on the pond/ditch Outlot G
- 1 - on Outlot F (non buildable lot)

See snip below showing the easement area in GREEN. We do not see any issue with granting the easement(s). The easements cover the area over and across the ditch as it outlets into the pond. The easement is adjacent to the 22<sup>nd</sup> Street right-of-way and would provide access to this segment of ditch for maintenance.



CONSERVATION EASEMENT FOR DRAINAGE MANAGEMENT  
PRACTICES AND FLOWAGE

This conservation easement (Easement), is conveyed and granted by City of Glencoe, a municipal corporation organized under the laws of the State of Minnesota (Grantor), to the Buffalo Creek Watershed District, a special purpose unit of local government, pursuant to Minnesota Statutes Chapter 103D, for the benefit of Buffalo Creek Watershed District's Glencoe Central-East Basic Water Management Project (#2016-01) (Project) pursuant to Minnesota Statutes Chapter 103D. This Easement shall be construed under Minn. Stat. chapter 84C.

WITNESSETH

WHEREAS, the District is authorized to establish and finance projects for the purposes of water resource preservation or restoration, creation of water quality improvements, or flood control and, as part of such projects, undertake multi-purpose drainage management practices to reduce erosion and sedimentation, reduce peak flows and flooding, and improve water quality while protecting drainage efficiency and reducing maintenance of surface drainage systems; AND

WHEREAS, the District has established the Project for the purposes stated above; AND

WHEREAS, a portion of the Project involves the reconstruction and maintenance of an altered natural watercourse (the "Central Ditch") to include the establishment of a buffer adjacent to portions of the Central Ditch and implementation of water quality and quantity best management practices in, on, and adjacent to the Central Ditch; AND

WHEREAS, to establish, install, construct, and maintain multi-purpose drainage management practices as part of the Project, the Project must hold necessary Easement and other property interests, including rights to enter, occupy, and flow water over property; AND

WHEREAS, such property interests may be conveyed by and protected in a conservation easement; AND

WHEREAS, the Grantor is the owner of the real property legally described in attached Exhibit A, which lies over, under, adjacent to, or in the watershed of the Central Ditch (Easement Area); AND

WHEREAS, the Grantor desires to grant and convey this Easement on the Easement Area to be held by the District for the benefit of the Project.

NOW, THEREFORE, the Grantor, for itself, its heirs, successors and assigns, and for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, does hereby grant, convey and warrant this Easement, in accordance with the terms and conditions as hereafter set forth, over, under, and upon the Easement Area.

The Easement is granted for this Project and the reconstruction and maintenance of the Central Ditch to include the establishment of a buffer adjacent to the Central Ditch and implementation of water quality and quantity best management practices as determined by the District in, on, under, over, and adjacent to the Central Ditch. Establishment, installation, construction, and maintenance

of multi-purpose drainage management practices may include both structural and non-structural components for water quantity or quality purposes.

The Easement shall include the right to flow and reflow water within the Easement Area described below.

Excepting reasonable rights of entry across the adjacent property owned by the Grantor, the Easement is confined to an area legally depicted in attached Exhibit B (Easement Exhibit) and legally described in attached Exhibit C (Easement Area).

No rights are granted to the general public for access to or entry upon the lands described herein.

FURTHER, the Grantor represents and warrants that to the best of Grantor's knowledge there are no hazardous substances, pollutants, or contaminants in or on the Easement Area, and that the Grantor, for itself, its successors or assigns shall not place any toxic or hazardous substances, pollutants, or contaminants in, over, or under the Easement Area.

Commented [MO1]: Define toxic or hazardous

FURTHER, the Grantor, for itself, its successors and assigns warrants the perpetual right of entry across the Easement Area to access the Easement Area to the District or its authorized agents for the purpose of construction, reconstruction, maintenance, repair and inspection of any multi-purpose drainage management practices in the Easement Area and to otherwise enforce this Easement. The right of entry may be coordinated with the Grantor and may utilize existing driveways or field roads. In any event, the District must exercise reasonable care when entering the Easement Area and must correct or compensate for any damage caused during entry.

FURTHER, the Grantor, for itself, its successors and assigns warrants that it:

1. Shall not interfere with, alter, modify or destroy any multi-purpose drainage management practices in the Easement Area.
2. Shall authorize the District or its authorized agents to maintain any and all signs and posts indicating the location of the Easement Area.
3. Shall not produce agricultural crops on the Easement Area, except as provided in provision 4, below. Interim land uses established prior to the execution of this Easement may be continued until the end of the current growing season of the year this Easement is recorded.
4. Shall not graze livestock on the Easement Area. Haying, once a year after August 1, may be allowed under separate agreement with the District.
5. Shall neither place any materials, substances, or objects, nor erect or construct any type of structure, temporary or permanent, on the Easement Area. No excavation or filling of soils is allowed in the Easement Area, except as related to installation of drainage facilities necessary to access the Central Ditch as an outlet for drainage.

6. Shall notify the District in writing of the name(s) and address(es) of the new owner(s) within 30 days after the conveyance of all or part of the title or interest in the land described herein.
7. Shall pay when due all taxes and assessments, if any, which may be levied against the Easement Area. However, because the purpose of the multi-purpose drainage management practices is to provide for water quantity or quality on the Central Ditch as a tributary to Buffalo Creek, an inventoried public watercourse (i.e. a stream), the Easement Area may be subject to value reduction pursuant to Minn. Stat. section 273.1 17.
8. Shall support the protection and management of the Easement Area in accordance with the provisions set forth in this Easement and any project plan for multi-purpose drainage management practices in the Easement Area.
9. Shall agree that the rights, title, interests, and prohibitions created by this Easement constitute things of value to the Project. If there is any failure of the Grantor, its successors and assigns, to comply with any of the provisions of this Easement, the District, or other authority, shall have any legal or equitable remedy provided by law and the right: 1) to enter upon the Easement Area to perform necessary work for prevention or mediation of damage to the Easement Area; and 2) to assess all expenses incurred by the District (including any legal fees or attorney fees) against the Grantor, its successors and assigns, to be owed immediately to the District.

Commented [MO2]: Not sure what this means.

FURTHER, any ambiguities in this Easement shall be construed in a manner which best effectuates the purposes of providing water quantity or quality control and associated drainage and conservation benefits.

FURTHER, in the event of the dissolution of the District, the District's interest will be assigned to a governmental entity qualified to hold and monitor this Easement.

FURTHER, the District may assign this Easement to a governmental entity qualified to hold and monitor this Easement.

IN WITNESS WHEREOF, the Grantor has caused this Easement to be duly executed.

(Signature pages follow)

SIGNATURE PAGE TO  
CONSERVATION EASEMENT FOR DRAINAGE MANAGEMENT PRACTICES AND  
FLOWAGE

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CITY OF GLENCOE

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

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

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

This instrument was acknowledged before me on this \_\_\_\_\_ day of \_\_\_\_\_,  
20 by \_\_\_\_\_, the \_\_\_\_\_ of the City of Glencoe, a Minnesota municipal  
corporation.

\_\_\_\_\_  
Notary Public

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

This instrument was acknowledged before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20 by \_\_\_\_\_, the \_\_\_\_\_ of the City of Glencoe, a Minnesota municipal corporation.

\_\_\_\_\_  
Notary Public

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HOLDER'S ACCEPTANCE OF CONSERVATION EASEMENT

The undersigned Buffalo Creek Watershed District, project sponsor for the Glencoe Central-East Basic Water Management Project (#2016-01) has been identified as the Holder under a Conservation Easement executed by City of Glencoe, a municipal corporation organized under the laws of the State of Minnesota, related to the real property legally described in attached Exhibit A.

Said Conservation Easement contains a description of the Easement Area, described in attached Exhibit C. Said description is incorporated into this Holder's Acceptance by reference.

Pursuant to the terms of the Conservation Easement and as provided in Minnesota Statutes Chapter 84C, the undersigned Holder hereby accepts the rights, duties, and obligations, along with all rights of enforcement, contained within the Conservation Easement.

Buffalo Creek Watershed District Board of Managers

By \_\_\_\_\_  
President, Board of Managers

ATTEST:

\_\_\_\_\_  
Board Secretary

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

The foregoing Holder's Acceptance of Conservation Easement was signed and acknowledged before me \_\_\_\_\_, on 20 by Don Belter, President of the Buffalo Creek Watershed District Board of Managers and Matt Melberg, Watershed Board Secretary.

\_\_\_\_\_  
Notary Public

THIS INSTRUMENT DRAFTED BY:  
Rinke Noonan (JCI<)  
1015 W. St. Germain St., Suite 300  
P.O. Box 1497  
St. Cloud, MN 56302-1497  
(320) 251-6700  
File No. 18010-0012

EXHIBIT  
A (BURDENED PARCEL)

Outlot B, WILLOW RIDGE POND ESTATES, according to the map or plat thereof on file in the  
Office of the Registrar of Titles, McLeod County, Minnesota.

PID # 22.111.0020



EXHIBIT

PROJECT NO. 6234-0030	GLENCOE PROJECT MINNESOTA	CENTRAL MCLEOD	DRAINAGE COUNTY,	SHEET 1 OF 2
-----------------------------	---------------------------------	-------------------	---------------------	-----------------

v

C (LEGAL DESCRIPTION OF EASEMENT  
AREA)

Description - Parcel I (Permanent Easement):

That part of Outlot B, Willow Ridge Pond Estates, situated in the Southwest Quarter of Section 12, Township 1 15 North, Range 28 West of the Fifth Principal Meridian, McLeod County, Minnesota, described as follows:

Beginning at the northwest corner of Outlot F, said Willow Ridge Pond Estates; thence South  $01^{\circ}35'11''$  East, along the westerly line of said Outlot F, for a distance of 130.02 feet to the southwest corner of said Outlot F; thence North  $88^{\circ}26'158''$  East, along the southerly line of said Outlot F, for a distance of 22.68 feet; thence South  $02^{\circ}18'39''$  West for a distance of 50.40 feet; thence South  $88^{\circ}08'54''$  West for a distance of 104.10 feet; thence North  $02^{\circ}47'39''$  East for a distance of 50.98 feet to a point of intersection with the southerly line of Lot 8, Block 1, Willow Ridge Pond First Addition; thence North  $88^{\circ}26'58''$  East, along the southerly line of said Lot 8, for a distance of 20.95 feet to the southeast corner of said Lot 8; North  $01^{\circ}35'11''$  West, along the easterly line of said Lot 8, for a distance of 130.03 feet to the northeast corner of said Lot 8 and to a point of intersection with the northerly line of said Outlot B; thence North  $88^{\circ}27'20''$  East, along the northerly line of said Outlot B, for a distance of 60.00 feet to the point of beginning.

SAID TRACT CONTAINS 13,052 SQUARE FEET, MORE OR LESS.



CONSERVATION EASEMENT FOR DRAINAGE MANAGEMENT  
PRACTICES AND FLOWAGE

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WITNESSETH

WHEREAS, the District is authorized to establish and finance projects for the purposes of water resource preservation or restoration, creation of water quality improvements, or flood control and, as part of such projects, undertake multi-purpose drainage management practices to reduce erosion and sedimentation, reduce peak flows and flooding, and improve water quality while protecting drainage efficiency and reducing maintenance of surface drainage systems; AND

WHEREAS, the District has established the Project for the purposes stated above; AND

WHEREAS, a portion of the Project involves the reconstruction and maintenance of an altered natural watercourse (the "Central Ditch") to include the establishment of a buffer adjacent to portions of the Central Ditch and implementation of water quality and quantity best management practices in, on, and adjacent to the Central Ditch; AND

WHEREAS, to establish, install, construct, and maintain multi-purpose drainage management practices as part of the Project, the Project must hold necessary Easement and other property interests, including rights to enter, occupy, and flow water over property; AND

WHEREAS, such property interests may be conveyed by and protected in a conservation easement; AND

WHEREAS, the Grantor is the owner of the real property legally described in attached Exhibit A, which lies over, under, adjacent to, or in the watershed or the Central Ditch (Easement Area); AND

WHEREAS, the Grantor desires to grant and convey this Easement on the Easement Area to be held by the District for the benefit of the Project.

NOW, THEREFORE, the Grantor, for itself, its heirs, successors and assigns, and for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, does hereby grant, convey and warrant this Easement, in accordance with the terms and conditions as hereafter set forth, over, under, and upon the Easement Area.

The Easement is granted for this Project and the reconstruction and maintenance of the Central Ditch to include the establishment of a buffer adjacent to the Central Ditch and implementation of water quality and quantity best management practices as determined by the District in, on, under, over, and adjacent to the Central Ditch. Establishment, installation, construction, and maintenance of multi-purpose drainage management practices may include both structural and non-structural components for water quantity or quality purposes.

The Easement shall include the right to flow and reflow water within the Easement Area described below.

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No rights are granted to the general public for access to or entry upon the lands described herein.

FURTHER, the Grantor represents and warrants that to the best of Grantor's knowledge there are no hazardous substances, pollutants, or contaminants in or on the Easement Area, and that the Grantor, for itself, its successors or assigns shall not place any toxic or hazardous substances, pollutants, or contaminants in, over, or under the Easement Area.

Commented [MO3]: Need to define better;

FURTHER, the Grantor, for itself, its successors and assigns warrants the perpetual right of entry across the Easement Area to access the Easement Area to the District or its authorized agents for the purpose of construction, reconstruction, maintenance, repair and inspection of any multi-purpose drainage management practices in the Easement Area and to otherwise enforce this Easement. The right of entry may be coordinated with the Grantor and may utilize existing driveways or field roads. In any event, the District must exercise reasonable care when entering the Easement Area and must correct or compensate for any damage caused during entry.

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3. Shall not produce agricultural crops on the Easement Area, except as provided in provision 4, below. Interim land uses established prior to the execution of this Easement may be continued until the end of the current growing season of the year this Easement is recorded.
4. Shall not graze livestock on the Easement Area. Haying, once a year after August 1, may be allowed under separate agreement with the District.

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5. Shall neither place any materials, substances, or objects, nor erect or construct any type of structure, temporary or permanent, on the Easement Area. No excavation or filling of soils is allowed in the Easement Area, except as related to installation of drainage facilities necessary to access the Central Ditch as an outlet for drainage.
6. Shall notify the District in writing of the name(s) and address(es) of the new owner(s) within 30 days after the conveyance of all or part of the title or interest in the land described herein.
7. Shall pay when due all taxes and assessments, if any, which may be levied against the Easement Area. However, because the purpose of the multi-purpose drainage management practices is to provide for water quantity or quality on the Central Ditch as a tributary to Buffalo Creek, an inventoried public watercourse (i.e. a stream), the Easement Area may be subject to value reduction pursuant to Minn. Stat. section 273.1 17.
8. Shall support the protection and management of the Easement Area in accordance with the provisions set forth in this Easement and any project plan for multi-purpose drainage management practices in the Easement Area.
9. Shall agree that the rights, title, interests, and prohibitions created by this Easement constitute things of value to the Project. If there is any failure of the Grantor, its successors and assigns, to comply with any of the provisions of this Easement, the District, or other authority, shall have any legal or equitable remedy provided by law and the right: 1) to enter upon the Easement Area to perform necessary work for prevention or mediation of damage to the Easement Area; and 2) to assess all expenses incurred by the District (including any legal fees or attorney fees) against the Grantor, its successors and assigns, to be owed immediately to the District.

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Commented [MO4]: Need to define better;

FURTHER, any ambiguities in this Easement shall be construed in a manner which best effectuates the purposes of providing water quantity or quality control and associated drainage and conservation benefits.

FURTHER, in the event of the dissolution of the District, the District's interest will be assigned to a governmental entity qualified to hold and monitor this Easement.

FURTHER, the District Inay assign this Easement to a governmental entity qualified to hold and monitor this Easement.

IN WITNESS WHEREOF, the Grantor has caused this Easement to be duly executed.

(Signature pages 10 .ö/low)  
SIGNATURE PAGE TO

CONSERVATION EASEMENT FOR DRAINAGE MANAGEMENT PRACTICES  
AND

FLOWAGE

CITY OF GLENCOE

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

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

This instrument was acknowledged before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20 by \_\_\_\_\_, --- \_\_\_\_\_ the of the City of Glencoe, a Minnesota municipal corporation.

\_\_\_\_\_  
Notary Public

HOLDER'S ACCEPTANCE OF CONSERVATION EASEMENT

The undersigned Buffalo Creek Watershed District, project sponsor for the Glencoe Central-East Basic Water Management Project #2016-01) has been identified as the Holder under a Conservation Easement executed by City of Glencoe, a municipal corporation organized under the laws of the State of Minnesota related to the real property legally described in attached Exhibit A.

Said Conservation Easement contains a description of the Easement Area, described in attached Exhibit C. Said description is incorporated into this Holder's Acceptance by reference.

Pursuant to the terms of the Conservation Easement and as provided in Minnesota Statutes Chapter 84C, the undersigned Holder hereby accepts the rights, duties, and obligations, along with all rights of enforcement, contained within the Conservation Easement.

Buffalo Creek Watershed District Board of Managers

By \_\_\_\_\_  
President, Board of Managers

ATTEST:

\_\_\_\_\_  
Board Secretary

STATE OF

\_\_\_\_\_ ) ss

COUNTY OF

\_\_\_\_\_

The foregoing Holder's Acceptance of Conservation Easement was signed and acknowledged before me \_\_\_\_\_, on 20 by Don Belter, President of the Buffalo Creek Watershed District Board of Managers and Matt Melberg, Watershed Board Secretary.

\_\_\_\_\_  
Notary Public

THIS INSTRUMENT DRAFTED BY:

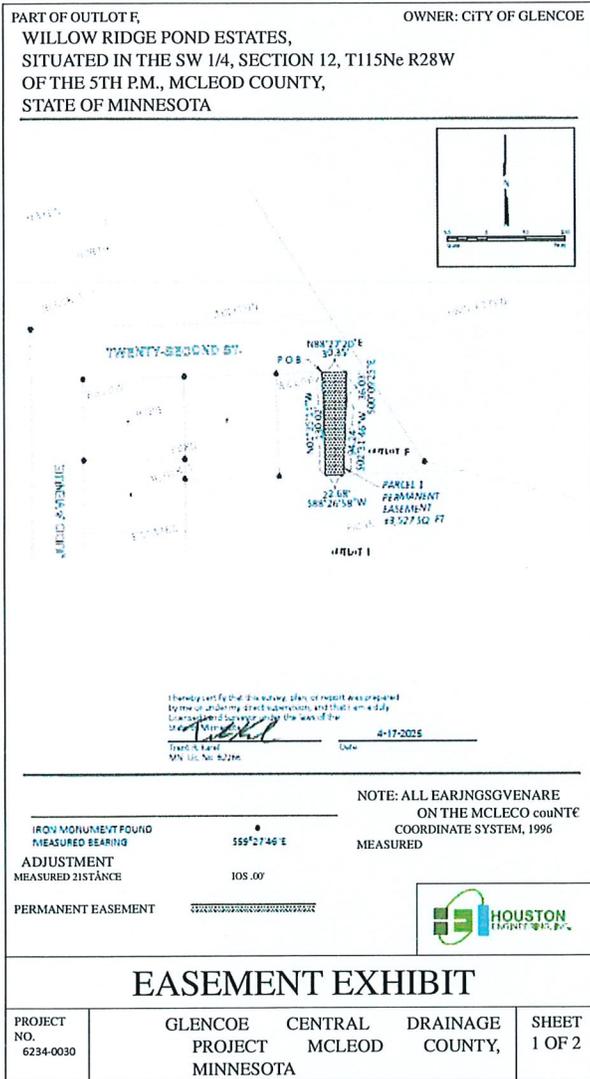
Rinke Noonan (JCK)  
1015 W. St. Germain St., Suite 300  
P.O. Box 1497 St. Cloud, MN  
56302-1497 (320) 251-6700  
File No. 18010-0012

EXHIBIT  
A (BURDENED PARCEL)

Outlot F, WILLOW RIDGE POND ESTATES, according to the map or plat thereof on file in the Office of the Registrar of Titles, McLeod County, Minnesota.

PID 22.1 11.0060

EXHIBIT  
B (SKETCH OF EASEMENT AREA)



C (LEGAL DESCRIPTION OF EASEMENT AREA)

EXHIBIT

Description - Parcel I (Permanent Easement):

That part of Outlot F, Willow Ridge Pond Estates, situated in the Southwest Quarter of Section 12, Township 1 15 North, Range 28 West of the Fifth Principal Meridian, McLeod County, Minnesota, described as follows:

Beginning at the northwest corner of Outlot F; thence North  $88^{\circ}27'20''$  East, along the northerly line of said Outlot F, for a distance of 30.35 feet; thence South  $00^{\circ}09'20''$  East for a distance of 36.03 feet; thence South  $02^{\circ}31'46''$  West for a distance of 94.24 feet to a point of intersection with the southerly line of said Outlot F; thence South  $88^{\circ}26'58''$  West, along the southerly line of said Outlot F, for a distance of 22.68 feet to the southwest corner of said Outlot F; thence North  $01^{\circ}35'11''$  West, along the westerly line of said Outlot F, for a distance of 130.02 feet to the point of beginning.

SAID TRACT CONTAINS 3,527 SQUARE FEET, MORE OR LESS.



SMALL CITY & BIG FUTURE

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

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**To Separate Agenda Items**

Mayor: Mark Hueser      City Administrator: Mark D. Larson  
Councilors: At-Large - Yodee Rivera, Precinct 1 - Jon Dahlke, Precinct 2 - Scott Maynard,  
Precinct 3 - Paul Lemke, Precinct 4 - Cory Neld



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To: Mayor and City Council

From: Planning and Industrial Commission

Date: October 16, 2025

Re: **Item 7B** – Seneca Housing Amendment

**Item 7B** – It is the recommendation of the Planning and Industrial Commission to allow an addition Barracks type Housing Unit on property owned by Seneca Foods. The original Special Use Permit was approved in 1989.

The number of residents housed at the Seneca Housing will not be increased and the dates of annual operation will not be changed.

**City of Glencoe**  
**Planning and Industrial Commission**  
**Meeting Minutes**  
**Thursday, October 9, 2025**  
**Glencoe City Center West Conference Room, 7:00 PM**

---

Kevin Dietz called the meeting to order at 7:00 PM. Commissioners present were Kevin Dietz, Bob Senst, Amanda Johnson, Josh Miller, City Liaison Scott Maynard, and Assistant City Administrator Mark Lemen were all present. Also present were property owner Jesus, and for Seneca, Zack, and the plant superintendent.

**Planning Commission Agenda #1: Approve minutes from August 21st, 2025, Planning Commission Meeting.**

Hearing no corrections or additions, Bob Senst made a motion to approve the minutes. Bob Scheidt seconded it. All members present voted in favor, and the motion passed.

**Planning Commission Agenda #2: Rezoning Approval 611 Chandler Ave N**

Josh Miller made a motion to set a Public Hearing for 11/13 at 7 pm. Seconded by Bob Scheidt. All members present voted in favor, and the motion passed.

**Planning Commission Agenda #3: Seneca Special Use Permit Variance Amendment, with Zach Woytcke, plant manager**

Josh Miller made a motion to approve the Permit. Bob Scheidt seconded the motion. With all those present in favor, the motion passed.

**Planning Commission Agenda # 4: Variance for fence setback on west property line 306 Wacker Drive**

Motion made to approve by Amanda Johnson and seconded by Bobby Scheidt. All members present voted in favor, and the motion passed. Bob Senst vote was abstention.

**Planning Commission Agenda #6: Adjourn**

With no further business, Josh Miller made a motion to adjourn. Bob Senst seconded the motion, and all members present voted in favor of the motion which was carried.



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## **Memo from Seneca**

### **2025 Housing Project**

**Mayor:** Mark Hueser      **City Administrator:** Mark D. Larson  
**Councilors:** At-Large - Yodee Rivera, Precinct 1 - Jon Dahlke, Precinct 2 – Scott Maynard,  
Precinct 3 - Paul Lemke, Precinct 4 - Cory Neid



Zach Woytcke  
Plant Manager – Seneca Foods Glencoe  
101 West 8<sup>th</sup> Street  
Glencoe, MN 56069  
October 2, 2025

Mark Larson  
City Administrator/Zoning Administrator  
City of Glencoe  
Glencoe, MN 55336

Dear Mark Larson:

Thank you for your consideration of Seneca Foods' proposed housing project to support our seasonal workforce.

Seneca Foods in Glencoe intends to construct additional employee housing to accommodate seasonal staff who are critical to our packing season. The new unit, designed to mirror our three most recent dormitories, will provide housing for up to 32 seasonal employees across eight dorm-style rooms, with four individuals per room.

Our current plan is to begin site preparation as early as the fall of 2025, with completion of the new unit targeted for July 2026. Regarding existing housing currently operated by Seneca Foods within Glencoe, including East Campus (the former Super 8), there are no immediate plans to decommission or alter those facilities.

If you have further questions on the intent or plans, please feel free to reach out to me directly on my cell phone at 612-759-5591.

Sincerely,

Zach Woytcke  
Plant Manager – Seneca Foods Glencoe



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Phone: (320) 864-5586 Website: [www.glencoe.mn.org](http://www.glencoe.mn.org) Email: [info@ci.glencoe.mn.us](mailto:info@ci.glencoe.mn.us)

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## 2021 Seneca Special Use

### Barracks Housing

Bldg. Permit # \_\_\_\_\_

### CITY OF GLENCOE SPECIAL USE PERMIT APPLICATION

Date 1-20-2021 Permit Fee \$100.00 Date Paid 1-21-21

Applicant Seneca Foods Corporation

Owner (if different than applicant) \_\_\_\_\_

Address 101 8th St W Glencoe MN 55336

Legal Description Registered Land Survey #25 CIT

Tract R EX, 53AC 5.52 Acres PID # R22.089.0170

Special Use Requested Seneca Foods Corporation is seeking to add three housing units (34.6x112.6) that will house 32 people each to provide additional seasonal housing.

Present Use of Property Seasonal Housing

Tim Kelly SVP of Ops 1/21/21  
Owner Signature Jerry Zaske Plant Manager 1-20-21

\*\*\*\*\*

\* Office Use Only\*

Property Owner's Notification Date Feb 22, 2021

Public Hearing Date MARCH 11, 2021

\*\*\*\*\*

#### PLANNING AND INDUSTRIAL COMMISSION ACTION

This permit has been  approved \_\_\_\_\_ disapproved by the Planning and Industrial Commission and will be recommended to the City Council of the City of Glencoe accordingly.

Wesley Olson Planning Commission Chairperson  
(Signature)

March 11, 2021 Date of Meeting

#### CITY COUNCIL ACTION

This permit has been  approved \_\_\_\_\_ disapproved by the City Council

[Signature] City Administrator  
(Signature)

March 15, 2021 Date of Meeting





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---

## Seneca Housing History

**Mayor:** Mark Hueser      **City Administrator:** Mark D. Larson  
**Councilors:** At-Large - Yodee Rivera, Precinct 1 - Jon Dahlke, Precinct 2 – Scott Maynard,  
Precinct 3 - Paul Lemke, Precinct 4 - Cory Neid

# GLENCOE

SMALL CITY  BIG FUTURE

---

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

---

To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: March 12, 2021

Re: **Item 5B – Planning Commission Recommendations**

**Item 5B1** – The Planning and Industrial Commission held a public hearing at 7:05 PM on March 11, 2021 at the Glencoe City Center on the proposed expansion of seasonal housing on property zoned I-1 by Seneca Foods. There were no public comments.

It is the recommendation of the Planning Commission to approve the request of Seneca Foods. They plan to break ground as soon as possible.

**Item 5B2** – It is the recommendation of the Planning Commission to approve the 9 foot side yard (corner lot) variance for the construction of an accessible bathroom at 808 Desoto Avenue East.



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---

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Phone: (320) 864-5586

---

**To:** Planning and Industrial Commission

**From:** Mark D. Larson, City Administrator

**Date:** March 5, 2021

**RE:** Seneca Barrack's project

Since the property proposed for additional seasonal housing is located on property zoned I-1 industrial, Seneca Foods is required to obtain a special use permit for the project to move ahead.

Attached is information regarding the Seneca Barrack's project. Notices of the Public hearing were sent to property owners within 500 feet of the project. The City has received no negative comments on the project.

Since Seneca Foods has had housing on the property previously with no issues and the anticipated occupancy of the property will not increase, it is recommended to approve the Seneca Barrack's project.

Bldg. Permit # \_\_\_\_\_

**CITY OF GLENCOE  
SPECIAL USE PERMIT APPLICATION**

Date 1-20-2021 Permit Fee \$100.00 Date Paid 1-21-21

Applicant Seneca Foods Corporation

Owner (if different than applicant) \_\_\_\_\_

Address 101 8th St W Glencoe MN 55336

Legal Description Registered Land Survey #25 CIT

Tract R EX 53AC 5.52 Acres PID # R22.089.0170

Special Use Requested Seneca Foods Corporation is seeking to add three housing units (34.6x112.6) that will house 32 people each to provide additional seasonal housing.

Present Use of Property Seasonal Housing

Timely SVP of Ops 1/21/21  
Owner Signature Jerry Zaske Plant Manager 1-20-21

\*\*\*\*\*

\* Office Use Only\*

Property Owner's Notification Date \_\_\_\_\_

Public Hearing Date MARCH 11, 2021

\*\*\*\*\*

**PLANNING AND INDUSTRIAL COMMISSION ACTION**

This permit has been  approved \_\_\_\_\_ disapproved by the Planning and Industrial Commission and will be recommended to the City Council of the City of Glencoe accordingly.

Wesley Olson  
(Signature) Planning Commission Chairperson

\_\_\_\_\_ Date of Meeting

**CITY COUNCIL ACTION**

This permit has been \_\_\_\_\_ approved \_\_\_\_\_ disapproved by the City Council

\_\_\_\_\_ City Administrator  
(Signature)

\_\_\_\_\_ Date of Meeting



SMALL CITY & BIG FUTURE

---

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

---

### **NOTICE OF PUBLIC HEARING**

The Planning and Industrial Commission of the City of Glencoe will hold a public hearing on March 11, 2021 at 7:05 p.m. in the City Center South Ballroom to consider the Special Use Permit Request of Seneca Foods Corporation, 101 8<sup>th</sup> Street West, Registered Land Survey #25, Tract R. The request is for Seneca Foods Corporation to add three housing units to house additional seasonal labor. All interested persons will be given an opportunity to be heard.

Wes Olson  
Planning Commission Chairman

Dated: February 24, 2021

**Mayor:** Ryan Voss    **City Administrator:** Mark Larson  
**Council Members:** Allen Robeck – Paul Lemke – Cory Neid – John Schrupp – Sue Olson



**SENECA FOODS - BARRACKS**  
 300 110TH STREET WEST  
 GLENCOE, MN 55336

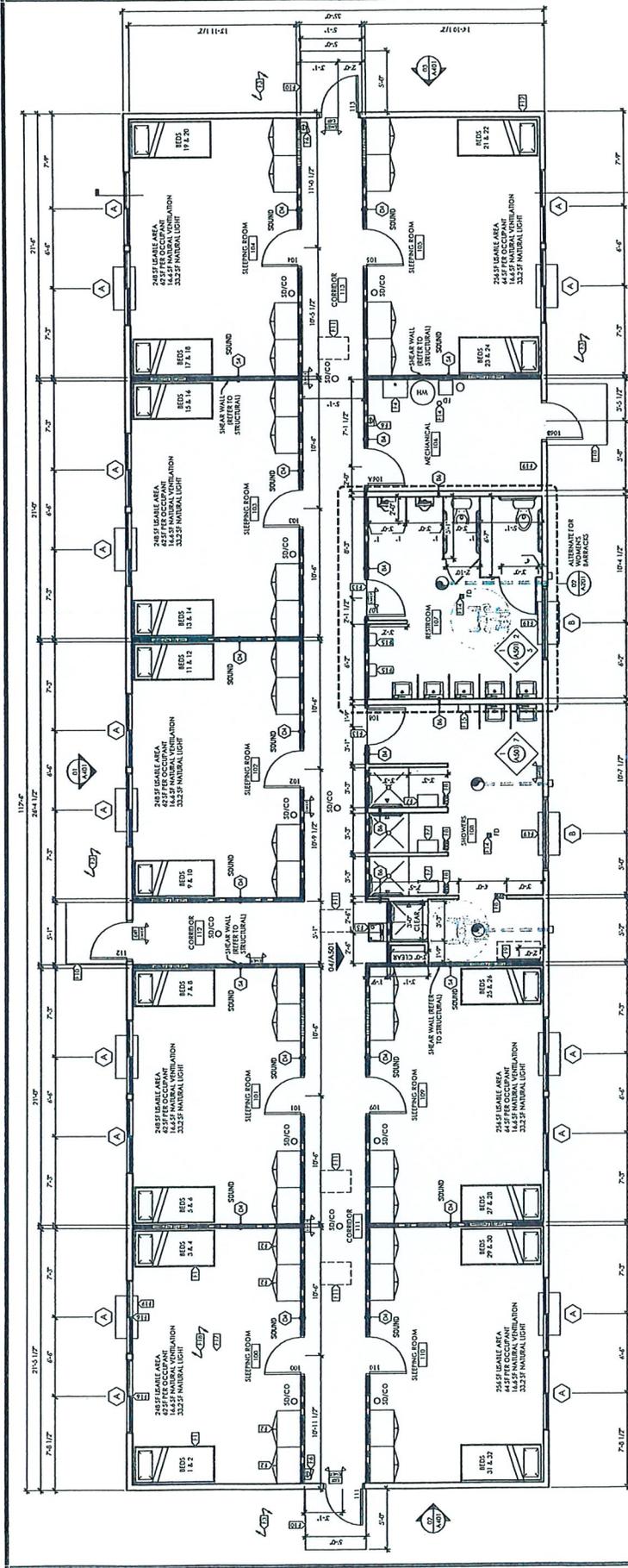
2 March 2021  
 DATE

C. TINSLEY  
 DRAWN BY

2021-023  
 PROJECT NUMBER

PROPOSED FLOOR PLAN  
 SHEET TITLE

A201  
 SHEET



**01 PROPOSED FLOOR PLAN**  
 SCALE: 1/4" = 1'-0"

**FLOOR PLAN KEY NOTES**

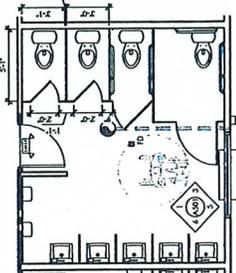
1. LOCKERS BY OWNER (TYPICAL)
2. REFER TO CIVIL FOR SERVICE LOCATION AND DETAIL (TYPICAL)
3. 2" x 4" JOIST SINK
4. DRAINING DOWN WITH SLOPE (TYPICAL). REFER TO ELEVATIONS.
5. SURFACE FINISH TO BE DETERMINED BY OWNER. PROVIDE FINISH WORK AS SHOWN WITH SCHEDULE FINISHES.
6. PROVIDE 1/2" x 1/2" x 1/2" SLOPE TO DRAIN.
7. SHOWER BASIN
8. PROVIDE SHOWER CURTAIN AND ROD.
9. PROVIDE CONCRETE FLOOR WITH ROOM FINISHES (REFER TO ELEVATIONS). PROVIDE ELEVATIONS IN WALL WITH FINISH (TYPICAL).
10. PROVIDE CONCRETE FLOOR WITH ROOM FINISHES (REFER TO ELEVATIONS). PROVIDE ELEVATIONS IN WALL WITH FINISH (TYPICAL).
11. PROVIDE ANTE ACCESS (REFER TO DETAIL PLAN).
12. PROVIDE FINISH ADDRESS NUMBERS IN CONTRASTING COLOR AND A MINIMUM 4" IN HEIGHT.
13. PROVIDE FINISH FLOORING TRANSITION STRIP.
14. PROVIDE AREA FLOOR DRAIN, SLOPE TO DRAIN, REFER TO FINISHING.
15. PROVIDE ELECTRIC HAND DRYS REFER TO ELEVATIONS AND ELECTRICAL.
16. PROVIDE VERTICAL BINS FOR EACH WARDEN TO REAR OCCUPANCY (TYPICAL).
17. PROVIDE LIGHTING PER ELECTRICAL (TYPICAL). NOT SHOWN.
18. PROVIDE SOUND OF RESISTOR (TYPICAL) TRANSITION CHANNELS AT 1" O.C. (TYPICAL) ALL SLEEPING ROOMS.
19. PROVIDE TYPICAL WALL FINISH (TYPICAL). REFER TO MECHANICAL. PROVIDE FINISHING AND PAINT AS REQUIRED.

**ROOM FINISH SCHEDULE**

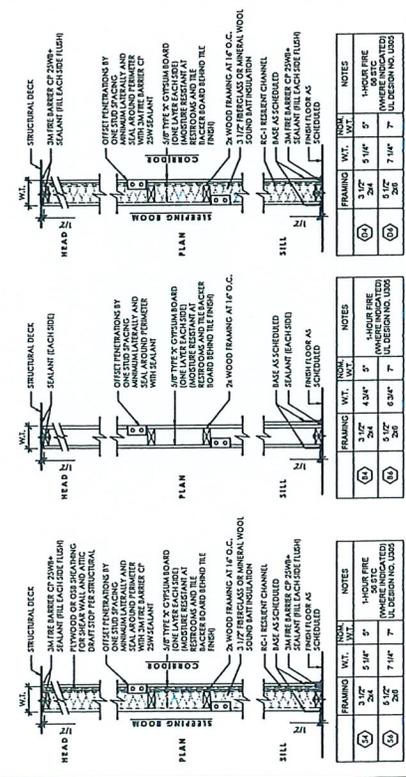
ROOM NO.	ROOM NAME	FLOOR	CEILING	WALL BASE	WALLS
100	SLEEPING ROOM	LV(0)	PH(1)	RB(1)	PH(1)
101	SLEEPING ROOM	LV(0)	PH(1)	RB(1)	PH(1)
102	SLEEPING ROOM	LV(0)	PH(1)	RB(1)	PH(1)
103	SLEEPING ROOM	LV(0)	PH(1)	RB(1)	PH(1)
104	SLEEPING ROOM	LV(0)	PH(1)	RB(1)	PH(1)
105	SLEEPING ROOM	LV(0)	PH(1)	RB(1)	PH(1)
106	MECHANICAL	SC(1)	PH(1)	RB(1)	PH(1)
107	RESTROOM	TR(1)	PH(1)	TR(1)	PH(1)
108	SHOWERS	TR(1)	PH(1)	TR(1)	PH(1)
109	SLEEPING ROOM	LV(0)	PH(1)	RB(1)	PH(1)
110	CORRIDOR	LV(0)	PH(1)	RB(1)	PH(1)
111	CORRIDOR	LV(0)	PH(1)	RB(1)	PH(1)
112	CORRIDOR	LV(0)	PH(1)	RB(1)	PH(1)
113	CORRIDOR	LV(0)	PH(1)	RB(1)	PH(1)

NOTE: ALL DIMENSIONS ARE TO FACE OF STUD

**ROOM FINISHES (VERIFY WITH OWNER)**  
 LV(0): LUXURY WHITE PLANK  
 PH(1): WHITE PLYWOOD  
 RB(1): 1" x 4" REAR BASE WITH TIE  
 TR(1): 1" x 4" TRIM WITH INTEGRAL GROOVE BASE OR COORDINATING SCHEDULE DIMENSION  
 SC(1): COORDINATING SCHEDULE DIMENSION



**02 ROOM 107 WOMEN'S BARRACKS**  
 SCALE: 1/4" = 1'-0"



**FRAMING**

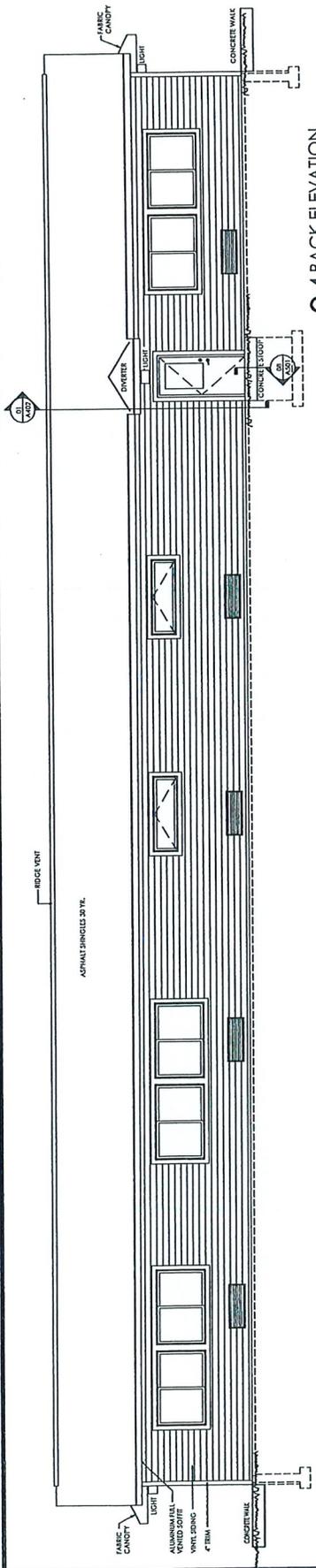
FRAMING	WT.	NOTES
3/12"	5 1/4"	1-HOUR FIRE RATED (W/RESISTOR (TYPICAL))
5/12"	7 1/4"	1-HOUR FIRE RATED (W/RESISTOR (TYPICAL))

**FRAMING**

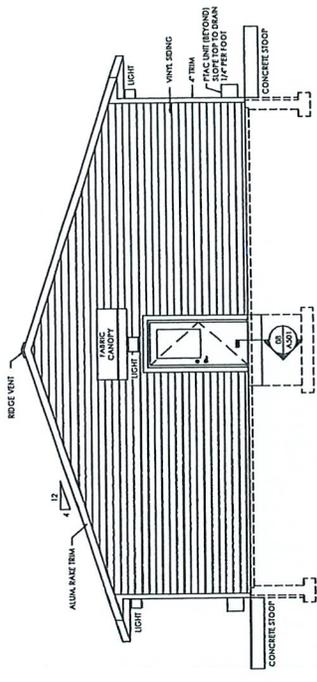
FRAMING	WT.	NOTES
3/12"	5 1/4"	1-HOUR FIRE RATED (W/RESISTOR (TYPICAL))
5/12"	7 1/4"	1-HOUR FIRE RATED (W/RESISTOR (TYPICAL))

**FRAMING**

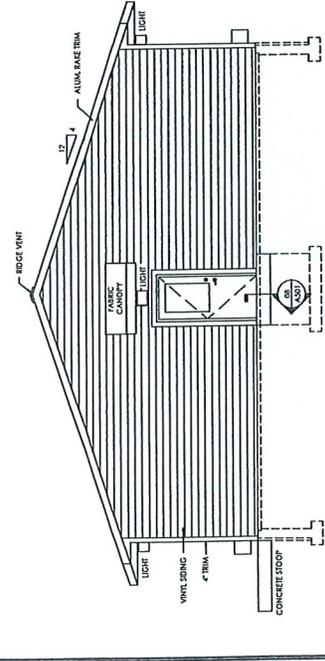
FRAMING	WT.	NOTES
3/12"	5 1/4"	1-HOUR FIRE RATED (W/RESISTOR (TYPICAL))
5/12"	7 1/4"	1-HOUR FIRE RATED (W/RESISTOR (TYPICAL))



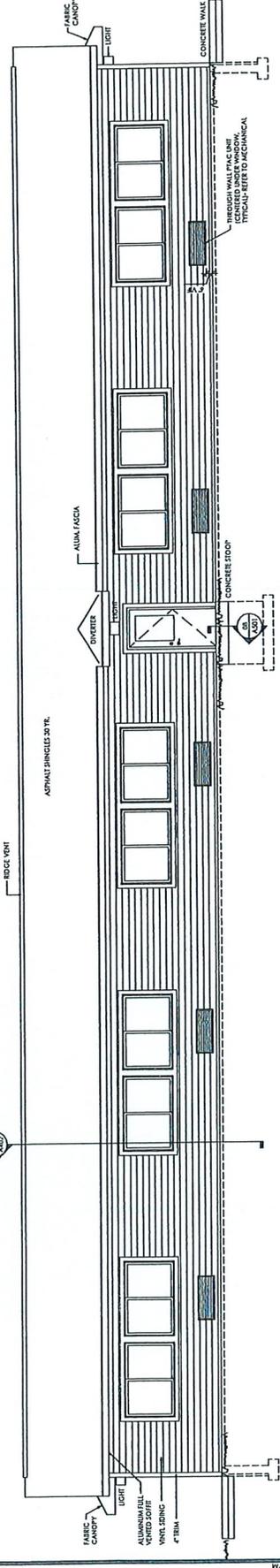
**04 BACK ELEVATION**  
 SCALE 1/4" = 1'-0"



**02 LEFT ELEVATION**  
 SCALE 1/4" = 1'-0"

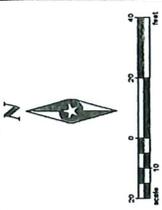


**03 RIGHT ELEVATION**  
 SCALE 1/4" = 1'-0"



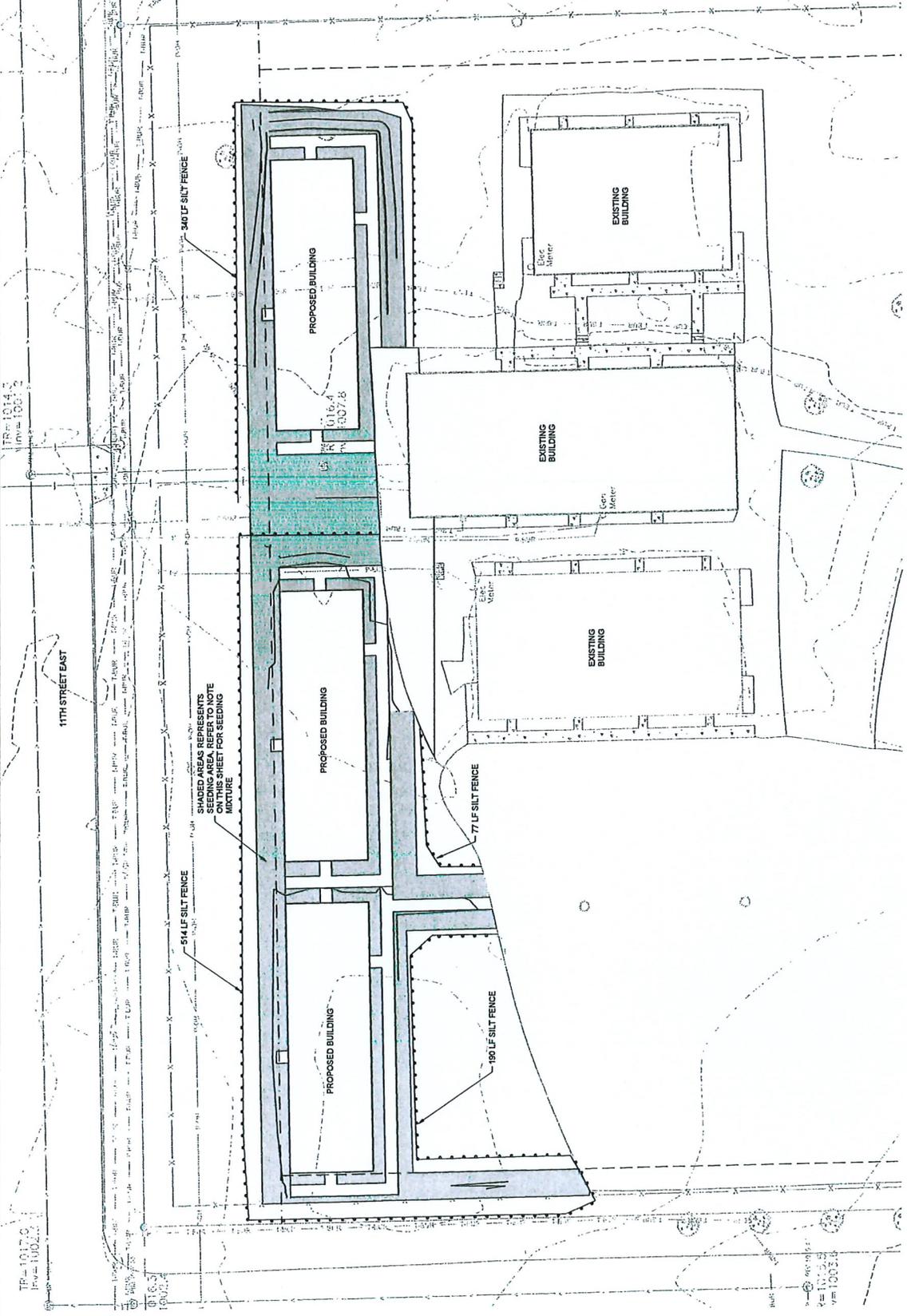
**01 FRONT ELEVATION**  
 SCALE 1/4" = 1'-0"





**GENERAL SEEDING:**  
 4" TOPSOIL SEED MIX @ 30 LBS/7 ACRE  
 FERTILIZER TYPE 20-20-20 @ 550 LBS/7 ACRE  
 HYDRAULIC MATRIK TYPE 87H @ 550 LBS/7 ACRE  
 IF AN AREA WILL NOT BE ACTIVELY WORKED  
 WITHIN SEVEN (7) CALENDAR DAYS OF THE  
 SITE STABILIZATION SHALL BE COMPLETED  
 TEMPORARY SEEDING ITEMS SHALL INCLUDE  
 MULTIPLE MOBILIZATION COSTS.  
 TOPSOIL PLACEMENT AND FINE GRADING SHALL  
 BE APPROVED PRIOR TO SEEDING.

DISTURBED AREA: 29,771 SF  
 (0.68 ACRES)



SEH Project	SEH P#	Rev#	Date	Revision	Rev#	Date
Drawn By	KLF			Description		
Designed By	KLF					
Checked By	JLB					

SEH  
 JUSTIN L. BLACK  
 4373  
 11/19/2021

**SENECA FOODS  
 DORMITORY EXPANSION**  
 GLENCOE, MINNESOTA

The following are conditions that were approved by the city council on March 20, 1989 when the special use permit was approved for allowing Green Giant to have migrant housing:

- \*Good for twelve months with automatic renewal January 1st if no problems are found during a post-pack review.
- \*Post pack review to be conducted within 60 days after pack ends.
- \*Buildings to be used for migrant labor for duration of corn and three days following corn pack not to exceed 90 days per year.
- \*Buildings to house no more than 552 occupants at one time.
- \*Fence and landscape plan must be approved by Planning and Industrial Commission and City Council.
- \*West Relief Sewer Project must be completed with all hook-ups as well as water hook-ups.
- \*Designated lighted route to be used by migrants to walk to work.

LONG RANGE PLANNING COMMISSION  
MAY 31, 1995

Chairperson Julene Schatz called the special meeting to order at 7 p.m. Members present were Howard Albrecht, Dan Landes, Douglas Kirkeby, Charles Lemke, Julene Schatz, and City Administrator Mark Larson. Dennis Stack Council liaison was also present.

Howard Albrecht moved to approve the minutes of the previous minutes as printed. Charles Lemke seconded the motion and the motion passed.

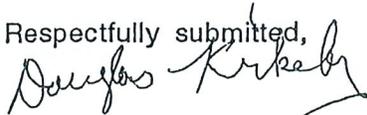
The purpose of the special meeting was to discuss the application of two special use permit requests. At 7 p.m. Sean Tritabaugh appeared before the commission to request the Planning Commission to approve a permit allowing him to house 4 dogs on his property at 214 6th Street East. The current ordinance allows for 2 dogs without the owner having a kennel license. After discussion, Howard Albrecht moved and Dan Landes seconded the motion that the Planning Commission go on record as favoring the current ordinance and deny the request for the special use permit. The motion carried.

At 7:15 p.m. the request for a modification of the current special use permit of Seneca Foods was heard. Because of a potential conflict of interest, Dan Landes, a Seneca Employee, removed himself from the discussion and voting on this issue. Dan Roe of Seneca Foods made a presentation to the commission as to the current need to modify the **Special Use Permit from 90 days to 120 days**. At his time the company has made more than 100 offers for employment to out of state residents. A representative from social services also spoke on behalf of the issue because of the demand on local housing which is deemed in very short supply. After a lengthy discussion which focused primarily on the original Special Use Permit and it's intentions the following action took place. Doug Kirkeby moved to approve the request of Seneca Foods to modify the Special Use Permit to allow the housing complex to be available to out of state employees for pea pack contingent on using the first day of orientation as the opening date. Charles Lemke seconded with the motion amended to add the stipulation that the **contracted caretaker be allowed to live in the complex to ready it for pack and be able to move in four weeks prior to the starting of pack**. Motion and amendment carried by voice vote. At This time Dan Landes rejoined the rest of the membership.

Howard Albrecht moved to review the special use permits in January of each year. The motion was dropped because it is already policy to review the permits in January of each year.

Howard Albrecht moved and Charles Lemke Seconded to adjourn the meeting. Motion carried.

Respectfully submitted,



Douglas Kirkeby, Sec.

City of Glencoe  
PLANNING & INDUSTRIAL COMMISSION MINUTES  
Thursday, April 9, 2015  
Glencoe City Center  
West Conference Room  
7:00 PM

The meeting was called to order by chair, Ron Knop. Members present: Lynn Exsted, Wes Olson, and Dave Stark. Member absent: Greg Ettel. Also present: City Administrator Mark Larson and City Councilor Liaison Gary Ziemer.

Being a Vice Chair was not elected at the last meeting, nominations were opened. Lynn nominated Wes; Dave seconded. Motion carried 4-0.

Per Lynn's inquiry, Wes confirmed the February 12 minutes should be changed from "exciting height" to "existing height" within the ADM paragraph. A motion was made by Dave and seconded by Ron to approve the corrected minutes from the February 12, 2015 meeting. Motion carried 4-0.

A public hearing was held at 7:05 PM. A modification of the current Special Use Permit of Seneca Foods was heard. Matt Hathaway of Seneca presented to the commission; the Special Use requested was to increase the occupancy of the employee housing to 165 days. Seneca will be adding a frozen and canned operation after corn pack which will require an additional 45 days of production, running plant operations for these products into October or November. One resident who lives in close proximity to the plant testified how quiet it runs, and that Seneca has been "a good neighbor." General questions were asked by members the Commission and answered by Hathaway and Dan Landas from Seneca, also present. With no other comments from the Commission and no other speakers from the floor, the public hearing was closed.

Wes motioned to approve Seneca Food's request to increase employee housing occupancy from 120 to 165 days. Lynn seconded the motion. Motion carried 4-0.

The current Special Use Permits were reviewed with no issues.

There was no other business. A motion was made by Ron to adjourn the meeting and seconded by Dave. Motion carried 4-0.

Recording Secretary,  
Lynn Exsted



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## **To Separate Agenda Items**

**Mayor:** Mark Hueser      **City Administrator:** Mark D. Larson  
**Councilors:** At-Large - Yodee Rivera, Precinct 1 - Jon Dahlke, Precinct 2 – Scott Maynard,  
Precinct 3 - Paul Lemke, Precinct 4 - Cory Neld

# GLENCOE



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To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: October 16, 2025

Re: **Item 7C – Variance Request of Robert Senst, 306 Wacker Drive**

**Item 7C** – It is the recommendation of the Planning and Industrial Commission to approve the variance request of Robert Senst to build a deck closer to the front property line than allowed by ordinance.



SMALL CITY & BIG FUTURE

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

OFFICE USE	
Permit Fee: \$50.00	
Date Paid:	10/8/25
<input checked="" type="checkbox"/> Cash	
<input type="checkbox"/> Check #	
<input type="checkbox"/> Credit Card	
2.5% cc fee = \$1.25	
<input type="checkbox"/> Staff Initials	MV

### VARIANCE PERMIT APPLICATION

Date 10-8-2025

Applicant ROBERT SENST Phone 507-381-5597

Owner (if different than applicant) \_\_\_\_\_

Address 306 WACKER DR.

PID # \_\_\_\_\_ Permit # \_\_\_\_\_

Present Use of Property RESIDENTIAL - HOME

Variance Requested NEED 8' VARIANCE SET BACK FROM WEST

PROPERTY LINE, BUILDING DECK.

Robert C. Senst  
Owner Signature

\_\_\_\_\_  
Applicant Signature (if different from Owner)

PLANNING & INDUSTRIAL COMMISSION ACTION	CITY COUNCIL ACTION
<p>The Glencoe Planning &amp; Industrial Commission has  <input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> DENIED this variance            application on _____, 202____.</p> <p>This recommendation will be brought to the Glencoe            City Council on _____, 202____.</p> <p>_____            Planning Commission Signature</p>	<p>The Glencoe City Council has  <input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED this variance            application on _____, 202____ by            a vote of _____ to _____.</p> <p>_____            City Council or Administrator Signature</p>

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

**BUILDING PERMIT**

Handout Given  
 Lead Handout Given

Routed to SAFEbuilt

SITE ADDRESS: 306 WACKER DR PID: \_\_\_\_\_

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

PROPERTY OWNER: BOB SENST Address: 306 WACKER DR  
 City: GLENCOE State: MN Zip: 55326 Email: RES.GLENCOE@6mail.com  
 Contact Name: Bob Senst Phone: 507-781-5597  
 CONTRACTOR: Todd Hann Const Address: \_\_\_\_\_  
 City: Andover State: MN Zip: 55310 Phone: 320-583-1581 Fax: \_\_\_\_\_  
 Contractor License No: 6C637848 Contact Name: Jon Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

ARCHITECT: \_\_\_\_\_ Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: MN Zip: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_ Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

TYPE OF WORK:  New Construction  Deck  Pool  Re-Roof  
 Commercial  Residential  Change of Use  Retaining Wall  Porch  Re-Side  
 EST. VALUATION OF WORK  Finish Basement  Demolition  Fence \_\_\_\_\_  
 \$ 5,000.00  Remodel  Fire Sprinkler  Shed \_\_\_\_\_  
 Square feet: 120 sq ft  Addition  Fire Alarm  Window/Door Replacement  
 Garage-Attached/Detach  Misc Other # being replaced \_\_\_\_\_

Detailed Description of Work: BUILD DECK ON FRONT OF HOUSE.

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

SIGNATURE OF APPLICANT: Robert Senst DATE: 10-6-2025

PRINTED NAME: ROBERT SENST This is the signature of:  Owner or  Owner's Representative

OCCUP. TYPE:	CONST. TYPE:	CODE:	BLDG SPRINKLED	Yes / No
VALUATION: \$				
Permit Fee: \$	_____	Park Dedication: \$	_____	
Plan Review Fee: \$	_____	Staking Fee: \$	_____	
State Surcharge: \$	_____	Construction Water: \$	_____	
Site Inspection Fee: \$	_____	Sewer Hook-Up: \$	_____	
S.E.C. Fee: \$	_____	Water Hook-Up: \$	_____	
Investigation Fee / Other Fee: \$	_____	Water Meter: \$	_____	
Copy Charge (\$.25 per 8.5 x11 page) \$	_____	Meter Tax: \$	_____	
License Check (\$5) / Lead Check (\$5) \$	_____	EEAC (Light & Power): \$	_____	
<b>SUB-TOTAL</b> \$	_____	Other: \$	_____	
Mechanical Fee (from Page 2) \$	_____	<b>TOTAL DUE:</b> \$	_____	
Plumbing Fee (from Page 3) \$	_____			

Special Conditions/Required Setbacks: \_\_\_\_\_

Building Approval By: \_\_\_\_\_ DATE: \_\_\_\_\_

Printed Building Approval By: \_\_\_\_\_  License Verification  Lead Verification - Checked By: \_\_\_\_\_

City Approval By: \_\_\_\_\_ DATE: \_\_\_\_\_

Paid: \_\_\_\_\_ Date: \_\_\_\_\_ Receipt No. \_\_\_\_\_ By: \_\_\_\_\_

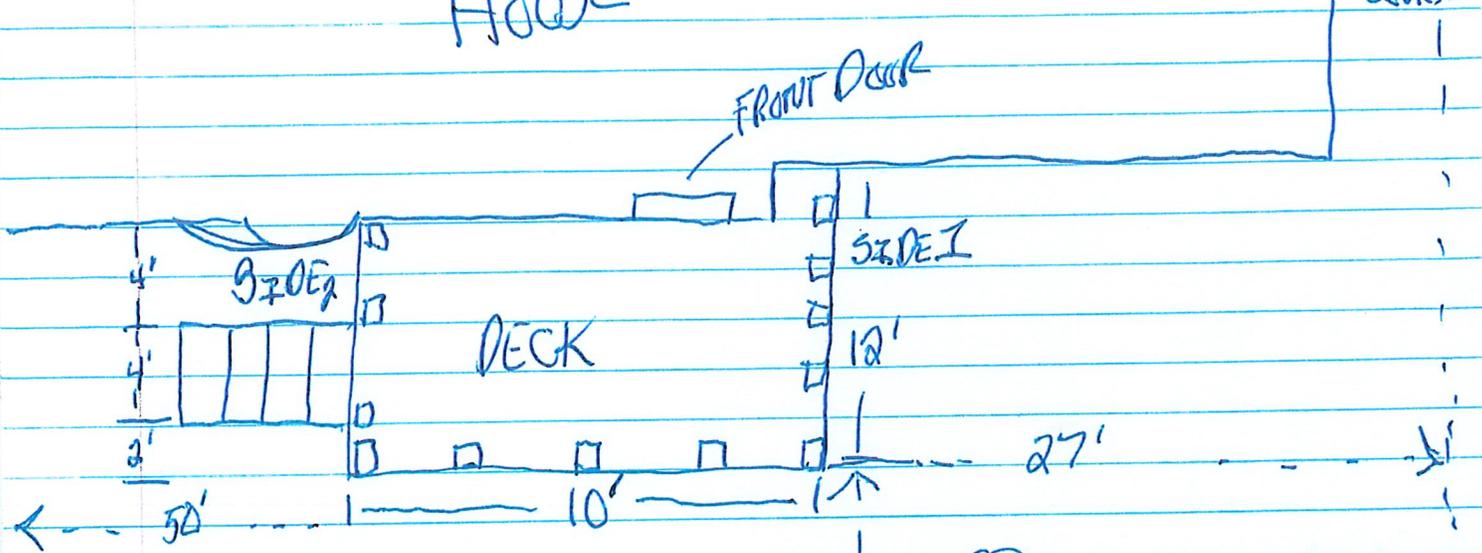
TO BE FILLED OUT BY APPLICANT - INCOMPLETE APPS MAY NOT BE PROCESSED

OFFICE USE ONLY

HOUSE

STAIRS

FRONT DOOR



(T) TREE

SIDE 3

(T) TREE

P PROPERTY LINE

35'

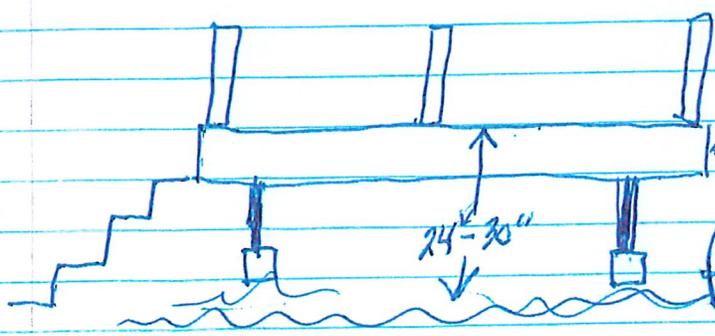
WACKER DR.

HAND RAILS

3' ALUM. 4" APART

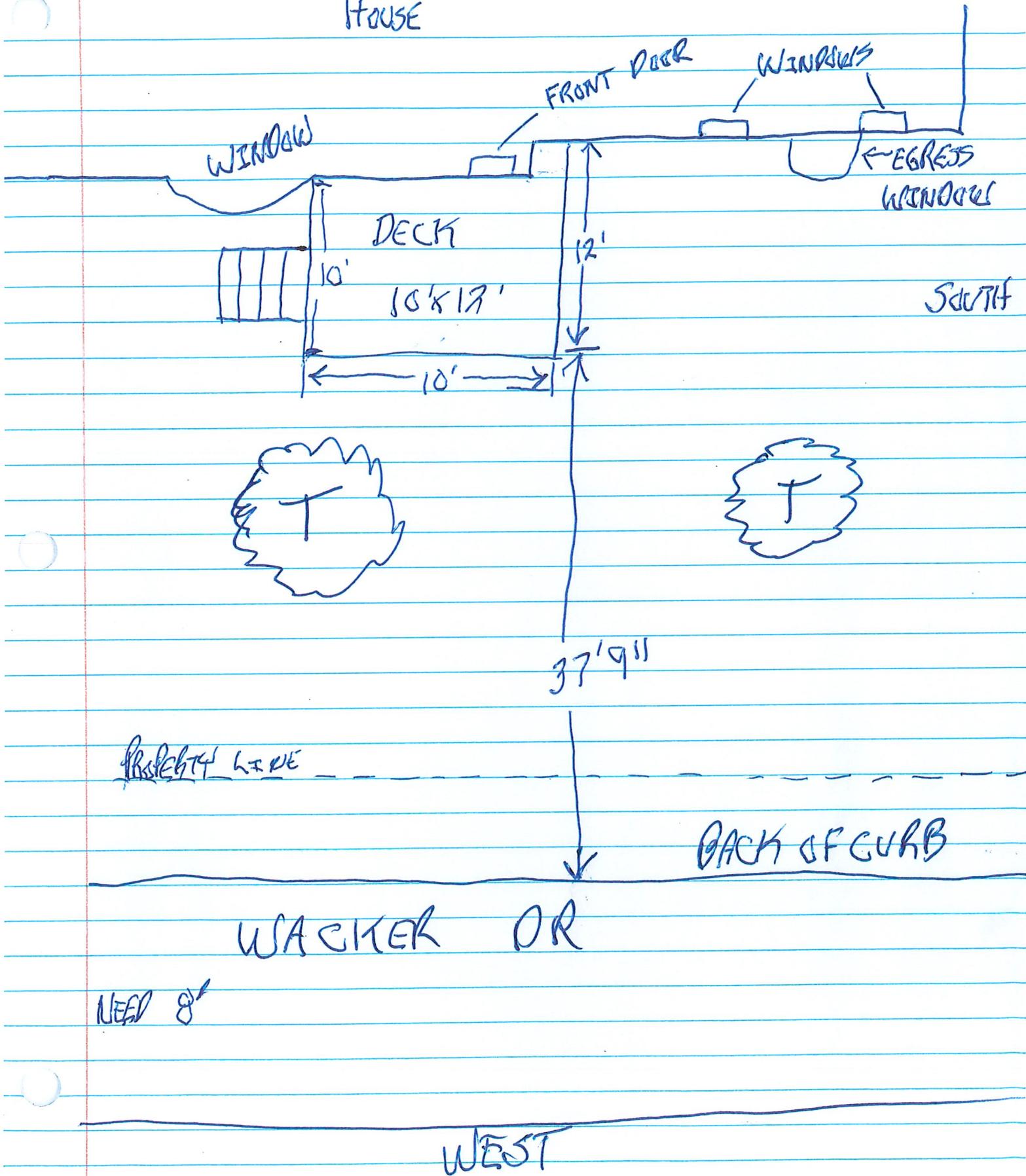
2" x 10"

PIERS - DRAGON



EAST

HOUSE





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To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: October 16, 2025

Re: **Item 8A** – Zoning Ordinance Changes

**Item 8A** – City Attorney Ostlund will review the proposed zoning ordinance changes in preparation for the Public Hearing to be held by the City Council at the November 3, 2025, meeting.

# GLENCOE



SMALL CITY & BIG FUTURE

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## FUND BALANCES

FUND #	2025 CASH BALANCES	MONTH JULY	MONTH JUNE	MONTH MAY
101	General-Operating	\$ 1,981,515.48	\$ 1,723,870.34	\$ 663,399.26
101	General-Childhood Intervention	\$ 886.55	\$ 886.55	\$ 886.55
101	General-Crime Prevention	\$ 12,094.70	\$ 12,094.70	\$ 12,094.70
601	Water-Operating	\$ 2,230,680.92	\$ 2,178,799.74	\$ 2,156,222.24
601	Water-Water Availability Charge	\$ 604,701.73	\$ 603,621.13	\$ 602,321.32
601	Water-Trunk Water Charge	\$ 26,167.35	\$ 26,120.59	\$ 26,085.95
601	Water-Bonds	\$ 1,987.44	\$ 1,983.89	\$ 1,981.26
601	Water-Construction	\$ -	\$ -	\$ -
602	W.W.T.P.-Operating	\$ 1,485,889.47	\$ 1,445,694.04	\$ 1,404,284.18
602	W.W.T.P.-Sewer Availability Charge	\$ 1,151,111.46	\$ 1,149,054.42	\$ 1,147,031.30
602	W.W.T.P.-Trunk Sewer Charge	\$ 133,466.07	\$ 133,227.57	\$ 133,050.89
602	W.W.T.P.-Bonds	\$ 484,561.30	\$ 415,507.46	\$ 346,737.03
602	W.W.T.P.-Construction	\$ -	\$ -	\$ -
603	Sanitation	\$ 48,386.73	\$ 47,424.34	\$ 46,333.20
604	City Center-Operating	\$ (17,033.14)	\$ (4,177.08)	\$ (70,204.49)
604	City Center-Bonds	\$ (691,407.51)	\$ (680,179.85)	\$ (679,277.85)
609	Liquor Store	\$ 181,310.14	\$ 100,724.49	\$ 143,709.27
612	Airport	\$ (363,131.58)	\$ (100,117.61)	\$ (99,023.99)
651	Storm Water Management	\$ 171,501.33	\$ 130,364.60	\$ 87,364.54
213	Park Improvement	\$ 215,486.35	\$ 204,640.96	\$ 219,124.79
223	Aquatic Center	\$ (26,472.47)	\$ 2,410.33	\$ 10,394.53
223	Aquatic Center-Lifeguard Training	\$ 38.94	\$ 38.94	\$ 38.94
225	Cable TV	\$ 18,980.59	\$ 12,619.15	\$ 12,652.35
226	Cemetery	\$ (7,599.37)	\$ (6,147.07)	\$ (4,593.40)
229	Municipal State Aid	\$ 251,909.54	\$ 124,716.77	\$ 126,791.41
230	Engineering/Inspection Services	\$ (104,519.50)	\$ (104,332.72)	\$ (104,194.36)
231	Public Safety Aid	\$ 143,708.61	\$ 144,672.61	\$ 173,564.95
233	Economic Development Authority	\$ 58,541.22	\$ 72,032.27	\$ (13,416.42)
300	City Sinking	\$ 433.87	\$ 433.09	\$ 417.36
382	2007 Tax Increment Bond-2007 Industrial Park	\$ (62,783.74)	\$ (61,991.31)	\$ (61,909.10)
384	2018 Tax Increment Bond-Panther Heights	\$ (33,013.04)	\$ (32,954.05)	\$ (32,910.35)
409	Tax Increment #4-Industrial Park	\$ 377,038.19	\$ 377,038.19	\$ 377,038.19
424	Tax Increment #17-Miller Manufacturing	\$ 91,031.73	\$ 90,869.06	\$ 14,592.45
426	Tax Increment #19-Panther Heights	\$ 33,543.63	\$ 33,483.69	\$ 31,274.53
427	Tax Increment #20-Bus Garage	\$ (9,879.58)	\$ (9,861.93)	\$ (9,848.85)
466	2023 Street Improvement	\$ 469.46	\$ 468.62	\$ 468.00
467	2025 Street Improvement-Hennepin Ave.	\$ 3,187,185.63	\$ (624,395.03)	\$ (459,078.66)
523	2008 11th Street/Morningside Bond	\$ 1,656.01	\$ 1,656.01	\$ 904.93
524	2014 Street Improvement Bond	\$ (88,866.47)	\$ (88,707.67)	\$ (214,655.16)
525	2015 Street Improvement Bond-Lincoln Park	\$ (435,759.69)	\$ 74,101.40	\$ (44,646.47)
526	2016 Street Improvement Bond-Armstrong Avenue	\$ (176,423.64)	\$ 123,892.07	\$ 73,648.47
527	2017 Street Improvement Bond-Baxter Avenue	\$ (220,074.01)	\$ 148,385.35	\$ 33,479.76
528	2018 Storm Water Improvement Bond-Central Storm Sewer	\$ (261,760.27)	\$ 138,358.92	\$ 41,331.18
529	2021 Street Improvement Bond-10th Street	\$ 54,767.82	\$ 54,669.95	\$ 30,472.22
530	2023 Street Improvement Bond	\$ (753,610.55)	\$ (696,617.91)	\$ (738,868.02)
531	2025 Street Improvement Bond-Hennepin Ave.	\$ -	\$ -	\$ -
<b>TOTALS</b>		<b>\$ 9,696,717.70</b>	<b>\$ 7,164,379.01</b>	<b>\$ 5,385,068.63</b>

**Glencoe Municipal Liquor Store  
Profit & Loss Statement for July 2025**

<b>Sales</b>	
Liquor	83,581.82
Beer	136,838.19
Wine	13,298.68
Other Merchandise	8,215.74
THC	3,113.14
<b>Total Sales</b>	<u>245,047.57</u>

<b>Cost of Sales</b>	
Beginning Inventory	504,138.81
Purchases	154,906.86
<b>Total Merch. Avail. for Sale</b>	<u>659,045.67</u>
Less Inventory Ending	481,170.16
<b>Cost of Sales</b>	<u>177,875.51</u>
<b>Gross Profit on Sales</b>	<u>67,172.06</u> 27.41%

<b>Operating Expenses</b>	
Sales Tax (Use tax)	0.00
Full-Time Employees	6,619.60
Full-Time Employees- Overtime	0.00
Part-Time Employees	7,338.67
PERA Contributions	986.40
FICA Contributions	856.67
Medicare Contributions	200.34
Unemployment Insurance	0.00
Health & Life Insurance	2,569.54
Operating Supplies	5,552.19
Cleaning Supplies	0.00
Repair & Maintenance	311.00
Professional Services	6,034.00
Training	1,700.00
Computer Repair/Equipment	0.00
Telephone	116.53
Travel Expense	0.00
Advertising	99.00
Printing & Binding	0.00
Electricity	1,313.00
Natural Gas	213.50
Uniforms	0.00
Miscellaneous	0.00
Building & Structures (not fixed assets)	0.00
<b>Sub-total</b>	<u>33,910.44</u>
Insurance- Liquor, Property, Gen'l Liability	931.78
Depreciation	3,908.55
Audit	250.00
Worker's Comp	175.89
Bond Interest	733.13
<b>Total Operating Expenses</b>	<u>39,909.79</u>

<b>Non-Operating Expenses/Income</b>	
Interest Income	180.32
Miscellaneous	196.89
Sales Tax Variance	0.74
Cash Drawer +/-	(7.67)
Bad/Collected Checks	0.00
<b>Total Non-Operating Exp./Inc.</b>	<u>370.28</u>

<b>Net Income</b>	27,632.55
<b>Year-To-Date Income</b>	179,252.22

<b>Comparative Figures</b>	
<u>Previous Year (2024)</u>	
Total Sales	246,570.88
Gross Profit on Sales	62,939.71
Total Operating Expenses	30,344.64
Total Non-Operating Exp./Inc.	232.31
Net Income	32,827.38
Year-To-Date Income	173,474.31

Current YTD Cash Balance	181,310.14
Last Month YTD Income	151,619.67

# GLENCOE

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Precinct 3 - Paul Lemke, Precinct 4 - Cory Neld

# CITY OF GLENCOE BILLS

OCTOBER 20, 2025

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

<u>VENDOR</u>	<u>DEPARTMENT: DESCRIPTION</u>	<u>TOTAL</u>
CITY OF GLENCOE EMPLOYEES	MULTIPLE DEPTS.: CITY OF GLENCOE PAYROLL 6-25-25	\$102,012.98
WIRE TRANSFER	MULT DEPTS: STATE SALES TAX	\$22,534.00
WIRE TRANSFER	MULT DEPTS:EMP/CITY PAYROLL TAXES,HSA,PERA,D COMP,CAFE	\$64,214.50
	TOTAL PREPAID BILLS ----->	<u><u>\$188,761.48</u></u>

**INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR**

OCT 20, 2025 - PREPAID BILLS

Date: 10/16/2025

Time: 11:05 am

Page: 1

City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
BREAKTHRU BEVERAGE	0513	LIQUOR: MERCH FOR RESALE	185778	06/27/2025	<u>9,363.74</u>
				Vendor Total:	<u>9,363.74</u>
COLONIAL LIFE	0735	MULT DEPTS: INS PREMIUMS	185779	06/27/2025	<u>263.70</u>
				Vendor Total:	<u>263.70</u>
IUOE LOCAL #49	2109	MULT DEPTS: UNION DUES	185780	06/27/2025	<u>209.95</u>
				Vendor Total:	<u>209.95</u>
JOHNSON BROS - ST PAUL	0504	LIQUOR: MERCH FOR RESALE	185781	06/27/2025	<u>4,291.02</u>
				Vendor Total:	<u>4,291.02</u>
METERING & TECHNOLOGY	1050	WATER, WWTP: WATER METERS & PARTS	185782	06/27/2025	<u>1,456.50</u>
				Vendor Total:	<u>1,456.50</u>
MINNESOTA PUBLIC EMPLOYEE	1439	POLICE: UNION DUES	185783	06/27/2025	<u>155.05</u>
				Vendor Total:	<u>155.05</u>
NCPERS GROUP LIFE INS	1619	ADMIN: INS PREMIUM	185784	06/27/2025	<u>16.00</u>
				Vendor Total:	<u>16.00</u>
PHILLIPS WINE & SPIRITS, INC.	1010	LIQUOR: MERCH FOR RESALE	185785	06/27/2025	<u>3,772.91</u>
				Vendor Total:	<u>3,772.91</u>
PPLSI	0485	MULT DEPTS: INS PREMIUMS	185786	06/27/2025	<u>112.60</u>
				Vendor Total:	<u>112.60</u>
SOUTHERN GLAZER'S OF MN	1429	LIQUOR: MERCH FOR RESALE	185787	06/27/2025	<u>578.70</u>
				Vendor Total:	<u>578.70</u>
VISA	0350	MULT DEPTS: TRAINING, TV, WRISTBANDS, TRAVEL EXP.	185788	06/27/2025	<u>2,761.09</u>
				Vendor Total:	<u>2,761.09</u>
				Grand Total:	<u>22,981.26</u>
				Less Credit Memos:	<u>0.00</u>
				Net Total:	<u>22,981.26</u>
				Less Hand Check Total:	<u>0.00</u>
				Outstanding Invoice Total :	<u>22,981.26</u>
	Total Invoices:	11			

**INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR**

OCT 20, 2025 - REGULAR BILLS

Date: 10/16/2025

Time: 1:54 pm

Page: 1

City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
ALERT-ALL CORP.	1034	FIRE: SAFETY KITS	0	00/00/0000	<u>2,428.00</u>
				Vendor Total:	2,428.00
ALPHA WIRELESS	0160	FIRE: PAGERS	0	00/00/0000	<u>3,257.00</u>
				Vendor Total:	3,257.00
AT&T MOBILITY	1205	MULT DEPTS: CELL PHONE BILL	0	00/00/0000	<u>683.43</u>
				Vendor Total:	683.43
BIEGANEK, JEFF	0450	STREET: SAFETY BOOTS, UNIFORMS	0	00/00/0000	<u>339.89</u>
				Vendor Total:	339.89
BORDER STATES INDUSTRIES INC	0852	ADMIN: BULBS, ELECTRICAL SUPPLIES	0	00/00/0000	<u>268.22</u>
				Vendor Total:	268.22
BRAUN INTERTEC CORPORATION	0796	'25 ST IMPROVE: CONSTRUCTION MATERIALS TESTING	0	00/00/0000	<u>24,748.60</u>
				Vendor Total:	24,748.60
BRINKMANN, TOM	1230	FIRE: REIMB FOR CARGO STRAPS	0	00/00/0000	<u>53.68</u>
				Vendor Total:	53.68
BUREAU OF CRIM. APPREHENSIO	1067	POLICE: CONNECTION & OPERATION CHARGES	0	00/00/0000	<u>1,080.00</u>
				Vendor Total:	1,080.00
CARD SERVICES	0330	MULT DEPTS: MERCH FOR RESALE, FUEL, OPERATING SUPPLIES	0	00/00/0000	<u>463.74</u>
				Vendor Total:	463.74
CARGILL, INC	1636	WATER: SALT	0	00/00/0000	<u>5,986.05</u>
				Vendor Total:	5,986.05
CENTERPOINT ENERGY	0204	MULT DEPTS: NATURAL GAS BILLS	0	00/00/0000	<u>3,891.49</u>
				Vendor Total:	3,891.49
CITY OF GLENCOE	0035	MULT DEPTS: PETTY CASH FOR POSTAGE, UNIFORM REPAIR,SUPP'S	0	00/00/0000	<u>146.81</u>
				Vendor Total:	146.81
CLAREY'S SAFETY EQUIPMENT IN	0333	FIRE: FOAM	0	00/00/0000	<u>592.50</u>
				Vendor Total:	592.50
COMPANION LIFE INSURANCE	1859	MULT DEPTS: INS PREMIUMS	0	00/00/0000	<u>3,281.31</u>
				Vendor Total:	3,281.31
ENVIRONMENTAL EQUIPMENT	2233	STREET: SWEEPER PART	0	00/00/0000	<u>74.63</u>
				Vendor Total:	74.63
EVENSON, RACHEL	1018	CITY CENTER: DAMAGE DEPOSIT REFUND	0	00/00/0000	<u>200.00</u>
				Vendor Total:	200.00
FLAHERTY & HOOD, P.A.	0441	ADMIN: LEGAL FEES	0	00/00/0000	<u>605.00</u>
				Vendor Total:	605.00
FLEET SERVICES DIVISION	2144	POLICE: SQUAD CAR LEASES	0	00/00/0000	<u>2,127.47</u>
				Vendor Total:	2,127.47
FRANKLIN PRINTING INC.	0085	MULT DEPTS: OFFICE SUPPLIES	0	00/00/0000	<u>498.82</u>
				Vendor Total:	498.82
GAVIN, JANSSEN, STABENOW &	0087	POLICE: LEGAL SERVICES	0	00/00/0000	<u>12,521.00</u>
				Vendor Total:	12,521.00
GLENCOE CO-OP ASSN.	1842	MULT DEPTS: FUEL	0	00/00/0000	<u>5,183.89</u>
				Vendor Total:	5,183.89
GLENCOE FLEET SUPPLY	2074	MULT DEPTS: SM TOOLS,FLASHING, HARDWARE,REPAIR & MAINT SUPP'S	0	00/00/0000	<u>1,017.24</u>
				Vendor Total:	1,017.24

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Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
GOPHER STATE ONE CALL	0482	WATER, WWTP, STORM WATER: LOCATE TICKETS	0	00/00/0000	<b>81.00</b>
				Vendor Total:	<u>81.00</u>
HAWKINS, INC.	1133	WATER, WWT: CHEMICALS	0	00/00/0000	<b>13,925.93</b>
				Vendor Total:	<u>13,925.93</u>
HERALD JOURNAL PUBLISHING	1442	ADMIN: PUBLISHING	0	00/00/0000	<b>577.83</b>
				Vendor Total:	<u>577.83</u>
HILLYARD HUTCHINSON	0122	ADMIN: CLEANING SUPPLIES	0	00/00/0000	<b>11.76</b>
				Vendor Total:	<u>11.76</u>
HOLTMEIER CONSTRUCTION, INC	1450	'25 ST IMPROVE: HENNEPIN AVE PROJECT PAYMENT	0	00/00/0000	<b>1,230,842.08</b>
				Vendor Total:	<u>1,230,842.08</u>
HORIZON ROOFING, INC.	1706	REIMB: ROOF HATCH REPAIR	0	00/00/0000	<b>6,500.00</b>
				Vendor Total:	<u>6,500.00</u>
JOHN DEERE FINANCIAL	1299	STREET: WHEEL, LOADER CONTROL PANEL	0	00/00/0000	<b>1,206.90</b>
				Vendor Total:	<u>1,206.90</u>
KWIK TRIP	1653	POLICE: FUEL	0	00/00/0000	<b>2,498.49</b>
				Vendor Total:	<u>2,498.49</u>
LACAL EQUIPMENT INC	1145	STREET: LEAF VAC PICKUP TUBE	0	00/00/0000	<b>1,121.35</b>
				Vendor Total:	<u>1,121.35</u>
LANO EQUIPMENT INC.	0216	STREET: BOBCAT TOOLCAT	0	00/00/0000	<b>21,360.00</b>
				Vendor Total:	<u>21,360.00</u>
LEAGUE OF MN. CITIES INS TRUS	0915	FIRE: INSURANCE CLAIM DEDUCTIBLE	0	00/00/0000	<b>1,000.00</b>
				Vendor Total:	<u>1,000.00</u>
LESTER PRAIRIE VET CLINIC	1483	POLICE: BOARDING	0	00/00/0000	<b>301.00</b>
				Vendor Total:	<u>301.00</u>
LIGHT & POWER COMMISSION	1484	MULT DEPTS: ELECTRICITY, CREDIT CARD & BILLING FEES	0	00/00/0000	<b>31,337.56</b>
				Vendor Total:	<u>31,337.56</u>
LITZAU EXCAVATING	0380	FIRE, LIQUOR STORE: AUGER FLOOR DRAIN LINES	0	00/00/0000	<b>725.00</b>
				Vendor Total:	<u>725.00</u>
LUCKY BRAKE AUTO SHOP	1711	POLICE: SQUAD REPAIRS	0	00/00/0000	<b>1,100.17</b>
				Vendor Total:	<u>1,100.17</u>
MARTINO, NICK	2170	FIRE: REIMB FOR GRASS RIG MUD FLAPS	0	00/00/0000	<b>419.25</b>
				Vendor Total:	<u>419.25</u>
MCLEOD COOP. POWER ASS'N.	0201	ADMIN, AIRPORT: ELECTRICITY	0	00/00/0000	<b>648.67</b>
				Vendor Total:	<u>648.67</u>
MENARDS - HUTCHINSON	2184	WWTP: PLUMBING REPAIR PARTS	0	00/00/0000	<b>153.30</b>
				Vendor Total:	<u>153.30</u>
METRO SALES, INC	1066	POLICE: OFFICE EQUIPMENT LEASE	0	00/00/0000	<b>209.75</b>
				Vendor Total:	<u>209.75</u>
MINI BIFF	0177	PARK: WASTE REMOVAL	0	00/00/0000	<b>357.00</b>
				Vendor Total:	<u>357.00</u>
MN DEPT. OF LABOR & INDUSTRY	2002	LIQURO STORE: BOILER INSPECTION	0	00/00/0000	<b>25.00</b>
				Vendor Total:	<u>25.00</u>
MN DOT	0701	AIRPORT: RENEWAL OF PUBLIC USE LANDING AREAS	0	00/00/0000	<b>40.00</b>
				Vendor Total:	<u>40.00</u>
MN. RURAL WATER ASSOC.	0175	WATER, WWTP: TRAINING	0	00/00/0000	<b>400.00</b>

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Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
				Vendor Total:	<u>400.00</u>
MNSPECT	0722	CODE ENFORCE: BUILDING & RENTAL INSPECTIONS	0	00/00/0000	7,149.74
				Vendor Total:	<u>7,149.74</u>
MORRIS ELECTRONICS INC	1372	POLICE: IT SERVICE	0	00/00/0000	230.00
				Vendor Total:	<u>230.00</u>
MPCA	1680	AIRPORT: INDUSTRIAL STORMWATER ANNUAL PERMIT FEE	0	00/00/0000	400.00
				Vendor Total:	<u>400.00</u>
MVTL , INC.	0353	WATER, WWTP: LAB TESTING	0	00/00/0000	1,413.10
				Vendor Total:	<u>1,413.10</u>
NORTH CENTRAL LABORATORIES	0631	WWTP: LAB SUPPLIES	0	00/00/0000	2,023.60
				Vendor Total:	<u>2,023.60</u>
OFFICE OF MN. IT SERVICES	1423	POLICE: INTERNET SERVICE	0	00/00/0000	127.89
				Vendor Total:	<u>127.89</u>
O'REILLY AUTOMOTIVE, INC	1982	WATER, WWTP: BATTERY CHARGER, SEAT COVER, BEARINGS	0	00/00/0000	427.31
				Vendor Total:	<u>427.31</u>
OSC	0653	STREET: WELDING SUPPLIES	0	00/00/0000	19.80
				Vendor Total:	<u>19.80</u>
PITNEY BOWES BANK INC	0271	ADMIN: POSTAGE	0	00/00/0000	253.70
				Vendor Total:	<u>253.70</u>
PREMIUM WATERS, INC.	1081	MULT DEPTS: WATER	0	00/00/0000	250.45
				Vendor Total:	<u>250.45</u>
PRO AUTO GLENCOE, INC	0527	STREET, WATER, WWTP: TRUCK MAINTENANCE, TIRES	0	00/00/0000	1,886.02
				Vendor Total:	<u>1,886.02</u>
SCR, INC - ST. CLOUD	0738	ADMIN: HVAC MAINTENANCE, HUMIDIFIER CANISTERS	0	00/00/0000	2,849.33
				Vendor Total:	<u>2,849.33</u>
SEH	1757	WWTP: ENGINEERING SERVICES	0	00/00/0000	10,151.99
				Vendor Total:	<u>10,151.99</u>
STAR GROUP, L.L.C.	0972	POLICE, FIRE, PARK: OIL, FILTERS, SUPPLIES	0	00/00/0000	136.52
				Vendor Total:	<u>136.52</u>
THOMSON REUTERS	1260	POLICE: INVESTIGATION SERVICES	0	00/00/0000	191.10
				Vendor Total:	<u>191.10</u>
TRI-COUNTY WATER	1016	STREET, REIMB: WATER	0	00/00/0000	45.50
				Vendor Total:	<u>45.50</u>
VIKING COCA-COLA BOTTLING CC	0494	LIQUOR STORE: MERCH FOR RESALE	0	00/00/0000	640.00
				Vendor Total:	<u>640.00</u>
WESEMAN, LEROY	2026	STREET, PARK: GENERATORS	0	00/00/0000	1,300.00
				Vendor Total:	<u>1,300.00</u>
				Grand Total:	<u>1,413,786.86</u>
				Less Credit Memos:	0.00
				Net Total:	<u>1,413,786.86</u>
				Less Hand Check Total:	0.00
				Outstanding Invoice Total :	<u>1,413,786.86</u>
	<b>Total Invoices:</b>	<b>63</b>			