



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, December 1, 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 November 3, 2025
- 3. APPROVE AGENDA**
- 4. PUBLIC COMMENT** (agenda items only)
- 5. PUBLIC HEARINGS**
 - A. 7:00 PM - Truth in Taxation Public Hearing – City Administrator
 1. Approve Resolution 2025 – 23 – Approving the 2026 Levy
- 6. BIDS AND QUOTES – None scheduled**
- 7. REQUESTS TO BE HEARD**
 - A. Planning Commission Recommendation – Off Premises sign by Go For It Gas – 415 Chandler Avenue North
 - B. RLS for City property on Judd Avenue North - City Attorney
- 8. ITEMS FOR DISCUSSION**
 - A. Committee and Commission Members - open positions
 - B. Revolve Labs update – Jeff St. Onge, Senior Manager Operations
 - C. Local Option Sales Tax – Mark Lemen, Assistant City Administrator
- 9. ROUTINE BUSINESS**
 - A. Project Updates
 - B. Economic Development
 - C. Public Input
 - D. Reports
 - E. City Bills
- 10. ADJOURN**



SMALL CITY  BIG FUTURE

GLENCOE CITY COUNCIL MEETING MINUTES

November 17, 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, Todd Trippel, Tony Padilla, Haylie Kusler, Brandon Frankfurth
Other: Rich Glennie, Jesus Castillo, Brandon Johnson, Wendy Johnson, Gregory Johnson

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 November 3, 2025

B. Approve Minutes of the City Council Workshop on November 10, 2025

C. Approve Peddler/Solicitor for Mad City Windows and Baths, Four (4) Permits, 11/18/25 – 11/18/26 (annually), 2621 Fairview Ave. N, Roseville, MN 55113

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

3. APPROVE AGENDA

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

4. PUBLIC COMMENT (agenda items only)

None.

5. PUBLIC HEARINGS

None.

6. BIDS AND QUOTES

A. OpenGov Asset Management – Assistant City Administrator

This asset management tool will provide access to efficiencies in operations, capital budgeting, and quality of service to the residents and businesses of Glencoe. This system will incorporate our current GIS system identifying assets within the entire PW department. In addition, it allows us to create work orders and tasks associated with the assets identified in GIS.

Motion: Neid, seconded by Rivera to approve purchasing and implementing the OpenGov Asset Management Software. Vote 4 – 1 with Rivera, Dahlke, Neid, and Lemke voting for and Maynard voting against. Motion carries.

7. REQUESTS TO BE HEARD

A. Planning Commission Recommendations -

1. Approve Seneca Food Special Use Permit for Housing in an Industrial Zoned I1 property to include an additional dorm unit to a total of (4) four dorm units.

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

2. Special Use Permit request of 611 Chandler Avenue North to build a Single-Family Home in a B1 – Commercial District

Motion: Neid, seconded by Lemke to deny the Special Use Permit request for 611 Chandler Avenue North. Vote 4 – 1 with Maynard, Dahlke, Neid, and Lemke voting for and Rivera voting against. Motion carries.

3. Special Use permit for PID 22.060.5170 for Off-Premises Sign

Motion: Lemke, seconded by Maynard to table the Special Use Permit request for an off-premises sign to get additional information. All in favor, the motion carries.

8. ITEMS FOR DISCUSSION

A. Review Job Description for Assistant City Administrator Position – Mark Lemen, Assistant City Administrator

Motion: Lemke, seconded by Dahlke to approve the job description for the Assistant City Administrator position. All in favor, the motion carries.

B. Review Rates for Water Utility – Mark Lemen, Assistant City Administrator

RESOLUTION NO. 2025-22

RESOLUTION AMENDING THE GLENCOE MUNICIPAL CODE TO SET FOR CHARGES FOR DOMESTIC WATER

The City Council of the City of Glencoe resolves:

Section 1: That Section 203.19 of the Glencoe Municipal Code is amended to read as follows:

Domestic Water Charge: The charge for domestic water shall be \$6.15/1000 gallons based upon metered water usage, and, the monthly connection charge shall be \$11.00 per month per unit as defined in Section 217.02b. The service plus plan charge shall remain at \$1.50 per month per unit.

Section 2: That the domestic water charge shall be increased annually on January 1st as follows:

January 1, 2026	\$8.22/ 1,000 gallons \$12.00 connection fee
January 1, 2027	\$10.30/1,000 gallons \$13.00 connection fee
January 1, 2028	\$12.37/1,000 gallons \$14.00 connection fee
January 1, 2029	\$12.37/1,000 gallons \$15.00 connection fee
January 1, 2030	\$12.37/1,000 gallons \$16.00 connection fee

Section 3: This resolution shall take place and be in force from and after its passage on November 17, 2025.

Motion: Neid, seconded by Maynard to amend **Resolution 2025-22**. Upon a roll call vote, the following voted Aye, Rivera, Dahlke, Maynard, Neid and Lemke. The following voted Nay, none. Whereupon the resolution was declared adopted and approved.

C. School Resource Officer Contract – Chief Padilla

Motion: Lemke, seconded by Rivera to approve the School Resource Officer Contract. All in favor, the motion carries.

9. ROUTINE BUSINESS

A. Project Updates – Hennepin Avenue is completely reopened. The new Street Sweeper was delivered. 1207 Chandler and 1206 10th Street are being demolished. 1234 Greeley and 712 13th Street will be demolished in the next few weeks.

B. Economic Development – EDA meeting next Monday. Potential hotel proposal.

C. Public Input

D. Reports

E. City Bills

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

10. ADJOURN

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



SMALL CITY & BIG FUTURE

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

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Separate Agenda Items**

Mayor: 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: November 26, 2025

Re: **Item 5A** - 2026 Tax Levy – Truth in Taxation Public Hearing

Item 5A – The City Council will hold the Truth in Taxation Public Hearing at 7:00 PM.

I will make a short presentation about the budget and proposed 2026 Levy. At that time public comment will be taken. This is not an opportunity for residents to discuss the valuation of their property; all discussion should be upon the proposed levy and budget.

It is proposed to approve Resolution 2025-23 to set the 2026 Final Levy.

RESOLUTION 2025-23
RESOLUTION SETTING FINAL 2026 TAX LEVY

WHEREAS, the Department of Revenue has set December 30th, 2025, as the deadline for certifying 2026 Final tax levies; and,

WHEREAS, the City Administrator has provided the City Council with the preliminary 2026 City General Fund and Debt Service Budgets, which includes a recommended Ad Valorem Tax Levy.

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

1. That the following sums of money be levied for the current year, collectable in 2023, upon taxable property in the City of Glencoe, for the following purposes:

GENERAL

General Fund/Ad Valorem Levy	\$1,837,000.00
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DEBT SERVICE/SPECIAL LEVY

Street Overlay	\$ 900,000.00
2010 City Center	\$ 160,000.00
2015 Lincoln Park Project	\$ 230,000.00
2016 Armstrong Ave Project	\$ 62,000.00
2017 Baxter Avenue Project	\$ 185,000.00
2018 Central Storm	\$ 160,000.00
2021 10 th Street Improvement	\$ 35,000.00
2025 Hennepin Avenue Project	\$ 107,000.00
Economic Development Authority	<u>\$ 150,000.00</u>
	\$1,987,000.00

TOTAL	\$3,824,000.00
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2. That the City Administrator is hereby instructed to transmit a certified copy of the levy to the County Auditor of McLeod County, Minnesota by December 30, 2025.
3. This is an increase over the 2025 tax levy.

Adopted and approved this 1st day of December 2025.

Mark Hueser, Mayor

ATTEST:

Mark D. Larson, City Administrator

2026 Final Levy

	Final 2019	Final 2020	Final 2021	Final 2022	Final 2023	Final 2024	Final 2025	Final 2026	
General Ad Valorem Levy	\$1,577,000.00	\$1,563,000.00	\$1,563,000.00	\$1,613,000.00	\$1,613,000.00	\$1,680,000.00	\$1,750,000.00	\$1,800,000.00	Fifth Year
Seal Cost		\$37,000.00	\$37,000.00	\$37,000.00	\$37,000.00	\$37,000.00	\$37,000.00	\$37,000.00	
		\$1,600,000.00	\$1,600,000.00	\$1,650,000.00	\$1,650,000.00	\$1,717,000.00	\$1,787,000.00	\$1,837,000.00	
Debt Service/Special Levy									
2023 Payment Project (5th Year)	\$120,000.00	\$300,000.00	\$400,000.00	\$500,000.00	\$600,000.00	\$700,000.00	\$800,000.00	\$900,000.00	Seventh Year
11th Street / Morningside		\$127,385.00	\$120,000.00	\$120,000.00	\$120,000.00	\$115,000.00	\$-	\$-	Moved to Debt Service
1997 McLeod Ave/NC Pond									Paid Off 2024
1997 City Center									Paid Off 2017
1999 CSAH #33									Paid Off 2013
1999 Aquatic Center	\$85,000.00								Paid Off 2014
2001 NC #5/ Popelka									Paid Off 2019
2002 W R Est II									Paid Off 2013
2003 W R Pond Est									Paid Off 2013
2003 CSAH #3									Paid Off 2014
2004 NC #6/Glenknoll	\$65,000.00								Paid Off 2019
2004 Street Overlay									Paid Off 2015
2010 City Center	\$150,000.00	\$150,000.00	\$150,000.00	\$150,000.00	\$150,000.00	\$150,000.00	\$160,000.00	\$160,000.00	Annual
2014 Street Improvement	\$135,000.00	\$140,000.00	\$145,000.00	\$144,500.00	\$179,000.00	\$179,000.00	\$221,000.00	\$230,000.00	Paid Off 2025
2015 Lincoln Park Project	\$145,000.00	\$145,000.00	\$150,000.00	\$150,000.00	\$155,000.00	\$155,000.00	\$180,000.00	\$180,000.00	11th Payment
2016 Armstrong Avenue	\$34,000.00	\$31,070.00	\$32,000.00	\$32,000.00	\$35,690.00	\$32,000.00	\$37,000.00	\$60,000.00	10th Payment
2017 Baxter Avenue	\$120,000.00	\$140,000.00	\$140,000.00	\$140,000.00	\$140,000.00	\$140,000.00	\$171,000.00	\$185,000.00	9th Payment
2018 Central Storm Sewer	\$114,145.00	\$140,000.00	\$140,000.00	\$145,000.00	\$145,000.00	\$145,000.00	\$164,000.00	\$160,000.00	8th Payment
2021 10th Street Improvement	\$-	\$-	\$-	\$-	\$-	\$-	\$25,320.00	\$-	Final Payment
2025 Hennepin Avenue Project	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$35,000.00	Final Payment
Economic Development	\$968,145.00	\$1,173,435.00	\$1,277,000.00	\$1,406,500.00	\$1,551,690.00	\$1,641,000.00	\$1,883,320.00	\$1,987,000.00	First Levy 2025
	\$2,545,145.00	\$2,773,435.00	\$2,877,000.00	\$3,056,500.00	\$3,201,690.00	\$3,358,000.00	\$3,670,320.00	\$3,824,000.00	4.0188%
			3.73%	6.24%	4.75%	4.89%	\$312,320.00	\$153,690.00	Difference (2026-2025)



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To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: November 26, 2025

Re: **Item 7A – Off Premises Sign at Go For It Gas**

Item 7A – It is recommended by the Planning Commission to approve and it is recommended by the EDA to deny to the Special Use Permit for an off-premises sign (Billboard) at the Go For It Gas property on Chandler Avenue.

Attached is a rendering of the sign and the dimensions as requested at the last City council meeting.

SITE Sketch: MN-58

ADDRESS: Chandler Avenue North, Glencoe, MN



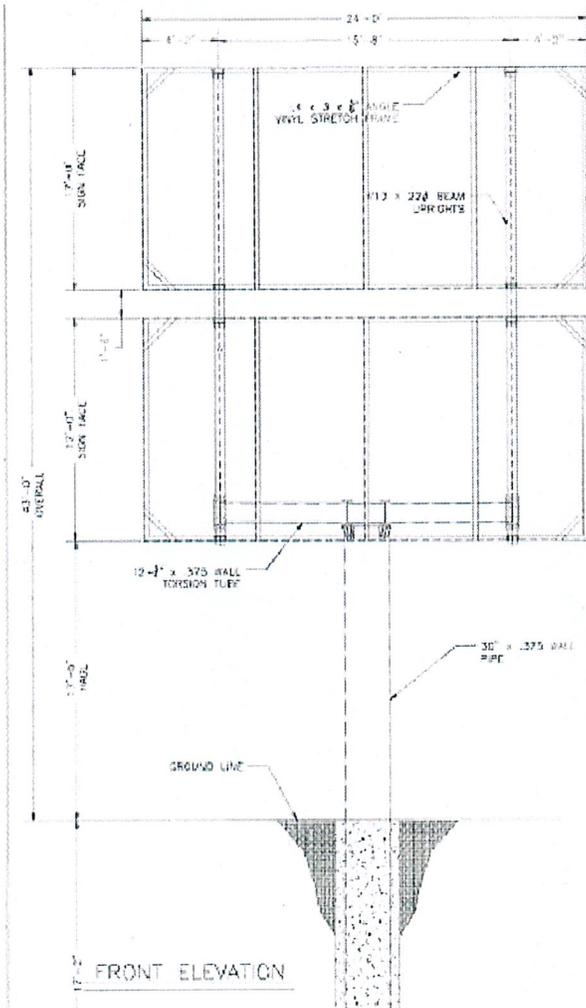


Diagram of Sign Dimensions

17'6" high pole
 Two 12' x 24' sign faces per side
 43' total height
 24' total width



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

OFFICE USE	
Permit Fee: \$100.00	
Date Paid:	_____
___ Cash	
___ Check #	_____
___ Credit Card	
2.5% cc fee = \$2.50	
___ Staff Initials	

SPECIAL USE PERMIT APPLICATION

Date 9/24/25

Applicant Summit Locations LLC Phone 352-361-9473

Owner (if different than applicant) 415 Chandler Properties Inc

Address Chandler Ave N, Glencoe, MN

PID # 220605170 Permit # _____

Current Use of Property _____

Special Use Requested Build an 12x24x4 off premise advertising sign

Owner Signature


Applicant Signature (if different from Owner)

PLANNING & INDUSTRIAL COMMISSION ACTION	CITY COUNCIL ACTION
<p>The Glencoe Planning & Industrial Commission has _____ APPROVED _____ DENIED this special use application on _____, 20____. This recommendation will be brought to the Glencoe City Council on _____, 20____.</p> <p>_____ Planning Commission Signature</p>	<p>The Glencoe City Council has _____ APPROVED _____ DENIED this special use application on _____, 20____ by a vote of _____ to _____.</p> <p>_____ City Council or Administrator Signature</p>

STANDARD GROUND LEASE AGREEMENT

THIS LEASE AGREEMENT made this 29th day of July, 2024 by and between 415 Chandler Properties INC (hereinafter "Lessor," whether one or more), and SUMMIT LOCATIONS, LLC(hereinafter "Lessee"), a limited liability company organized under the laws of the State of Ohio.

WITNESSETH:

WHEREAS, the Lessor is the owner of a parcel of real property located on the West side of Chandler Ave and commonly known as Parcel North of 415 Chandler Ave Glencoe, MN 55336 and/also known by the Parcel Number: 220605170; and

WHEREAS, said Lessor and Lessee desire to execute a Lease Agreement pertaining to a portion of said real property as further described in Exhibit A, attached hereto; and

WHEREAS, this Instrument embodies the entire agreement between the Lessor and the Lessee concerning this transaction.

1) **DESCRIPTION OF LEASED PREMISES.** In consideration of the rent provided for in Paragraph 3 of this Lease Agreement, Lessor leases to Lessee a portion of the real property described above belonging to Lessor ("Lessor's Property"). The portion of the Lessor's Property subject to this lease is more fully set forth in Exhibit "A" to this agreement, which is attached hereto, and is incorporated by reference as if fully set forth herein (the "Leased Premises").

2) **TERM.** ...

3) **RENT.**

4) **USE OF PROPERTY.** Lessee shall use the Leased Premises for the erection, operation and maintenance of outdoor advertising structures and for no other purposes. Lessee shall have the right to erect, place, maintain, convert to digital and/or replace advertising sign structures and equipment thereon on the Leased Premises and to post, paint, illuminate and maintain advertisements on such structures. Lessee shall further have the right to utilize an existing electrical connection or install electrical lines across Lessor's Property to the Leased Premises, for the purpose of lighting or otherwise operating the outdoor advertising structures. All costs incurred in obtaining electrical service on the Leased Premises for Lessee's use, including electrical bills and any construction or installation that is necessary, shall be paid solely by Lessee. All construction shall be performed by Lessee or by others at Lessee's request and shall be performed at Lessee's sole cost and expense. If Lessee is unable to obtain all necessary licenses, permits, and other necessary authority for the erection or maintenance of such sign, Lessee shall have the unconditional right to terminate this Lease Agreement upon thirty (30) days written notice as set forth in this agreement.

5) **OWNERSHIP OF IMPROVEMENTS.** All improvements placed upon the Leased Premises by Lessee shall remain the Lessee's property and may be removed at Lessee's discretion during the term of the Lease or within a reasonable time after expiration of the Lease. Any permits obtained by Lessee relating to the erection and/or operation of advertising structures on the Leased Premises shall also remain the property of Lessee.

6) **ACCESS TO LEASED PREMISES.** Lessor grants Lessee a non-exclusive easement over and across Lessor's Property at all times during the term of this Lease Agreement and any renewal thereof for the purpose of accessing, maintaining, replacing, repairing or performing work in connection with Lessee's advertising sign structures or for the purpose of providing utilities thereto. Lessor also grants Lessee the right to reasonably trim vegetation on Lessor's Property that threatens to obscure all or part of the view of Lessee's advertising sign structures.

7) **LESSOR'S COVENANTS.** A) **AUTHORITY TO ENTER INTO LEASE.** Lessor covenants that Lessor is the lawful owner of the Leased Property and has full and proper authority to enter into this Lease Agreement as such. B) **QUIET POSSESSION.** Lessor covenants that Lessee shall have quiet possession of the Leased Premises during the term of this Lease, subject, however, to the right of forfeiture and re-entry hereinafter provided for in the event of the Lessee's failure to perform its covenants and conditions hereunder. C) **NO OBSTRUCTIONS.** Lessor shall not maintain, place or permit to be placed on Lessor's Property any signs, structures, vegetation or other projection that would block or impair, in any way at all, the view of Lessee's sign structures from 415 Chandler Ave Glencoe, MN 55336.

8) **LESSEE'S COVENANTS.** A) **REPAIRS AND MAINTENANCE.** Lessee shall, at all times during the term of this Lease Agreement, keep the Leased Premises and all improvements placed thereon by Lessee in good repair, and shall maintain them at all times in a clean and attractive condition. B) **UTILITIES AND SERVICES.** Lessee shall, throughout the term of this Lease, pay all bills for electricity, other utilities, or other articles which may be caused by Lessee to be furnished or supplied to the Leased Premises, immediately upon becoming due and payable and shall hold the Lessor harmless from any liability therefor. C) **INSURANCE.** Lessee shall obtain and keep in full force and effect at all times during the term of this Lease Agreement, a policy of public liability insurance with policy limits in the amount of \$1,000,000 for the protection of Lessor and Lessee against liability arising out of Lessee's use of the Leased Premises and the improvements erected thereon. D) **BILLBOARD ADVERTISING CONTENT.** Lessee shall not display or permit to be displayed on the billboard any images or messages advertising, promoting, or condoning the usage of drugs, alcohol, tobacco, pornography, strip clubs, or any other such immoral or offensive behavior, whether such image or message should be expressed directly or by innuendo. E) **SURRENDER.** Within a reasonable time after the last day of the term of this Lease Agreement, Lessee shall surrender to the Lessor all of the Leased Premises in the same condition as when received, reasonable use and wear thereof and damage by fire, acts of God or war excepted, and remove the above ground portion of its structure.

9) **TERMINATION BY LESSOR.** If Lessee defaults in the payment of rent, or breaches any other covenant or condition of this Lease Agreement, upon the provision of written notice of the breach to Lessee and Lessee's failure to cure such breach within sixty (60) days thereafter, Lessor may, at Lessor's option, terminate this Lease Agreement for the default, reenter the Leased Premises, and require Lessee's removal of improvements placed on the Leased Premises by Lessee.

10) **TERMINATION BY LESSEE.** A) **BREACH BY LESSOR.** If Lessor breaches any covenant or condition of this Lease Agreement, upon the provision of written notice of the breach to Lessor and Lessor's failure to cure such breach within sixty (60) days thereafter, Lessee may, at Lessee's option, terminate this Lease Agreement for the default, and Lessor shall thereafter pay to Lessee any funds as are due to Lessee in addition to and not in lieu of other remedies available to Lessee for breach of contract. B) **OTHER CIRCUMSTANCES.** Lessee shall have the right to cancel this Lease Agreement upon thirty (30) days prior written notice to Lessor if any of the following occur: 1) Lessee's signs or structures on the Leased Premises are or become entirely or substantially obscured or destroyed through no fault of Lessee and Lessee chooses not to repair said signs, Lessee to make such determination within forty-five (45) days after the event causing the destruction or obscuration; failure to make such determination shall be deemed a waiver by Lessee of such right to cancel; 2) the Leased Premises is or becomes unsafe for maintenance of Lessee's signs or structures, through no fault, act or omission of Lessee; 3) a permanent diversion of change of traffic occurs along the street or streets adjacent to, or leading past the Leased Premises; 4) Lessee is prevented by a present or future law, regulation or ordinance from constructing or maintaining such signs on the Leased Premises. 5) The sign is no longer economically advantageous to the Lessee to operate.

11) **TRANSFER OF LEASED PREMISES.** A) **LESSOR'S SUCCESSOR.** If Lessor should sell or transfer the Leased Premises, the parties agree that any transferee shall be subject to the covenants and conditions herein contained, and binds the heirs, successors and assigns of the Lessor. B) **SPECIFIC PERFORMANCE.** Lessor and Lessee agree that the Leased Premises is unique and has particular value to Lessee for Lessee's business purposes. As a result, Lessor and Lessee agree that in the event of a transfer of the Leased Premises, the only appropriate outcome and the only adequate remedy is specific performance of this Lease Agreement. Lessor agrees to give any such transferee a copy of this Lease Agreement prior to transfer.

12) **EXTENSION.** This Lease Agreement shall automatically extend for a like term after expiration of the initial term of this

Agreement, after the automatic extension term expiration the Agreement shall renew year to year until terminated by either party in writing thirty (30) days prior to the expiration of the term. The other terms, covenants, and conditions shall be the same as those in the initial term of the Agreement.

13) **EFFECT OF CONDEMNATION.** In the event of condemnation of all or any part of the Leased Premises, Lessor grants Lessee the right to relocate Lessee's advertising structure on Lessor's Property in a location adjacent to the condemned property and/or adjacent to the street(s) or highway(s) from which the original sign structure was originally visible, if possible. This right is in addition to and not in lieu of Lessee's right to receive just compensation for the loss of its interest in the condemned property.

14) **ASSIGNABILITY.** Lessee shall have the right to assign all of Lessee's rights and obligations under this Lease Agreement without Lessor's prior approval. Upon such assignment, provided Lessee is not presently in default, Lessor, Lessee, and Lessee's assignee may execute a novation by which Lessee's assignee assumes, and Lessee is absolved of, any further duties, obligations, or liabilities pursuant to this Lease Agreement.

15) **NOTICES.** All notices to be given hereunder by either party shall be in writing and given by personal delivery or certified mail to Lessor or to the office of Lessee, and the date of any notice by certified mail shall be deemed to be the date of receipt thereof. All notices given under this Lease Agreement shall be sent to Lessee or Lessor at the address below.

16) **ACTUAL GROSS ADVERTISING RENT REVENUE.** This is defined as all rents collected from the advertisers, in the quarter for which rent is due under this Lease Agreement.

17) **MODIFICATION.** This Lease Agreement may only be modified or amended by a writing containing the valid signatures of Lessor and Lessee.

18) **CHOICE OF LAW.** The law of the state in which the Property is located shall govern. This Lease (and any addendum) represents the entire agreement of Lessee and Lessor with respect to the Structures and the Property.

19) **HEADINGS.** The heading notes as to the contents of particular paragraphs herein are inserted only for convenience and are in no way to be construed as a part of this Lease Agreement or as a limitation on the scope of the particular paragraphs to which they refer.

20) **SINGULAR/PLURAL; GENDER.** Words of any gender used in this Lease Agreement shall be held and construed to include any other gender, and words in the singular number shall be held to include the plural, and vice versa, unless the context requires otherwise.

21) **SEVERABILITY.** Should any provision or portion of this Lease Agreement be deemed invalid or unenforceable by a court of law, then such portion shall not affect the enforceability of the rest of the Lease Agreement and shall be omitted from consideration with minimal effect on the enforcement of the remainder of the Lease Agreement.

22) **FIRST RIGHT OF REFUSAL.** During the term of this Lease Agreement and any renewals, Lessor shall (1) allow Summit Locations a First Right of Refusal to place billboard structures on any Lessor owned property. (2) Should Lessor enter into a contract or verbally agree to sell the Property, then Lessor shall grant Summit Locations a First Right of Refusal to purchase the property at a purchase price equal to the offer made by a bona fide nonrelated third party. Lessors shall provide notice to Summit Locations within five (5) days of receiving an offer verbally or by contract. Summit Locations shall respond to the notice within fifteen (15) days from the date of receipt.

23) **RECORDATION.** Lessee shall have the right to record this Lease Agreement, or memorandum thereof, at its own expense. Lessor shall cooperate with Lessee's requests for assistance.

24) **INTEGRATION.** This Agreement constitutes the entire agreement between the parties. Any modifications must be made in writing per Paragraph (17) above.

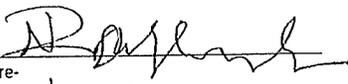
25) **ATTORNEY FEES.** Lessee is entitled to recover from Lessor any and all legal expenses, including all attorney's fees and/or expert fees, incurred to enforce its rights under this Lease Agreement.

LESSOR: 415 Chandler Properties INC
(Print Name)

Address: 11 SHELBURNE DR.

DAR BROOM, IL 60523

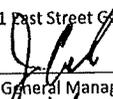
Phone: 630 229 5701

By: 
Signature-

Date: 7/30/2024

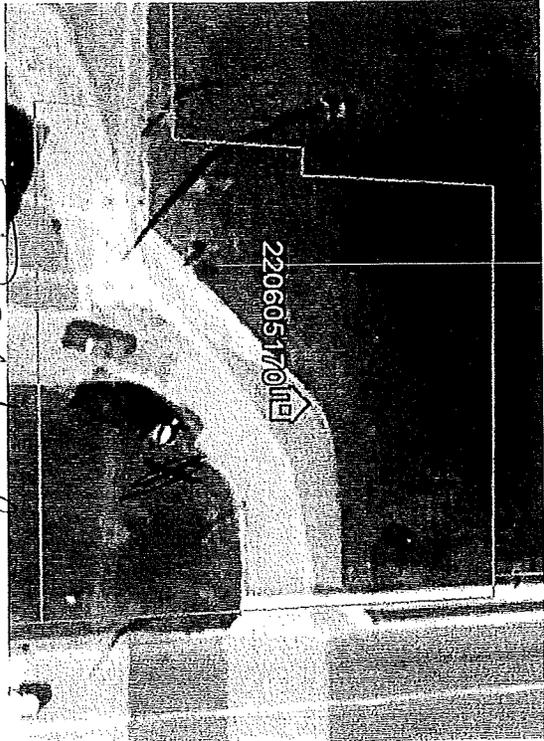
LESSEE: Summit Locations, LLC

Address: 311 East Street Gordon, OH 45304

By: 
Joe Cala, Its General Manager

Date: 9/5/2024

This Exhibit "A" is for a portion of Property at Parcel North of 415 Chandler Ave Glencoe, MN 55336/Parcel No. 220605170 as required for the 44,763 sq ft erection, operation and maintenance of an outdoor advertising structure to be constructed at the following coordinates: 44.7639692 approximately, including all easements necessary to access, erect and maintain said structure. The build site is subject to regulatory review, underground utility review and unforeseen issues that may arise. 94.158569423

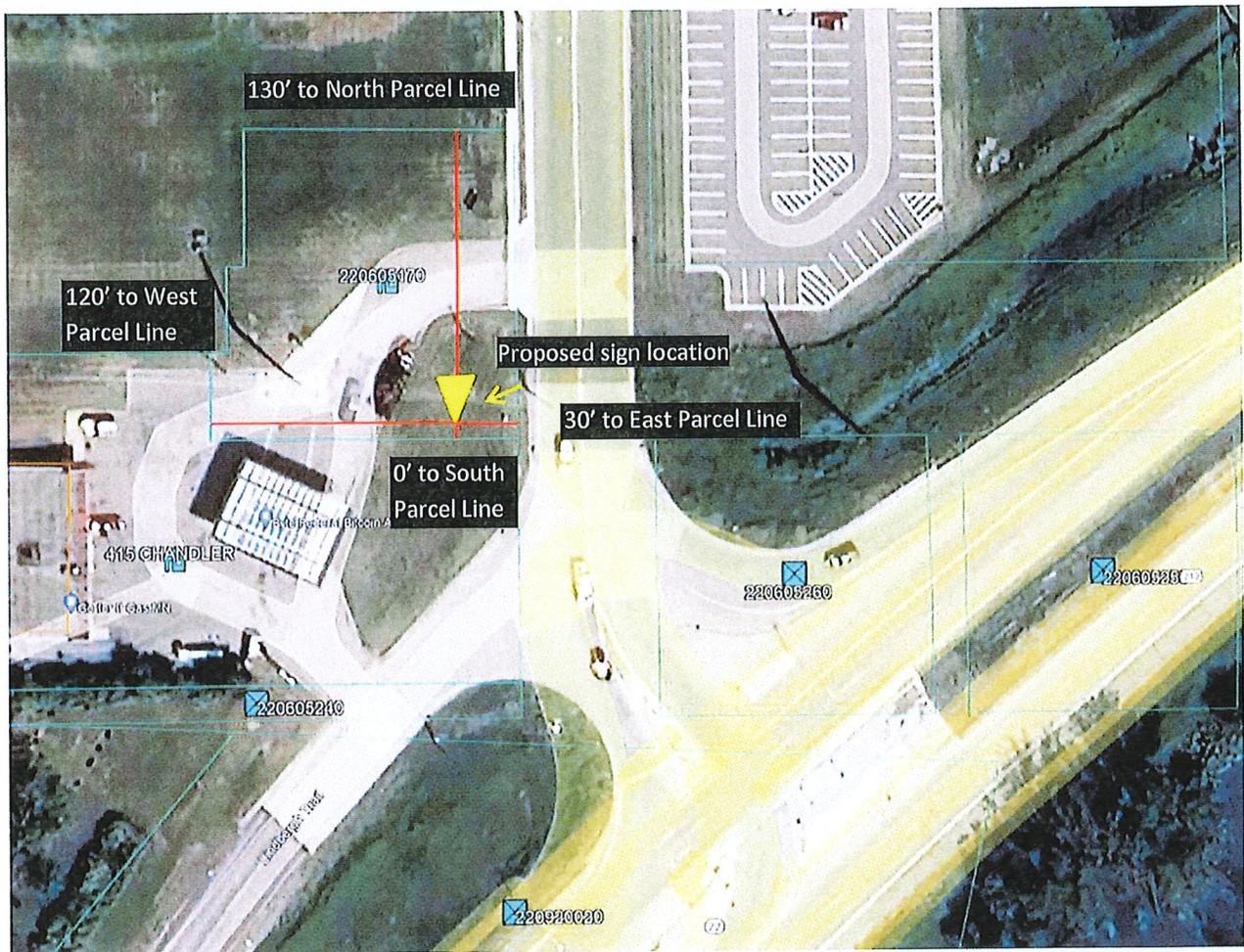


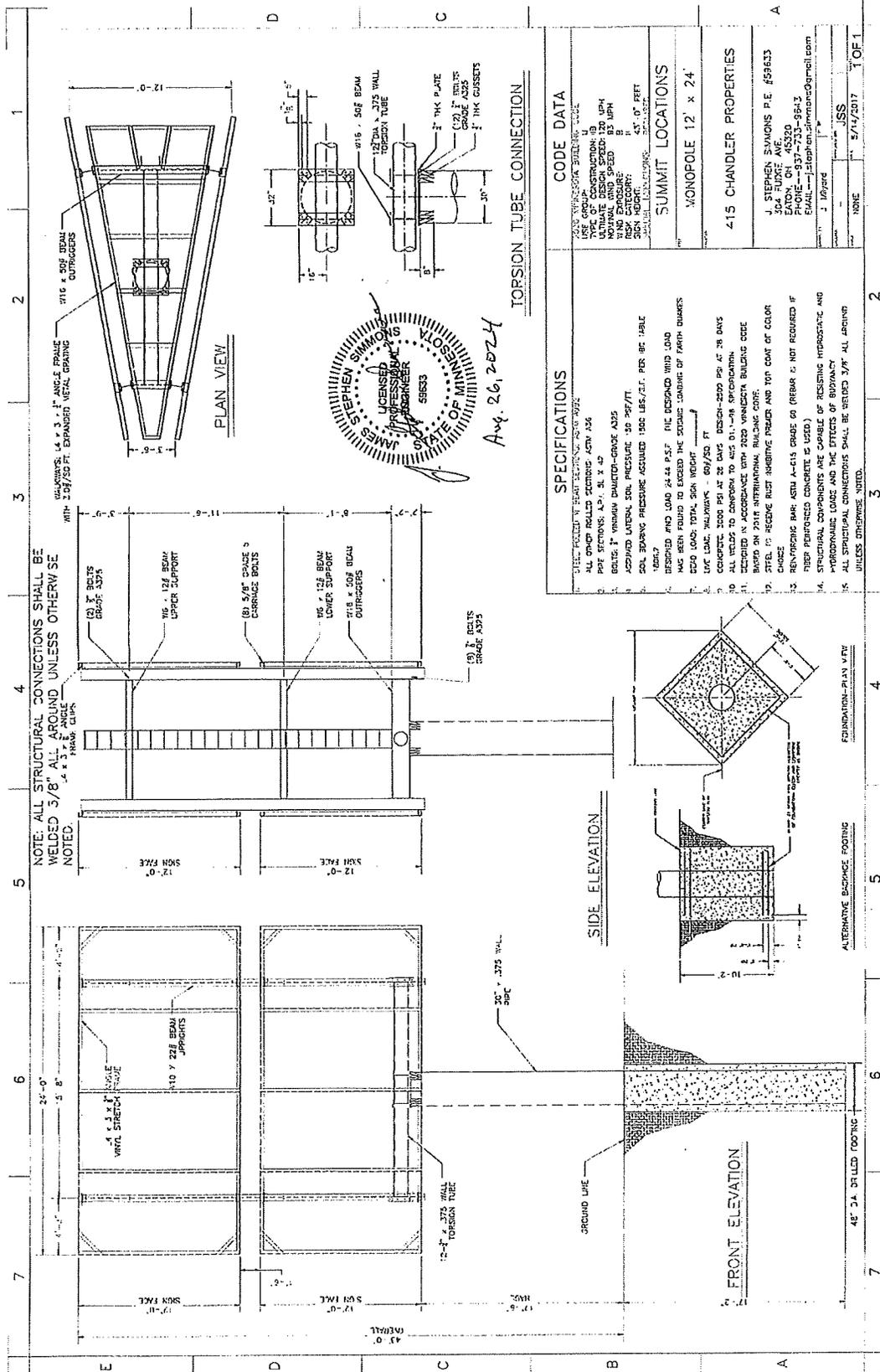
Lessor Name: [Signature]

SITE PLAN: MN-58 415 Chandler Properties Inc

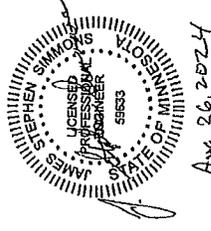
ADDRESS: Chandler Ave N, Glencoe MN

Coordinates: 44.7639692239,-94.1585694783





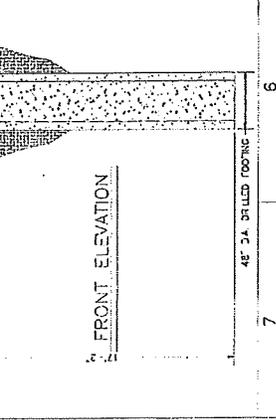
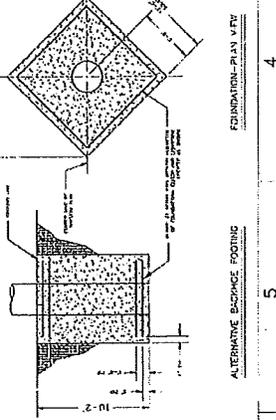
NOTE: ALL STRUCTURAL CONNECTIONS SHALL BE WELDED 3/8" ALL AROUND UNLESS OTHERWISE NOTED.



TORSION TUBE CONNECTION

SPECIFICATIONS		CODE DATA	
1. SHEET PERIODICALLY REVISIONS 2017-2024	2. ALL OTHER REELS DRAWING 2017-2024	1. MONOPOLE BUILDING CODE	1. MONOPOLE BUILDING CODE
3. PER SECTION 1.1.1, 1.1.2 & 1.1.3	4. PER SECTION 1.1.1, 1.1.2 & 1.1.3	2. TYPE OF CONSTRUCTION: B	2. TYPE OF CONSTRUCTION: B
5. APPROX LATERAL SOIL PRESSURE 150 LBS./SQ. FT.	6. APPROX LATERAL SOIL PRESSURE 150 LBS./SQ. FT.	3. WIND EXPOSURE: B	3. WIND EXPOSURE: B
7. DESIGN AND LOAD 24.24 P.S.F. THE DESIGN WIND LOAD	8. DESIGN AND LOAD 24.24 P.S.F. THE DESIGN WIND LOAD	4. WIND EXPOSURE: B	4. WIND EXPOSURE: B
9. CONCRETE 3000 PSI AT 28 DAYS	10. CONCRETE 3000 PSI AT 28 DAYS	5. WIND EXPOSURE: B	5. WIND EXPOSURE: B
11. REINFORCING BARS PER 17.4.2	12. REINFORCING BARS PER 17.4.2	6. WIND EXPOSURE: B	6. WIND EXPOSURE: B
13. REINFORCING BARS PER 17.4.2	14. REINFORCING BARS PER 17.4.2	7. WIND EXPOSURE: B	7. WIND EXPOSURE: B
15. ALL STRUCTURAL CONNECTIONS SHALL BE WELDED 3/8" ALL AROUND UNLESS OTHERWISE NOTED.	16. ALL STRUCTURAL CONNECTIONS SHALL BE WELDED 3/8" ALL AROUND UNLESS OTHERWISE NOTED.	8. WIND EXPOSURE: B	8. WIND EXPOSURE: B

SUMMIT LOCATIONS	
MONOPOLE 12' x 24'	415 CHANDLER PROPERTIES
J. STEPHEN SIMONS P.E. #59853 304 FURZE AVE EASTON, MN 55120 EMAIL: jstehsimons@gmail.com	





SMALL CITY & BIG FUTURE

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

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Councilors: At-Large - Yodee Rivera, Precinct 1 - Jon Dahlke, Precinct 2 – Scott Maynard,
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To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: November 26, 2025

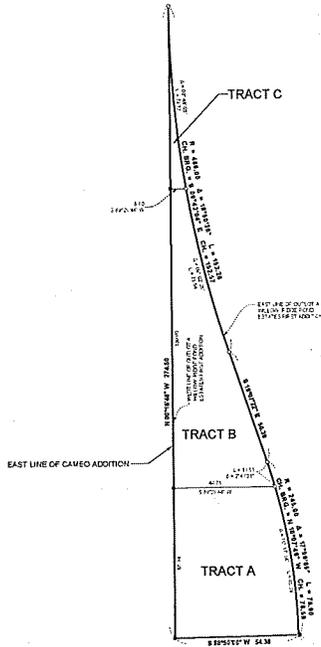
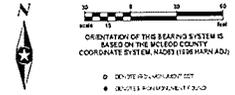
Re: **Item 7B – RLS for City Land on Judd Avenue**

Item 7B – A couple of years ago, the City Council approved deeding two parcels of property to Ken Polifka for adjacent properties owned by him to access Judd Avenue. City Attorney Ostlund attempted to deed the properties to Polifka by metes and bounds, but this was denied by the County Recorder.

The County has requested that the City prepare a registered land survey to deed the property to Polifka. It is recommended to approve the attached Registered Land Survey, (RLS).

REGISTERED LAND SURVEY No. _____

TRACT A, WILLOW RIDGE POND ESTATES FIRST ADDITION
 GLENCOE, MCLEOD COUNTY, MINNESOTA



I hereby certify that, in accordance with the provisions of Minnesota Statutes, Section 508.47, I have surveyed the following described property in the County of McLeod, State of Minnesota.

Tract A, Willow Ridge Pond Estates First Addition, according to the recorded plat thereof on file in the office of the Registrar of Titles, McLeod County, Minnesota.

I hereby certify that this Registered Land Survey was prepared by me or under my direct supervision, that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota, and that this Registered Land Survey is a correct representation of said Tract of land.

Mark J. Haskala
 MI License No. 47034
 Dated this ____ day of _____, 2025.

STATE OF MINNESOTA

The foregoing instrument was acknowledged before me this ____ day of _____, 2025, by _____, a licensed surveyor.

Hebry Public
 City Commission Expires _____

GLENCOE, MINNESOTA

This Registered Land Survey was approved and accepted by the City Council of the City of Glencoe, Minnesota, at a regular meeting held this ____ day of _____, 2025.

CITY COUNCIL OF THE CITY OF GLENCOE, MINNESOTA

Mayor _____ City Clerk _____

COUNTY TREASURER'S CERTIFICATE

No delinquent taxes and charges entered on the land described herein this ____ day of _____, 2025.

By _____
 County Treasurer, McLeod County, Minnesota Deputy

OFFICE OF REGISTRAR OF TITLES, MCLEOD COUNTY, MINNESOTA

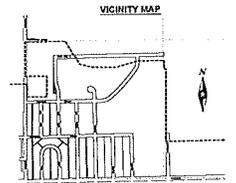
I hereby certify that the within plat was filed in the office for record on the ____ day of _____, 2025, at ____ o'clock ____ m. and entered as memorial on Certificate No. _____ on page _____ of Registrar of Titles.

By _____
 Registrar of Titles Deputy

OFFICE OF COUNTY RECORDER MCLEOD COUNTY, MINNESOTA

I hereby certify that the taxes payable for the year 2025 for land described on this Registered Land Survey have been paid on the ____ day of _____, 2025.

By _____
 McLeod County Recorder





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To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: November 26, 2025

Re: **Item 8A – Board and Commission openings**

Item 8A – there will be openings on the Planning and Industrial Commission, Park Board, and Airport Commission as current members have served the maximum allowed by ordinance. We have placed an advertisement on the website and in the Chronicle looking for interested applicants. It should just be noted on Monday night that the City is currently looking for interested applicants.



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GLENCOE



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To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: November 26, 2025

Re: **Item 8B – Revolve Labs Update**

Item 8B – Jeff St. Onge with Revolve Labs will be at the City Council meeting to provide an update on their project.



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To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: November 26, 2025

Re: **Item 8C – Local Option Sales Tax**

Item 8C – Assistant City Administrator Lemen will update on the status of the Local Option Sales Tax Resolution



SMALL CITY & BIG FUTURE

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

Sales	
Liquor	88,417.05
Beer	133,554.20
Wine	13,636.31
Other Merchandise	6,576.31
THC	4,426.16
Total Sales	<u>246,610.03</u>
Cost of Sales	
Beginning Inventory	481,170.16
Purchases	172,068.78
Total Merch. Avail. for Sale	<u>653,238.94</u>
Less Inventory Ending	474,339.48
Cost of Sales	<u>178,899.46</u>
Gross Profit on Sales	<u>67,710.57</u> 27.46%

Operating Expenses	
Sales Tax (Use tax)	134.00
Full-Time Employees	6,619.60
Full-Time Employees- Overtime	0.00
Part-Time Employees	6,739.32
PERA Contributions	973.53
FICA Contributions	819.53
Medicare Contributions	191.66
Unemployment Insurance	0.00
Health & Life Insurance	2,569.54
Operating Supplies	5,544.14
Cleaning Supplies	0.00
Repair & Maintenance	725.60
Professional Services	0.00
Training	0.00
Computer Repair/Equipment	0.00
Telephone	116.01
Travel Expense	0.00
Advertising	1,534.00
Printing & Binding	0.00
Electricity	1,284.83
Natural Gas	321.89
Uniforms	0.00
Miscellaneous	0.00
Building & Structures (not fixed assets)	0.00
Sub-total	<u>27,573.65</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
Total Operating Expenses	<u>33,573.00</u>

Non-Operating Expenses/Income	
Interest Income	183.96
Miscellaneous	735.28
Sales Tax Variance	(3.18)
Cash Drawer +/-	323.50
Bad/Collected Checks	0.00
Total Non-Operating Exp./Inc.	<u>1,239.56</u>
Net Income	<u>35,377.13</u>
Year-To-Date Income	<u>214,629.35</u>

Comparative Figures	
<u>Previous Year (2024)</u>	
Total Sales	263,064.97
Gross Profit on Sales	77,248.33
Total Operating Expenses	34,162.32
Total Non-Operating Exp./Inc.	203.35
Net Income	43,289.36
Year-To-Date Income	216,763.67

Current YTD Cash Balance	229,767.92
Last Month YTD Income	179,252.22

FUND BALANCES

FUND #	2025 CASH BALANCES	MONTH AUGUST	MONTH JULY	MONTH JUNE
101	General-Operating	\$ 1,755,899.28	\$ 1,981,515.48	\$ 1,723,870.34
101	General-Childhood Intervention	\$ 886.55	\$ 886.55	\$ 886.55
101	General-Crime Prevention	\$ 12,283.64	\$ 12,094.70	\$ 12,094.70
601	Water-Operating	\$ 2,301,130.56	\$ 2,230,680.92	\$ 2,178,799.74
601	Water-Water Availability Charge	\$ 605,315.26	\$ 604,701.73	\$ 603,621.13
601	Water-Trunk Water Charge	\$ 26,193.90	\$ 26,167.35	\$ 26,120.59
601	Water-Bonds	\$ 1,989.46	\$ 1,987.44	\$ 1,983.89
601	Water-Construction	\$ -	\$ -	\$ -
602	W.W.T.P.-Operating	\$ 1,504,662.24	\$ 1,485,889.47	\$ 1,445,694.04
602	W.W.T.P.-Sewer Availability Charge	\$ 1,152,279.37	\$ 1,151,111.46	\$ 1,149,054.42
602	W.W.T.P.-Trunk Sewer Charge	\$ 133,601.48	\$ 133,466.07	\$ 133,227.57
602	W.W.T.P.-Bonds	\$ (212,927.07)	\$ 484,561.30	\$ 415,507.46
602	W.W.T.P.-Construction	\$ -	\$ -	\$ -
603	Sanitation	\$ 49,270.18	\$ 48,386.73	\$ 47,424.34
604	City Center-Operating	\$ (19,166.81)	\$ (17,033.14)	\$ (4,177.08)
604	City Center-Bonds	\$ (695,790.26)	\$ (691,407.51)	\$ (680,179.85)
609	Liquor Store	\$ 229,767.92	\$ 181,310.14	\$ 100,724.49
612	Airport	\$ (428,174.60)	\$ (363,131.58)	\$ (100,117.61)
651	Storm Water Management	\$ 200,198.57	\$ 171,501.33	\$ 130,364.60
213	Park Improvement	\$ 171,269.53	\$ 215,486.35	\$ 204,640.96
223	Aquatic Center	\$ (79,342.53)	\$ (26,472.47)	\$ 2,410.33
223	Aquatic Center-Lifeguard Training	\$ 538.94	\$ 38.94	\$ 38.94
225	Cable TV	\$ 18,899.85	\$ 18,980.59	\$ 12,619.15
226	Cemetery	\$ (9,065.93)	\$ (7,599.37)	\$ (6,147.07)
229	Municipal State Aid	\$ 259,904.63	\$ 251,909.54	\$ 124,716.77
230	Engineering/Inspection Services	\$ (104,625.54)	\$ (104,519.50)	\$ (104,332.72)
231	Public Safety Aid	\$ 133,248.61	\$ 143,708.61	\$ 144,672.61
233	Economic Development Authority	\$ 58,159.62	\$ 58,541.22	\$ 72,032.27
300	City Sinking	\$ 434.31	\$ 433.87	\$ 433.09
382	2007 Tax Increment Bond-2007 Industrial Park	\$ (62,847.44)	\$ (62,783.74)	\$ (61,991.31)
384	2018 Tax Increment Bond-Panther Heights	\$ (33,046.53)	\$ (33,013.04)	\$ (32,954.05)
409	Tax Increment #4-Industrial Park	\$ 377,038.19	\$ 377,038.19	\$ 377,038.19
424	Tax Increment #17-Miller Manufacturing	\$ 91,124.09	\$ 91,031.73	\$ 90,869.06
426	Tax Increment #19-Panther Heights	\$ 33,577.66	\$ 33,543.63	\$ 33,483.69
427	Tax Increment #20-Bus Garage	\$ (9,889.60)	\$ (9,879.58)	\$ (9,861.93)
466	2023 Street Improvement	\$ 469.94	\$ 469.46	\$ 468.62
467	2025 Street Improvement-Hennepin Ave.	\$ 2,112,064.84	\$ 3,187,185.63	\$ (624,395.03)
523	2008 11th Street/Morningside Bond	\$ 1,656.01	\$ 1,656.01	\$ 1,656.01
524	2014 Street Improvement Bond	\$ (88,956.63)	\$ (88,866.47)	\$ (88,707.67)
525	2015 Street Improvement Bond-Lincoln Park	\$ (436,201.81)	\$ (435,759.69)	\$ 74,101.40
526	2016 Street Improvement Bond-Armstrong Avenue	\$ (176,602.64)	\$ (176,423.64)	\$ 123,892.07
527	2017 Street Improvement Bond-Baxter Avenue	\$ (220,297.30)	\$ (220,074.01)	\$ 148,385.35
528	2018 Storm Water Improvement Bond-Central Storm Sewer	\$ (262,025.85)	\$ (261,760.27)	\$ 138,358.92
529	2021 Street Improvement Bond-10th Street	\$ 54,823.39	\$ 54,767.82	\$ 54,669.95
530	2023 Street Improvement Bond	\$ (754,375.16)	\$ (753,610.55)	\$ (696,617.91)
531	2025 Street Improvement Bond-Hennepin Ave.	\$ -	\$ -	\$ -
TOTALS		\$ 7,693,352.32	\$ 9,696,717.70	\$ 7,164,379.01



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November 19, 2025

Mark Larson – mlarson@ci.glencoe.mn.us

City Administrator

City of Glencoe

1107 11th St E

Glencoe, MN 55336

Re: Cybersecurity Loss Control Survey Conducted on November 13, 2025

Dear Mark,

On the above date I met with you, Brandon-Public Works, and Tanner-Nuvera, to discuss loss control topics pertaining to the city of Glencoe. This was in conjunction with your participation in the League of Minnesota Cities Insurance Trust (LMCIT) property, automobile, liability and/or workers' compensation program.

Purpose of Visit

The purpose of my visit was to review injury trends, complete the Cybersecurity Loss Control Survey and discuss corresponding areas for improvement. The goal of the cybersecurity survey is to make cities aware of existing areas of risk that we see in claims data and emerging areas of risk that we want to avoid.

During my visit, we discussed the following regarding cybersecurity:

- Policies
- Employee Training
- Incident Response
- Payments and Credit Cards
- Data Management
- Data Back Up
- IT Systems & Asset Management
- Passwords & Accounts
- Internet Facing Infrastructure & Remote Access
- Email, Domain & Website (ADA)
- Network Segmentation
- Utilities

Recommendations and resources are included throughout this letter for the city to consider. The city should take a closer look at these to identify deficiencies and to use them as a guide for improvements.

Claim Activity Overview

City of Glencoe WC Losses 11/10/2021- 11/10/2025

- Total Claims in this Period: 28
- Open Claims in this Period: 1
- Total Cost of Losses in this Period: \$23,650
- Total cost of indemnity: \$1029
- Mod Rates

- 2022: .82
- 2023: .73
- 2024: .67
- 2025: .69
- Most frequent claim by injury cause: Fall or Slip

City of Glencoe P/C Losses 11/10/2021- 11/10/2025

- Total Claims in this Period: 33
- Open Claims in this Period: 2
- Total Cost of Losses in this Period: \$323,969
- Highest severity claim: Roof leak police dept - \$127,349

It is important to remind employees of all departments to report all injuries and near misses, even those that do not require medical treatment. Reporting close calls or small injuries may help identify hidden hazards that could someday result in a serious injury. This can also help drive safety discussions by discussing how we can prevent losses and near misses from occurring in the future. There is no penalty for reporting any injury.

Cybersecurity Survey Discussion and Recommendations

We completed the Cybersecurity survey. The survey was designed to give an overview of the importance of having policies and security practices in place to prevent claims from occurring regarding cybersecurity. The attached, *Cybersecurity Toolkit*, has more information. LMCIT has seen an increased number of claims related to data breaches and attacks. Types of Claims LMCIT have seen are related to:

- Data Breach. These are confirmed instances where non-public or other regulated data has been accessed, obtained, or received by a non-authorized party. Examples include:
 - Email sent to wrong recipient
 - Unredacted files uploaded to website
 - Physical files stolen from office
 - Phish impersonates manager request
- Fraudulent Instruction/Wire Fraud. This is when scam artists impersonate vendors or employees to convince finance staff to change payment information from the legitimate recipient to the scammer. To prevent this from happening, cities should implement multifactor authentication and an [electronic funds transfer policy](#).
- Ransomware. This is when malicious software steals and/or encrypts files stored on your computer or network folders. To prevent this from happening, cities should implement immutable backups and advanced anti-virus.

To help prevent claims from occurring, we discussed various cybersecurity measures that the city of Glencoe is doing well on and areas the city can consider making progress on. If the City would like to dive deeper into Cybersecurity, please reach out to [Christian Torkelson](#), Cybersecurity Loss Control Consultant.

The following areas are what we discussed the city is doing well on:

- The city has a [computer use policy](#) in place and has a 3rd party IT consultant to ensure there is protection on their IT systems. This helps protect the city from data breaches, virus contamination, ransomware, and hacker attacks.
- The city has an electronic funds transfer (EFT) policy that is reviewed regularly.

Recommendations and comments are provided for loss control and risk exposure improvement purposes only. They are not made for the purpose of complying with the requirements of any law, rule or regulation. We do not infer or imply in the making of these recommendations and comments that all sites were reviewed or that all possible hazards were noted. The final responsibility for conducting loss control and risk management programs rests with the member.

- Conducts cybersecurity training for all employees.
- Conducts regular phishing testing for staff.
- Maintains and updates inventory of data, which can reduce the risk of data breaches and losses. This is required by the Minnesota Government Data Practices Act.
- Backs up important data that pertains to essential functions.
- Continuously run updates and software patches on IT systems.
- Compliance with Payment Card Industry (PCI) compliance standards. This helps with making sure you are collecting credit card payments properly.
- The city implemented Multi Factor Authentication (MFA) to add an additional layer of security.
- Segregates networks so that sensitive systems are isolated from general office network - SCADA system, police, and guest Wi-Fi is on a segregated network to help reduce the chances of a cyber hack.

We discussed the following recommendations that the city could consider making progress on:

- **Consider developing a written Cybersecurity Response Plan.** The city should consider writing and implementing a response plan before a cybersecurity incident occurs. Planning may include Incident response, IT disasters as well as business continuity planning. Part of response planning is also having an inventory of all your systems. Pre-planning for your organization can reduce the time to recover as well as the cost to recover from a cyber incident. See the following templates for guidance:
 - [City IT Inventory Template](#)
 - [IT Business Continuity Template](#)
 - [IT Disaster Recovery Plan Template](#)
 - Since responding to an incident is unique to every city, reach out to [Christian Torkelson](#) to help you build an Incident Response Plan.
- **Consider having a .Gov domain.** As part of a national strategic security initiative to fight misinformation, it is recommended that any communications from a government entity should come from a .Gov domain. This will assist training the public about what information is coming from legitimate government communication versus what is not. See [here](#) for more information. Also, see attached *Email, Domain, and Website Best Practice Tips*.
- **Consider reviewing the city website for ADA compliance.** The deadline for cities with a population under 50,000 is April 26, 2027. More information can be found on the LMC website: [Website Accessibility Recommendations for Minnesota Cities](#), with additional info found in the [Guidance on Web Accessibility and the ADA](#).

Conclusion

The city of Glencoe has many cybersecurity measures in place to help prevent cyber-attacks from occurring. As you move forward with these ideas, allow me to assist you with additional resources and/or assistance.

Thanks again for the time and courtesy extended to me during my visit. Please reach out to me for additional assistance concerning our discussion. Also, if you have any safety or loss control related questions, please do not hesitate to contact me.

Sincerely,

Recommendations and comments are provided for loss control and risk exposure improvement purposes only. They are not made for the purpose of complying with the requirements of any law, rule or regulation. We do not infer or imply in the making of these recommendations and comments that all sites were reviewed or that all possible hazards were noted. The final responsibility for conducting loss control and risk management programs rests with the member.



Julie Jelen, CLCP | Senior Loss Control Consultant

Tel: (651) 268-6992 | Cell: (612) 723-9217 | Fax: (651) 281-1296

jjelen@lmc.org | www.lmc.org

League of Minnesota Cities

145 University Ave. West | St. Paul, MN 55103

Resources/Attachments:

The following are resources referenced in this letter, as well as any other resources we may have discussed during our visit.

- Cybersecurity Toolkit
- Cyber Best Practices
- Email, Domain, and Website Best Practice Tips
- MN Cybersecurity Incident Reporting Law
- MGDPA in a Nutshell
- MN Data Practices Laws Relate to Cybersecurity

Recommendations and comments are provided for loss control and risk exposure improvement purposes only. They are not made for the purpose of complying with the requirements of any law, rule or regulation. We do not infer or imply in the making of these recommendations and comments that all sites were reviewed or that all possible hazards were noted. The final responsibility for conducting loss control and risk management programs rests with the member.



SMALL CITY & BIG FUTURE

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

**This Page is Blank to
Separate Agenda Items**

Mayor: 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

CITY OF GLENCOE BILLS

DECEMBER 1, 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 8-6-25	\$103,922.33
WIRE TRANSFER	MULTIPLE DEPTS.: MEDICA INSURANCE PREMIUMS	\$42,686.45
WIRE TRANSFER	MULT DEPTS: STATE SALES TAX	\$27,172.00
WIRE TRANSFER	MULT DEPTS:EMP/CITY PAYROLL TAXES,HSA,PERA,D COMP,CAFE	\$63,950.90
	TOTAL PREPAID BILLS ----->	<u><u>\$237,731.68</u></u>

INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

DEC 1, 2025 - PREPAID BILLS

Date: 11/24/2025
 Time: 3:42 pm
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City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
4815 EXCELSIOR LLC	1198	LIQUOR: MERCH FOR RESALE	186349	08/08/2025	<u>732.00</u>
				Vendor Total:	<u>732.00</u>
AMERICAN EXPRESS	1536	MULT DEPTS: TONER, BATTERIES, RADIOS, REGISTER, MONITOR	186350	08/08/2025	<u>2,555.55</u>
				Vendor Total:	<u>2,555.55</u>
BREAKTHRU BEVERAGE	0513	LIQUOR: MERCH FOR RESALE	186351	08/08/2025	<u>3,071.71</u>
				Vendor Total:	<u>3,071.71</u>
IUOE LOCAL #49	2109	MULT DEPTS: UNION DUES	186352	08/08/2025	<u>209.95</u>
				Vendor Total:	<u>209.95</u>
JOHNSON BROS - ST PAUL	0504	LIQUOR: MERCH FOR RESALE	186353	08/08/2025	<u>3,858.20</u>
				Vendor Total:	<u>3,858.20</u>
LEMEN, MARK	1755	WWTP: PAYROLL	186348	08/06/2025	<u>3,443.91</u>
				Vendor Total:	<u>3,443.91</u>
MINNESOTA PUBLIC EMPLOYEE	1439	POLICE: UNION DUES	186354	08/08/2025	<u>110.75</u>
				Vendor Total:	<u>110.75</u>
PHILLIPS WINE & SPIRITS, INC.	1010	LIQUOR: MERCH FOR RESALE	186355	08/08/2025	<u>1,764.89</u>
				Vendor Total:	<u>1,764.89</u>
SOUTHERN GLAZER'S OF MN	1429	LIQUOR: MERCH FOR RESALE	186356	08/08/2025	<u>3,641.49</u>
				Vendor Total:	<u>3,641.49</u>
VISA	0350	MULT DEPTS: TRAINING, AC UNITS, LODGING, TITLE	186357	08/08/2025	<u>3,003.75</u>
				Vendor Total:	<u>3,003.75</u>
WINE MERCHANTS	0667	LIQUOR: MERCH FOR RESALE	186358	08/08/2025	<u>1,984.50</u>
				Vendor Total:	<u>1,984.50</u>
				Grand Total:	<u>24,376.70</u>
				Less Credit Memos:	<u>0.00</u>
				Net Total:	<u>24,376.70</u>
				Less Hand Check Total:	<u>0.00</u>
				Outstanding Invoice Total :	<u>24,376.70</u>
	Total Invoices:	11			

INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

DEC 1, 2025 - PREPAID BILLS

Date: 11/24/2025

Time: 3:48 pm

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City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
A.H. HERMEL CO.	0573	LIQUOR STORE: MERCH FOR RESALE	186471	08/18/2025	<u>931.51</u>
				Vendor Total:	931.51
BREAKTHRU BEVERAGE	0513	LIQUOR STORE: MERCH FOR RESALE	186479	08/18/2025	<u>2,911.89</u>
				Vendor Total:	2,911.89
C & L DISTRIBUTING	0492	LIQUOR STORE: MERCH FOR RESALE	186472	08/18/2025	<u>29,814.05</u>
				Vendor Total:	29,814.05
DAHLHEIMER BEVERAGE	0003	LIQUOR STORE: MERCH FOR RESALE	186473	08/18/2025	<u>21,591.47</u>
				Vendor Total:	21,591.47
HOME CITY ICE COMPANY	1761	LIQUOR STORE: MERCH FOR RESALE	186474	08/18/2025	<u>1,429.05</u>
				Vendor Total:	1,429.05
JOHNSON BROS - ST PAUL	0504	LIQUOR STORE: MERCH FOR RESALE	186480	08/18/2025	<u>10,714.26</u>
				Vendor Total:	10,714.26
MARLIN'S TRUCKING	1387	LIQUOR STORE: MERCH FOR RESALE	186475	08/18/2025	<u>418.25</u>
				Vendor Total:	418.25
NOTHING BUT HEMP	0275	LIQUOR STORE: MERCH FOR RESALE	186476	08/18/2025	<u>1,280.25</u>
				Vendor Total:	1,280.25
PHILLIPS WINE & SPIRITS, INC.	1010	LIQUOR STORE: MERCH FOR RESALE	186481	08/18/2025	<u>2,068.55</u>
				Vendor Total:	2,068.55
SOUTHERN GLAZER'S OF MN	1429	LIQUOR STORE: MERCH FOR RESALE	186482	08/18/2025	<u>2,924.61</u>
				Vendor Total:	2,924.61
VIKING BEVERAGES	0973	LIQUOR STORE: MERCH FOR RESALE	186477	08/18/2025	<u>8,841.40</u>
				Vendor Total:	8,841.40
VIKING COCA-COLA BOTTLING CC	0494	LIQUOR STORE: MERCH FOR RESALE	186478	08/18/2025	<u>805.10</u>
				Vendor Total:	805.10
				Grand Total:	83,730.39
				Less Credit Memos:	0.00
				Net Total:	<u>83,730.39</u>
				Less Hand Check Total:	0.00
				Outstanding Invoice Total :	<u>83,730.39</u>
Total Invoices:	12				

INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

DEC 1, 2025 - REGULAR BILLS

Date: 11/26/2025

Time: 11:49 am

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City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
AREBAROS, NOEL	1613	COUNCIL: PARK BOARD PAY	0	00/00/0000	<u>150.00</u>
				Vendor Total:	<u>150.00</u>
BRADLEY SECURITY & ELECTRIC	0209	ADMIN: REPLACE SKELETON KEY WITH LEVER & RE-KEYED CYLINDER	0	00/00/0000	<u>854.88</u>
				Vendor Total:	<u>854.88</u>
BULAU, PAULA	2050	COUNCIL: LIBRARY BOARD PAY	0	00/00/0000	<u>150.00</u>
				Vendor Total:	<u>150.00</u>
BUSSE, LOWELL	0045	STORM WATER: OVERCHARGE REFUND	0	00/00/0000	<u>2,531.15</u>
				Vendor Total:	<u>2,531.15</u>
CARLY'S SHOES	0396	WWTP: SAFETY BOOTS	0	00/00/0000	<u>259.24</u>
				Vendor Total:	<u>259.24</u>
CENTURYLINK (CHARLOTTE, NC)	1880	AQUATIC CENTER: PHONE BILL	0	00/00/0000	<u>75.00</u>
				Vendor Total:	<u>75.00</u>
CENTURYLINK	1394	MULT DEPTS: PHONE BILL	0	00/00/0000	<u>1,228.58</u>
				Vendor Total:	<u>1,228.58</u>
COMPANION LIFE INSURANCE	1859	MULT DEPTS: INS PREMIUMS	0	00/00/0000	<u>3,192.65</u>
				Vendor Total:	<u>3,192.65</u>
D.A. DAVIDSON & COMPANY	0119	ADMIN: ANNUAL CONTINUING DISCLOSURE FILLING	0	00/00/0000	<u>1,000.00</u>
				Vendor Total:	<u>1,000.00</u>
DAHLKE, JASON	0675	COUNCIL: CHARTER COMMISSION PAY	0	00/00/0000	<u>25.00</u>
				Vendor Total:	<u>25.00</u>
DAVIS, CHRISTINE	1937	COUNCIL: LIBRARY BOARD PAY	0	00/00/0000	<u>150.00</u>
				Vendor Total:	<u>150.00</u>
DIETZ, KEVIN	0411	COUNCIL: CHARTER COMMISSION PAY	0	00/00/0000	<u>50.00</u>
				Vendor Total:	<u>50.00</u>
DONNAY, DEBRA	0770	COUNCIL: LIBRARY BOARD PAY	0	00/00/0000	<u>150.00</u>
				Vendor Total:	<u>150.00</u>
DRAEGER, EVONE	2209	COUNCIL: LIBRARY BOARD PAY	0	00/00/0000	<u>150.00</u>
				Vendor Total:	<u>150.00</u>
DREW, MICHAEL	1213	AIRPORT COMMISSIONI PAY	0	00/00/0000	<u>150.00</u>
				Vendor Total:	<u>150.00</u>
EGGERSGLUESS, BRAD	0869	ADMIN: MONTHLY CELL PHONE REIMB	0	00/00/0000	<u>50.00</u>
				Vendor Total:	<u>50.00</u>
EIDEN, JAMES	2264	COUNCIL: PARK BOARD PAY	0	00/00/0000	<u>150.00</u>
				Vendor Total:	<u>150.00</u>
ENVIRONMENTAL EQUIPMENT	2233	STREET: STREET SWEEPER	0	00/00/0000	<u>357,681.78</u>
				Vendor Total:	<u>357,681.78</u>
ETTEL, GREG	1364	COUNCIL: CHARTER COMMISSION PAY	0	00/00/0000	<u>25.00</u>
				Vendor Total:	<u>25.00</u>
FISHER, JERROD	2159	COUNCIL: PARK BOARD PAY	0	00/00/0000	<u>150.00</u>
				Vendor Total:	<u>150.00</u>
FLEET SERVICES DIVISION	2144	POLICE: SQUAD CAR LEASES	0	00/00/0000	<u>6,898.44</u>
				Vendor Total:	<u>6,898.44</u>
FREITAG, BENTON	0659	CABLE TV: COUNCIL MEETING RECORDINGS	0	00/00/0000	<u>100.00</u>
				Vendor Total:	<u>100.00</u>
GALLS, LLC	0452	PUBLIC SAFETY AID: UNIFORMS	0	00/00/0000	<u>447.01</u>
				Vendor Total:	<u>447.01</u>
GAVIN, JANSSEN, STABENOW &	0087	POLICE: LEGAL SERVICES	0	00/00/0000	<u>6,793.25</u>

INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

DEC 1, 2025 - REGULAR BILLS

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City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
				Vendor Total:	<u>6,793.25</u>
HAWKINS, INC.	1133	WATER: CHEMICALS	0	00/00/0000	<u>20.00</u>
				Vendor Total:	<u>20.00</u>
HOESE, SHARON	1524	COUNCIL: CHARTER COMMISSION PAY	0	00/00/0000	<u>25.00</u>
				Vendor Total:	<u>25.00</u>
HULTS, BEV	0300	CITY CENTER: RENTAL CANCELATION REFUND	0	00/00/0000	<u>180.00</u>
				Vendor Total:	<u>180.00</u>
KRUGER, NICOLE	0512	COUNCIL: LIBRARY BOARD PAY	0	00/00/0000	<u>150.00</u>
				Vendor Total:	<u>150.00</u>
LAWSON PRODUCTS, INC.	1474	STREET: HARDWARE FOR REPAIRS/MAINT.	0	00/00/0000	<u>255.50</u>
				Vendor Total:	<u>255.50</u>
LEMEN, MARK	1755	WATER, WWTP: MILEGE REIMB	0	00/00/0000	<u>280.00</u>
				Vendor Total:	<u>280.00</u>
LEMKE, CHARLES	1245	COUNCIL: CHARTER COMMISSION PAY	0	00/00/0000	<u>25.00</u>
				Vendor Total:	<u>25.00</u>
LEMKE, PAUL	0529	COUNCIL: CHARTER COMMISSION PAY	0	00/00/0000	<u>50.00</u>
				Vendor Total:	<u>50.00</u>
LESTER PRAIRIE VET CLINIC	1483	POLICE: BOARDING	0	00/00/0000	<u>135.00</u>
				Vendor Total:	<u>135.00</u>
LILIENTHAL, SPENCER	1144	CITY CENTER: DAMAGE DEPOSIT REFUND	0	00/00/0000	<u>500.00</u>
				Vendor Total:	<u>500.00</u>
LITZAU EXCAVATING	0380	POLICE, WWTP: AUGER DRAIN, I & I PROGRAM	0	00/00/0000	<u>1,375.00</u>
				Vendor Total:	<u>1,375.00</u>
LUND, JONATHAN	1279	COUNCIL: AIRPORT COMMISSION PAY	0	00/00/0000	<u>150.00</u>
				Vendor Total:	<u>150.00</u>
MCLEOD COOP. POWER ASS'N.	0201	ADMIN, AIRPORT: ELECTRICITY	0	00/00/0000	<u>749.86</u>
				Vendor Total:	<u>749.86</u>
METRO SALES, INC	1066	ADMIN: OFFICE EQUIPMENT LEASE	0	00/00/0000	<u>420.52</u>
				Vendor Total:	<u>420.52</u>
MORRIS ELECTRONICS INC	1372	POLICE: IT SERVICES	0	00/00/0000	<u>250.00</u>
				Vendor Total:	<u>250.00</u>
MPCA	1680	WWTP: WATER PERMIT ANNUAL FEES	0	00/00/0000	<u>6,490.00</u>
				Vendor Total:	<u>6,490.00</u>
NEID, CORY	1922	COUNCIL: CHARTER COMMISSION PAY	0	00/00/0000	<u>25.00</u>
				Vendor Total:	<u>25.00</u>
NEUBARTH LAWN CARE &	0467	STREET: WINTER POT MATERIALS	0	00/00/0000	<u>166.89</u>
				Vendor Total:	<u>166.89</u>
NEUBARTH TOWING & RECOVERY	0438	REIMB: TOWING	0	00/00/0000	<u>182.54</u>
				Vendor Total:	<u>182.54</u>
NORTH AMERICAN SAFETY INC	0903	WATER, WWTP: SAFETY EQUIPMENT	0	00/00/0000	<u>158.40</u>
				Vendor Total:	<u>158.40</u>
OFFICE OF MN. IT SERVICES	1423	POLICE: INTERNET SERVICE	0	00/00/0000	<u>127.89</u>
				Vendor Total:	<u>127.89</u>
OLSON, WESLEY	0220	COUNCIL: CHARTER COMMISSION PAY	0	00/00/0000	<u>50.00</u>
				Vendor Total:	<u>50.00</u>
ORTLOFF, AMANDA	1150	COUNCIL: PARK BOARD PAY	0	00/00/0000	<u>150.00</u>
				Vendor Total:	<u>150.00</u>
PITNEY BOWES BANK INC	0271	ADMIN: POSTAGE	0	00/00/0000	<u>547.64</u>

INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

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City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
				Vendor Total:	<u>547.64</u>
PLUNKETT'S PEST CONTROL, INC	0446	ADMIN: PEST CONTROL	0	00/00/0000	82.14
				Vendor Total:	<u>82.14</u>
ROBECK, ALLEN	0406	COUNCIL: CHARTER COMMISSION PAY	0	00/00/0000	25.00
				Vendor Total:	<u>25.00</u>
ROSENWALD, DEREK	1712	COUNCIL: PARK BOARD PAY	0	00/00/0000	150.00
				Vendor Total:	<u>150.00</u>
SCHUMACHER, RANDY	1775	COUNCIL: AIRPORT COMMISSION PAY	0	00/00/0000	150.00
				Vendor Total:	<u>150.00</u>
SCR, INC - ST. CLOUD	0738	LIQUOR STORE: INSTALLATION OF EVAP FAN MOTOR FOR COOLER	0	00/00/0000	1,383.93
				Vendor Total:	<u>1,383.93</u>
THOMSON REUTERS	1260	POLICE: INVESTIGATION SERVICES	0	00/00/0000	191.10
				Vendor Total:	<u>191.10</u>
VANDAMME, JON	0136	LIQUOR STORE: MONTHLY CELL PHONE REIMB	0	00/00/0000	50.00
				Vendor Total:	<u>50.00</u>
VANDAMME, MYRANDA	0028	CITY CENTER: MONTHLY CELL PHONE REIMB	0	00/00/0000	50.00
				Vendor Total:	<u>50.00</u>
VERIZON WIRELESS	1110	POLICE: MOBILE BROADBAND PLANS	0	00/00/0000	200.05
				Vendor Total:	<u>200.05</u>
WAGONER, LYNDA	1057	COUNCIL: PARK BOARD PAY	0	00/00/0000	150.00
				Vendor Total:	<u>150.00</u>
WINTER, JOHN	1919	COUNCIL: PIONEERLAND REGIONAL LIBRARY BOARD PAY	0	00/00/0000	150.00
				Vendor Total:	<u>150.00</u>
YUREK, CHRIS	2235	COUNCIL AIRPORT COMMISSION PAY	0	00/00/0000	150.00
				Vendor Total:	<u>150.00</u>
ZIEMER, GARY	0047	COUNCIL: CHARTER COMMISSION PAY	0	00/00/0000	50.00
				Vendor Total:	<u>50.00</u>
				Grand Total:	<u>397,658.44</u>
				Less Credit Memos:	0.00
				Net Total:	<u>397,658.44</u>
				Less Hand Check Total:	0.00
				Outstanding Invoice Total :	<u>397,658.44</u>
	Total Invoices:	61			