



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, November 17, 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
 - 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
- 3. APPROVE AGENDA**
- 4. PUBLIC COMMENT** (agenda items only)
- 5. PUBLIC HEARINGS**
- 6. BIDS AND QUOTES**
 - A. OpenGov Asset Management – Assistant City Administrator
- 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.
 2. Special Use Permit request of 611 Chandler Avenue North to build a Single-Family Home in a B1 – Commercial District
 3. Special Use permit for PID 22.060.5170 for Off-Premises Sign
- 8. ITEMS FOR DISCUSSION**
 - A. Review Job Description for Assistant City Administrator Position – Mark Lemen, Assistant City Administrator
 - B. Review Rates for Water Utility – Mark Lemen, Assistant City Administrator
 - C. School Resource Officer Contract – Chief Padilla
- 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 3, 2025 – 7:00 PM

City Center Ballroom

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

City Staff: Mark Larson, Mark Ostlund, Mark Lemen, Todd Trippel, Tony Padilla, Haylie Kusler, Brandon Frankfurth

Other: Rich Glennie, Kelly Mahon

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 October 20, 2025

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

3. APPROVE AGENDA

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

4. PUBLIC COMMENT (agenda items only)

None.

5. PUBLIC HEARINGS

A. Public Hearing on Proposed Zoning Ordinance Changes – City Attorney

Motion: Lemke, seconded by Dahlke to open the public hearing on the proposed zoning ordinance changes. All in favor, the motion carries.

No public comment.

Motion: Lemke, seconded by Rivera to close the public hearing on the proposed zoning ordinance changes. All in favor, the motion carries.

Consensus on moving forward with the drafting of the proposed zoning ordinance changes.

6. BIDS AND QUOTES

A. Quotes for Property Demolition – Assistant City Administrator

Motion: Rivera, seconded by Maynard to approve Litzau Excavating to demolish the properties 1234 Greeley Ave. N, 1206 10th St. E, 1207 Chandler Ave. N, with the condition of 712 13th St. E be signed and agreed to. All in favor, the motion carries.

B. Change Order Number 3 for Hennepin Avenue Project – Assistant City Administrator

Motion: Dahlke, seconded by Lemke to approve Change Order Number 3 for Hennepin Avenue Project, extending the substantial completion date by two (2) weeks. All in favor, the motion carries.

C. Wood-Chipper Quotes – Assistant City Administrator

Motion: Maynard, seconded by Dahlke to approve the purchase of the Morbark Brush Chipper with the agreement with Glencoe Light and Power for the bucket truck in lieu of cash for their portion of the chipper. All in favor, the motion carries.

D. Well House/Chlorine Building Roof Quotes – Assistant City Administrator

Motion: Lemke, seconded by Maynard to approve the quote from GSM for the replacement of the roofs on Well House #1 and the Chlorine Room at the Water Plant. All in favor, the motion carries.

7. REQUESTS TO BE HEARD

A. Rate Increase Proposal– Assistant City Administrator

1. Water – **Resolution 2025-22**

RESOLUTION NO. (2025-22)

RESOLUTON AMENDING THE 5GLENCOE 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	\$7.45/ 1,000 gallons
January 1, 2027	\$8.74/1,000 gallons
January 1, 2028	\$10.04/1,000 gallons
January 1, 2029	\$11.34/1,000 gallons
January 1, 2030	\$12.63/1,000 gallons

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

Motion: Lemke, seconded by Dahlke to table **Resolution 2025-22**. All in favor, the motion carries.

2. Sanitary Sewer – **Resolution 2025-21**

RESOLUTION NO. (2025-21)

RESOLUTION SETTING SANITARY SEWER RATES

WHEREAS, the City Council of the City of Glencoe resolves:

Section 1: Section 217.02 of the Glencoe Municipal Code shall be amended to read as follows:

Domestic Wastewater Treatment Charges: The treatment charge for domestic wastewater shall be \$10.00/1,000 gallons based upon the metered water usage. The monthly service charge per connected meter shall be \$28.00 per month.

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

January 1, 2026	\$13.70/1,000 gallons
January 1, 2027	\$14.55/1,000 gallons
January 1, 2028	\$15.40/1,000 gallons
January 1, 2029	\$16.25/1,000 gallons
January 1, 2030	\$17.10/1,000 gallons

Section 3: This resolution shall take effect from and after its passage on November 3, 2025.

Motion: Dahlke, seconded by Maynard to approve **Resolution 2025-21**, option 1. Upon a roll call vote, the following voted Aye, Rivera, Dahlke, Maynard, and Lemke. The following voted Nay, none. Whereupon the resolution was declared adopted and approved.

- B. MNDOT Aeronautics State Companion Grant for Pavement Maintenance, Security Fence and Taxilane Design**
1. Approve **Resolution 2025-20**

RESOLUTION 2025-20
APPROVING STATE AIRPORT FUND GRANT AGREEMENT WITH
THE MINNESOTA DEPARTMENT OF TRANSPORTATION

It is resolved by the City of Glencoe as follows:

- That it has applied for and been awarded a State Airport Fund grant by the Minnesota Department of Transportation, Agreement Number 1061674 (“Agreement”);
- That it hereby agrees to the terms and conditions of the Agreement; and
- That the proper signing officers are hereby authorized to execute the above-referenced Agreement and any amendments thereto on behalf of the City of Glencoe.

Adopted by the _____ on this ____ day of _____, _____.
[GRANTEE NAME]

Motion: Lemke, seconded by Dahlke to approve **Resolution 2025-20**. Upon a roll call vote, the following voted Aye, Rivera, Dahlke, Maynard, and Lemke. The following voted Nay, none. Whereupon the resolution was declared adopted and approved.

8. ITEMS FOR DISCUSSION

- A. Wages for 2026 Non-Union Employees – City Administrator**

Motion: Maynard, seconded by Rivera to approve wages for 2026 non-union employees. All in favor, the motion carries.

B. Glencoe Fire Relief Pension – 2026 Budget Request – City Administrator

Motion: Lemke, seconded by Rivera to approve the Glencoe Fire Relief Pension. All in favor, the motion carries. Dahlke abstained from voting.

C. School Resource Officer (SRO) Contract with GSL Schools – City Administrator

The current contract with GSL Schools expired in August 2025. It is proposed to include an annual 3.25% maximum increase based upon inflation. It is to be drafted to allow an option for the City of Glencoe to withdraw from the agreement if the City needs to move the officer to rotation with the other officers due to staffing shortages. Holding off on approving the contract until language states as so.

9. ROUTINE BUSINESS

A. Project Updates

1. Hennepin Avenue Reconstruction – requested a change order to extend the substantial completion date of the project by two (2) weeks.

B. Economic Development

C. Public Input

D. Reports

E. City Bills

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

10. ADJOURN

Motion: Lemke, seconded by Maynard to adjourn. All in favor, the motion carries.



SMALL CITY  BIG FUTURE

GLENCOE CITY COUNCIL WORKSHOP MINUTES

November 10, 2025 – 5:30 PM

West Conference Room

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

City Staff: Mark Lemen, Haylie Kusler, Brandon Frankfurth

Others Present: Greg Ettel, Nuvera Staff, OpenGov Staff

1. **IT/Cybersecurity Update - Nuvera**
Nuvera presented the City's annual business review.
2. **OpenGov Asset Management – Mark Lemen, Assistant City Administrator**
From discussions with City Council at the October Workshop, it was agreed that valuable insights could be gained through a demonstration of the program's capabilities. OpenGov presented a customized demonstration on how their system will benefit the City by improving the efficiency of the assignment, tracking, and completion of work. Most importantly, highlighted how the system supports proactive maintenance planning and asset-specific expense tracking to further enhance efficiency.
3. **Water and Wastewater Utility Rate Study – SEH**
The City contracted with consulting engineer SEH to conduct a water and wastewater utility rate study. The utility departments have experienced an increase in operating and maintenance costs as well as incurred debt service for infrastructure repairs that require an adjustment to utility rates. At the November 3rd Council meeting, the rate increase was tabled for further discussion at the Council Workshop.
4. **Sales Tax Update – Mark Lemen, Assistant City Administrator**
The City Council will need to approve a Resolution to start the Sales Tax process by the first City Council meeting in January. This will then go to the State Legislature for approval to hold a referendum in November 2026.



SMALL CITY & BIG FUTURE

PEDDLER, SOLICITOR AND TRANSIENT MERCHANT PERMIT APPLICATION

APPLICATION DATE

11/4/25

LICENSE FEE

\$25 DAILY

\$200 YEARLY

SELLING DATES

11/18/25 - 11/25/25

BUSINESS INFORMATION

*ATTACH PROOF OF BUSINESS

NAME

Mad City Windows and Baths

ADDRESS

2621 Fairview Ave N #600. Roseville, MN 55113

PHONE

952-529-9266

WEBSITE

madcitywindows.com

BUSINESS DESCRIPTION

Remodeling Company

PERSONAL INFORMATION

*ATTACH A COPY OF DRIVER'S LICENSE

RESPONSIBLE PERSON

Conor Sullivan

ADDRESS

337 Washington Ave N. Minneapolis, MN

PHONE

331-452-5848

EMAIL

csullivan@madcitywindows.com

DRIVERS LICENSE #

5415-1150-1025

REFERENCES

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

REFERENCE 1

St. James, MN

REFERENCE 2

Roseville, MN

NAME

Le Sueur, MN

~~Le Sueur, MN~~

ADDRESS

Dutchinson, MN

→ 320-587-5151

PHONE

EMAIL

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

[Handwritten Signature]

11/4/25

APPLICANT SIGNATURE

DATE

POLICE CHIEF

APPROVED

DENIED

CITY COUNCIL

APPROVED

DENIED

Signature/Date:

[Handwritten Signature] 11.12.25

Signature/Date:



SMALL CITY & BIG FUTURE

PEDDLER, SOLICITOR AND TRANSIENT MERCHANT PERMIT APPLICATION

LICENSE FEE \$25 DAILY \$200 YEARLY

APPLICATION DATE 11/4/25 SELLING DATES 11/18 - 11/25

BUSINESS INFORMATION

*ATTACH PROOF OF BUSINESS
NAME Mad City Windows and Baths
ADDRESS 2621 Fairview Ave NW #1000
PHONE 952-529-9206
WEBSITE madcitywindows.com
BUSINESS DESCRIPTION Remodeling

PERSONAL INFORMATION

*ATTACH A COPY OF DRIVER'S LICENSE
RESPONSIBLE PERSON Nate Richie
ADDRESS 10912 Dahlia St NW
PHONE 612-203-8216
EMAIL naterichie14@gmail.com
DRIVERS LICENSE # X000-111-538-700

REFERENCES

*ATTACH A LETTER OF REFERENCE (reference must be located in McLeod County)
REFERENCE 1 REFERENCE 2
NAME St. James, MN
ADDRESS Roseville, MN
PHONE Lesper, MN
EMAIL hutchinson, MN

I have not been convicted of any felony, misdemeanor or violation of any City Code provision (excluding minor traffic violations).
Applicant Signature: [Signature] DATE: 11/4/25

Approval table with columns for Police Chief and City Council, each with APPROVED and DENIED checkboxes and signature/date lines.



PEDDLER, SOLICITOR AND TRANSIENT MERCHANT PERMIT APPLICATION

LICENSE FEE \$25 DAILY \$200 YEARLY

APPLICATION DATE 11/04/2025 SELLING DATES 11/18 - 11/28

BUSINESS INFORMATION

*ATTACH PROOF OF BUSINESS
NAME Mad City Windows & Baths
ADDRESS 2621 Fairview ave N Roseville MN
PHONE 952-529-9266
WEBSITE Madcitywindows.com
BUSINESS DESCRIPTION Remodeling company

PERSONAL INFORMATION

*ATTACH A COPY OF DRIVER'S LICENSE
RESPONSIBLE PERSON Ashton Pearson
ADDRESS 316 Oak Grove St apt 801, Minneapolis
PHONE 651 318 7348
EMAIL atip 232003@gmail.com
DRIVERS LICENSE # S139-182-806-913

REFERENCES

*ATTACH A LETTER OF REFERENCE (reference must be located in McLeod County)
REFERENCE 1: NAME Le Sueur, MN; ADDRESS Hutchinson, MN; PHONE Roseville, MN; EMAIL St James, MN
REFERENCE 2: (blank)

I have not been convicted of any felony, misdemeanor or violation of any City Code provision (excluding minor traffic violations)
APPLICANT SIGNATURE [Signature] DATE 11/04/2025

POLICE CHIEF [APPROVED] CITY COUNCIL [APPROVED]
Signature/Date: [Signature] 11-12-25



SMALL CITY & BIG FUTURE

PEDDLER, SOLICITOR AND TRANSIENT MERCHANT PERMIT APPLICATION

LICENSE FEE

\$25 DAILY

\$200 YEARLY

APPLICATION DATE

11/19/25

SELLING DATES

11/18-11/28/25

BUSINESS INFORMATION

*ATTACH PROOF OF BUSINESS

NAME

~~Tyler Murphy~~ Madcity Windows/Bath

ADDRESS

2621 Fairview Ave N

PHONE

952-529-9266

WEBSITE

madcitywindows.com

BUSINESS DESCRIPTION

Remodeling Company

PERSONAL INFORMATION

*ATTACH A COPY OF DRIVER'S LICENSE

RESPONSIBLE PERSON

Tyler Murphy

ADDRESS

6394th St N

PHONE

651-363-4372

EMAIL

tmurph@gmail.com

DRIVERS LICENSE #

6577-033-958-719

REFERENCES

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

REFERENCE 1

REFERENCE 2

NAME

St. James, MN

Roseville, MN

ADDRESS

Le Sueur, MN

Hutchinson, MN

PHONE

EMAIL

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

APPLICANT SIGNATURE

[Handwritten Signature]

DATE

11/19/25

POLICE CHIEF

APPROVED

DENIED

CITY COUNCIL

APPROVED

DENIED

Signature/Date:

Tom JR 11-12-25

Signature/Date:



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 Neid



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

To: Mayor and City Council

From: Mark Lemen, Assistant City Administrator

Date: November 17, 2025

RE: **Item 6A** - Asset Management Program Purchase and Installation

Item 6A - The City of Glencoe has undergone some significant growth in infrastructure and operational capabilities recently. These changes have created a need for more streamlined asset management processes that will provide access to efficiencies in operations, capital budgeting, and quality of service to the residents and businesses of Glencoe. City staff has investigated different programs; the program that stood out the most is OpenGov for municipal operations.

This system will incorporate our current GIS system identifying assets within the entire public works department. In addition, the system allows us to create work orders and tasks associated with the assets identified in GIS. Not only does this allow us to instantly connect with operators in the field when an issue arises, it allows us to track the repair and maintenance costs associated with infrastructure and equipment.

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.

Furthermore, there are interactive features that will allow residents to report issues as they arise. There will be a fix-it link on the City website that residents can access to report issues and concerns that will automatically report to the correct department, significantly reducing the response time from City Staff.

Mayor: Mark Hueser

City Administrator: Mark D. Larson

Councillors: At-Large Yodee Rivera, Precinct 1 Jon Dahlke, Precinct 2 Scott Maynard, Precinct 3 Paul Lemke, Precinct 4 Cory Neid



SMALL CITY  BIG FUTURE

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

The associated annual costs will be divided between Water, Wastewater, Street, and Parks, and Administration departments. The bulk of the costs will be accrued by the Water and Wastewater departments, while the other departments will split a much smaller percentage. The OpenGov staff presented Council with a demonstration of the software at the November Council Workshop displaying the efficiency and financial benefits of utilizing the software within all departments. I have included the information that was shared with Council at the Workshop.

At this time, I am asking for approval to purchase and implement the OpenGov asset management software.

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



OpenGov Inc.
 660 3rd Street, Suite 100
 San Francisco, CA 94107
 United States

Order Form Number: Q-11851
Created On: 11/13/2025
Order Form Expiration: 11/21/2025
Subscription Start Date: 12/01/2025
Subscription End Date: 12/31/2029

Prepared By: Samantha Grabovac
Email: sgrabovac@opengov.com
Contract Term: 49 Months

Customer Information:

Customer: City of Glencoe, MN
Bill To/Ship To: 1107 11th Street East
 Glencoe, Minnesota
 55336
 United States

Contact Name: Mark Lemen
Email: mlemen@ci.glencoe.mn.us
Phone: 3205100366

Order Details:

Billing Frequency: Prepaid
Payment Terms: Net 30 Days

SOFTWARE SERVICES:

Product Name	Start Date	End Date	Annual Fee
Asset Management	12/01/2025	12/31/2025	\$681.77
Comcate	12/01/2025	12/31/2025	\$530.31
Facilities Domain	12/01/2025	12/31/2025	\$405.67
Parks & Recreation Domain	12/01/2025	12/31/2025	\$378.66
Stormwater Domain	12/01/2025	12/31/2025	\$378.66
Transportation Domain	12/01/2025	12/31/2025	\$405.67
Walkability Domain	12/01/2025	12/31/2025	\$362.43

Wastewater Collection	12/01/2025	12/31/2025	\$378.66
Wastewater Treatment Domain	12/01/2025	12/31/2025	\$405.67
Water Distribution Domain	12/01/2025	12/31/2025	\$378.66
Water Treatment Domain	12/01/2025	12/31/2025	\$405.67
Asset Management	01/01/2026	12/31/2026	\$8,590.28
Comcate	01/01/2026	12/31/2026	\$6,681.95
Facilities Domain	01/01/2026	12/31/2026	\$5,111.40
Parks & Recreation Domain	01/01/2026	12/31/2026	\$4,771.14
Stormwater Domain	01/01/2026	12/31/2026	\$4,771.14
Transportation Domain	01/01/2026	12/31/2026	\$5,111.40
Walkability Domain	01/01/2026	12/31/2026	\$4,566.61
Wastewater Collection	01/01/2026	12/31/2026	\$4,771.14
Wastewater Treatment Domain	01/01/2026	12/31/2026	\$5,111.40
Water Distribution Domain	01/01/2026	12/31/2026	\$4,771.14
Water Treatment Domain	01/01/2026	12/31/2026	\$5,111.40
Asset Management	01/01/2027	12/31/2027	\$9,019.79
Comcate	01/01/2027	12/31/2027	\$7,016.05
Facilities Domain	01/01/2027	12/31/2027	\$5,366.97
Parks & Recreation Domain	01/01/2027	12/31/2027	\$5,009.69

Stormwater Domain	01/01/2027	12/31/2027	\$5,009.69
Transportation Domain	01/01/2027	12/31/2027	\$5,366.97
Walkability Domain	01/01/2027	12/31/2027	\$4,794.94
Wastewater Collection	01/01/2027	12/31/2027	\$5,009.69
Wastewater Treatment Domain	01/01/2027	12/31/2027	\$5,366.97
Water Distribution Domain	01/01/2027	12/31/2027	\$5,009.69
Water Treatment Domain	01/01/2027	12/31/2027	\$5,366.97
Asset Management	01/01/2028	12/31/2028	\$9,470.78
Comcate	01/01/2028	12/31/2028	\$7,366.85
Facilities Domain	01/01/2028	12/31/2028	\$5,635.32
Parks & Recreation Domain	01/01/2028	12/31/2028	\$5,260.18
Stormwater Domain	01/01/2028	12/31/2028	\$5,260.18
Transportation Domain	01/01/2028	12/31/2028	\$5,635.32
Walkability Domain	01/01/2028	12/31/2028	\$5,034.68
Wastewater Collection	01/01/2028	12/31/2028	\$5,260.18
Wastewater Treatment Domain	01/01/2028	12/31/2028	\$5,635.32
Water Distribution Domain	01/01/2028	12/31/2028	\$5,260.18
Water Treatment Domain	01/01/2028	12/31/2028	\$5,635.32
Asset Management	01/01/2029	12/31/2029	\$9,944.32

Comcate	01/01/2029	12/31/2029	\$7,735.19
Facilities Domain	01/01/2029	12/31/2029	\$5,917.09
Parks & Recreation Domain	01/01/2029	12/31/2029	\$5,523.19
Stormwater Domain	01/01/2029	12/31/2029	\$5,523.19
Transportation Domain	01/01/2029	12/31/2029	\$5,917.09
Walkability Domain	01/01/2029	12/31/2029	\$5,286.42
Wastewater Collection	01/01/2029	12/31/2029	\$5,523.19
Wastewater Treatment Domain	01/01/2029	12/31/2029	\$5,917.09
Water Distribution Domain	01/01/2029	12/31/2029	\$5,523.19
Water Treatment Domain	01/01/2029	12/31/2029	\$5,917.09

PROFESSIONAL SERVICES:

Product Name	Start Date	Description	Fee
Professional Services Deployment - Prepaid	12/01/2025	Custom Deployment from OpenGov Professional Services team. Scope-dependent.	\$96,600.00

Professional Services Total: \$96,600.00

Customer Billing/Service Periods:

Period:	Total:
12/01/2025	\$101,311.83
01/01/2026	\$59,369.00
01/01/2027	\$62,337.42
01/01/2028	\$65,454.31
01/01/2029	\$68,727.05

Order Form Legal Terms:

This Order Form incorporates the OpenGov Master Services Agreement ("MSA") attached here or available at <https://opengov.com/terms-of-service/master-services-agreement/>.

The "Agreement" between OpenGov and the entity identified above ("Customer") consists of the Order Form, MSA, and, if Professional Services are purchased, the Statement of Work.

Unless otherwise specified above, fees for the Software Services and Professional Services shall be due and payable, in advance, 30 days from receipt of the invoice.

By signing this Agreement, Customer acknowledges that it has reviewed, and agrees to be legally bound by the Agreement. Each party's acceptance of this Agreement is conditional upon the other's acceptance of the Agreement to the exclusion of all other terms

City of Glencoe, MN:

OpenGov, Inc.

Signature:

Signature:

Name:

Name:

Title:

Title:

Date:

Date:

OpenGov

City of Glencoe, MN

OpenGov Asset Management

GLENCOE

SMALL CITY & BIG FUTURE

PUBLIC SERVICE IS PERSONAL



Government App Builder

Transparency & Open Data

Enterprise Asset Management

Permitting & Licensing

Infrastructure Fund & Loan Management

Disaster Preparedness & Recovery

Tax & Revenue Collection

OpenGov
THE PUBLIC SERVICE PLATFORM

Procurement & Contract Management

Capital Budget & Project Management

Grants Management

Budgeting & Performance

Financial Management

Performance Management

Payroll

Utility Billing

ERP



Built for Local Government Trusted across Minnesota



City of Waconia, MN



City of Maple Grove, MN



City of Chaska, MN



City of Prior Lake, MN



City of Chanhassen, MN



City of Hopkins, MN



City of Savage, MN



City of Carver, MN

- City of Minneapolis, MN
- Minneapolis Park & Rec Board
- County of Wright, MN
- Three Rivers Park District, MN
- Lincoln Pipestone Rural Water
- County of Scott, MN
- City of Minnetrista, MN
- County of Apple Valley, MN
- City of Lakeville, MN
- City of Brooklyn Park, MN
- City of St. Louis Park, MN
- City of Plymouth, MN
- City of Golden Valley, MN
- City of Mankato, MN
- City of Blaine, MN
- City of Owatonna, MN
- City of Hibbing, MN
- City of Maplewood, MN
- City of Rosemount, MN
- City of Red Wing, MN
- City of Farmington, MN
- City of Champlin, MN
- City of Lino Lakes, MN
- County of Sibley, MN
- City of Monticello, MN
- City of Orono, MN
- City of Saint Peter, MN
- City of Becker, MN
- Minnesota Department of Natural Resources



Enterprise Asset Management

Manage Every Asset

ASSETS

Know what you have, where it is, and what condition it's in.

WORK

Create, assign, and track tasks from anywhere with a truly mobile workforce.

RESOURCES

Estimate, assign, and track labor, equipment, materials, and vendors.

INFRASTRUCTURE PLANNING

Model asset scenarios and develop data-driven plans for the future

OpenGov 

Asset Management Domains

Manage Every Asset



Transportation



Walkability



Signals



Parks &
Recreation



Facilities



Stormwater



Water
Distribution



Water Treatment



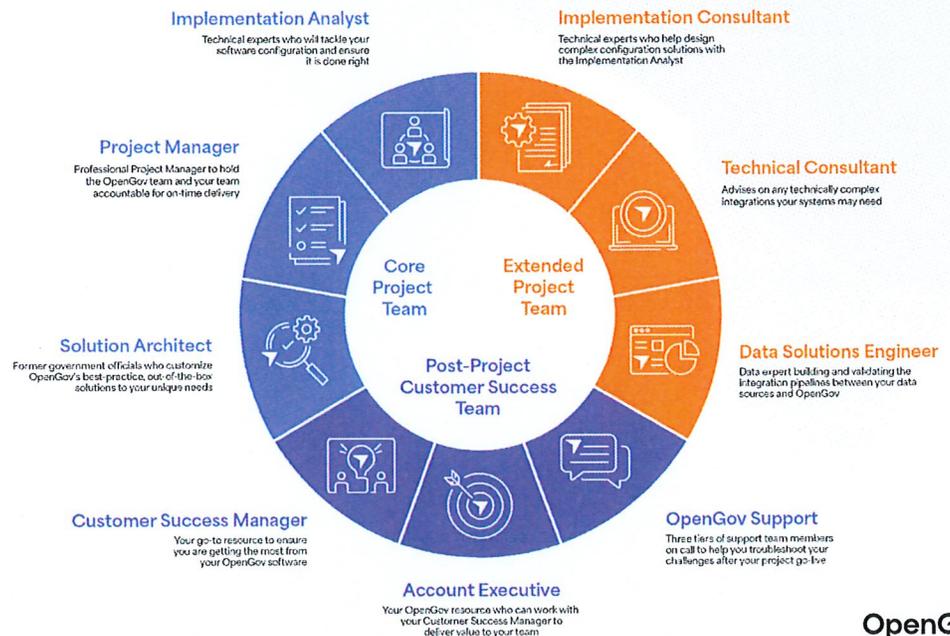
Wastewater
Treatment



Wastewater
Collection

A team of experts in your corner

- Over 500+ Years of Government Experience
- 8 Stevie Awards for Customer Service Excellence
- Tried and True – Thousands of Successful Implementations



Comp Plan Alignment

City of Glencoe Comprehensive Plan

- 1 "Glencoe plans and maintains its facilities and public utility systems to efficiently and cost-effectively provide services to residents and businesses, supporting high quality of life and economic competitiveness while protecting its assets and building value for the community." - Chapter 5 – Infrastructure & Public Facilities, p. 69–70
- 2 "Institute a proactive maintenance and repaving program for aging roads...Develop a comprehensive, integrated plan for transportation investment that creates a connected network for all modes of transportation." - Chapter 4 – Transportation, p. 56–57
- 3 "Review sanitary sewer system status, needs, and costs before development...Continue lining the trunk sanitary sewer line on Morningside Avenue." - Chapter 5 – Infrastructure & Public Facilities, p. 71–72
- 4 "Ensure adequate public safety infrastructure and coordination between City departments to prepare for and respond to emergencies...Develop a long-term facilities plan" - Chapter 5 – Infrastructure & Public Facilities, p. 75
- 5 "Maintain public parks and recreational facilities to meet future needs...Develop a Master Park Plan and update Oak Leaf Park Master Plan." - Chapter 7 – Parks, Trails, & Open Space, p. 87–88
- 6 "Promote sustainable infrastructure practices to reduce long-term maintenance costs...Encourage decisions that support environmental resilience and fiscal responsibility." - Chapter 8 – Implementation, p. 93–94

Sample Impact: Savings of \$162,500 per year with OpenGov

Work Order Operations Process - Request Intake					Yearly Savings
Intake Requests		Follow-up Requests			
4hrs/wk	+	4hrs/wk	x	\$25/hr	\$10,000
<hr/>					
Work Order Operations Process - Daily Coordination					
Manual Process					
12.5hrs/day	x	\$30/hr	x	260 working days	\$97,500
<hr/>					
Asset Management Operations - Preventative Maintenance ¹					
Well Pump Failure		Main Break		Wastewater Digester Repair	
\$20,000/yr	+	\$15,000/yr	+	\$20,000/yr	\$55,000
<hr/>					
					\$162,500

¹Represents annualized costs as recurrences are not yearly

- ✓ 55% More Work Orders Completed
- ✓ Cross-Department Communication
- ✓ Automated Routine Tasks



Enterprise Asset Management

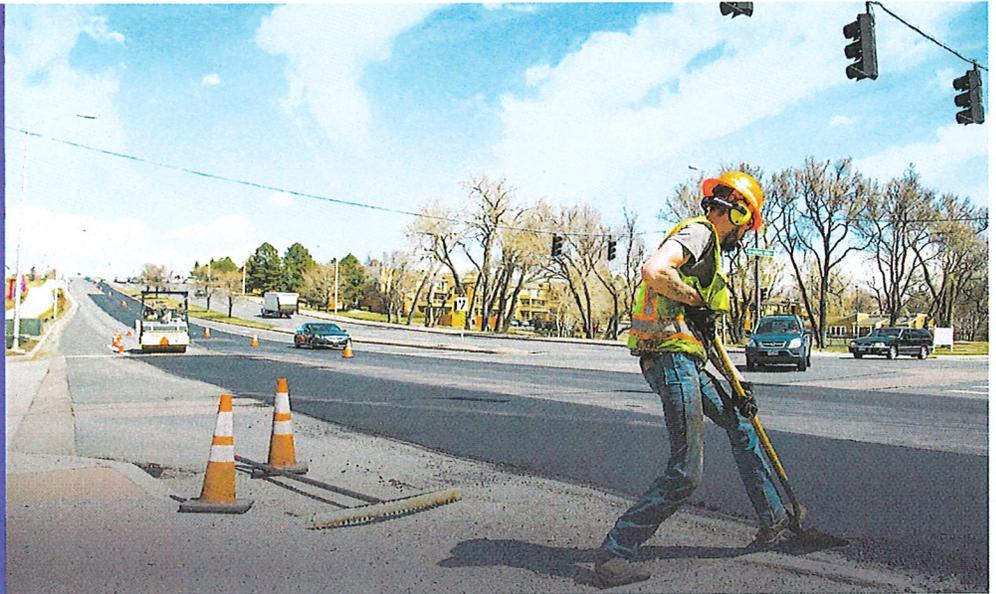


Brandon Fleming, Business Systems Analyst

"Their support team has been super supportive in everything that we've done. They actually try and implement the things that we suggest."

OpenGov 

- ✓ Data-Driven Decisions
- ✓ Save 10K Minutes Per Year
- ✓ Automate Snow & Ice Response



Enterprise Asset Management



Lynn Briggs, GIS Manager

"This is truly an example of using technology to work smarter. Leveraging these technologies helped Cobb DOT streamline our response to winter weather. It's a game-changer."

OpenGov 

OpenGov Partnership // Glencoe, MN

City of Glencoe, MN				
Subscription Year	Months	Software	Professional Services	Annual Total
December 1, 2025 - December 31, 2025	1	\$4,947.42	\$96,600.00	\$101,547.42
January 1, 2026 - December 31, 2026	12	\$59,369.00	\$0.00	\$59,369.00
January 1, 2027 - December 31, 2027	12	\$62,337.45	\$0.00	\$62,337.45
January 1, 2028 - December 31, 2028	12	\$65,454.32	\$0.00	\$65,454.32
January 1, 2028 - December 31, 2029	12	\$68,727.04	\$0.00	\$68,727.04

OpenGov Asset Management Project:

- **Phase One Domains:** Transportation, Stormwater, Water Distribution (Water), Wastewater Collection / Sanitary Sewer (Sewer), Fleet, Comcate 311
- **Phase Two Domains:** Walkability, Parks and Rec, Water Treatment , Wastewater Treatment, Facilities, Comcate 311
- **Functional Areas Included:** Request Management, Work Management, Asset Management, Resource Management (Inventory), Mobile Application, Administrator Functions, Preventative Maintenance Plans, Internal Requests, Materials Management, Asset Inspections & Conditions, Reporting, Dashboarding

Based on signatures prior to November 30, 2025

Thank You!

Samantha Grabovac

Account Executive, *Enterprise Asset Management*

sgrabovac@opengov.com

614-571-1892

PUBLIC SERVICE IS PERSONAL

OpenGov 



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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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



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To: Mayor and City Council

From: Planning and Industrial Commission

Date: November 14, 2025

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

Item 7A1 – Reviewed at the October 2025 Planning Commission Meeting, the Planning Commission is recommending approval of amending the Special Use Permit of Seneca Foods to add another dormitory unit to the Seneca Housing.

Item 7A2 – Reviewed at the November 13, 2025 Planning and Industrial Commission meeting. After the Public Hearing, it was the recommendation of the Planning Commission to approve the Special Use Permit request of Jesus Castillo at 611 Chandler Avenue to construct a Single-Family residence in at B1 District. This was approved on a 3 to 2 vote. It was recommended to abide by residential housing setbacks to include 5-foot side yard setbacks.

Item 7A3 – It was the recommendation to approve the off premises sign (billboard) at PID #22.060.5170, adjacent to Go For it Gas with the condition that the sign would not be lighted. This was approve unanimously by the Planning Commission.

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, Bob Scheidt, 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

Joh 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 Deck 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
Councillors: 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 8th 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



Items
7B
+7C

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City of Glencoe
Planning and Industrial Commission
Meeting Minutes
Thursday, November 13, 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, Bob Scheidt, Amanda Johnson, Josh Miller, City Liaison Scott Maynard, Mayor Hueser, and City Administrator Mark Larson were all present. Also present were property owner Jesus, other property owner Blue Rich Properties, represented by Michelle Grebner, and another male, Tom Wicks, who was there on behalf of Summit Locations LLC.

Planning Commission Agenda #1: Approve minutes from October 9th, 2025, Planning Commission Meeting.

Bob Senst made a motion to correct Agenda #4 to state the variance as Deck, not a Fence. Bob Senst made a motion to approve the correction. Josh Miller seconded the motion. With no further corrections needed, the minutes were approved. All members present voted in favor, and the motion passed.

Planning Commission Agenda #2: Public Hearing for 611 Chandler Ave North for Single Family Residence

Public Hearing was called to order by Kevin Deitz. Jesus Castillo presented the single-family residence plan to the committee. Michelle Grebner, owner of the neighboring rental property and Blue Rich Properties, was present. Property 605 Chandler Ave N. She was concerned about the property line being violated and about its proximity to the property line. She also raised concerns about the tenant's

parking space. Both parties had property lines surveyed. Michelle provided pictures of the current digging and property line markers of 611 Chandler Ave N. At this point, the public hearing was closed with a motion from Bob Senst and seconded by Bob Scheidts. With all members present in favor, the public hearing closed.

Bob Senst made a motion to approve a special use permit for a single-family home in the B1 Commercial zone, with the condition that the house has a 5-foot setback, including the roof overhang.

No one seconded the motion- So the motion died.

Discussion was then opened for the commissioners. After the discussion, Bob Senst made a motion to approve a special use permit for a single-family home in the B1 Commercial zone, with the condition that the house has a 5-foot setback, including the roof overhang.

Motion seconded by Josh Miller.

Commissioners voted 3 in favor —Bob Senst, Kevin Dietz, and Josh Miller

2 not in favor —Bob Scheidts and Amanda Johnson

With the 3-2 vote, the motion was passed.

Planning Commission Agenda #3: Special Use Permit for PID 22.060.5170 (Chandler Ave), Off-Premise Advertising Sign

Amanda Johnson made a motion to approve the Permit, on the condition that no lights be installed on the sign. Josh Miller seconded the motion. With all those present in favor, the motion passed.

Planning Commission Agenda # 4: 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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To: Planning and Industrial Commission

From: Mark D. Larson, City Administrator

Date: November 13, 2025

Re: **Item 2** – Public Hearing on 611 Chandler Avenue North for Single Family Residence

Item 2 – At approximately 7:00 PM, the Planning and Industrial Commission will hold a Public Hearing on the proposed construction of a new single-family home on property that is Zoned - **B1-Commercial**.

Background

- B1-Commercial property **does not** allow for the construction of a single-family home **without** a Special/Conditional Use Permit. (Code 509.3 Minimum Requirements)
- Previously, the property at 611 Chandler Avenue North contained a single-family home, but this was considered an existing non-conforming use of the property that is zoned B1- Commercial.
- The owner of the property demolished the single-family home as it had exceeded its useful life.
- The property owner conversed with City Administration prior to demolishing the house about constructing a **Four-Unit** Apartment building to replace it. A Four-Unit Apartment is considered an acceptable use of the property and no Special Use Permit is required.
- The owner of the property is now proposing to construct a single-family home (for rent) on the property.



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Zoning Code

City Code 508.03d allows for the reconstruction of a single-family home on the property (B1, I1, or I2), if the property was substantially destroyed (50% or less) by natural disaster, Fire, or act of God ***and*** covered by an insurance Policy at the time of the calamity that provides for the replacement of the structure.

City Code 508.03e states that whenever a legal non-conforming use of a structure or land is discontinued for a period of twelve (12) months, any future use of said structure or land shall be in conformity with the provisions of this ordinance.



SMALL CITY & BIG FUTURE

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

OFFICE USE

Permit Fee: \$100.00

Date Paid: 10/16/25

___ Cash

X Check # 1337

___ Credit Card
2.5% cc fee = \$2.50

MV Staff Initials

SPECIAL USE PERMIT APPLICATION

Date 10-16-2025

Applicant Jesus M. Castillo Phone 952 693 1345

Owner (if different than applicant) _____

Address 611 Chandler

PID # 220604640 Permit # 256L-00219

Current Use of Property Empty lot

Special Use Requested 4 bedroom 2 bathroom house

Casto
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>

GLENCOE

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The Planning and Industrial Commission will hold a public hearing on Special Use Permit request of Jesus Castillo for property located at 611 Chandler Avenue North to build a single-family home on Property zoned Business 1 – Commercial. The Public Hearing will be held on November 13, 2025, at 7:00 PM in the West Conference Room at the Glencoe City Center, 1107 11th Street East, Glencoe, MN. All interested persons will be heard at this hearing.



By Order of the Planning Commission
Kevin Dietz
Chairperson

Mayor: Mark Hueser **City Administrator:** Mark D. Larson
Councillors: At-Large - Yodee Rivera, Precinct 1 - Jon Dahlke, Precinct 2 – Scott Maynard,
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To: Planning and Industrial Commission

From: Mark D. Larson, City Administrator

Date: November 13, 2025

Re: **Item 3** – Special Use permit for an Off-Premises Sign

Item 3 - City Code 570.07c(b) – Requires a Conditional or Special Use Permit for an Off-Premises Sign. An Off-Premises Sign is one that directs attention to a business, profession, product, service, or entertainment... off the premises where the sign is located.

This is for property adjacent to “Go For it Gas”

There has been an off premises sign at this location for years advertising Remax Realty.



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

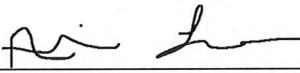
Address Chandler Ave N, Glencoe, MN

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>



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To: Mayor and City Council

From: Mark Lemen, Assistant City Administrator

Date: November 17, 2025

RE: **Item 8A** - Assistant City Administrator Job Description Approval

Item 8A - In June of 2024 City Council approved the combination of the Public Works Director position and the vacant Assistant City Administrator position. This position was approved with the intention to provide ample training time for my appointment to the position of City Administrator in January 2026.

After one (1) year in the position, City Council accepted City Administrator Mark Larson's retirement notice and subsequently approved my appointment to the position of City Administrator effective January 2026. This began the process of restructuring back to separate roles of Assistant City Administrator and Public Works Director.

In August 2025 the City Council approved the promotion of water operator Brandon Frankfurth to the position of Public Works Director. Filling the position of Public Works Director allowed City staff to begin conversations about the details regarding the role of Assistant City Administrator.

The City contracted with CEDA (Community Economic Development Associates) to assist with the implementation of the Glencoe EDA (Economic Development Authority). The relationship was formed on the premise that once the EDA was implemented and operating efficiently, the City would move forward with an internal EDA Director.

The Assistant City Administrator role will encompass the EDA Director position as well as a significant role in Human Resources. The implantation of this role will subsequently terminate the relationship with CEDA as the contracted EDA Director; however, the City may still contract with CEDA for certain EDA functions such as assistance with grant writing.



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I have included in the packet the proposed job description for Council approval. Once approved, I will provide the EDA with an opportunity for input as well as provide CEDA with the required 30-day notice of termination. Following these action items, I will post for the position for a period of three (3) weeks on multiple employment websites, the City Facebook page, and the City website.

Mayor: Mark Hueser **City Administrator:** Mark D. Larson

Councillors: At-Large Yodee Rivera, Precinct 1 Jon Dahlke, Precinct 2 Scott Maynard, Precinct 3 Paul Lemke, Precinct 4 Cory Neid

TITLE: Assistant City Administrator

DEPARTMENT: Administration

ACCOUNTABLE TO: City Administrator

DIRECT REPORTS: City Center Coordinator, Administrative Assistant, City Center Event Staff, City Center Support Staff

SUMMARY OF JOB DESCRIPTION: Responsible for assisting the City Administrator in the direction of the Economic and Community Development activities in the City of Glencoe. Responsible for supervising the administration of marketing, scheduling, equipment and staff for the Glencoe City Center, senior and public meeting rooms. Supervise social media, website development and multi-media promotions. Provide human resources support to City Administrator.

SALARY: \$82,200 - \$106,080 (EXEMPT)

DUTIES AND RESPONSIBILITIES

ECONOMIC DEVELOPMENT

1. Provides leadership to the Economic Development Authority, which is responsible for:
 - Developing Citywide strategies, policies and training for community engagement.
 - Working with departments and consultants to develop public participation/ community engagement plans for specific projects
 - Managing resident advisory boards and commissions and task forces, including development and implementation of training and policies for commission members and staff liaisons
 - Managing community engagement programs
2. Provide direct support to the City Administrator and the Economic Development Authority regarding Community Planning and Economic Development.

3. Conducts/manages special projects requiring research, analysis, organization, documentation and coordination as assigned.
4. Research potential grants and develops a grant submission strategy and timeline.
5. Composes correspondence and compiles reports for a variety of state and federal funding sources.
6. Coordinates with various regional governmental organizations, community groups, and State and Federal Agencies; attends public meetings and presents information on community and economic development issues.
7. Answers inquiries from prospective businesses and developers in matters relating to Community and Economic Development projects; provide information and recommendations within scope of authority.
8. Research, create and implement long range planning goals and initiatives.
9. Work with private and non-profit developers, financial institutions, bond counsel, consultants, other city departments, and others to facilitate community development.

COMMUNICATIONS AND MARKETING - All Supervisory – Overseeing City Center Coordinator and Administrative Assistant

1. Supervise the planning, coordination and implementation of internal and external communications for the City in conjunction with Department Heads from concept through production
2. Supervise the management and maintenance of the content and design of the City websites and Social Media Accounts.
3. Supervise the work with Department Heads to create marketing materials to promote the City's revenue generating operations (City Center and Liquor Store) to promote City initiatives and amenities.
4. Supervise work with community partners to promote the City as a place to live, do business, shop and recreate.
5. Supervise city staff involved with assisting the City's Emergency Management Team with public information needs.
6. Represent the City on various boards and committees as assigned. Attend City Council meetings as needed.

7. Represent the City in working with various governmental and community agencies in program development and public relations.

CITY CENTER FACILITY MANAGEMENT – All Supervisory – Overseeing City Center Coordinator and Administrative Assistant

1. Supervise the coordination of event center staff to answer questions from the public regarding the City of Glencoe and the Glencoe City Center policies and procedures
2. Supervise for the scheduling of meeting room spaces, custodial and operational staff, and rental equipment for City Center events.
3. Supervise the meeting with prospective renters of the facility to plan events and supervise the promotion of the City Center facility to all prospective users with advertising, public presentations, personal contact, and follow up.
4. Prepare quarterly reports regarding usage of the facility to the City Council and assist in preparation of the City Center Budget; review capital budgets and recommend staffing needs. Prepare invoices for customers of the Glencoe City Center.
5. Supervise the marketing and promotion of the City Center by providing and implementing programming ideas and events to generate revenue for the City Center Facility.
6. Supervise the coordination with the Police Department for Security when required for events.
7. Supervise the maintenance of lists of vendors catering and other services.
8. Supervise the enforcement of all event center rules, regulations and policies in a fair and impartial way.
9. Provide supervision and assistance of other city staff to address customer's questions, permits, shelter rentals and other office related functions.
10. Supervise the performance related duties and activities as needed to maintain City Offices and as assigned by City Administrator.

HUMAN RESOURCES

Serve as the Human Resources Manager Assisting the City Administrator in:

1. Personnel Policy and organization chart review and implementation
2. Assisting the city administrator's office in handling complex management issues
3. Maintaining personnel records
4. Updating databases
5. Publishing job ads
6. Scheduling interviews
7. Preparing HR-related reports
8. Communicating in different contexts, both in-person and over the phone to manage internal and external relations
9. Ensuring that legal requirements are being met daily

GENERAL CITY ADMINISTRATION

1. Provide support services to City Administrator in those certain administrative tasks (in addition to those listed above) as delegated by the City Administrator, including budgeting and finance.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in public administration, Business Administration, Human Resources Management/Administration, Communications, Real Estate, Marketing, Local and Urban Planning, or a closely related field.
- Two (2) years of experience in government administration, economic development, community development, financial management, business administration, or an equivalent combination of education and experience.
- Strong communication skills.
- Must possess and maintain a valid driver's license.

DESIRABLE QUALIFICATIONS:

- Master's degree in urban studies, Public Administration, Business Administration, Finance, Economics, Marketing or other closely related fields.
- Five (5) years of experience in government administration, economic development, community development, financial management, business administration, or an equivalent combination of education and experience.
- A demonstrated record of ongoing continuing education in the Economic Development field. Certification as Certified Economic Developer (CEcD) or as an Economic Development Finance Professional (EDFP) is desired.



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To: Mayor and City Council
From: Mark Lemen, Assistant City Administrator
Date: November 17, 2025
RE: **Item 8B** - Water Rate Increase Resolution 2025-22

Item 8B - The City of Glencoe has experienced financial increases in operational, maintenance, and debt service requirements in the recent past which has led to discussions pertaining to utility (water and sanitary) rate increases. The City water rates have not seen a significant increase in over ten (10) years. Moreover, the recent increases in chemical and equipment maintenance costs require an adjustment to wastewater rates.

The City authorized consulting engineering firm SEH to conduct a utility (water and sanitary) rate study in 2025. SEH compiled financial, usage, and operational cost data for each of the water and wastewater departments. Upon the completion of data collection, SEH presented recommendations to the City Council and staff during the October Council Workshop.

The data presented a net loss for the water and wastewater funds over the next few years and beyond. Council did approve Resolution 2025 – 21 detailing an increase in wastewater rates. Council requested to further review water rates at the November Council Workshop in order to further investigate a slight increase in connection fees. After much discussion at the Workshop, Council recommended that the water rates see a usage increase over the next three (3) years while the connection fee increase \$1.00 annually for the next five (5) years.

My recommendation currently is to approve Resolution 2025-22 outlining an increase in water rates utilizing the three (3) year step increase to the usage rate and a five (5) year \$1.00 annual raise to the connection fee. This plan will allow the water fund to replenish beginning in the year 2028. Moving forward after the three (3) year increase the City plans to investigate the need to make small annual inflationary adjustments.

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	\$7.45/ 1,000 gallons \$12.00 connection fee
January 1, 2027	\$8.74/1,000 gallons \$13.00 connection fee
January 1, 2028	\$10.04/1,000 gallons \$14.00 connection fee
January 1, 2029	\$11.34/1,000 gallons \$15.00 connection fee
January 1, 2030	\$12.63/1,000 gallons \$16.00 connection fee

Section 3: This resolution shall take place and be in force from and after its passage on November 1, 2025.

Adopted and approved this 3rd day of November, 2025.

Mayor Mark Hueser

ATTEST:

Mark D. Larson
City Administrator

Glencoe Rate Review 2025
Water Options

Year	2025	2026	2027	2028	2029	2030
Connection Fee						
Residential	\$11.00	\$12.00	\$13.00	\$14.00	\$15.00	\$16.00
Commercial	\$11.00	\$12.00	\$13.00	\$14.00	\$15.00	\$16.00
Volume Fee						
Residential	\$6.15	\$8.22	\$10.30	\$12.37	\$12.37	\$12.37
Commercial	\$6.15	\$8.22	\$10.30	\$12.37	\$12.37	\$12.37
Total Monthly Bill for the Average Customer^a						
Residential	\$36.68	\$46.01	\$54.91	\$63.78	\$64.78	\$65.78
Commercial	\$87.11	\$113.41	\$139.37	\$165.21	\$166.21	\$167.21

a: Includes the 1.50 Service Plus surcharge and the \$0.81 State Surcharge in 2025 changing to \$1.27 in 2026.

Year	2025	2026	2027	2028	2029	2030
Expenses						
Total Expenses	\$ 1,796,314	\$1,974,780	\$2,242,469	\$2,313,542	\$2,288,169	\$2,366,528
Revenue						
Revenue from Water Fee	\$ 1,282,207	\$1,601,763	\$1,905,539	\$2,208,033	\$2,245,125	\$2,282,217
Total Other Revenue Sources	\$ 205,779	\$213,568	\$221,746	\$230,334	\$239,350	\$248,818
Total Revenue	\$ 1,487,986	\$1,815,331	\$2,127,285	\$2,438,366	\$2,484,475	\$2,531,035
Net Increase (or Decrease)	(\$308,328)	(\$159,449)	(\$115,183)	\$124,824	\$196,305	\$164,507





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 Neid



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To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: November 14, 2025

Re: **Item 8C** – School Resource Office (SRO) Agreement

Item 8C – Attached is the updated SRO contract with GSL Schools. Included in this agreement is a 3.25% COLA. It also spells out the dates that the School will reimburse the City for the contract costs.

Chief Padilla will update the City Council on Monday night. It is recommended to approve this agreement.

SCHOOL RESOURCE OFFICER SERVICES AGREEMENT

This School Resource Officer Services Agreement ("Agreement") is entered into by and between Independent School District No, 2859 ("District") and the City of Glencoe ("City").

WHEREAS, the District and the City desire to create a cooperative and coordinated approach to maintaining and protecting the safety of all students and staff on school property, and to provide a safe environment for everyone in our community; and

WHEREAS, the District and the City jointly value the general principle that it is in the best interests of District students to remain in class and in their learning environment to every extent possible, and both parties to this Agreement have a mutual responsibility to provide a quality education for all District students; and

WHEREAS, the District and the City are committed to our shared beliefs that all people deserve respect, dignity, security, justice, and join in this Agreement to further these shared beliefs. Both parties to this Agreement will work together to ensure the rights of all students, families and District staff are protected and valued under this Agreement; and

WHEREAS, Minnesota Statutes section 126C.44 authorizes the District to contract with the City to have peace officers in District buildings to provide school resources officer services, hereinafter referred to as "SRO" services; and

WHEREAS, Minnesota Statutes section 126C.44 further authorizes the District to levy for an appropriate portion of the costs the City incurs in paying wages, providing benefits, and providing transportation for peace officers who are assigned to perform SRO duties in the District, and

NOW, THEREFORE, IN CONSIDERATION OF the mutual promises contained in this Agreement and other valuable consideration, the sufficiency of which is acknowledged, the District and the City agree as follows:

1. **Term.** This Agreement is for a term of three years beginning on August 1, 2025, and ending on July 31, 2028. This Agreement can be terminated if written notice of termination is received before May 1st of any year, by the other party.
2. **Definitions.** The following definitions apply to this Agreement:
 - a) **"Additional Services"** means services that a peace officer provides, at the District's request, outside the regular school day, by way of example, but without limitation, a SRO performs additional services if, at the request of a school administrator or District administrator, the SRO attends a school board meetings an extracurricular activity, or a community function related to their work as an SRO that is held in the evening, A SRO extending their regular work day to provide regular services to the District would not be considered to be providing additional services. The SRO must be allowed to flex their hours to cover additional hours the District is requesting SRO for a specific event.

when the school administrator or District administrator has reasonable legal grounds for the search.

- Consistent with the general principles noted earlier that it is each student's best interest to remain in class and in their learning environment. It is the intent of the City and the Glencoe Police Department to avoid removal of a student present in a District school building, unless the student presents an imminent and substantial risk of harm to self or others. School administrators or District administrators confronted with a situation in perceived conflict with this intent should immediately notify the assigned building SRO or supervisor of the SROs prior to locating the student in the school and/or removal of the student from the school.
- SROs will respond to situations on school property involving clear and imminent threats to student and/or staff safety. As a general practice, unless there is a clear and imminent threat to student and/or staff safety, requests from school staff for SRO or other law enforcement assistance are to be channeled through a school administrator.
- SROs will serve as a law enforcement resource for students, staff, families and other members of the school community.
- SROs will facilitate the effective delivery of law enforcement services and assist with safety and security and the lawful two-way exchange of information.

c. Coordinated Team Response

- SROs will make all reasonable efforts to collaborate with school administrators and other school personnel such as counselors, social workers and mental health practitioners to respond to situations in the building involving students.
- SROs will make all reasonable efforts to work with these professionals to support positive school climates that focus on resolving conflicts, restorative justice principles and restorative practices, reducing student engagement with the juvenile and criminal justice system and diverting youth from the court system whenever possible.
- SROs will make all reasonable efforts to provide referrals to school-based or community-based resources when students may need additional assistance and will work with these professionals to provide referrals as needed.

d. Member of the School Community/Civic Engagement and Educator

f. Joint Expectations

- Even if SROs interact with students in situations that could lead to school discipline, SROs will not be involved in any decision to discipline District students for violations of District or school rules or policies. SROs shall not participate in recommending or determining student discipline or in investigating incidents of student discipline which do not involve potential violations of the law. All discipline decisions are the sole responsibility of School District administration.
- SROs will attend training provided by the District at the request and expense of the District, and such training could include education related to equity and inclusion, childhood trauma, child (neuro/cognitive) development, cultural responsiveness, supporting special education students, responding to students in crisis and others as requested by the Superintendent or designee.

e SROs will meet and collaborate with School District Administration to develop and work toward mutually agreed upon goals.

g. SRO duties may include other tasks as assigned by the Glencoe Police Department.

4. **SRO Uniforms and Equipment.**

a. The decision about an appropriate uniform for an SRO will be made by the Glencoe Police Department.

5. **Assignment of School Resource Officers.** The City will assign one full-time licensed peace officers to perform SRO duties on a full-time basis during each school day. The SRO shall be assigned to all School properties in Glencoe and Silver Lake. The assignment of time between high school, middle school and/or elementary school will be flexible and will be a collaborative decision between school administration, District administration and the Glencoe Police Department. Locations of assignments may change upon mutual agreement of the parties, but the vast majority of the time the SRO will be in Glencoe.

a. **Absences.** If a School Resource Officer ("SRO") is absent for any reasons, including but not limited to illness, personal leave, vacation, or training, etc parties will coordinate to ensure all SRO responsibilities are met to the extent practicable including the assignment of a temporary replacement ("Temporary Officer") to perform the regular SRO's duties during such absence. Parties understand that, in times when the Glencoe Police Department is understaffed or otherwise requires additional personnel to be on duty, it may become necessary for the City to remove the SRO from their assigned duties at the School District for prolonged periods of

8. **District Responsibilities.** In addition to making the payments described in this Agreement, the District will provide dedicated office space for an SRO. At a minimum, the office space will be furnished with a desk, chair, safe (lockable and not-moveable) and landline telephone. The SRO may print materials and make photocopies at the school where the SRO is assigned if the materials and photocopies relate to SRO duties. Individual schools may elect to provide additional resources, such as a two-way radio, to the SRO. School administration and District administrators will provide guidance and assistance to each SRO as needed.
9. **Relationship of the Parties.** Nothing in this Agreement may be construed to create a partnership or joint venture between the District and the City. Neither party has any authority or power to take any unilateral action that could legally bind the other party. For purposes of the Minnesota Government Data Practices Act, each party is considered to be an independent contractor relative to the other party.
10. **SRO Employment Status.** At all times and for all purposes, the City is and will remain the exclusive employer of all peace officers who perform services pursuant to this Agreement. No SRO may be considered to be an official, employee, agent, or educational service provider, or representative of the District, and no SRO may make any representation to the contrary. The City maintains full control over the peace officers it employs and is solely responsible for all employment and administrative functions related to its employees, including, but not limited to, supervision and evaluation, payroll and deductions, maintenance of all required insurance (e.g. worker's compensation insurance, unemployment insurance, liability insurance), and any labor disputes or grievances.
11. **Liability of Indemnification.** Each party is solely responsible for the act(s) and omission(s) of its own officers, employees, officials, agents, and representatives. To the extent permitted by law, each party agrees to indemnify for the other party from any and all damages, liability, judgments, claims, expenses, attorney fees, and costs resulting from any act or omission of any of its officers, employees, officials, agents, or representatives. Each party's liability, if any, is limited under Minnesota Statutes Chapter 466, and nothing in this Agreement may be deemed to constitute a waiver of those limits.
12. **Notices.** The District must provide all official notices under this Agreement by electronic mail or U.S. Mail addressed to the City's Chief of Police, Tony Padilla, at tpadilla@ci.glencoe.mn.us or 911 Greeley Avenue North, Glencoe, MN 55336. The City must provide all official notices under this Agreement by electronic mail or U.S. Mail addressed to the District to Chris Sonju, Superintendent at csonju@gsl.k12.mn.us or 1621 16th Street East, Glencoe, MN 55336.

18. **Choice of Law. Forum and Severability.** This Agreement is governed by the laws of the State of Minnesota. The parties agree that the Minnesota state and federal courts will have exclusive jurisdiction over any dispute arising out of this Agreement. If a court determines that any party of this Agreement is unlawful or unenforceable, the remaining portions of the Agreement will remain in full force and effect.

19. **Entire Agreement, Changes, and Effect.** This Agreement constitutes the entire agreement between the District and the City regarding SRO duties and additional services. This Agreement supersedes any inconsistent statements or promises made by either party. This Agreement also supersedes and terminates any prior or existing agreements or contracts regarding the same or any similar subject matter. Neither party has relied upon any statements, promises, agreements, or representations that are not stated in this Agreement. No changes to this Agreement are valid unless they are in writing and signed by both parties. A signed copy of this Agreement has the same legal effect as the original.

[Signature Page to Follow — Remainder of Page Left Blank]



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CITY OF GLENCOE BILLS

NOVEMBER 17, 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 7-23-25	\$104,881.97
WIRE TRANSFER	MULT DEPTS:EMP/CITY PAYROLL TAXES,HSA,PERA,D COMP,CAFE	\$63,790.31
	TOTAL PREPAID BILLS ----->	<u><u>\$168,672.28</u></u>

INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

NOV 17, 2025 - PREPAID BILLS

Date: 11/13/2025

Time: 5:01 pm

Page: 1

City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
A.H. HERMEL CO.	0573	LIQUOR: MERCH FOR RESALE	186163	07/24/2025	<u>752.60</u>
				Vendor Total:	752.60
BOBBING BOBBER BREWING COM	1802	LIQUOR: MERCH FOR RESALE	186164	07/24/2025	69.22
BOBBING BOBBER BREWING COM	1802	LIQUOR: MERCH FOR RESALE	186171	07/24/2025	69.22
				Vendor Total:	<u>138.44</u>
BREAKTHRU BEVERAGE	0513	LIQUOR STORE: MERCH FOR RESALE	186159	07/22/2025	321.65
BREAKTHRU BEVERAGE	0513	LIQUOR: MERCH FOR RESALE	186172	07/24/2025	1,347.82
				Vendor Total:	<u>1,669.47</u>
C & L DISTRIBUTING	0492	LIQUOR: MERCH FOR RESALE	186165	07/24/2025	22,184.85
C & L DISTRIBUTING	0492	LIQUOR: MERCH FOR RESALE	186173	07/24/2025	20,026.27
				Vendor Total:	<u>42,211.12</u>
COLONIAL LIFE	0735	MULT DEPTS: INS PREMIUMS	186174	07/24/2025	263.70
				Vendor Total:	<u>263.70</u>
DAHLHEIMER BEVERAGE	0003	LIQUOR: MERCH FOR RESALE	186166	07/24/2025	43,269.84
DAHLHEIMER BEVERAGE	0003	LIQUOR: MERCH FOR RESALE	186175	07/24/2025	22,542.52
				Vendor Total:	<u>65,812.36</u>
HOME CITY ICE COMPANY	1761	LIQUOR: MERCH FOR RESALE	186167	07/24/2025	1,328.27
				Vendor Total:	<u>1,328.27</u>
IUOE LOCAL #49	2109	MULT DEPTS: UNION DUES	186176	07/24/2025	209.95
				Vendor Total:	<u>209.95</u>
JOHNSON BROS - ST PAUL	0504	LIQUOR STORE: MERCH FOR RESALE	186160	07/22/2025	2,219.10
JOHNSON BROS - ST PAUL	0504	LIQUOR: MERCH FOR RESALE	186177	07/24/2025	618.15
				Vendor Total:	<u>2,837.25</u>
MARLIN'S TRUCKING	1387	LIQUOR: MERCH FOR RESALE	186168	07/24/2025	658.00
MARLIN'S TRUCKING	1387	LIQUOR: MERCH FOR RESALE	186178	07/24/2025	301.00
				Vendor Total:	<u>959.00</u>
MINNESOTA PUBLIC EMPLOYEE	1439	POLICE: UNION DUES	186179	07/24/2025	110.75
				Vendor Total:	<u>110.75</u>
NCPERS GROUP LIFE INS	1619	ADMIN: INS. PREMIUM	186180	07/24/2025	16.00
				Vendor Total:	<u>16.00</u>
PHILLIPS WINE & SPIRITS, INC.	1010	LIQUOR STORE: MERCH FOR RESALE	186161	07/22/2025	796.00
PHILLIPS WINE & SPIRITS, INC.	1010	LIQUOR: MERCH FOR RESALE	186181	07/24/2025	639.50
				Vendor Total:	<u>1,435.50</u>
PPLSI	0485	MULT DEPTS: INS PREMIUMS	186182	07/24/2025	112.60
				Vendor Total:	<u>112.60</u>
SOUTHERN GLAZER'S OF MN	1429	LIQUOR STORE: MERCH FOR RESALE	186162	07/22/2025	615.83
SOUTHERN GLAZER'S OF MN	1429	LIQUOR: MERCH FOR RESALE	186183	07/24/2025	236.16
				Vendor Total:	<u>851.99</u>
VIKING BEVERAGES	0973	LIQUOR: MERCH FOR RESALE	186169	07/24/2025	8,226.35
VIKING BEVERAGES	0973	LIQUOR: MERCH FOR RESALE	186184	07/24/2025	6,702.20
				Vendor Total:	<u>14,928.55</u>
VIKING COCA-COLA BOTTLING CC	0494	LIQUOR: MERCH FOR RESALE	186170	07/24/2025	619.25
				Vendor Total:	<u>619.25</u>
VINOCOPIA, INC.	1353	LIQUOR: MERCH FOR RESALE	186185	07/24/2025	922.50
				Vendor Total:	<u>922.50</u>

INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

NOV 17, 2025 - PREPAID BILLS

Date: 11/13/2025

Time: 5:01 pm

Page: 2

City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
				Grand Total:	135,179.30
				Less Credit Memos:	0.00
	Total Invoices:	27		Net Total:	135,179.30
				Less Hand Check Total:	0.00
				Outstanding Invoice Total :	135,179.30

INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

NOV 17, 2025 - PREPAID BILLS

Date: 11/13/2025

Time: 5:02 pm

Page: 1

City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
BREAKTHRU BEVERAGE	0513	LIQUOR: MERCH FOR RESALE	186237	07/31/2025	<u>9,715.70</u>
				Vendor Total:	<u>9,715.70</u>
JOHNSON BROS - ST PAUL	0504	LIQUOR: MERCH FOR RESALE	186238	07/31/2025	<u>2,400.85</u>
				Vendor Total:	<u>2,400.85</u>
PHILLIPS WINE & SPIRITS, INC.	1010	LIQUOR: MERCH FOR RESALE	186239	07/31/2025	<u>2,442.26</u>
				Vendor Total:	<u>2,442.26</u>
SOUTHERN GLAZER'S OF MN	1429	LIQUOR: MERCH FOR RESALE	186240	07/31/2025	<u>6,568.15</u>
				Vendor Total:	<u>6,568.15</u>
SUSA	1506	WATER, WWTP: MEMBERSHIP	186241	08/01/2025	<u>125.00</u>
SUSA	1506	WATER, WWTP: MEMBERSHIP	186242	08/01/2025	<u>125.00</u>
				Vendor Total:	<u>250.00</u>
				Grand Total:	<u>21,376.96</u>
				Less Credit Memos:	<u>0.00</u>
				Net Total:	<u>21,376.96</u>
				Less Hand Check Total:	<u>0.00</u>
				Outstanding Invoice Total :	<u>21,376.96</u>
Total Invoices:	6				

INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

NOV 17, 2025 - REGULAR BILLS

Date: 11/13/2025

Time: 4:41 pm

Page: 1

City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
A.H. HERMEL CO.	0573	ADMIN, REIMB, AQUATIC CENTER: OPERATING SUPPLIES	0	00/00/0000	307.23
				Vendor Total:	<u>307.23</u>
ALEX AIR APPARATUS 2 LLC	2153	FIRE:20" PPV BATTERY FANS,TEST & SERVICE-BREATHING AIR COMP.	0	00/00/0000	12,243.37
				Vendor Total:	<u>12,243.37</u>
ALPHA WIRELESS	0160	FIRE: RADIO BATTERIES	0	00/00/0000	441.30
				Vendor Total:	<u>441.30</u>
AMERICAN WATER WORKS ASSN.	0006	WATER: DUES	0	00/00/0000	404.00
				Vendor Total:	<u>404.00</u>
ASPEN MILLS	1527	FIRE: UNIFORMS	0	00/00/0000	1,422.45
				Vendor Total:	<u>1,422.45</u>
AT&T MOBILITY	1205	MULT DEPTS: CELL PHONE BILL	0	00/00/0000	430.68
				Vendor Total:	<u>430.68</u>
BORDER STATES INDUSTRIES INC	0852	ADMIN, POLICE, LIQUOR STORE: ELECTRICAL SUPPLIES, BULBS	0	00/00/0000	1,928.17
				Vendor Total:	<u>1,928.17</u>
BRECHT, MIKAYLA	0679	CITY CENTER: DAMAGE DEPOSIT REFUND	0	00/00/0000	350.00
				Vendor Total:	<u>350.00</u>
CARD SERVICES	0330	WATER, WWTP,LIQUOR STORE:MERCH FOR RESALE, CLEANING SUPPLIES	0	00/00/0000	248.46
				Vendor Total:	<u>248.46</u>
CARGILL, INC	1636	WATER: SALT	0	00/00/0000	6,248.54
				Vendor Total:	<u>6,248.54</u>
CEDA	1194	EDA: HOUSING STUDY	0	00/00/0000	19,650.00
				Vendor Total:	<u>19,650.00</u>
CENTERPOINT ENERGY	0204	MULT DEPTS: NATURAL GAS BILLS	0	00/00/0000	4,731.41
				Vendor Total:	<u>4,731.41</u>
CENTRAL HYDRAULICS	1913	STREET: LEAF VAC PARTS	0	00/00/0000	95.98
				Vendor Total:	<u>95.98</u>
DAHLKE, JON	1072	FIRE: REIMB FOR TRAINING SUPPLIES	0	00/00/0000	250.00
				Vendor Total:	<u>250.00</u>
FLAHERTY & HOOD, P.A.	0441	ADMIN: LEGAL FEES	0	00/00/0000	1,775.00
				Vendor Total:	<u>1,775.00</u>
FLOW MEASUREMENT AND CONT	0386	WATER, WWTP: CERTIFICATION OF FLOW METERS	0	00/00/0000	2,509.00
				Vendor Total:	<u>2,509.00</u>
FRANKLIN PRINTING INC.	0085	POLICE: OFFICE SUPPLIES	0	00/00/0000	212.50
				Vendor Total:	<u>212.50</u>
GALLS, LLC	0452	POLICE: UNIFORMS	0	00/00/0000	331.88
				Vendor Total:	<u>331.88</u>
GLENCOE COLLISION CENTER	0489	WATER: TRUCK REPAIR	0	00/00/0000	817.00
				Vendor Total:	<u>817.00</u>
GLENCOE CO-OP ASSN.	1842	MULT DEPTS: FUEL	0	00/00/0000	5,992.78
				Vendor Total:	<u>5,992.78</u>
GLENCOE FLEET SUPPLY	2074	MULT DEPTS: SM TOOLS. SUPPLIES REPAIR PARTS, HARDWARE	0	00/00/0000	882.21
				Vendor Total:	<u>882.21</u>
GOPHER STATE ONE CALL	0482	WATER, WWTP, STORM WATER: LOCATE TICKETS	0	00/00/0000	98.55
				Vendor Total:	<u>98.55</u>

INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

NOV 17, 2025 - REGULAR BILLS

Date: 11/13/2025

Time: 4:41 pm

Page: 2

City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
HALQUIST, AMY	1946	FINANCE: MILEAGE REIMB	0	00/00/0000	<u>21.00</u>
				Vendor Total:	21.00
HAWKINS, INC.	1133	WATER: CHEMICALS	0	00/00/0000	<u>3,989.63</u>
				Vendor Total:	3,989.63
HEIMAN FIRE EQUIPMENT	0959	FIRE: RESCUE TRUCK CONTROL PANEL	0	00/00/0000	<u>712.75</u>
				Vendor Total:	712.75
HERALD JOURNAL PUBLISHING	1442	ADMIN: PUBLISHING	0	00/00/0000	<u>92.17</u>
				Vendor Total:	92.17
HILLYARD HUTCHINSON	0122	POLICE, WATER, WWTP: CLEANING SUPPLIES, PAPER PRODUCTS	0	00/00/0000	<u>1,968.76</u>
				Vendor Total:	1,968.76
HOLTMEIER CONSTRUCTION, INC	1450	'25 ST IMPROVE: HENNEPIN AVE PROJECT PAYMENT	0	00/00/0000	<u>773,201.40</u>
				Vendor Total:	773,201.40
HUEMOELLER, CHESKIS &	1800	ADMIN: LEGAL SERVICES	0	00/00/0000	<u>9,187.57</u>
				Vendor Total:	9,187.57
JOHN DEERE FINANCIAL	1299	STREET: REPAIR PART	0	00/00/0000	<u>25.04</u>
				Vendor Total:	25.04
KONE CHICAGO	0800	ADMIN, LIBRARY, CITY CENTER: QUARTERLY ELEVATOR MAINT.	0	00/00/0000	<u>1,182.30</u>
				Vendor Total:	1,182.30
KUNKEL ELECTRICAL, INC	2246	WATER: WIRED WELL PUMP MOTOR, CURRENT RELAY, OVERLOAD UNIT	0	00/00/0000	<u>1,770.00</u>
				Vendor Total:	1,770.00
KWIK TRIP	1653	POLICE: FUEL	0	00/00/0000	<u>1,893.83</u>
				Vendor Total:	1,893.83
LACAL EQUIPMENT INC	1145	SANITATION: LEAF VAC INTAKE SWIVEL ELBOW, IMPELLER FAN	0	00/00/0000	<u>4,557.78</u>
				Vendor Total:	4,557.78
LIGHT & POWER COMMISSION	1484	MULT DEPTS: ELECTRICITY, CREDIT CARD & BILLING FEES	0	00/00/0000	<u>28,399.55</u>
				Vendor Total:	28,399.55
MACQUEEN EMERGENCY	0159	FIRE: AIRPACK REPAIR	0	00/00/0000	<u>70.00</u>
				Vendor Total:	70.00
MARATHON	2280	WWTP: FUEL	0	00/00/0000	<u>1,229.66</u>
				Vendor Total:	1,229.66
METERING & TECHNOLOGY	1050	WATER, WWTP: WATER METERS & PARTS	0	00/00/0000	<u>9,972.55</u>
				Vendor Total:	9,972.55
METRO SALES, INC	1066	ADMIN: OFFICE EQUIPMENT LEASE	0	00/00/0000	<u>208.93</u>
				Vendor Total:	208.93
MID-AMERICAN RESEARCH CHEM	1032	STREET, PARK: CHEMICALS CLEANING SUPPLIES, LUBRICANTS	0	00/00/0000	<u>943.88</u>
				Vendor Total:	943.88
MILLER TIME TOOLS, LLC	1090	STREET, WATER: IMPACT SOCKETS	0	00/00/0000	<u>54.50</u>
				Vendor Total:	54.50
MINI BIFF	0177	PARK: WASTE REMOVAL	0	00/00/0000	<u>357.00</u>
				Vendor Total:	357.00
MN DEPT. OF LABOR & INDUSTRY	2002	WWTP, CITY CENTER: BOILER & ELEVATOR INSPECTIONS	0	00/00/0000	<u>195.00</u>
				Vendor Total:	195.00
MN. STATE FIRE CHIEFS ASSOC.	0191	FIRE: MEMBERSHIP RENEWALS	0	00/00/0000	<u>440.00</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>440.00</u>
MNSPECT	0722	CODE ENFORCE: BUILDING & RENTAL INSPECTIONS	0	00/00/0000	<u>7,807.40</u>
				Vendor Total:	<u>7,807.40</u>
MVTL , INC.	0353	WWTP: LAB TESTING	0	00/00/0000	<u>72.80</u>
				Vendor Total:	<u>72.80</u>
MYTANA LLC	0404	WATER: CAMERA REPAIR	0	00/00/0000	<u>200.70</u>
				Vendor Total:	<u>200.70</u>
NORTH CENTRAL INTERNATIONAL	0683	FIRE, WWTP: VEHICLE REPAIR PARTS & MAINTENANCE SUPPIES	0	00/00/0000	<u>248.07</u>
				Vendor Total:	<u>248.07</u>
OBER, GARRETT	1841	STREET: SAFETY BOOTS REIMB	0	00/00/0000	<u>284.95</u>
				Vendor Total:	<u>284.95</u>
O'REILLY AUTOMOTIVE, INC	1982	WATER, WWTP: TRUCK PARTS	0	00/00/0000	<u>115.38</u>
				Vendor Total:	<u>115.38</u>
OSC	0653	STREET: WELDING SUPPLIES	0	00/00/0000	<u>271.59</u>
				Vendor Total:	<u>271.59</u>
PIONEERLAND LIBRARY SYSTEMS	0227	LIBRARY: 2ND HALF FUNDING	0	00/00/0000	<u>50,000.00</u>
				Vendor Total:	<u>50,000.00</u>
PREMIUM WATERS, INC.	1081	MULT DEPTS: WATER	0	00/00/0000	<u>207.97</u>
				Vendor Total:	<u>207.97</u>
QT PETROLEUM ON DEMAND	0673	AIRPORT: FUEL SYSTEM ANNUAL SUPPORT PLAN	0	00/00/0000	<u>1,675.00</u>
				Vendor Total:	<u>1,675.00</u>
RAMAKER & ASSOCIATES, INC	0910	CEMETERY: ANNUAL HOSTING FEE FOR ONLINE BURIAL SEARCH	0	00/00/0000	<u>700.00</u>
				Vendor Total:	<u>700.00</u>
ROSE TRUCKING INC	0775	FIRE: AERIAL REPAIR	0	00/00/0000	<u>181.17</u>
				Vendor Total:	<u>181.17</u>
RUNNING'S SUPPLY, INC.	1616	WATER, WWTP: UNIFORMS	0	00/00/0000	<u>140.96</u>
				Vendor Total:	<u>140.96</u>
SCHMITT, STEVE	1696	WATER: SAFETY BOOTS REIMB	0	00/00/0000	<u>144.01</u>
				Vendor Total:	<u>144.01</u>
SCR, INC - ST. CLOUD	0738	LIQUOR STORE: HVAC REPAIRS & MAINTENANCE	0	00/00/0000	<u>1,037.22</u>
				Vendor Total:	<u>1,037.22</u>
SECURITY BANK & TRUST CO.	0259	MULT DEPTS: BOND PRINCIPAL & INTEREST PAYMENTS	0	00/00/0000	<u>129,887.50</u>
				Vendor Total:	<u>129,887.50</u>
SHRED-N-GO, INC	0032	FINANCE, POLICE: PAPER SHREDDING	0	00/00/0000	<u>180.60</u>
				Vendor Total:	<u>180.60</u>
SOUTHWEST CORRIDOR	0740	ADMIN: ANNUAL DUES	0	00/00/0000	<u>1,500.00</u>
				Vendor Total:	<u>1,500.00</u>
STAR GROUP, L.L.C.	0972	MULT DEPTS: ANTIFREEZE, HYD. HOSE, PARTS, SMALL TOOLS	0	00/00/0000	<u>470.34</u>
				Vendor Total:	<u>470.34</u>
STARRY'S EMBROIDERY	1868	CITY CENTER, LIQUOR STORE: UNIFORMS	0	00/00/0000	<u>406.00</u>
				Vendor Total:	<u>406.00</u>
STREICHER'S	0273	POLICE: UNIFORMS	0	00/00/0000	<u>41.99</u>
				Vendor Total:	<u>41.99</u>
SUNRISE WELLNESS	1522	POLICE: WELLNESS CHECKS	0	00/00/0000	<u>931.00</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>931.00</u>
TRI-COUNTY WATER	1016	STREET, REIMB: WATER	0	00/00/0000	54.50
				Vendor Total:	<u>54.50</u>
VIKING COCA-COLA BOTTLING CC 0494		LIQUOR STORE: MERCH FOR RESALE	0	00/00/0000	380.00
				Vendor Total:	<u>380.00</u>
				Grand Total:	<u>1,098,782.96</u>
				Less Credit Memos:	<u>0.00</u>
				Net Total:	<u>1,098,782.96</u>
				Less Hand Check Total:	<u>0.00</u>
				Outstanding Invoice Total :	<u>1,098,782.96</u>
	Total Invoices:	68			



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 Neld

STATE OF MINNESOTA
BUFFALO CREEK WATERSHED DISTRICT BOARD OF MANAGERS

The Matter of the Petition of the City of Glencoe for a Basic Water Management Project, designated as the Glencoe Central-East Stormwater Basic Water Management Project (Project Number 16-01)

Notice of Continued Hearing on Project Establishment, Water Management District Charge Adoption and Easement Acquisition

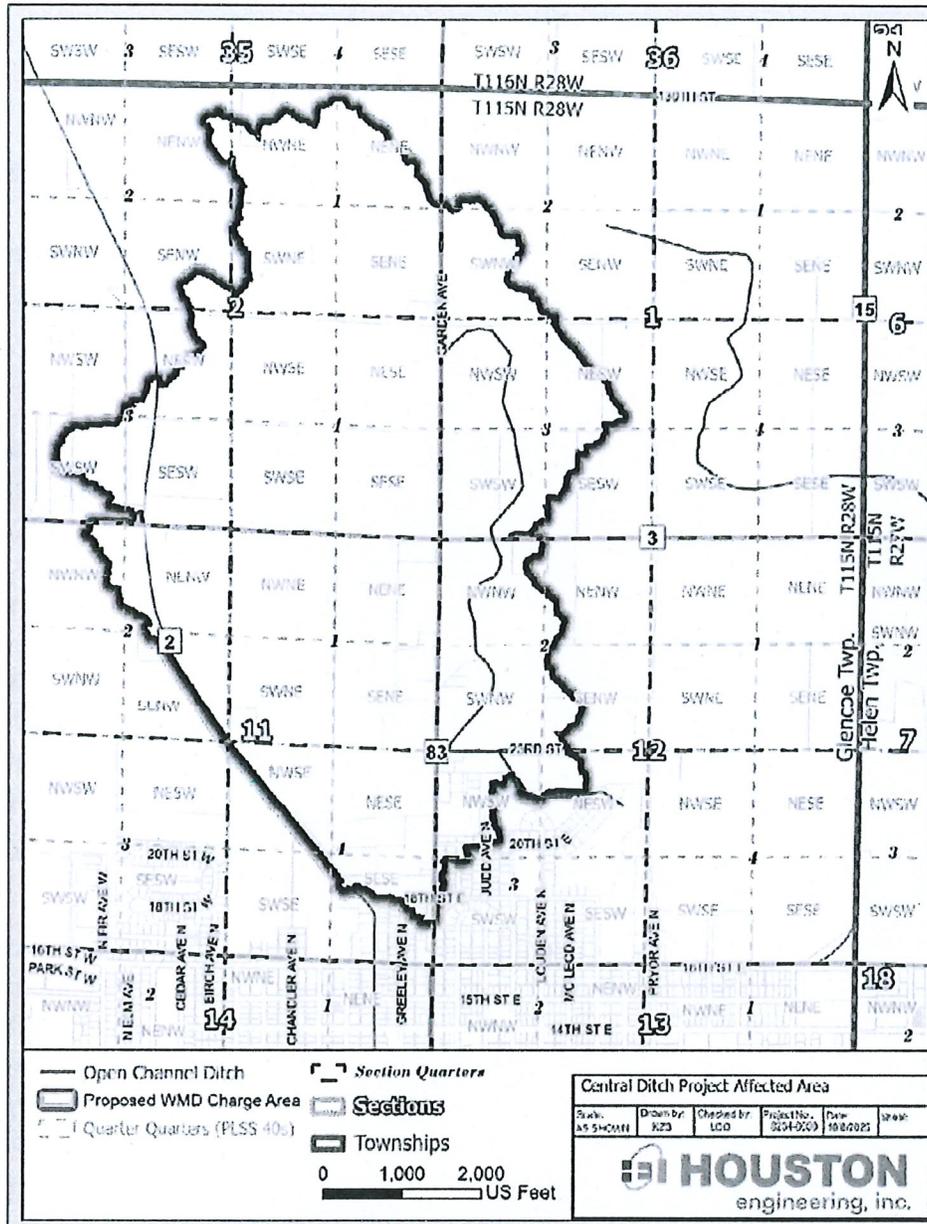
PLEASE TAKE NOTICE that the Buffalo Creek Watershed District Board of Managers will hold a continued final hearing on the Glencoe Central-East Stormwater Basic Water Management Project on **Tuesday, November 25, 2025, at 7:15 p.m.** at the Senior Room, Glencoe City Center, 1107 - 11th Street E., Glencoe, MN. The purpose of the final hearing is to receive public comment under Minnesota Statutes, sections 103D.729 and 103D.745 regarding the Project, Water Management District Charges and Easement Acquisitions. The engineer's report has been filed with the Buffalo Creek Watershed District and is available for inspection. Reports of the DNR and Board of Water and Soil Resources have also been filed with the District and are available for inspection. The engineer's charge recommendation memorandum, as amended, has been filed with the District and is available for inspection. To request inspection of the engineer's report, agency reports, and proposed water management district charge documents contact the Watershed District Consultant, Seth Sparks at (320) 905-4780, or by email to seths@bcwatershed.org. Copies of reports and hearing materials are also available for review on the Watershed District's website at <https://bcwatershed.org/> under the "projects" tab.

The Project is a basic water management project, petitioned by the City of Glencoe, located in the watershed area north of the City of Glencoe and designed for the purposes of flood control, water quality improvement, stormwater management, and drainage. The project is specifically identified in the District's Watershed Management Plan. The project components include rehabilitation of the Central Ditch to remove significant vegetation, sediment, deadfalls and other obstructions within its channel. Current conditions create flood risk and water quality (nutrient and sediment delivery) concerns. The proposed project will stabilize and protect the ditch channel and restore efficiency – reducing both flood and pollutant discharge risks. The proposed project will reduce peak water levels for smaller rain events and is not expected to impact peak water levels for the 100-yr flood event.

Easements are proposed to be acquired for maintenance and inspection of the project and protection of a vegetated buffer along the ditch bank. Easements will be in the form of a conservation easement for riparian protection. A damage value for the proposed easements will be considered at the hearing.

The Board has previously established a water management district and method of charges for the Project. The Board will consider the draft water management district charge allocation as part of the hearing. Water management district charges are paid by owners of property within the immediate drainage area of the project.

The properties affected by the project and water management district charges are depicted in the map below (all in McLeod County):



The estimated project cost is \$368,203, to be paid for from the proceeds of charges to properties within the Water Management District established for the project; direct payment from the City of Glencoe; and tax revenues of the District. Based on the estimated project cost, approximately \$238,178 of project cost will be paid from water management district charges; \$83,595 from district-wide taxes; and \$46,430 from the City of Glencoe. The City has also agreed to pay all charges of residents within the city limits or parcels that begin with 22. A detailed charge listing can be found at the Watershed District's website at <https://bcwatershed.org/> under the "projects" tab.

All parties interested in the proposed project shall appear at the public hearing to present objections and to show why an order should not be made by the managers confirming the reports of the engineer, confirming project cost allocations, approving water management district charges, determining a damage value for easements and ordering the establishment and construction of the project. Owners of property directly affected by the project will receive this notice by mail.