



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**

**January 5, 2026 – 7:00pm**

City Center Ballroom

**Final Meeting of 2025**

- 1. PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE**
  
- 2. CONSENT AGENDA**
  - A. Approve Minutes of December 15, 2025
  
- 3. ADJOURN**

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**2026 ORGANIZATIONAL MEETING AGENDA**

**January 5, 2026**

- 1. ELECT VICE-PRESIDENT OF THE CITY COUNCIL**
  
- 2. DESIGNATE DEPOSITORY OF CITY FUNDS**
  - A. Security Bank & Trust Company for City of Glencoe
  
- 3. DESIGNATE REGULAR MEETING NIGHTS & TIME OF CITY COUNCIL MEETINGS**
  - A. First and Third Mondays of each month at 7:00 p.m. except for Holidays on Following Tuesday
  - B. Workshops on the 2nd Monday of each month with time to be determined; currently 5:30 PM.
  
- 4. SET PRICES FOR FEES, RENTAL EQUIPMENT & PART-TIME LABOR FOR 2026**
  - A. City of Glencoe Fee Schedule (Fee changes **HIGHLIGHTED**)
  
- 5. APPOINTMENTS MADE BY THE CITY COUNCIL**
  - A. Airport Commission – Reappoint Randy Schumacher. **1 Open Position**
  - B. Light & Power Commission - Reappoint Joseph Tousignant. **1 Open Position**
  - C. Library Board – Reappoint Christine Davis. **1 Open Position**
  - D. Pioneerland Regional Board – Reappoint John Winter.
  - E. Park Board – Reappoint Noel Arebos. Appoint Ashley Voigt. **1 Open Position**
  - F. Planning & Industrial Commission – Reappoint Bob Scheidt. **1 Open Position**
  - G. Charter Commission – Reappoint Steven Olmstead, Wesley Olson, Charles Lemke, Sharon Hoese, Paul Lemke. Appoint Patrick Lambert.
  - H. Economic Development Authority – **1 Open Position**
  
- 6. LIAISONS**
  - A. Park Board – Yodee Rivera
  - B. Library Board – Cory Neid

- C. Light & Power Commission – Paul Lemke
  - D. Planning & Industrial Commission – Scott Maynard
  - E. Airport Commission – Jon Dahlke
  - F. Fire Department – Mark Hueser
  - G. Glencoe Wine & Spirits – Mark Hueser
  - H. Police Department – Mark Hueser
  - I. Administration – Mark Hueser
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**REGULAR BUSINESS MEETING**  
**JANUARY 5, 2026**

**7. APPROVE AGENDA**

**8. CONSENT AGENDA**

- A. Dollar General, 520 13<sup>th</sup> St W. Glencoe, MN 55336, Tobacco Renewal
- B. Glencoe VFW Post 5102, 923 Chandler Ave N. Glencoe, MN 55336, 1 Amusement Device

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

**10. PUBLIC HEARINGS**

**11. BIDS AND QUOTES**

- A. Official Newspaper Bid for 2026 Printing – City Administrator

**12. REQUESTS TO BE HEARD**

- A. City Council Rules of Decorum – City Attorney
- B. Appoint Matthew Gospodarek as the Assistant City Attorney
- C. SAFEbuilt Contract – City Administrator
- D. Approve Hiring of Assistant City Administrator – City Administrator

**13. ITEMS FOR DISCUSSION**

- A. Annual Charter Commission Meeting on January 6, 2026 at 7:00 PM
- B. Local Option Sales Tax Update

**14. ROUTINE BUSINESS**

- A. Project Updates
- B. Economic Development
- C. Public Input
- D. Reports
- E. City Bills
- F. **Close Meeting** to discuss ongoing litigation regarding USG Water Solution pursuant to Minn Stat 13D.

**15. ADJOURN**



SMALL CITY  BIG FUTURE

## GLENCOE CITY COUNCIL MEETING MINUTES

December 15, 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, Jamey Retzer, Bri Korson

Other: Rich Glennie, Justin Black, Dave Meyer

### 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 December 1, 2025

**B.** Approve Minutes of the City Council Workshop of December 8, 2025

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

**C.** Approve the Following License's

1. Glencoe VFW Post 5102, 923 Chandler Ave N. Glencoe, MN 55336  
2 Amusement Devices, 1 Music Machine
2. Kwik Trip #1049, 2600 11th St E. Glencoe, MN 55336, Tobacco Renewal
3. Happy Hour Inn, 815 11th St E. Glencoe, MN 55336, Tobacco Renewal, 1 Music Machine,  
2 Amusement Devices
4. Glencoe Smoke & Vape Inc, 716 13th St E., 722 11th St E. Glencoe, MN 55336, Tobacco  
Renewal
5. Main Street Sports Bar, 1226 Greeley Ave N. Glencoe, MN 55336  
1 Music Machine, 1 Amusement Machine
6. Celine Stop Glencoe Inc, 2306 9th St E. Glencoe, MN 55336,  
Tobacco Renewal
7. Chandler Go For It Gas Inc, 415 Chandler Ave N. Glencoe, MN 55336, Tobacco Renewal
8. Unhinged Pizza, 2408 9th St E. Glencoe, MN 55336, 3 Amusement Machines
9. Coborn's Inc, 2211 11th St E. Glencoe, MN 55336, Tobacco Renewal
10. Pla-mor Ballroom, 1904 9th St E. Glencoe, MN 55336, Change in Ownership

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

**D.** Lifesaving Award Presentation by Chief Padilla

Captain Jamey Retzer, Patrol Officer Brianna Korson, and Patrol Officer Tyler Bruns received a Lifesaving Award.

### 3. APPROVE AGENDA

**Motion:** Neid, seconded by Maynard to approve the agenda with the removal of 7F. All in favor, the motion carries.

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

None.

5. **PUBLIC HEARINGS**

None.

6. **BIDS AND QUOTES**

A. Taser 10 Lease Request – Tony Padilla, Chief of Police

**Motion:** Lemke, seconded by Rivera to approve the five-year lease plan with Axon for new Tasers, Virtual Reality Trainor, and Taser cartridges. All in favor, the motion carries.

B. Chair Cleaning Quote – Mark Lemen, Assistant City Administrator

**Motion:** Dahlke, seconded by Maynard to approve the chair cleaning quote from SOS Cleaning and Restoration for \$2,400.00. All in favor, the motion carries.

7. **REQUESTS TO BE HEARD**

A. Public Infrastructure Grant – **Approve Resolution 2025-24** – Justin Black, SEH

Grant opportunity for the upcoming Ford Avenue Project in 2027.

**Motion:** Lemke, seconded by Dahlke to approve **Resolution 2025-24** for submission and request of funding. 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.

B. Glencoe Light and Power Bond Issue Request – Dave Meyer, Light and Power Commission

C. Change the Detective Position to a Sergeant of Investigations Position – Tony Padilla, Chief of Police

**Motion:** Lemke, seconded by Maynard to approve the position change from Detective to Sergeant of Investigations. All in favor, the motion carries.

D. 2026 Pay Equity Report Approval – Mark Larson, City Administrator

Every 3 years, the City of Glencoe is required to submit a report to the State of Minnesota that the City is complying with the requirements of the Pay Equity Statue.

**Motion:** Dahlke, seconded by Lemke to approve the 2026 Pay Equity report for submission to the State. All in favor, the motion carries.

E. Appoint Public Works Operator – Brandon Frankfurth, Public Works Operator

**Motion:** Maynard, seconded by Lemke to appoint Dan Schultz as a Public Works Operator. All in favor, the motion carries.

~~F. SAFEbuilt Contract – Mark Larson, City Administrator~~

8. **ITEMS FOR DISCUSSION**

A. Local Option Sales Tax – Mark Lemen, Assistant City Administrator

B. Request releasing a portion of the City Center Parking lot lien with DEED for Hotel Project – City Attorney Ostlund and EDA recommendation

**Motion:** Neid, seconded by Lemke to approve **Resolution 2025-25**. Upon a roll call vote, the following voted Aye, Dahlke, Maynard, Neid and Lemke. The following voted Nay, none. Whereupon the resolution was declared adopted and approved.

C. Assistant City Administrator Position Posting and Job Description– Mark Lemen, Assistant City Administrator

**Motion:** Neid, seconded by Dahlke to approve posting the Assistant City Administrator position. All in favor, the motion carries.

D. PFAS Lawsuit – City Attorney Ostlund

9. **ROUTINE BUSINESS**

A. Project Updates

B. Economic Development

C. Public Input

D. Reports

**E. City Bills**

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

**10. ADJOURN**

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



SMALL CITY & BIG FUTURE

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

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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 Lemen, City Administrator

Date: January 5, 2026

Re: **City Council Agenda – Organizational Meeting – January 6, 2025**

**Item 1** – It is recommended to elect one member of the City Council as the Vice-President of the City Council to stand in for the Mayor, when the Mayor is not available.

**Item 2** – It is recommended to approve Security Bank and Trust as the Depository of City Funds.

**Item 3** – It is recommended to approve the regular meeting night and times for 2026 City Council meetings.

**Item 4** – It is recommended to adopt the attached Fee Schedule.

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

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

## 2025 FEE SCHEDULE

### ADMINISTRATION

Election Judges	per hour	\$15 - \$18
Part-Time Employees	per hour	up to \$21/hr
Copy - Black/White	per copy	\$0.25
Copy - Colored	per copy	\$1.00
Mileage	Federal Rate	
Special Assessment Search	per search	\$10.00
Returned Check Charge		\$25.00
Replacement Key or Key Card		\$30.00

### CEMETERY

Lot Price 5' x 10' parcel		\$500.00
Second Interment	1/2 price of current lot price	\$250.00
Cremation open & close	only City to do digging, regular business hours holidays, weekends, after hours	\$150.00 \$200.00
Burial Permit	for the administration of every interment	\$150.00
Vault Storage	during winter months per deceased	\$75.00
Marker Permit	staking for installation of marker	\$75.00

### LIQUOR LICENSE

On-Sale Beer		\$100.00
One Day On-Sale Beer	organization only	\$25.00
Off-Sale Beer		\$50.00
On-Sale Club		\$100.00

On-Sale Liquor		\$3,000.00
Sunday On-Sale Liquor		\$200.00
Liquor Display Permit		\$300.00
Wine License		\$150.00
Brewery Taproom On-Sale		\$250.00
Brewer Off-Sale		\$250.00
Brew Pub Full On-Sale		\$3,200.00
Brew Pub Off-Sale		\$250.00

**MISCELLANEOUS**

Tobacco		\$25.00
Music Machines		\$24.00
Video Games, Pinball Machines, Pool Tables		\$12.00
Dance Permit	or \$20.00 per dance	\$200.00
Theatre License		\$15.00
Bowling Alley	per lane	\$5.00
Charitable Gambling License		\$100.00

**POLICE DEPARTMENT**

Uniformed Armed Police Officer	per hour	\$125.00
Police Call False Alarms	per alarm	\$25.00
Copies of Police Reports	1st page, \$.25/additional	\$4.00
DVD / USB Copies	per incident	\$25.00
Prisoner/Mental Health Transports	each + Federal Rate	\$40.00
Storage/Impounded Vehicle	per day	\$25.00
Parking Ticket	each	\$25.00
Snowbird Citations	each	\$50.00
Nuisance Citations	\$100.00 First Offense	\$200.00 Second
		\$300.00 Third

Storage/Fire Arms

per day, per fire arm

\$1.00

Dangerous Dog/Potentially Dangerous Dog

annual

\$200.00

Part-Time Police Officer

per hour

\$28 - \$30

**FIRE DEPARTMENT**

Ariel Unit

per unit, per hour

\$350.00

Engine Unit

per unit, per hour

\$200.00

Rescue Unit

first hour on scene  
each additional hour

\$200.00  
\$100.00

Water Tender Unit

per unit, per hour

\$150.00

Grass Unit (Truck/Kubota)

per unit, per hour

\$100.00

Air Supply Unit

per unit, per hour

\$75.00

Incident Command

per unit, per hour

\$50.00

Firefighter

per unit, per hour

\$30.00

Fire Incident Report (paper or electronic)

no photos included  
pictures included in report

\$15.00  
\$40.00

**CITY CENTER**

Full Grand Ballroom (Sunday-Thursday)

\$750.00

Additional Hour

\$60.00

Non-Profit Rate

\$450.00

Full Grand Ballroom (Friday, Saturday, Holiday)

\$950.00

Additional Hour

\$60.00

Non-Profit Rate

\$900.00

Wedding Package

\$2,000.00

North Grand Ballroom (Sunday-Thursday)

\$425.00

Additional Hour

\$35.00

Non-Profit Rate

\$300.00

South Grand Ballroom (Sunday-Thursday)

\$375.00

Additional Hour

\$35.00

Non-Profit Rate

\$250.00

Balcony						\$225.00
Non-Profit Rate						\$125.00
Courtyard						\$175.00
Non-Profit Rate						\$100.00
Martin McLeod Room (Senior Community Room)						\$45.00
Non-Profit Rate	proposed \$30			per hour		\$25.00
North Conference Room				per hour		\$35.00
Non-Profit Rate	proposed \$25			per hour		\$20.00
West Conference Room				per hour		\$30.00
Non-Profit Rate	proposed \$20			per hour		\$15.00
Henry Hill Room				per hour		\$30.00
Non-Profit Rate				per hour		\$15.00
Basement Meeting Room				per hour		\$30.00
Non-Profit Rate				per hour		\$15.00
Non-Refundable Reservation Fee		No reservation fee for meeting rooms				Paid in Full
Grand Ballroom Refundable Damage Deposit						\$500.00
Technology/Communications Package			proposed \$25-\$500			\$25-\$200
Large Screen TV's				per tv		\$100.00
Platform						\$200.00
Performance Stage Backdrop						\$175.00
Catering Kitchen						\$125.00
Coffee/Water Service			1 - 30 cups			\$30.00
			50 - 80 cups			\$60.00
			all day service			\$80.00
Table Linens				per linen		\$8.00
Linen Napkins				per napkin		\$0.45
Dishware				per place setting		\$1.75
Chair Covers	proposed \$1.50			per chair		\$1.00
Bar Service				per day		\$175.00
Security (public dances/events)				per day		\$250.00
Outdoor Chairs				per chair		\$1.50
Décor Rental						By Item

Décor Only Package	\$1,200.00
All In Rental Package	\$4,500.00
Next Day Tear Down	1/2 of room rental cost
Wedding Ceremony Fee	\$200.00

**PARKS DEPARTMENT**

<b>MISC PARK</b>			
Park Development Fee	per single family lot		\$800.00
In-Lieu of Land Fee (7% of Development)	per acre		\$12,000.00
Warming House Rental	per hour, 2 hour max		\$35.00

<b>PARK SHELTER RENT</b>			
Oak Leaf Park Shelter 1	per day		\$95.00
Oak Leaf Park Shelter 2	per day		\$130.00
Oak Leaf Park Shelter 3	per day		\$85.00
Oak Leaf Park Shelter 4 & 5	per day		\$75.00
Oscar Olson Park Shelter	per day		\$100.00

<b>CAMPING</b>			
RV Site (15% discount for 7 + Nights)	per day		\$33.00
Tent Site	per day		\$22.00
Waste Disposal			\$5.00

<b>OSCAR OLSON</b>			
Sand Volleyball	per team, per season		\$50.00
Soccer Fields			\$100.00
Tournament	per day		\$80.00
	per week		\$200.00

<b>PARK</b>			
Softball Field	summer league	per team	\$100.00
		per game	\$10.00
	fall league	per team	\$70.00
	tournament	per weekend	\$200.00

OAK LEAF P	
Sand Volleyball	per day \$80.00
Baseball	per team, per season \$50.00
Lights	per team, per season \$100.00
Flag Football	per game \$25.00
Disc Golf Tournament	per team, per season \$100.00
	per person, per day \$5.00

AQUATIC CENTER	
Aquatic Center Rental	per hour + \$25 per additional guard \$150.00
Seasonal Family Rate	Family of 3 \$145.00
	Family of 4 \$160.00
	Family of 5 \$175.00
Each Additional Family Member (up to 10 Total per pass)	\$15.00
Seasonal Individual Rate	\$75.00
Daycare pass (first 3 participants)	\$145.00
	Each additional, max 10 total per pass \$10.00
Daily Rate	\$8.00
Children 0-4	\$4.00

**STREET DEPARTMENT**

Labor Rate/ Employee Normal Hours	per hour \$75.00
Over time hours	per hour \$120.00
Shop Rate	per hour \$95.00
Aerovator & Tractor	per hour \$130.00
Roller with Operator	per hour \$85.00
Grass Mower with Operator	per hour \$125.00

**STREET DEPARTMENT**

New Rate

Labor Rate/ Employee Normal Hours							
	Over time hours						
Shop Rate		per hour	\$75.00				
Aerovator & Tractor		per hour	\$120.00				
Roller with Operator		per hour	\$95.00				
Grass Mower with Operator		per hour	\$130.00				
Small Grass Mower with Operator		per hour	\$85.00				
Street Sweeper with Operator		per hour	\$125.00				
Leaf vacuum w/operator		per hour	\$75.00				
Front End Loader with Operator		per hour	\$125.00				
Street Painter with Operator		per hour, + paint	\$125.00				
Operator & Truck, 5 cu. yd.		per hour	\$75.00				
Snowblower with Operator		per hour	\$95.00				
Snowblower with Operator		per hour	\$125.00				
Vactor with Operator		per hour	\$125.00				
Wood Chipper with Operator		per hour	\$125.00				
Pick-up with Plow and Operator		per hour	\$95.00				
Bobcat		per hour	\$95.00				
Sanding Salt		market cost					
Labor for Additional Employees		per hour	\$75.00				
Snow Hauling Fee paid to Haulers -Commercial		per hour	\$130.00				
Operator & Truck, 5 cu.yd.with Plow		per hour	\$125.00				
Operator & Truck, 5 cu. yd.with Sander		per hour	\$125.00				
<b>STORM WATER MS4</b>							
Minor Violation			\$200.00				\$350.00
Major Violation			\$500.00				\$750.00
Sump Pump Permit - (2 way valve program)		per year	\$15.00				
Storm Water monthly service charge		\$12.50 (REF/month capped at \$1000)	\$12.50				
<b>WASTEWATER DEPARTMENT</b>							
Sewer-Rodder Jetter with Operator		Per Hour	\$140.00				Remove
Residential Septage-at WAWFP		per 1,000 gallons	\$140.00				Remove
Extra Operator (After Hours)		per hour	\$120.00				
Sewer Availability Charge - Commercial/ Residential			\$1250/\$250				
Sewer Rate		per 1,000 gallons or \$.0749/ft. ft.	\$10.00				\$13.70
Sewer Monthly Service Charge		per month, per unit	\$28.00				

Combination Jetter/Vac Truck with 2 Operators

per hour

\$175.00

**WATER DEPARTMENT**

Water Availability Charge - Commercial/ Residential

\$1850/\$250

Water On Charge

\$45.00

Water Off Charge

\$45.00

Construction Water Fee

\$36.00

Bulk Water

Per 1,000 gal + \$8.00, 500 gal min - \$0.90/ft<sup>3</sup>

\$12.00

Bulk Water Fill at WTP

Per Fill

\$8.00

Hydrant Meter Set Up Fee

New

\$25.00

Hydrant Meter Use Fee

Per Week, One Week Minimum New

\$10.00

Water Rate

160/ft<sup>3</sup>

Per 1,000gal

\$6.15

Water Monthly Service Charge

per month, per unit

\$14.00

Fire Tag Seal

per site

\$30.00

Fire Protection Service Lines

Under 4" Pipe

per month

\$4.00

4" Pipe Construction

per month

\$8.00

6" Pipe Construction

per month

\$12.00

8" Pipe Construction

per month

\$16.00

10" Pipe Construction

per month

\$20.00

Service Plus Plan

per month

\$1.50

Tap Machine

per tap + hourly rate

\$30.00

# Glencoe City Center Fee Schedule



Glencoe City Center  
 1107 11<sup>th</sup> Street East  
 Glencoe, MN 55336

citycenter@ci.glencoe.mn.us  
 320.864.6951  
 Updated: January 2026

	Sunday-Thursday Basic Rate	Friday, Saturday, & Holidays Basic Rate
<b>Ballroom (rates effective as of 01/6/2025)</b>		
SOUTH GRAND BALLROOM - approximate banquet seating for 150 Basic rate is for a ten-hour time block (includes any renter and/or vendor pre-event decorating and set-up) — additional hours may be added for \$35 per hour	\$375.00	n/a
NORTH GRAND BALLROOM - approximate banquet seating for 250 Basic rate is for a ten-hour time block (includes any renter and/or vendor pre-event decorating and set-up) — additional hours may be added for \$35 per hour	\$425.00	n/a
FULL GRAND BALLROOM – total banquet seating for 450 Basic rate is for a ten-hour time block (includes any renter and/or vendor pre-event decorating and set-up) — additional hours may be added for \$60 per hour	\$750.00	\$950.00
BALCONY – approximate seating for 376	\$225.00	\$225.00
COURTYARD	\$175.00	\$175.00

\* Guests making a weekend reservation (Friday through Saturday) must reserve the full Grand Ballroom.

\*\* Basic rental fees include facility rental, room set-up, and general cleaning fees.

\*\*\* Food must be catered for ballroom events. Food caterers must be an approved vendor and pay a per-event catering fee to operate at the City Center (see Rental Agreement).

Meeting Rooms (rates effective as of 01/6/2025)	Sunday-Saturday Basic Rate
MARTIN MCLEOD ROOM (Senior Community Room)	\$45.00 per hour
NORTH CONFERENCE ROOM	\$35.00 per hour
WEST CONFERENCE ROOM	\$30.00 per hour
BASEMENT MEETING ROOM	\$30.00 per hour

Note: There is a two-hour minimum for Meeting Room rentals.

\* Basic rental fees include facility rental, room set-up, and general cleaning fees.

\*\* Potluck: You will be asked to complete a waiver if you bring your own food to the Glencoe City Center meeting rooms.

\*\*\* Food caterers must be an approved vendor and pay a per-event catering fee to operate at the City Center (see Rental Agreement).

## Glencoe City Center Fee Schedule

<b>Other Fees:</b>			
Non-Refundable Reservation Fee – Meeting Rooms	Must be submitted with application – Cancellations will be refunded 75% of room rental.		
Refundable Damage Deposit - Ballroom	Required		\$500.00 per Grand Ballroom event
Technology/Communications Package	Optional –Wireless mic; LCD projector, podium, sound system.		\$25.00-\$500.00 per event
<b>Large Screen Televisions</b>	<b>Optional</b>		<b>\$100.00 per tv</b>
Platform Rental (i.e. staging for head tables)	Optional		\$200.00 per event
Performance Stage Backdrop	Optional		\$175.00 with Lights
Kitchen Rental	This applies whenever the catering kitchen is needed.		\$125.00 per event
Coffee/Water Service	Optional		1-30 cups = \$30 50-80 cups = \$60 All day service = \$80
Table Linens/Table Skirting	Optional		\$8.00 per table linen/skirt .45 cents per linen napkin \$1.50 per chair cover (white only – limited black available for memory chair)
Dishware Rental	Optional - Place setting includes dinner plate, salad/dessert plate, fruit dish, coffee cup, water goblet, and flatware.		\$1.75 per place setting
Bar Service (bar equipment rental)	Optional		\$175.00 per event
Security (only required for public dances/events)	Required for public dances		\$250.00 per event
<b>Sunday Tear Down</b>	<b>Optional</b>		<b>\$375.00 per event</b>
<b>Ceremony Fee</b>	<b>Optional</b>		<b>\$200.00 per event</b>
<b>Outdoor Chairs</b>	<b>Optional</b>		<b>\$1.50 per chair</b>
<b>Décor Rental</b>	<b>Optional</b>		<b>Price varies by piece</b>
<b>Décor Only Package</b>	<b>Optional – Décor Only</b>		<b>\$1200.00 per event</b>
<b>All In Rental Package</b>	<b>Optional – Includes ballroom, bar setup, kitchen use, dishware, stage, backdrop, linens, and décor.</b>		<b>\$4500.00 per event</b>



Glencoe City Center  
 1107 11<sup>th</sup> Street East  
 Glencoe, MN 55336

citycenter@ci.glencoe.mn.us  
 320.864.6951  
 Updated: January 2026

## Glencoe City Center Fee Schedule

Weekend / Wedding Package (rates effective as of 01/6/2025) Fees also apply to Quinceañeras	Rate
Basic Ballroom Wedding Package Includes:	
<ul style="list-style-type: none"> <li>• Pre-Day Decorating Rental (eight-hour time block from 8 am to 4 pm)</li> <li>• Wedding Day Rental (ten-hour time block)</li> <li>• Bar Service</li> </ul>	\$2,000.00
• Requires \$500 down payment to hold date	
Refundable Damage Deposit (required)	\$500.00
Elevated Stage for head table (optional)	\$200.00
Event Backdrop	\$175.00 with Lights
Table Linens/Chair Covers (optional)	\$8.00 per table (white, ivory, chocolate, navy, or black) .45 cents per linen napkin (white or black) \$1.50 per chair (white only – limited black available for memory chair)
Dishware Rental (optional – includes dinner plate, salad/dessert plate, fruit dish, coffee cup, water goblet, wine glass, and flatware)	\$1.75 per setting
Sunday Tear Down (optional)	\$375.00 per event
Ceremony Fee (optional)	\$200.00 per event
Outdoor Chairs (optional)	\$1.50 per chair
Décor Rental (optional)	Price varies by piece
Décor Only Package (optional)	\$1200.00 per event
All In Rental Package (optional – includes ballroom, bar setup, kitchen use, dishware, stage, backdrop, linens, and decor)	\$4500.00 per event

\*Basic rental package includes facility rental, room set-up, and general cleaning service.

\*\*Meals must be catered for ballroom events. Caterers must be pre-approved and pay a per-event catering fee to operate at the City Center.

\*\*\*Bar arrangements (i.e. free drinks for your guests) are made through the City Center Manager. A minimum gratuity charge of 20% applies to the final bar bill.



# Glencoe City Center Fee Schedule – NONPROFIT

Glencoe City Center  
 1107 11<sup>th</sup> Street East  
 Glencoe, MN 55336

citycenter@ci.glencoe.mn.us  
 320.864.6951  
 Updated: January 2026

Ballroom (rates effective as of 1.6.2025)	Sunday-Thursday Basic Rate	Friday, Saturday, & Holidays Basic Rate
SOUTH GRAND BALLROOM - approximate banquet seating for 150 Basic rate is for a ten-hour time block (includes any renter and/or vendor pre-event decorating and set-up) – additional hours may be added for \$30 per hour	\$250.00	n/a
NORTH GRAND BALLROOM - approximate banquet seating for 250 Basic rate is for a ten-hour time block (includes any renter and/or vendor pre-event decorating and set-up) – additional hours may be added for \$30 per hour	\$300.00	n/a
FULL GRAND BALLROOM – total banquet seating for 450 Basic rate is for a ten-hour time block (includes any renter and/or vendor pre-event decorating and set-up) – additional hours may be added for \$60 per hour	\$450.00	\$900.00
BALCONY – approximate seating for 376	\$125.00	\$125.00
COURTYARD	\$100.00	\$100.00

\* Guests making a weekend reservation (Friday through Saturday) must reserve the full Grand Ballroom.

\*\* Basic rental fees include facility rental; room set-up; and general cleaning fees.

\*\*\* Food must be catered for ballroom events. Food caterers must be an approved vendor and pay a per-event catering fee to operate at the City Center (see Rental Agreement).

Meeting Rooms (rates effective as of 1.6.2025)	Sunday-Saturday Basic Rate
MARTIN MCLEOD ROOM (Senior Community Room)	\$25.00 per hour (proposed \$30)
NORTH CONFERENCE ROOM	\$20.00 per hour (proposed \$25)
WEST CONFERENCE ROOM	\$15.00 per hour (proposed \$20)
BASEMENT MEETING ROOM	\$15.00 per hour

Note: There is a two-hour minimum for Meeting Room rentals.

\* Basic rental fees include facility rental; room set-up; and general cleaning fees.

\*\* Potluck: You will be asked to complete a waiver if you choose to bring in your own food to the Glencoe City Center meeting rooms.

\*\*\* Food caterers must be an approved vendor and pay a per-event catering fee to operate at the City Center (see Rental Agreement).

## Glencoe City Center Fee Schedule – NONPROFIT

<b>Other Fees:</b>		
Reservation Fee	Must be submitted with application – Cancellations will be refunded 75% of room rental.	
Refundable Damage Deposit	Required	\$500.00 per Grand Ballroom event
Technology/Communications Package	Optional –Wireless mic; LCD projector, podium, sound system, TVs.	\$25.00-\$200.00 per event (proposed \$25-\$500)
Large Screen TV's	Optional	\$100.00 per tv
Platform Rental (i.e. staging for head tables)	Optional	\$200.00 per event
Performance Stage Backdrop	Optional	\$175.00 with lights
Kitchen Rental	Applies whenever the catering kitchen is needed.	\$125.00 per event
Coffee/Water Service	Optional	1-30 cups = \$30 50-80 cups = \$60 All day service = \$80
Table Linens/Table Skirting	Optional	\$8.00 per table linen/skirt .45 cents per linen napkin \$1.50 per chair cover (white only)
Dishware Rental	Optional - Place setting includes dinner plate, salad/dessert plate, fruit dish, coffee cup, water goblet, and flatware.	\$1.75 per place setting
Bar Service (bar equipment rental)	Optional	\$175.00 per event
Security (only required for public dances/events)	Required for public dances	\$250.00 per event
Outdoor Chairs	Optional	\$1.50 per chair
Décor Rental	Optional	Price varies by piece
Decor Only Package	Optional	\$1200.00 per event
Next Day Tear Down	Optional	½ of room rental cost



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**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



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**Item 5** – It is recommended to approve commission appointments.

- A. Airport Commission – Reappoint Randy Schumacher. 1 Open Position.
- B. Light & Power Commission - Reappoint Joseph Tousignant. 1 Open Position
- C. Library Board – Reappoint Christine Davis. 1 Open Position
- D. Pioneerland Regional Board – Reappoint John Winter.
- E. Park Board – Reappoint Noel Arebos. Appoint Ashley Voigt. 1 Open Position
- F. Planning & Industrial Commission – Reappoint Bob Scheidt. Appoint Hunter Lemke.
- G. Charter Commission – Reappoint Steven Olmstead, Wesley Olson, Charles Lemke, Sharon Hoese, Paul Lemke. Appoint Patrick Lambert.
- H. Economic Development Authority – 1 Open Position

**Item 6** – The following City Council liaison recommendations are recommended:

- A. Park Board – Yodee Rivera
- B. Library Board – Cory Neid
- C. Light & Power Commission – Paul Lemke
- D. Planning & Industrial Commission – Scott Maynard
- E. Airport Commission – Jon Dahlke
- F. Fire Department – Mark Hueser
- G. Glencoe Wine & Spirits – Mark Hueser
- H. Police Department – Mark Hueser
- I. Administration – Mark Hueser

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

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To: Mayor and City Council

From: Mark Lemen, City Administrator

Date: January 5, 2026

Re: **Item 11A** – Official City Newspaper

Item 11A – It is recommended to appoint the McLeod County Chronicle as the official newspaper for the City of Glencoe for 2025. There is a slight increase in cost from 2024.

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

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



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December 26, 2025

Bid for Legal Printing for City of Glencoe, Minnesota for 2026

We, the undersigned, doing business as McLeod County Chronicle and hereafter known as the Bidder, hereby propose, and if this proposal is accepted, provide legal printing to the City of Glencoe for the sum of \$7.30 per column inch. Also, the sum of \$7.30 per column inch for camera ready.

The amount of bid will apply to all other items the city publishes.

Owner:   
Christopher Schultz  
Date: 12/30/2025

Mayor: Mark Hueser City Administrator: Mark D. Larson  
Council Members: Yodee Rivera – Jon Dahlke – Scott Maynard – Paul Lemke – Cory Neid



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To: Mayor and City Council

From: Mark Lemen, City Administrator

Date: January 5, 2026

Re: **Item 12** – Requests to be Heard

**Item 12A** - City Attorney Ostlund will review the Rules of Procedure and Decorum with the City Council.

**Item 12B** – It is recommended to appoint Matthew Gospodarek as the Assistant City Attorney.

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

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



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### City Council Rules of Procedure/Decorum Guidelines

#### All Council Members

All members of the City Council have equal votes. No Councilmember has more power than any other Councilmember and all should be treated with equal respect.

#### All Councilmembers should:

- Demonstrate honesty and integrity in every action and statement.
- Comply with both the letter and spirit of the laws and policies affecting the operation of government.
- Serve as a model of leadership and civility to the community.
- Inspire public confidence in Glencoe City government.
- Work for the common good, not personal interest, considering all impacts, influences and concerns, and not only those that are presented with the strongest emotions.
- Prepare in advance of Council meetings and be familiar with issues on the agenda.
- Fully participate in City Council meetings and other public forums while demonstrating respect, kindness, consideration, and courtesy to others.
- Participate in scheduled activities to increase Council effectiveness.
- Review Council procedures, such as these guidelines, at least annually.
- Represent the City at ceremonial functions at the request of the Mayor.
- Be responsible for the highest standards of respect, civility, and honesty in ensuring the effective maintenance of intergovernmental relations.
- Respect the proper roles of elected officials and City staff in ensuring open, transparent, and effective government.
- Accept and respect decisions made by the Council as a body. Deliver a consistent message to the community.
- Provide accurate contact information to the City Administrator.

#### Council Conduct with One Another

Councils are composed of individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. Despite this diversity, all have chosen to service in public office in order to improve the quality of life in the community. In all cases, this common goal should be acknowledged even as Councilmembers may "agree to disagree" on contentious issues.

#### In Public Meetings

- **Use formal titles**—The Council should refer to one another formally during Council meetings as Mayor or Councilmember followed by the individual's last name.
- **Practice civility and respect for discussions and debate**—difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of a free democracy in action. Be respectful of diverse opinions.

- **Respect the competing demands for staff work**—requests for information should be made through the City Administrator, according to the protocol for channeling communications. Any request which would require an inordinate amount of staff to research a problem or prepare a response may be referred to the full Council for direction to ensure that staff resources are allocated in accordance with overall Council priorities.
- **Support a respectful, positive and constructive workplace**—Councilmembers should support the maintenance of a respectful, positive and constructive workplace environment for City staff and for citizens and businesses dealing with the City.
- **Depend upon the staff to respond to citizen concerns and complaints**—it is the role of Councilmembers to pass on concerns and complaints on behalf of their constituents if the Councilmember is not familiar with the current practice/policy/background. It is not, however, appropriate to pressure staff to solve a problem in a particular way. Refer citizen complaints to the Department Head or City Administrator who will coordinate follow-up by the appropriate staff member(s). The City Administrator should be copied on any request to Department Heads. Staff is responsible for making sure the Councilmember knows how the matter was resolved.

#### **Council Conduct with Boards and Commissions**

The City has established several boards and commissions as a means for gathering more community input. Citizens who serve on boards and commissions become more involved in government and serve as advisors to the City Council. They are a valuable resource to the City's leadership and should be treated with appreciation and respect. Councilmembers are expected to represent the full Council in providing guidance to boards and commissions. In some instances, Councilmembers may attend board or commission meetings as individuals, and should follow these protocols:

- **If attending a board or commission meeting, identify your comments as personal views or opinions**—Councilmembers may attend any board or commission meeting, which are always open to any member of the public. Any public comments by a Councilmember at a board or commission meeting should be clearly made as an individual opinion and not as a representation of the feelings of the entire City Council.
- **Remember that boards and commissions are advisory to the Council as a whole, not individual Councilmembers**—the City Council appoints individuals to serve on Boards and Commissions, and it is the responsibility of Boards and Commissions to follow policy established by the Council. Individual Councilmembers should not feel they have the power or right to unduly influence Board and Commission members in any way if they disagree about an issue. A board or Commission appointment should not be used as a political "reward."
- **Concerns about an individual Board or Commission member should be pursued with fact**—if a Councilmember has a concern with the effectiveness of a particular board or commission member, the Councilmember should consult with the Mayor who can bring the issue to the Council as a whole.
- **Be respectful of diverse opinions**—a primary role of boards and commissions is to represent many points of view in the community and to provide the Council with advice based on a full spectrum of concerns and perspectives. Councilmembers may have a close working relationship with some individuals serving on boards and commissions but must be fair to and respectful of all citizens serving on boards and commissions.
- **Keep political support away from public forums**—board and commission members may offer political support to a Councilmember, but not in a public forum while conducting official duties. Conversely, Councilmembers may support board and commission

- Honor the role of the presiding officer in maintaining order and equity—respect the Mayor's efforts to focus discussion on current agenda items. Objections to the Mayor's actions should be voiced politely and with reason.
- Demonstrate effective problem-solving approaches—Councilmembers have a public stage to show how individuals with disparate points of view can find common ground and seek a compromise that benefits the community as a whole. Councilmembers are role models for residents, business people, and other stakeholders involved in public debate.
- Be respectful of people's time—stay focused on the matter being discussed and act efficiently during public meetings.
- Be prepared—Review items for discussion prior to the meeting.
- Submit questions on Council agenda items ahead of the meeting—in order to focus the Council meetings on consideration of policy issues and to maintain an open forum for public discussion, questions which focus on the policy aspects of agenda items should be discussed at the Council meeting rather than administrative minutia. Any clarifications or technical questions that can be readily answered can be handled before the meeting. Councilmembers are encouraged to submit their questions on agenda items to the City Administrator as far in advance of the meeting as possible so that staff can be prepared to respond at the Council meeting.

#### **In Private Encounters**

Treat others how you would like to be treated—ask yourself how you would like to be treated in similar circumstances, and then treat the other person that way.

#### **Council Conduct with City Staff**

Governance of a City relies on the cooperative efforts of elected officials, who set policy, and City staff, which analyze issues, make recommendations, and implement and administer the Council's priorities. Therefore, every effort should be made to be cooperative and show mutual respect for the contributions made by each individual for the good of the community.

- Treat all staff as professionals—Clear, honest communication that respects the abilities, experience, and dignity of each individual is expected. As with your Council colleagues, practice civility and respect in all interactions with City staff.
- Channel communications through the appropriate City staff—questions of City staff should be directed only to the City Administrator or Department Heads. The City Administrator should be copied on any request to Department Heads. When in doubt about what staff contact is appropriate, Councilmembers should ask the City Administrator for guidance.
- All Councilmembers should have the same information with which to make decisions—the City Administrator and Department Heads will endeavor to ensure Councilmembers are provided with clear and consistent information upon which to base decisions.
- Never publicly criticize an individual employee—all critical comments about staff performance should only be made to the City Administrator through private correspondence or conversation.
- Do not get involved in administrative or personnel functions—avoid any interactions with staff that may be construed as trying to shape staff recommendations. Councilmembers shall refrain from coercing staff in making recommendations to the Council as a whole.
- Be cautious in representing City positions on issues—before sending correspondence related to the legislative position, check with the City Administrator to see if a position has already been communicated. When corresponding with representatives of other governments or constituents, remember to indicate if appropriate that the views you state are your own and may not represent those of the full Council.

members who are running for office, but not in an official forum in their capacity as Councilmember.

#### **Staff Conduct with City Council**

- Respond to Council questions as fully and as expeditiously as is practical—Department Heads will strive to respond to all Councilmember inquiries as completely and quickly as practical. If a Councilmember forwards a complaint or service request to the City Administrator, there will be follow through with the Councilmember on the outcome.
- Respect the role of Councilmembers as policy makers for the City—staff is expected to provide its best professional recommendations on issues. Staff should provide information about alternatives to staff recommendations as appropriate, as well as pros and cons for staff recommendations and alternatives.
  - Demonstrate professionalism and non-partisanship in all interactions with the community and in public meetings.
  - It is important for the staff to demonstrate respect for the Council at all times. All Councilmembers should be treated equally.

#### **Other Procedural Issues**

- Don't politicize procedural issues (e.g. minutes approval or agenda order) for strategic purposes.
- Respect the work of the Council standing committees.
- Commit to periodically review procedural rules and guidelines and advise presiding officer of any issues or concerns—throughout the year, Councilmembers should routinely review these guidelines. Questions or unresolved issues should be brought to the Mayor for clarification or to schedule follow up with the full Council at a future meeting.

#### **Enforcement**

Councilmembers have a primary responsibility to assure that these guidelines are understood and followed, so that the public can have full confidence in the integrity of their local government. These guidelines are intended to be self-enforcing thereby requiring an ongoing commitment by Councilmembers to faithfully honor the trust and dignity bestowed upon them as elected leaders and community role models.



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To: Mayor and City Council

From: Mark Lemen, City Administrator

Date: January 5, 2026

RE: **Item 12C - Safebuilt Contract Renewal**

Item 12C – The City contracts with Safebuilt for building permitting and inspections. The contract has been extended annually for a term of one (1) year the previous two (2) years. The City is requesting Council discuss entering a three (3) year contract beginning in 2026 due to the upcoming Glencoe Regional Health expansion.

Considering there will be a large expansion at GRH beginning in 2026, City staff feels that having consistency in permitting and inspection processes throughout the project will be instrumental in ensuring that the project does not experience delays due to inspection and permitting processes.

**FIFTH AMENDMENT OF  
PROFESSIONAL SERVICES AGREEMENT  
BETWEEN CITY OF GLENCOE, MINNESOTA  
AND MNSPECT, LLC**

THIS FIFTH AMENDMENT OF PROFESSIONAL SERVICES AGREEMENT is made effective as of the date of the last signature below by and between City of Glencoe, Minnesota (Municipality) and MNSPECT, LLC, a wholly owned subsidiary of SAFEbuilt, LLC, (Consultant). Municipality and Consultant shall be jointly referred to as the "Parties".

**RECITALS AND REPRESENTATIONS**

WHEREAS, Parties entered into a Professional Services Agreement (Agreement), by which both Parties established the terms and conditions for service delivery on April 1, 2019; and

WHEREAS, on July 25, 2022, Parties instituted Amendment One to the Agreement to add rental housing/property maintenance services and associated fee; and

WHEREAS, On January 4, 2023, Parties instituted Amendment Two to the Agreement to extend term through December 31, 2023;

WHEREAS, On December 12, 2023, Parties instituted Amendment Three to the Agreement to extend term through December 31, 2024;

WHEREAS, On November 21, 2024, Parties instituted Amendment Fourth to the Agreement to extend term through December 31, 2025;

Parties hereto now desire to amend the Agreement as set forth herein; and

**NOW, THEREFORE**, in consideration of the mutual promises and covenants herein contained, and other good and valuable consideration, the receipt and adequacy of which are acknowledged, the Parties agree as follows:

1. The above recitals are acknowledged as true and correct and are incorporated herein.
2. Agreement, 5. Termination of Agreement shall be extended for an additional three (3) year period of January 1, 2026 through December 31, 2028.
3. All other conditions and terms of the original Agreement, First Amendment, Second Amendment, Third Amendment and Fourth Amendment not specifically amended herein, shall remain in full force and effect.

IN WITNESS HEREOF, the undersigned have caused this Amendment to be executed in their respective names on the dates hereinafter enumerated.

MNSPECT, LLC

City of Glencoe, Minnesota

By:  \_\_\_\_\_

By: \_\_\_\_\_

Name: Matthew K. Causley

Name: \_\_\_\_\_

Title: Chief Operating Officer

Title: \_\_\_\_\_

Date: October 13, 2025

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



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# GLENCOE



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To: Mayor and City Council

From: Mark Lemen, City Administrator

Date: **Item 12D** - January 5, 2026

RE: Assistant City Administrator Appointment

Item 12D - At the December 15, 2025 Council meeting the City Council approved an internal posting for the position of Assistant City Administrator. The position was posted internally for a period of seven (7) days. I received one (1) application packet from Deputy City Clerk Ms. Haylie Kusler.

On December 30, 2025, an interview panel consisting of myself, Councilors Yodee Rivera and Paul Lemke interviewed Deputy City Clerk Haylie Kusler for the position of Assistant City Administrator. After the interview concluded, it was decided by the panel that an offer for the position should be extended to Ms. Kusler.

Ms. Kusler has been an exemplary employee for the City of Glencoe. Ms. Kusler has been involved in the EDA as well as an integral part of assisting me with updating and developing new internal personnel policies and procedures. Moreover, Ms. Kusler is familiar with City Codes and Ordinances as her position as the Deputy City Clerk requires her attention to detail regarding updates and additions.

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

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I extended Ms. Kusler an offer letter outlining the salary and benefit package including training and certification requirements. Ms. Kusler did accept the offer. I have included the offer letter in the Council packet for Council review.

I am asking Council for an approval to appoint Ms. Haylie Kusler to the position of Assistant City Administrator.

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

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

# GLENCOE



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December 31, 2025

Haylie Kusler  
1046 Jorgenson St. SE  
Hutchinson, MN 55350

Dear Haylie,

The City of Glencoe would like to offer you the position of Assistant City Administrator. This offer will be confirmed by the City Council on January 5, 2026, at their regular meeting at 7:00 PM.

### **Compensation**

Regarding your compensation for the position, you will start at \$82,200 per year, which is 80% of the top wage for the position. Your compensation rate will increase to 90% on your anniversary date and a COLA for 2027. Your wage will increase to 100% at the completion of your second year as the Assistant City Administrator provided that you have successfully completed the required economic development certification.

### **Vacation**

You currently receive 2 weeks of vacation. Your vacation accrual rate will continue at that rate until your anniversary date where you will begin accruing 120 hours of vacation annually.

### **Administration Leave**

You will be credited with forty (40) hours of Administration Leave one (8) hour personal day at the start of your appointment and receive Administrative Leave and one personal day each calendar year. This pay is in lieu of overtime hours worked and must be used within the calendar year. This position is exempt from overtime provisions of the Fair Labor Standards Act (FLSA).

### **Sick Leave**

You will continue to accrue eight (8) hours per month of sick leave.

### **Uniform Allowance**

A \$200 per year uniform allowance will be provided to the employee.

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

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**Required Certification and Membership**

The City will provide Economic Development Training and Certification through a two-year course conducted by the International Economic Development Council (IEDC). Your certification training will begin in February 2026. You will be required to have successfully completed the certification program to advance to the final step of the wage scale.

You will also be required to be an active member of the Economic Development Association of Minnesota (EDAM).

Sincerely,

Mark Lemen – City Administrator

**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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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

# CITY OF GLENCOE BILLS

JANUARY 5, 2026

**\*\* 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 9-3-25	\$90,834.73
WIRE TRANSFER	MULT DEPTS:EMP/CITY PAYROLL TAXES,HSA,PERA,D COMP,CAFE	\$59,787.25
	TOTAL PREPAID BILLS ----->	<u><u>\$150,621.98</u></u>

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

JAN 5, 2026 - PREPAID BILLS

Date: 12/31/2025

Time: 2:29 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	186721	09/11/2025	<u>1,027.03</u>
				Vendor Total:	<u>1,027.03</u>
BOBBING BOBBER BREWING COM	1802	LIQUOR STORE: MERCH FOR RESALE	186722	09/11/2025	<u>69.22</u>
				Vendor Total:	<u>69.22</u>
BRAU BROTHERS BREWING CO.	1679	LIQUOR STORE: MERCH FOR RESALE	186723	09/11/2025	<u>150.00</u>
				Vendor Total:	<u>150.00</u>
BREAKTHRU BEVERAGE	0513	LIQUOR STORE: MERCH FOR RESALE	186730	09/12/2025	<u>2,277.34</u>
				Vendor Total:	<u>2,277.34</u>
C & L DISTRIBUTING	0492	LIQUOR STORE: MERCH FOR RESALE	186724	09/11/2025	<u>21,016.60</u>
				Vendor Total:	<u>21,016.60</u>
DAHLHEIMER BEVERAGE	0003	LIQUOR STORE: MERCH FOR RESALE	186725	09/11/2025	<u>18,627.51</u>
				Vendor Total:	<u>18,627.51</u>
HOME CITY ICE COMPANY	1761	LIQUOR STORE: MERCH FOR RESALE	186726	09/11/2025	<u>1,161.53</u>
				Vendor Total:	<u>1,161.53</u>
IUOE LOCAL #49	2109	MULT DEPTS: UNION DUES	186714	09/10/2025	<u>209.95</u>
				Vendor Total:	<u>209.95</u>
JOHNSON BROS - ST PAUL	0504	LIQUOR STORE: MERCH FOR RESALE	186715	09/10/2025	<u>1,072.88</u>
JOHNSON BROS - ST PAUL	0504	LIQUOR STORE: MERCH FOR RESALE	186731	09/12/2025	<u>4,085.39</u>
				Vendor Total:	<u>5,158.27</u>
MARLIN'S TRUCKING	1387	LIQUOR STORE: MERCH FOR RESALE	186727	09/11/2025	<u>731.50</u>
				Vendor Total:	<u>731.50</u>
MINNESOTA CHILD SUPPORT	1646	POLICE: CHILD SUPPORT PAYMENT	186716	09/10/2025	<u>237.19</u>
				Vendor Total:	<u>237.19</u>
MINNESOTA PUBLIC EMPLOYEE	1439	POLICE: UNION DUES	186717	09/10/2025	<u>110.75</u>
				Vendor Total:	<u>110.75</u>
MORGAN CREEK VINEYARDS	0784	LIQUOR STORE: MERCH FOR RESALE	186718	09/10/2025	<u>376.80</u>
				Vendor Total:	<u>376.80</u>
PHILLIPS WINE & SPIRITS, INC.	1010	LIQUOR STORE: MERCH FOR RESALE	186719	09/10/2025	<u>1,158.96</u>
PHILLIPS WINE & SPIRITS, INC.	1010	LIQUOR STORE: MERCH FOR RESALE	186732	09/12/2025	<u>2,626.00</u>
				Vendor Total:	<u>3,784.96</u>
SOUTHERN GLAZER'S OF MN	1429	LIQUOR STORE: MERCH FOR RESALE	186720	09/10/2025	<u>4,753.07</u>
SOUTHERN GLAZER'S OF MN	1429	LIQUOR STORE: MERCH FOR RESALE	186733	09/12/2025	<u>4,467.40</u>
				Vendor Total:	<u>9,220.47</u>
VIKING BEVERAGES	0973	LIQUOR STORE: MERCH FOR RESALE	186728	09/11/2025	<u>13,032.20</u>
				Vendor Total:	<u>13,032.20</u>
VIKING COCA-COLA BOTTLING CC	0494	LIQUOR STORE: MERCH FOR RESALE	186729	09/11/2025	<u>502.95</u>
				Vendor Total:	<u>502.95</u>
VINOCOPIA, INC.	1353	LIQUOR STORE: MERCH FOR RESALE	186734	09/12/2025	<u>722.25</u>
				Vendor Total:	<u>722.25</u>
				Grand Total:	<u>78,416.52</u>
				Less Credit Memos:	<u>0.00</u>
				Net Total:	<u>78,416.52</u>
				Less Hand Check Total:	<u>0.00</u>
				Outstanding Invoice Total :	<u>78,416.52</u>
	Total Invoices:	21			

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

JAN 5, 2026 - 2025 REG BILLS

Date: 01/02/2026

Time: 3:43 pm

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City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
AKO ELECTRIC INC	1468	POLICE, PARK: WIRE HVAC UNIT, REPAIR WIRE ON BASEBALL LIGHTS	0	00/00/0000	<b>5,388.15</b>
				Vendor Total:	<b>5,388.15</b>
ANDOVER ARMS LLC	2273	POLICE: TRAINING SUPPLIES	0	00/00/0000	<b>1,275.00</b>
				Vendor Total:	<b>1,275.00</b>
BRADLEY SECURITY & ELECTRIC	0209	WATER, WWTP: LOCK REPAIR, REKEY CYLINDERS	0	00/00/0000	<b>724.00</b>
				Vendor Total:	<b>724.00</b>
CARGILL, INC	1636	WATER: SALT	0	00/00/0000	<b>6,193.57</b>
				Vendor Total:	<b>6,193.57</b>
CENTURYLINK	1394	MULT DEPTS: PHONE BILL	0	00/00/0000	<b>828.62</b>
				Vendor Total:	<b>828.62</b>
CONTROLOGIX SERVICES, LLC	1993	ADMIN, LIBRARY, CITY CENTER: ANNUAL SUBSCRIPTION	0	00/00/0000	<b>125.00</b>
				Vendor Total:	<b>125.00</b>
DAMMANN, EARL	0182	WWTP: I & I PROGRAM	0	00/00/0000	<b>1,000.00</b>
				Vendor Total:	<b>1,000.00</b>
DUMMER, KEENAN	1148	STREET: UNIFORMS	0	00/00/0000	<b>200.00</b>
				Vendor Total:	<b>200.00</b>
EGGERSGLUESS, BRAD	0869	ADMIN: MONTHLY CELL PHONE REIMB	0	00/00/0000	<b>50.00</b>
				Vendor Total:	<b>50.00</b>
FASHION INTERIORS	1673	CITY CENTER: BALLROOM FLOORING	0	00/00/0000	<b>3,870.00</b>
				Vendor Total:	<b>3,870.00</b>
FLEET SERVICES DIVISION	2144	POLICE: SQUAD CAR LEASES	0	00/00/0000	<b>4,388.87</b>
				Vendor Total:	<b>4,388.87</b>
FORCIER, INC	1760	PARK IMPROVEMENT: PICKLEBALL SIGN	0	00/00/0000	<b>182.00</b>
				Vendor Total:	<b>182.00</b>
FRANKLIN PRINTING INC.	0085	WWTP: OFFICE SUPPLIES	0	00/00/0000	<b>39.95</b>
				Vendor Total:	<b>39.95</b>
FREITAG, BENTON	0659	CABLE TV: COUNCIL MEETING RECORDINGS	0	00/00/0000	<b>100.00</b>
				Vendor Total:	<b>100.00</b>
FRITZ'S TINT SHOP	2296	POLICE: UNIFORMS	0	00/00/0000	<b>20.00</b>
				Vendor Total:	<b>20.00</b>
GACC TOURISM	0168	REIMB: LODGING TAX	0	00/00/0000	<b>328.96</b>
				Vendor Total:	<b>328.96</b>
GLENCOE CO-OP ASSN.	1842	MULT DEPTS: FUEL	0	00/00/0000	<b>5,857.69</b>
				Vendor Total:	<b>5,857.69</b>
GLENCOE FIRE RELIEF ASS'N.	0455	REIMB: GLENCOE LIONS CLUB CALENDAR DONATION	0	00/00/0000	<b>400.00</b>
				Vendor Total:	<b>400.00</b>
GLENCOE FLEET SUPPLY	2074	MULT DEPTS: SM TOOLS, REPAIR & MAINT, FENCE POSTS, UNIFORMS	0	00/00/0000	<b>831.38</b>
				Vendor Total:	<b>831.38</b>
GREAT NORTHERN ENVIRONMEN	1601	WWTP: FILTER FLEECE, ELEMENT	0	00/00/0000	<b>1,130.10</b>
				Vendor Total:	<b>1,130.10</b>
HACH COMPANY	0114	WWTP: ANNUAL SERVICE CONTRACT	0	00/00/0000	<b>3,319.00</b>
				Vendor Total:	<b>3,319.00</b>
HAWKINS, INC.	1133	AQUATIC CENTER, WATER, WWTP: CHEMICALS	0	00/00/0000	<b>2,120.44</b>
				Vendor Total:	<b>2,120.44</b>

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

JAN 5, 2026 - 2025 REG BILLS

Date: 01/02/2026

Time: 3:43 pm

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City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
HILLYARD HUTCHINSON	0122	AIRPORT: CLEANING SUPPLIES & PAPER PRODUCTS	0	00/00/0000	<b>664.68</b>
				Vendor Total:	<u>664.68</u>
HUEMOELLER, CHESKIS &	1800	ADMIN: LEGAL SERVICES	0	00/00/0000	<b>6,463.75</b>
				Vendor Total:	<u>6,463.75</u>
JOHN DEERE FINANCIAL	1299	PARK: FILTERS FOR TOOLCATS	0	00/00/0000	<b>750.76</b>
				Vendor Total:	<u>750.76</u>
JOHNSON CONTROLS FIRE	0874	POLICE, LIQUOR STORE: ANNUAL FIRE ALARM INSPECTION	0	00/00/0000	<b>1,415.56</b>
				Vendor Total:	<u>1,415.56</u>
KRIS ENGINEERING, INC	1026	STREET: CUTTING EDGES	0	00/00/0000	<b>4,999.40</b>
				Vendor Total:	<u>4,999.40</u>
LIGHT & POWER COMMISSION	1484	WATER, WWTP: ITROM SOFTWARE MAINTENANCE	0	00/00/0000	<b>632.22</b>
				Vendor Total:	<u>632.22</u>
LITZAU EXCAVATING	0380	WATER, STORM WATER: WATER LINE, CATCH BASIN, STORM SEWER	0	00/00/0000	<b>41,078.50</b>
				Vendor Total:	<u>41,078.50</u>
MCLEOD COOP. POWER ASS'N.	0201	ADMIN, AIRPORT: ELECTRICITY	0	00/00/0000	<b>775.12</b>
				Vendor Total:	<u>775.12</u>
MENARDS - HUTCHINSON	2184	CITY CENTER, LIQUOR STORE: REPAIR MATERIALS	0	00/00/0000	<b>199.61</b>
				Vendor Total:	<u>199.61</u>
METRO SALES, INC	1066	ADMIN: OFFICE EQUIPMENT LEASE	0	00/00/0000	<b>410.53</b>
				Vendor Total:	<u>410.53</u>
MILLERBERND MANUFACTURING	2172	REIMB: LIGHT POLES	0	00/00/0000	<b>18,700.00</b>
				Vendor Total:	<u>18,700.00</u>
MINI BIFF	0177	PARK: WASTE REMOVAL	0	00/00/0000	<b>195.81</b>
				Vendor Total:	<u>195.81</u>
MN DEPT. OF HEALTH	1223	WATER: SUPPLY SERVICE CONNECTION FEE	0	00/00/0000	<b>6,019.00</b>
				Vendor Total:	<u>6,019.00</u>
MORRIS ELECTRONICS INC	1372	POLICE: IT SERVICES	0	00/00/0000	<b>62.50</b>
				Vendor Total:	<u>62.50</u>
MVTL , INC.	0353	WWTP: LAB TESTING	0	00/00/0000	<b>1,040.00</b>
				Vendor Total:	<u>1,040.00</u>
NORTH CENTRAL INTERNATIONAL	0683	FIRE, STREET: TRUCK REPAIR & MAINTENANCE, DOT INSPECTION	0	00/00/0000	<b>2,381.46</b>
				Vendor Total:	<u>2,381.46</u>
NORTH CENTRAL LABORATORIES	0631	WWTP: LAB SUPPLIES	0	00/00/0000	<b>1,428.09</b>
				Vendor Total:	<u>1,428.09</u>
OBER, GARRETT	1841	STREET: UNIFORM ALLOWANCE	0	00/00/0000	<b>83.09</b>
				Vendor Total:	<u>83.09</u>
OSC	0653	STREET: WELDING SUPPLIES	0	00/00/0000	<b>19.80</b>
				Vendor Total:	<u>19.80</u>
PIONEERLAND LIBRARY SYSTEMS	0227	REIMB: CARDS & FINES	0	00/00/0000	<b>22.90</b>
				Vendor Total:	<u>22.90</u>
PLUNKETT'S PEST CONTROL, INC	0446	WWTP, CITY CENTER: PEST CONTROL	0	00/00/0000	<b>173.56</b>
				Vendor Total:	<u>173.56</u>
PRO AUTO GLENCOE, INC	0527	STREET: TIRE MOUNTING, DOT INSPECTION	0	00/00/0000	<b>652.18</b>

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

JAN 5, 2026 - 2025 REG BILLS

Date: 01/02/2026

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City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
				Vendor Total:	<u>652.18</u>
PURPLE ROLL-OFF	1582	STREET: SNOW HAULING	0	00/00/0000	<u>585.00</u>
				Vendor Total:	<u>585.00</u>
QUALITY FLOW SYSTEMS, INC.	1038	WWTP: PUMP REPAIR, LIFT STATION MAINTENANCE	0	00/00/0000	<u>7,402.20</u>
				Vendor Total:	<u>7,402.20</u>
RELIANCE STANDARD LIFE INS CC	1915	MULT DEPTS: INS PREMIUMS	0	00/00/0000	<u>1,172.19</u>
				Vendor Total:	<u>1,172.19</u>
SCOTT COUNTY ABSTRACT & TITI	1503	CEMETERY: TITLE SEARCH	0	00/00/0000	<u>600.00</u>
				Vendor Total:	<u>600.00</u>
SCR, INC - ST. CLOUD	0738	LIQUOR STORE: COOLER REPAIR	0	00/00/0000	<u>1,286.18</u>
				Vendor Total:	<u>1,286.18</u>
SEH	1757	MULT DEPTS: ENGINEERING SERVICES	0	00/00/0000	<u>65,224.15</u>
				Vendor Total:	<u>65,224.15</u>
SHRED-N-GO - 446138	0032	FINANCE, POLICE: PAPER SHREDDING	0	00/00/0000	<u>180.60</u>
				Vendor Total:	<u>180.60</u>
STORM TRUCKING, LLC	1687	STREET: SNOW HAULING	0	00/00/0000	<u>585.00</u>
				Vendor Total:	<u>585.00</u>
STUEWE, MATT	0922	WATER: SAFETY BOOTS & UNIFORM ALLOWANCE	0	00/00/0000	<u>527.91</u>
				Vendor Total:	<u>527.91</u>
T-MOBILE	1360	POLICE: CELLPHONE BILL & SQUAD DATA	0	00/00/0000	<u>95.14</u>
				Vendor Total:	<u>95.14</u>
TROJAN TECHNOLOGIES	2136	WWTP: SEAL KITS, FITTINGS, REPLACEMENT PARTS	0	00/00/0000	<u>3,969.22</u>
				Vendor Total:	<u>3,969.22</u>
ULINE	1419	CITY CENTER: FOLDING TABLES	0	00/00/0000	<u>1,512.54</u>
				Vendor Total:	<u>1,512.54</u>
VANDAMME, JON	0136	LIQUOR STORE: MONTHLY CELL PHONE REIMB	0	00/00/0000	<u>50.00</u>
				Vendor Total:	<u>50.00</u>
VANDAMME, MYRANDA	0028	CITY CENTER: MONTHLY CELL PHONE REIMB	0	00/00/0000	<u>50.00</u>
				Vendor Total:	<u>50.00</u>
VERIZON WIRELESS	1110	POLICE: MOBILEK BROADBAND PLANS	0	00/00/0000	<u>200.05</u>
				Vendor Total:	<u>200.05</u>
WM. MUELLER & SONS, INC.	0206	STREET, WATER: PATCHING MATERIALS, BITUMINOUS PATCHING	0	00/00/0000	<u>20,185.28</u>
				Vendor Total:	<u>20,185.28</u>
				Grand Total:	<u>230,166.71</u>
				Less Credit Memos:	<u>0.00</u>
				Net Total:	<u>230,166.71</u>
				Less Hand Check Total:	<u>0.00</u>
				Outstanding Invoice Total :	<u>230,166.71</u>
	Total Invoices:	60			

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

JAN 5, 2026 - 2026 REG BILLS

Date: 01/02/2026

Time: 3:39 pm

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City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
CGMC	1672	ADMIN: MEMBERSHIP DUES	0	00/00/0000	<b>10,693.00</b>
				Vendor Total:	<b>10,693.00</b>
FIRST NATIONAL BANK OF OMAH/	0108	MULT DEPTS: BOND INTEREST, FISCAL AGENT FEES	0	00/00/0000	<b>190,171.88</b>
				Vendor Total:	<b>190,171.88</b>
GLENCOE AREA CHAMBER OF CO	0094	ADMIN: MEMBERSHIP DUES, SPONSORSHIP	0	00/00/0000	<b>6,783.00</b>
				Vendor Total:	<b>6,783.00</b>
MN DEPT OF HLTH	1216	PARK, AQUATIC CENTER: OPERATING LICENSES	0	00/00/0000	<b>1,770.00</b>
				Vendor Total:	<b>1,770.00</b>
RELIANCE STANDARD LIFE INS CC	1915	MULT DEPTS: INS PREMIUMS	0	00/00/0000	<b>1,172.19</b>
				Vendor Total:	<b>1,172.19</b>
SECURITY BANK & TRUST CO.	0259	MULT DEPTS: BOND PRINCIPAL & INTEREST PAYMENTS	0	00/00/0000	<b>1,315,205.50</b>
				Vendor Total:	<b>1,315,205.50</b>
TYLER TECHNOLOGIES, INC.	2024	FINANCE: SOFTWARE MAINTENANCE CONTRACT	0	00/00/0000	<b>7,769.31</b>
				Vendor Total:	<b>7,769.31</b>
				Grand Total:	<b>1,533,564.88</b>
				Less Credit Memos:	<b>0.00</b>
				Net Total:	<b>1,533,564.88</b>
				Less Hand Check Total:	<b>0.00</b>
				Outstanding Invoice Total :	<b>1,533,564.88</b>
	Total Invoices:	<b>7</b>			