

**GLENCOE CITY COUNCIL MEETING AGENDA**

**Monday, April 20, 2026**

City Center Ballroom

**1. PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE**

**2. CONSENT AGENDA**

- A. Approve Minutes of the Regular Meeting of April 6, 2026
- B. Approve Minutes of The Council Workshop April 13, 2026

**3. APPROVE AGENDA**

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

**5. PUBLIC HEARINGS**

- A. Public Hearing for **Resolution 2026-06** Regarding the Issuance of Revenue Obligations – Mark Ostlund, City Attorney

**6. BIDS AND QUOTES**

- A. Approve Sewer Manhole Lining- Brandon Frankfurth, Public Works Director
- B. Approve Change Order for Parking Lot Resurfacing- Justin Black, SEH
- C. Approve **Resolution 2026-07** approving bids and awarding the Glen Knoll Lift Station Project- Justin Black, SEH

**7. REQUESTS TO BE HEARD**

- A. Approve the Third Reading of the Updated Liquor Ordinance 633 - Mark Lemen, City Administrator
- B. Approve the Third Reading of the Updated Zoning Ordinance 632 – Mark Lemen, City Administrator
- C. Approve Hiring of Police Lieutenant – Tony Padilla, Glencoe Police Chief
- D. Approve Hiring of Police Patrol Officer – Tony Padilla, Glencoe Police Chief
- E. Approve Hiring of Streets & Parks Maintenance Worker- Brandon Frankfurth, Public Works Director
- F. Approve **Resolution 2026-08** State Airport Grant Agreement- Brandon Frankfurth, Public Works Director

**8. ITEMS FOR DISCUSSION**

- A. Local Sales Tax Update – Mark Lemen, City Administrator

**9. ROUTINE BUSINESS**

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

## 10. ADJOURN



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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## GLENCOE CITY COUNCIL MEETING MINUTES

March 16, 2026 – 7:00 PM

City Center Ballroom

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

City Staff: Mark Lemen, Mark Ostlund, Brandon Frankfurth, Tony Padilla

Other:

### 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 March 16, 2026
- B. Approve Liquor License for Glencoe Softball Association, 3.2 On-Sale, 300 Desoto Ave. N.
- C. Approve Liquor License for Coborn's Incorporated – Store #2027, 3.2 Off-Sale, 2211 11<sup>th</sup> Street East, Glencoe, 55336
- D. Approve Peddler License, Squeels on Wheels BBQ and Catering LLC, 1111 Abbott Avenue North, Glencoe, MN 55336 – BBQ Food Trailer - \$200 Annual Fee

**Motion:** Dahlke, seconded by Lemke to approve the consent agenda items A - D. Rivera abstaining her vote. All in favor, the motion carries.

#### E. Approve Book Transfers:

- 1. \$20,000.00 from General Fund to Park Imp. Fund – Campground Reimbursement
- 2. \$70,000.00 from Storm Water Management to General Fund – Employee Wages
- 3. \$120,000.00 from Water to 2015 Street Improvement Bond – Bond Payment
- 4. \$180,000.00 from WWTP to 2015 Street Improvement Bond – Bond Payment
- 5. \$60,000.00 from Water to 2016 Street Improvement Bond – Bond Payment
- 6. \$20,000.00 from WWTP to 2016 Street Improvement Bond – Bond Payment
- 7. \$127,549.00 from Municipal State Aid to 2016 Street Improvement Bond – Bond Payment
- 8. \$70,000.00 from Water to 2017 Street Improvement Bond – Bond Payment
- 9. \$40,000.00 from WWTP to 2017 Street Improvement Bond – Bond Payment
- 10. \$55,000.00 from Storm Water Management to 2017 Street Improvement Bond – Bond Payment
- 11. \$100,000.00 from Water to 2023 Street Improvement Bond – Bond Payment
- 12. \$100,000.00 from WWTP to 2023 Street Improvement Bond – Bond Payment
- 13. \$30,000.00 from Water to 2018 Storm Water Improvement Bond – Bond Payment
- 14. \$51,000.00 from WWTP to 2018 Storm Water Improvement Bond – Bond Payment
- 15. \$205,000.00 from Storm Water Management to 2018 Storm Water Improvement Bond – Bond Payment
- 16. \$300,000.00 from Water to General Fund – Street Sweeper
- 17. \$90,000.00 from Water to General Fund – Administration
- 18. \$30,000.00 from Storm Water Management to General Fund – Administration
- 19. \$60,000.00 from Liquor Store to General Fund – Administration
- 20. \$37,000.00 from Water to WWTP – Bond Payment
- 21. \$10,000.00 from Liquor Store to City Center Operations – Eliminate Negative Fund Balance
- 22. \$198,000.00 from Liquor Store to City Center Bonds – Eliminate Negative Fund Balance

23. \$97,000.00 from General Fund to Aquatic Center – Eliminate Negative Fund Balance
24. \$5,000.00 from General Fund to Cable TV – Eliminate Negative Fund Balance
25. \$19,000.00 from General Fund to Cemetery – Eliminate Negative Fund Balance
26. \$64,000.00 from Tax Increment #4 to 2007 Tax Increment Bond – Bond Payment
27. \$39,000.00 from Tax Increment #19 to 2018 Tax Increment Bond – Bond Payment
28. \$30,000.00 from General Fund to 2015 Street Improvement Bond – Bond Payment
29. \$6,000.00 from General Fund to 2021 Street Improvement Bond – Bond Payment
30. \$520,000.00 from General Fund to 2023 Street Improvement Bond – Bond Payment

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

### 3. APPROVE AGENDA

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

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

None.

### 5. PUBLIC HEARINGS

#### A. Public Hearing for the Second Reading of the Updated Zoning Ordinance 632 – Mark Ostlund, City Attorney

At this time, Mayor Hueser opened the public hearing on Ordinance number 632. City Attorney Mark Ostlund reviewed the proposed changes to the Zoning Code to incorporate in the Comprehensive Plan that was passed a few years ago. To make sure the Zoning Code mirrors the structure that was put together in the Comprehensive Plan, there are a few new zoning districts.

**Motion:** Lemke, seconded by Dahlke to open the public hearing. All in favor, the motion carries.

**Motion:** With no public comment, Lemke made a motion to close the public hearing. Seconded by Rivera, with all in favor, the motion carries.

**Motion:** Neid, seconded by Maynard to approve the second reading of Ordinance Number 632. Upon a roll call vote, the following members voted in favor: Neid, Lemke, Rivera, Maynard and Dahlke. Voting nay, none, where upon the motion for the Second Reading of Ordinance Number 632 was approved.

#### B. Public Hearing for the Second Reading of the Updated Liquor Ordinance 633 and Set Public Hearing for Second Reading – Mark Ostlund, City Attorney

At this time, Mayor Hueser opened the public hearing on Ordinance number 633. City Attorney Mark Ostlund reviewed the proposed changes to the Liquor Ordinance to amend the City Code, providing limited exceptions to open containers in the City right of way.

**Motion:** Maynard, seconded by Dahlke to open the public hearing. All in favor, the motion carries.

**Motion:** With no public comment, Dahlke made a motion to close the public hearing. Seconded by Lemke, with all in favor, the motion carried.

**Motion:** Lemke, seconded by Rivera to approve the second reading of Ordinance Number 633. Upon a roll call vote, the following members voted in favor: Neid, Lemke, Rivera, Maynard and Dahlke. Voting nay, none, where upon the motion for the Second Reading of Ordinance Number 633 was approved.

### 6. BIDS AND QUOTES

None.

**7. REQUESTS TO BE HEARD**

**A.** Set the Public Hearing on April 20, 2026, at 7:05 PM for **Resolution 2026-06** Regarding the Issuance of Revenue Obligations - Mark Lemen, City Administrator

**Motion:** Lemke, seconded by Dahlke to set a public hearing on April 20, 2026, at 7:05 PM for **Resolution 2026-06**.

**B.** Approve the Purchase Agreement for Lift Station Property – Mark Lemen, City Administrator

**Motion:** Neid, seconded by Dahlke to approve the purchase of the land for the Lift Station. All in favor, the motion carries.

**8. ITEMS FOR DISCUSSION**

None.

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



**GLENCOE CITY COUNCIL WORKSHOP MINUTES**  
**April 13, 2026 – 5:30 PM**  
West Conference Room

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

City Staff: Mark Lemen, Haylie Kusler, Brandon Frankfurth

**1. Hennepin Ave. Project Tree Replacement - Brandon Frankfurth, Public Works Director**

During the 2025 Hennepin Avenue Project, approximately 50 trees were removed to accommodate construction. On previous projects, the City has replaced removed trees at a 2:1 ratio (2 new trees for every tree removed). Before proceeding, the City must determine whether it wishes to implement a tree replacement program associated with this project and, if so, how the program should be structured. One option would be to plant replacement trees within the boulevard, consistent with past projects. Another option that arose from discussions, based on practices used in other communities, would be to plant replacement trees within homeowners' yards rather than in the boulevard.

**2. Scada System Update – Brandon Frankfurth, Public Works Director**

As the Glen Knoll Lift Station project approaches the start of construction, a related technological need involving the City's Supervisory Control and Data Acquisition (SCADA) system must be addressed to ensure reliable operation of the new facility. The City's current SCADA system was installed during the Wastewater Treatment Plant rebuild. While the system continues to function adequately, long-term support and expandability are limited due to changes in system integration and maintenance responsibilities. The existing SCADA program was originally developed and licensed by Automatic Systems, the City's former SCADA integrator. The City's current SCADA service provider, Total Control Systems Inc., did not develop or license the original program. As a result, Total Control Systems has limited ability to fully troubleshoot, maintain, or modify the existing SCADA program.

With the addition of the Glen Knoll Lift Station, the City will need to integrate new equipment, alarms, and communication points into the SCADA system. To accomplish this, the SCADA program must be upgraded to provide Total Control Systems with full access, ownership, and control of the software. Without these upgrades, the City would be unable to properly integrate the new lift station into the existing SCADA system, creating potential operational and maintenance risks. Total Control Systems has provided a quote of \$36,439.00 to perform the necessary SCADA upgrades. This work would include replacing the existing SCADA program to allow full system access, improved maintainability, future expandability, and integration of the Glen Knoll Lift Station.

- 3. Resurfacing City Parking Lots – Brandon Frankfurth, Public Works Director**  
As the Hennepin Project nears completion, unallocated funds should remain within the project budget. These funds can be used on other infrastructure projects in the City. One option discussed internally is resurfacing two city-owned parking lots with ongoing pavement maintenance needs. The 13th St. and Hennepin Ave. (Food Shelf) parking lot and the Police Department parking lot. Addressing these areas would improve safety, extend pavement life, and reduce future maintenance costs. The City coordinated with SEH and Holtmeier Construction to evaluate this work. A combined quote of \$47,435.96 has been received to resurface both parking lots. Based on discussions with SEH, this work could be incorporated into the existing Hennepin Project through a Change Order, allowing the City to efficiently utilize remaining project funds.
  
- 4. Assistant Finance Director Position Evaluation – Mark Lemen, City Administrator**  
The intent of this discussion is to highlight the significant contributions of Amy Halquist in her current role as Finance Assistant for the City of Glencoe, and to recommend that her title be updated to Assistant Finance Director, along with a corresponding adjustment in compensation.



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To: Mayor and City Council

From: Mark Lemen, City Administrator

Date: April 17, 2026

Re: **Item 5A:** Public Hearing on **Resolution 2026-06** Regarding the Issuance of Revenue Obligations

**Item 5A:** Public Hearing on Resolution 2026-06 Regarding the Issuance of Revenue Obligations

# FRYBERGER

— LAW FIRM —

**DANIEL F. BURNS**  
dburns@fryberger.com  
218.725.6892

March 20, 2026

City of Glencoe, Minnesota  
Attn: Mark Lemen, City Administrator  
1107 11<sup>th</sup> Street East  
Glencoe, Minnesota 55336

**Re: *Host Approval for the Issuance of Conduit Revenue Obligations by the City of Plato, Minnesota (GRHS Project)***

Greetings:

This letter is provided to follow-up on the request of Glencoe Regional Health Services (the "Borrower"), to have the City of Glencoe, Minnesota (the "City"), approve the issuance of private activity revenue bonds, in one or more series (the "Bonds"), by the City of Plato, Minnesota (the "Issuer"). Fryberger, Buchanan, Smith & Frederick, P.A., would act as Bond Counsel on the issuance of such Bonds.

The Bonds are proposed to be sold by the Issuer to Security Bank & Trust Co. (the "Lender"), and the proceeds thereof lent to the Borrower to: (i) finance the (a) constructing and equipping of a new approximately 7,645 square-foot addition for outpatient pain management and wound care services, and an approximately 2,445 square-foot addition to relocate medical imaging modalities, and the (b) expansion and remodeling of approximately 6,100 square feet of the existing surgical services department, all at the Borrower's existing health care and related facilities campus (the "Facilities") located at 1805 Hennepin Avenue N., in the City; (ii) fund capitalized interest, if any; (iii) fund required reserves, if any; and (iv) pay costs of issuance associated with the Bonds (collectively, the "Project").

The Bonds would be issued under Minnesota Statutes, Sections 469.152 through 469.1655, and Section 471.656, as amended (the "Acts"), and would be issued as tax-exempt obligations. Both the Acts and the Internal Revenue Code of 1986, as amended (the "Code"), and the rules and regulations promulgated thereunder, allow for issuers to issue tax-exempt bonds for projects located outside of their jurisdictional boundaries; provided that the municipality in which such project being financed with tax-exempt bonds is located gives what is called "host approval" for

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FRYBERGER, BUCHANAN, SMITH & FREDERICK, P.A.

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CLOQUET  
813 Cloquet Ave.  
Cloquet, MN 55720  
p: (218) 879-3363

DULUTH  
302 West Superior St.  
Ste 700  
Duluth, MN 55802  
p: (218) 722-0861

SUPERIOR  
1409 Hammond Ave., Suite 330  
Superior, WI 54880  
p: (715)392-7405

fryberger.com

FRYBERGER, BUCHANAN, SMITH & FREDERICK, P.A.

March 20, 2026

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the bond issuance. The Borrower is requesting such "host approval" from the City, for the issuance of the Bonds by the Issuer.

The Borrower has requested that the Issuer designate the Bonds, which will be in an amount not-to-exceed \$9,750,000, as "bank-qualified" (an additional benefit provided under the Code). The Issuer does not intend to issue over \$10,000,000 of tax-exempt bonds this year and is therefore able to make such designation. The Borrower's understanding is that the City is planning on issuing its own tax-exempt bonds this year, in an amount greater than \$250,000, precluding the City from being able to issue the proposed Bonds as "bank-qualified".

The Bonds and the resolutions adopted by the Issuer and the City will recite that the Bonds, if and when issued, will not to be payable from or charged upon any of the Issuer's or City's funds, other than the revenues received under a loan agreement (the "Loan Agreement") and pledged to the payment of the Bonds, and **the Issuer and the City are not subject to any liability on the Bonds**. No holder of the Bonds will ever have the right to compel any exercise by the Issuer or the City of their taxing powers to pay any of the principal of the Bonds or the interest or premium thereon, or to enforce payment of the Bonds against any property of the Issuer or of the City except the interests of the Issuer in payments to be made by the Borrower under the Loan Agreement. The Bonds will not constitute a charge, lien, or encumbrance, legal or equitable, upon any property of the Issuer or of the City, except the interests of the Issuer in payments to be made by the Borrower under the Loan Agreement. The Bonds are not moral Bonds on the part of the State or its political subdivisions, including the Issuer and the City, and the Bonds will not constitute a debt of the Issuer or of the City within the meaning of any constitutional or statutory limitation.

The issuance of the Bonds will not affect the Issuer's or Glencoe's credit rating on bonds that either entity issues for its own purposes.

Please feel free to contact me if you have any further questions or comments.

Sincerely,



Daniel F. Burns

**EXHIBIT A**

**NOTICE OF PUBLIC HEARING ON A PROPOSED PROJECT AND  
THE ISSUANCE OF PRIVATE ACTIVITY BONDS BY THE CITY OF PLATO, MINNESOTA**

**CITY OF GLENCOE, MINNESOTA**

Notice is hereby given that the governing body of the City of Glencoe, Minnesota (the "City") will meet on Monday, May 4, 2026, at 7:05 p.m., or as soon thereafter as reasonably possible in the City Center-South Ballroom, 1107 11<sup>th</sup> Street East, Glencoe, Minnesota.

The purpose of the public hearing is to consider giving host approval to the issuance by the the City of Plato, Minnesota (the "Issuer") of revenue obligations, in one or more series (the "Bonds"), under Minnesota Statutes, Sections 469.152 through 469.1655, and Section 471.656 (the "Act"), primarily to finance the costs of the "Project" described below. The Project will be owned and operated by Glencoe Regional Health Services (the "Borrower"), a Minnesota nonprofit corporation and an organization described in Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the "Code").

Proceeds of the Bonds would be loaned to the Borrower and used: (i) to pay for the (a) constructing and equipping of a new approximately 7,645 square-foot addition for outpatient pain management and wound care services, and an approximately 2,445 square-foot addition to relocate medical imaging modalities, and the (ii) expansion and remodeling of approximately 6,100 square feet of the existing surgical services department, all at the Borrower's existing health care and related facilities campus located at 1805 Hennepin Avenue N., Glencoe, Minnesota (the "Project"); (ii) to fund required reserves, if necessary; (iii) to capitalize interest, if necessary; and (iv) to pay costs of issuance associated with the Bonds. The estimated total amount of the Bonds will not exceed \$9,750,000, and are proposed to be issued as qualified 501(c)(3) bonds as defined in Section 145 of the Code.

The Bonds and interest thereon shall not be payable from nor charged against any funds of the City or the Issuer other than revenue pledged for the payment thereof, nor shall the City or the Issuer be subject to any liability thereon. No holders of the Bonds shall ever have the right to compel any exercise of the taxing power of the City or the Issuer to pay the obligations or the interest thereon, nor to enforce payment against any property of the City or the Issuer. Such Bonds shall not constitute a charge, lien or encumbrance, legal or equitable, upon any property of the City or the Issuer, nor shall the same constitute a debt of the City or the Issuer within the meaning of any constitutional or statutory limitations.

All persons interested may appear and be heard at the time and place set forth above or may submit written comments to the City Administrator in advance of the hearing.

Dated: \_\_\_\_\_, 2026

BY ORDER OF THE CITY COUNCIL

Mark Lemen, City Administrator

**EXTRACT OF MINUTES OF A REGULAR MEETING OF THE  
CITY COUNCIL OF THE  
CITY OF GLENCOE, MINNESOTA**

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Glencoe, Minnesota, was duly called and held at the City Center-South Ballroom located at 1107 11<sup>th</sup> Street East, Glencoe, Minnesota, on Monday, April 6, 2026, at 7:00 p.m.

The following members were present: \_\_\_\_\_

and the following members were absent: \_\_\_\_\_

MOTION: Member \_\_\_\_\_ moved to adopt Resolution No. \_\_\_\_\_, entitled "RESOLUTION SCHEDULING A PUBLIC HEARING ON THE ISSUANCE OF REVENUE OBLIGATIONS BY THE CITY OF PLATO, MINNESOTA, TO FINANCE A PROJECT BY GLENCOE REGIONAL HEALTH SERVICES."

SECOND: Member \_\_\_\_\_

RESULT: On a roll call vote the motion was carried.

Ayes:  
Nays:  
Not Voting:  
Absent:

**RESOLUTION NO. 2026-06**

**RESOLUTION SCHEDULING A PUBLIC HEARING ON THE ISSUANCE OF REVENUE OBLIGATIONS BY THE CITY OF PLATO, MINNESOTA, TO FINANCE A PROJECT BY GLENCOE REGIONAL HEALTH SERVICES**

BE IT RESOLVED, by the City Council of the City of Glencoe, Minnesota, as follows:

Section 1. Definitions. The capitalized terms used in this resolution have the meanings assigned below:

Acts: Minnesota Statutes, Sections 469.152 through 469.1655, as amended, and Minnesota Statutes, Section 471.656, as amended.

Authorized Officers: the Mayor and City Administrator of the City.

Bond Counsel: the law firm of Fryberger, Buchanan, Smith & Frederick, P.A.

Borrower: Glencoe Regional Health Services, a Minnesota nonprofit corporation.

City: the City of Glencoe, Minnesota.

Code: the Internal Revenue Code of 1986, as amended.

Financing Purposes: financing, funding, and/or paying for, as applicable (i) the Project; (ii) required reserves, if necessary, (iii) capitalized interest, if necessary, and (iv) costs associated with issuing the Obligations.

Governing Body: the Council of the City.

Issuer: the City of Plato, Minnesota.

Obligations: the Issuer's proposed not-to-exceed \$9,750,000 tax-exempt 501(c)(3) Health Care Facilities Revenue Note (GRHS Project), Series 2026.

Project: the (i) constructing and equipping of a new approximately 7,645 square-foot addition for outpatient pain management and wound care services, and an approximately 2,445 square-foot addition to relocate medical imaging modalities, and the (ii) expansion and remodeling of approximately 6,100 square feet of the existing surgical services department, all at the Borrower's existing health care and related facilities campus located at 1805 Hennepin Avenue N., in the City.

Qualified Services and Activities: services and activities provided by revenue-producing health care facilities, the operation of a nonprofit hospital, and organizations as described in Section 501(c)(3) of the Code.

Section 2. Recitals. The Governing Body makes the following statements of fact:

2.01 Representatives of the Borrower have represented to the City that:

(a) the Borrower is a Minnesota nonprofit corporation and an organization described in Section 501(c)(3) of the Code;

(b) the Borrower is engaged in Qualified Services and Activities, which the Project supports;

(c) the Borrower desires to undertake the Project, and to incur debt to finance the same; and

(d) the economic feasibility of the Project will be greatly enhanced through the issuance of the Obligations for the Financing Purposes in an amount not exceeding \$9,750,000.

2.02 Bond Counsel has advised the City as follows:

(a) the Acts provide the legal authority for the issuance of the Obligations;

(b) Sections 469.152 through 469.1655 of the Acts authorize a municipality to issue revenue obligations to finance a project consisting of any properties, real or personal, used or useful in connection with a revenue producing enterprise, whether or not operated for profit, engaged in providing health care services, including hospitals and related medical facilities;

(c) in order for interest on the Obligations to be exempt from federal income taxation, the tax-exempt bond rules of the Code require that each jurisdiction in which a portion of the Project is located must hold a public hearing on the Project and approve the issuance of the Obligations; and

(d) in order for the Obligations to be legally issued by the Issuer, Section 471.656 of the Acts requires that the City consent to the issuance of the Obligations by the Issuer.

## Section 2. Public Hearing.

2.01 The City agrees to hold a public hearing on the issuance of the Obligations by the Issuer and the Project.

2.02 Bond Counsel, at the direction of the City Administrator, is authorized and directed to publish the notice substantially in the form attached hereto as Exhibit A (the "Notice") in the official newspaper of the City and a newspaper of general circulation in the City not less than 10 days nor more than 30 days prior to the date set for the public hearing.

Section 3. City Costs. The Borrower has agreed that it will pay the administrative fees of the City and pay, or upon demand reimburse the City for payment of, any and all costs incurred by the City in connection with the issuance of the Obligations, whether or not the Project is carried to completion, or the Obligations are issued.

Adopted: April 6, 2026.

Attest:

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City Administrator

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Mayor



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

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To: Mayor and City Council

From: Brandon Frankfurth, Public Works Director

Date: April 16, 2026

Re: **Item- 6A:** Sanitary Manhole Lining

Several of the City's manholes have deteriorated due to age and other factors. As deterioration progresses, groundwater infiltration into the sanitary sewer system increases, resulting in higher volumes of water being treated at the wastewater treatment plant. This increases operating costs and raises the risk of system bypass events.

During inspections and sewer jetting, four (4) manholes were identified to be in the poorest condition and required rehabilitation. Two contractors submitted quotes for lining these manholes. Hiperline submitted a quote of **\$46,408.30**, while Summit Infrastructure submitted a quote of **\$26,235.00**.

It is recommended that Summit Infrastructure's proposal in the amount of **\$26,235.00** be approved.



**HIPERLINE**  
HIGH PERFORMANCE LINING

# Manhole Quote

**Customer** Brandon Frankfurth  
Glencoe, Minnesota  
bfrankfurth@ci.glencoe.mn.us  
+1-320-491-2863

**Date** 4/14/2026

**PO No.**

Manhole	Location	Depth (ft)	Description of Repair	Cost
			<b>Mobilization:</b>	\$1,310.00
1	North side of 212 near UPS	17.30	SpectraShield, Old Precast, Grout High leaks, Bypass, Hose Pull: 74ft	14,203.40
2	9th Street East and Stevens Ave North	10.50	SpectraShield, Brick / Block, Grout Medium leaks	7,098.00
3	16th Street East walking path	19.90	SpectraShield, Old Precast, Grout Low leaks	11,522.10
4	16th Street East and Union Ave, walking path	21.20	SpectraShield, Old Precast, Grout Low leaks	12,274.80
<b>Total</b>				<b>\$46,408.30</b>

**Notes:**

- A site visit is agreed upon prior to mobilization if deemed necessary by HIPERLINE.
- If requested, the owner shall be responsible for providing a disposal site for all debris during the installation of the SpectraShield Liner System. This debris shall include, but not be limited to sand, chipped concrete, old linings, effluents, etc.
- Invoice(s) will be based upon field measurements and may increase or decrease the actual invoice/contract/purchase order amount accordingly.
- Our invoices are NET 30 DAYS, no retainage. A 1.5% interest charge per month for invoices over 30 days will apply.
- Sanitary sewer manholes include our industry leading 10 year warranty; storm sewer structures come with a standard 1 year warranty
- Removing manhole steps is part of the standard process unless noted otherwise
- If excessive grouting/leak-stopping is required (more than 5 gallons of grout or 20 tubes of grout), we will notify customer before proceeding. Additional grouting rates are \$395 per hour for the truck and crew, \$210 per gallon of grout, and \$38 per tube of grout

**Customer Name & Date**

\_\_\_\_\_

**Customer Signature**

\_\_\_\_\_

**Send Invoice To**

\_\_\_\_\_

**Thanks for the Opportunity to Serve You!**

**HIPERLINE 145 Field Crest Blvd NW Cokato, MN 55321 320.286.2471**



# ESTIMATE

Summit Infrastructure LLC  
555 Wick Ct Ste 102  
Neenah, WI 54956-1273  
creynolds@summitinfrastruct.com  
+1 (920) 809-3737  
www.SummitInfrastruct.com



City of Glencoe  
to  
Brandon Frankfurth  
1107 11th St E Suite 109  
Glencoe, MN 55336

## Estimate details

Estimate no.: 200152  
Estimate date: 04/13/2026

Project Name: Manhole Rehab  
Project Location: Glencoe, MN

#	Product or service	Description	Amount
1.	<b>Manhole Rehab (Tri-layer)</b>	1. Manhole along highway 212 behind UPS	\$5,640.00
2.	<b>Manhole Rehab (Tri-layer)</b>	2. 9th St E/Stevens Ave N	\$3,980.00
3.	<b>Manhole Rehab (Tri-layer)</b>	3. Walking path by High School	\$6,945.00
4.	<b>Manhole Rehab (Tri-layer)</b>	4. 2nd Walking path by High School	\$6,945.00
5.	<b>Mobilization</b>		\$2,725.00
<b>Total</b>			<b>\$26,235.00</b>

## Note to customer

Includes:  
-Clean and prep of manholes  
-Injection grouting of manholes if needed  
-Application of polyurea based three-layer system  
-All materials and labor to complete project  
-10-year warranty on labor and materials

Water supply to be provided by town

Excludes:  
-Sales and use tax  
-Vac truck or bypass pumping services

Accepted date

Accepted by



City of Glencoe ♦ 1107 11<sup>th</sup> Street East, Suite 107 ♦ Glencoe, Minnesota 55336  
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To: Mayor and City Council

From: Brandon Frankfurth, Public Works Director

Date: April 16, 2026

Re: **Item- 6B:** Approve Change Order Number 4 for Parking Lot Resurfacing

This change order adds parking lot resurfacing to the Hennepin Avenue project. The parking areas included in this change order are the 13th Street East and Hennepin Avenue parking lot, the Police Department parking lot, and the Fire Department parking lot. The total cost of the change order is \$69,047.50, and the expense remains within the approved project budget. It is recommended that the change order be approved.

**Mayor:** Mark Hueser      **City Administrator:** Mark Lemen

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



SP/SAP(s)	043-602-033	MN Project No.:		Change Order No.	4
-----------	-------------	-----------------	--	------------------	---

Project Location	2025 Hennepin Avenue (CSAH 2) Street and Utility Improvement Project				
Local Agency	City of Glencoe, Minnesota	Local Project No.	GLENC 175513		
Contractor	Holtmeier Construction, Inc.	Contract No.			
Address/City/State/Zip	3301 Third Avenue, Mankato, MN 56001				
<b>Total Change Order Amount \$</b>	<b>\$69,047.50</b>				

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

The City of Glencoe requested adding rehabilitation of three city-owned parking lots as part of the Project. The Engineer has reviewed the request and agrees to the addition.

**Resolution:**


1. The Agency will amend the contract to include pay items for the rehabilitation of the parking lots (see Attachment A).
2. Contractor shall perform work necessary to complete the rehabilitation.

**Entitlement:** Payment for this work will be at: Contract Unit Prices, Negotiated Lump Sum, Negotiated Unit Prices, or on a Force Account basis as provided in MnDOT Specification 1904 (include as many as apply), as shown in the estimate of cost.

This document does not change Contract Time.

<b>Estimate Of Cost:</b> <i>(Include any increases or decreases in contract items, any negotiated or force account items.)</i>						
**Group/funding Category	Item No.	Description	Unit	Unit Price	+ or - Quantity	+ or - Amount \$
Non-participating		<b>See Attachment A</b>				\$69,047.50
<b>Net Change this Change Order</b>						<b>\$69,047.50</b>

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

Project Engineer:		Date:	04/15/2026
Print Name:	Justin Black	Phone:	952.913.0702
Contractor:	Alex Anderson <small>Digitally signed by Alex Anderson DN: C=US, E=alexanderson@holtmeierinc.com, O=Holtmeier Construction, Inc., CN=Alex Anderson Date: 2026.04.16 14:14:06-05'00'</small>	Date:	04/16/2026
Print Name:	Alex Anderson	Phone:	507-389-9112

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



SP/SAP(s)	043-602-033	MN Project No.:		Change Order No.	4
-----------	-------------	-----------------	--	------------------	---

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Print Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Title and Agency: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Print Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Title and Agency: \_\_\_\_\_

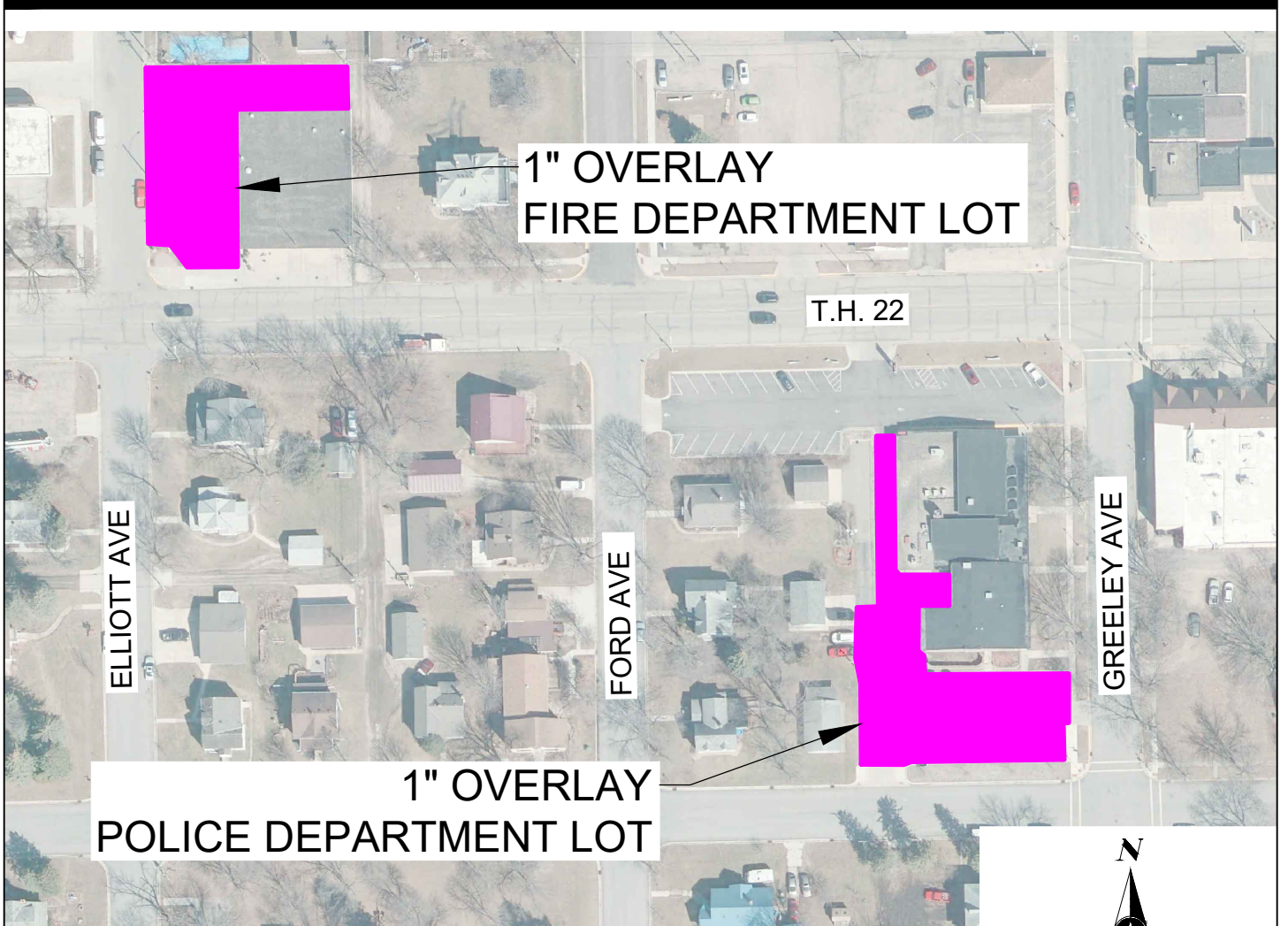
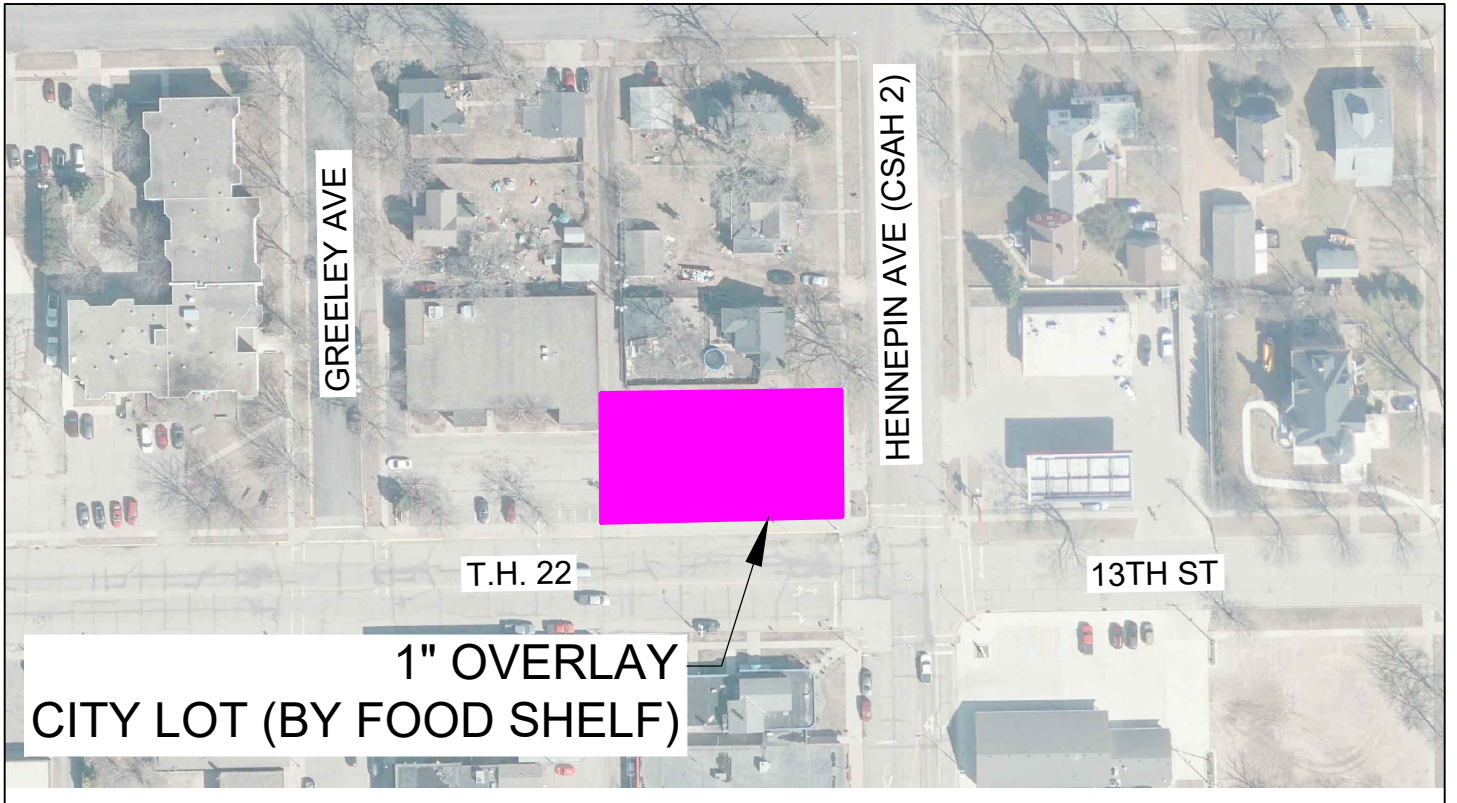
**DSAE Portion:** The State of Minnesota is not a participant in this contract. Signature by the District State Aid Engineer is for FUNDING PURPOSES ONLY and for compliance with State and Federal Aid Rules/Policy. Eligibility does not guarantee funds will be available.

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

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

**ATTACHMENT A  
CHANGE ORDER NO. 4 - CITY PARKING LOT REHAB  
2025 HENNEPIN AVENUE (CSAH 2) STREET AND UTILITY IMPROVEMENT PROJECT  
GLENCOE, MINNESOTA  
SEH NO. GLENC 175513  
APRIL 15, 2026**

<u>Item No.</u>	<u>Description</u>	<u>Unit</u>	<u>Qty.</u>	<u>Unit Price</u>	<u>Total Price</u>
<b><u>FOOD SHELF LOT</u></b>					
2104.504	REMOVE BITUMINOUS PAVEMENT (3.0")	SQ YD	150.0	\$11.89	\$1,783.50
2232.504	MILL BITUMINOUS SURFACE (1.0")	SQ YD	170.0	\$21.24	\$3,610.80
2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GAL	80.0	\$5.50	\$440.00
2360.509	TYPE SP 4.75 WEARING COURSE MIX (2,B) (SPWED230B) (1" OVERLAY)	TON	90.0	\$162.78	\$14,650.20
2360.509	TYPE SP 9.5 WEARING COURSE MIX (2,B) (SPWEA240B) (PATCHING)	TON	30.0	\$177.98	\$5,339.40
<b>FOOD SHELF LOT SUBTOTAL</b>					<b>\$25,823.90</b>
<b><u>POLICE DEPARTMENT LOT</u></b>					
2021.501	MOBILIZATION	LUMP SUM	1.0	\$825.00	\$825.00
2232.504	MILL BITUMINOUS SURFACE (1.0")	SQ YD	120.0	\$21.24	\$2,548.80
2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GAL	80.0	\$5.50	\$440.00
2360.509	TYPE SP 4.75 WEARING COURSE MIX (2,B) (SPWED230B) (1" OVERLAY)	TON	100.0	\$177.98	\$17,798.00
<b>POLICE DEPARTMENT LOT SUBTOTAL</b>					<b>\$21,611.80</b>
<b><u>FIRE DEPARTMENT LOT</u></b>					
2021.501	MOBILIZATION	LUMP SUM	1.0	\$825.00	\$825.00
2232.504	MILL BITUMINOUS SURFACE (1.0")	SQ YD	120.0	\$21.24	\$2,548.80
2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GAL	80.0	\$5.50	\$440.00
2360.509	TYPE SP 4.75 WEARING COURSE MIX (2,B) (SPWED230B) (1" OVERLAY)	TON	100.0	\$177.98	\$17,798.00
<b>FIRE DEPARTMENT LOT SUBTOTAL</b>					<b>\$21,611.80</b>
<b>TOTAL CHANGE ORDER NO. 4</b>					<b>\$69,047.50</b>



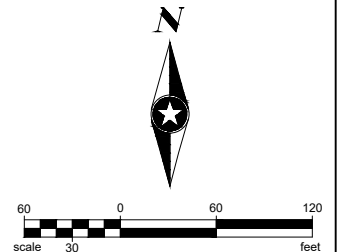
Save: 4/16/2026 4:37 PM lbratsch Plot: 4/16/2026 4:39 PM X:\F\G\GLENCOE\175513\final-dsgn15-drawings\10-Civil\cad\_2024\dwg\GL175513 Parking Lot CO Map.dwg



PROJECT NO.  
175513  
DATE:  
4/16/26

**PARKING LOT 1" OVERLAY  
CHANGER ORDER  
GLENCOE, MINNESOTA**

FIGURE  
NO. 1





City of Glencoe ♦ 1107 11<sup>th</sup> Street East, Suite 107 ♦ Glencoe, Minnesota 55336  
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To: Mayor and City Council

From: Brandon Frankfurth, Public Works Director

Date: April 17, 2026

Re: **Item- 6C:** Approve Resolution 2026-07 Approving Lift Station Bids and Awarding the Project

The City solicited bids for the Glen Knoll Lift Station Project, which is scheduled for construction this summer. Three (3) bids were received for the project. The lowest bid was submitted by Holtmeier Construction in the amount of **\$1,029,941.00**, with Alternate #1 proposed at **\$86,970.00**.

It is recommended that the City approve the award of the Glen Knoll Lift Station Project to Holtmeier Construction, including Alternate #1, for a total project cost of **\$1,116,911.00**.



Building a Better World  
for All of Us®

April 16, 2026

RE: City of Glencoe, Minnesota  
Glen Knoll Lift Station Replacement  
Project  
SEH No. GLENC 187397

Honorable Mayor  
and Members of the City Council  
1107 11th Street E, Suite 107  
Glencoe, MN 55336

Dear Mayor and Council Members:

At 11:00 a.m., Thursday, April 16, 2026, three bids were received for the above-referenced project. The bids ranged from a high of \$1,295,167.00, to a low of \$1,029,941.00. The Engineer's Estimate was \$1,237,000.00. The low bid was submitted by Holtmeier Construction, Inc. The results were as follows:

<b>Contractor</b>	<b>Base Bid Amount</b>	<b>Alternate 1 Amount</b>
Holtmeier Construction, Inc. Mankato, MN	\$1,029,941.00	\$86,970.00
R & R Excavating, Inc. Hutchinson, MN	\$1,053,458.49	\$98,924.83
Meyer Contracting Inc. Maple Grove, MN	\$1,295,167.00	\$72,000.00

We find no reason to deny awarding the contract to Holtmeier Construction, Inc. Holtmeier Construction, Inc. has done satisfactory work with SEH previously. If the council agrees, it is recommended that you make the award to this contractor.

Sincerely,

Justin Black, PE  
Principal/Client Service Manager  
(Lic. MN)

Rafael Estrada-Moncada, PE  
Project Manager  
(Lic. MN, NE)

jb

X:\F\J\G\LENC\187397\6-bid-const\Bid Documents\RecAwdLtr - Revised.docx

**RESOLUTION NO. 2026-07**  
**ACCEPTING BID**

WHEREAS, pursuant to an advertisement for bids for the construction of the **Glen Knoll Lift Station Replacement Project**, bids were received, opened, and tabulated according to law, and the following bids were received complying with the advertisement:

<b>Contractor</b>	<b>Base Bid Amount</b>	<b>Alternate 1 Amount</b>
Holtmeier Construction, Inc. Mankato, MN	\$1,029,941.00	\$86,970.00
R & R Excavating, Inc. Hutchinson, MN	\$1,053,458.49	\$98,924.83
Meyer Contracting Inc. Maple Grove, MN	\$1,295,167.00	\$72,000.00

AND WHEREAS, it appears Holtmeier Construction, Inc. of Mankato, Minnesota, is the lowest responsible bidder,

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

1. The mayor and city administrator are hereby authorized and directed to enter into a contract with Holtmeier Construction, Inc. of Mankato, Minnesota, in the name of the City of Glencoe, Minnesota, for the construction of the Glen Knoll Lift Station Replacement Project, Base Bid and Alternate 1, according to the plans and specifications therefore approved by the city council and on file in the office of the city administrator.
2. The city administrator is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except that the deposits of the successful bidder and the next lowest bidder shall be retained until a contract has been signed.

Adopted by the city council this 20th day of April, 2026.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Administrator



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To: Mayor and City Council  
From: Mark Lemen, City Administrator  
Date: April 20, 2026

RE: Item 7A Ordinance 633 Third Reading

**Item 7A** – It is recommended to approve the third reading of Ordinance 633 updating the Liquor Ordinance

## ORDINANCE NO. 633

### ORDINANCE OF THE CITY OF GLENCOE TO AMEND SECTION 709.01 OF THE CITY CODE TO PROVIDE A LIMITED EXCEPTION FOR OPEN CONTAINERS IN CITY RIGHT-OF-WAY

**WHEREAS,** The City has adopted regulations restricting the consumption or possession of alcoholic beverages in open containers in specified locations, and has established misdemeanor penalties for violations.

**WHEREAS,** The purpose of this ordinance is to amend Glencoe Municipal Code § 709.01 to create a narrow, conditional exception allowing open containers within specifically designated City rights-of-way during otherwise properly permitted events, when approved by the City Council and subject to safeguards protecting the City's interests.

**NOW THEREFORE,** The city council of the City of Glencoe hereby ordains:

1. Section 709.02 is hereby amended to read as follows:

Section 709.02 Notwithstanding the prohibitions in this section, a person may consume or possess an alcoholic beverage in an unconcealed open container within a specifically designated City right-of-way area during an approved event only when all of the following conditions are satisfied:

- i. **Special Consent Required.** The event sponsor and/or the liquor licensee of record shall obtain special consent from the City Council authorizing open containers within the designated City right-of-way area for the event. For purposes of this subsection, "special consent" means affirmative authorization granted by action of the City Council identifying (i) the event, (ii) the dates and hours of authorization, and (iii) the specific right-of-way boundaries where open containers are permitted.
- ii. The City Council may impose reasonable conditions in the special consent approval to protect public health, safety, and welfare and the City's interests.

- a. Designated Area; Time Limits. The special consent shall be limited to the specific City right-of-way area(s) and the specific dates and hours approved by the City Council, and the exception shall not apply outside those boundaries or times.
- iii. Permitted Event. The event shall be otherwise properly permitted as required by the City for the event activities occurring in the designated right-of-way area.
- iv. Liquor License of Record. Alcoholic beverages possessed or consumed pursuant to this subsection shall be dispensed and controlled by a liquor license of record engaged for the event and authorized to dispense alcoholic beverages for the event as approved by the City Council. For purposes of this subsection, "liquor license of record" means the person or entity identified in the City Council's special consent approval as the responsible licensed provider for alcohol service and control for the event. The liquor license of record and event sponsor shall comply with applicable statutes, rules, ordinances, and lawful license conditions relating to alcoholic beverages and the operation of the licensed establishment or event service.
- v. Liquor Liability Insurance; Additional Insured. As a condition precedent to the exception in this subsection, the event sponsor and/or liquor license of record (as determined by the City Council in the special consent approval) shall procure and maintain liquor liability insurance for the event:
  - a. In a form and amount acceptable to the City;
  - b. Covering the dates, times, and designated right-of-way area(s) approved for the event; and
  - c. Naming the City, as additional insureds by endorsement with respect to liability arising out of or related to the event and the use of the designated right-of-way area(s).
- vi. Indemnification; Hold Harmless. As a condition of special consent, the event sponsor and liquor license of record shall defend, indemnify, and hold the City, and its elected and appointed officials, employees, and volunteers, harmless from and against claims,

demands, damages, losses, and expenses (including reasonable attorney fees) arising out of or related to the event, the service or consumption of alcoholic beverages, or the use of the designated right-of-way area(s), to the extent permitted by law.

vii. Revocation; Immediate Termination. The City may revoke special consent or require immediate termination of open-container privileges if the City determines that continued authorization presents a risk to public safety or the City's interests, or if the event sponsor or liquor license of record fails to comply with the conditions of approval

viii. No General Waiver. This subsection creates a limited exception only for the event, times, and designated right-of-way area(s) approved by the City Council, and does not waive or limit the general prohibitions of this section in any other location or time.

2. Section 709.03 of the City Code is hereby amended as shall read as follows:

709.03 Violations of Glencoe Municipal Code § 709, including violations of § 709.01 as amended by this ordinance and any failure to comply with conditions required for the exception in § 709.01(6), shall be subject to the penalties set forth in § 709.02.

Approved and passed on this 16th day of March, 2026

Attest:

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Mark Hueser, Mayor

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Mark Lemen, City Administrator



City of Glencoe ♦ 1107 11<sup>th</sup> Street East, Suite 107 ♦ Glencoe, Minnesota 55336  
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To: Mayor and City Council

From: Mark Lemen, City Administrator

Date: April 20, 2026

RE: Item 7B Ordinance 632 Third Reading

**Item 7B** – It is recommended to approve the third reading of Ordinance 632 updating the Zoning Ordinance

**ORDINANCE NO. 632**

**AN ORDINANCE AMENDING CHAPTER 632- ZONING CODE OF THE CITY CODE  
IN IT'S ENTIRETY**

**WHEREAS**, the City of Glencoe is amending the Zoning Code in its entirety to be conform with the City's Comprehensive Plan, including the future land uses identified therein ; and

**The City Council of Glencoe, Minnesota ordains:**

**Section 1.** Ordinance No. 632 titled "Zoning Code" shall replace in its entirety City Code Section 506-514 and shall read:

**506 DEFINITIONS**

The following words and terms, wherever they occur in this ordinance, shall be interpreted as herein defined:

**506.01 Accessory Use or Structure.** A use or structure subordinate to the principal use or building on the same lot and serving a purpose customarily incidental thereto.

**506.02 Agricultural Uses.** Those uses commonly associated with the growing of produce on farms. These include: field crop farming; fruit growing; tree, shrub, plant, or flower nursery without a building; truck gardening; roadside stand for the sale, in season, of products grown on the premises; and livestock raising and feeding. This does not include fur farms, commercial animal feed lots, or kennels.

**506.03 Alley.** A public right-of-way which affords secondary access to abutting property.

**506.04 Apartment.** A room or suite of rooms with cooking facilities available, occupied as a residence by a single family. Includes "dwelling unit" and "efficiency unit."

**506.05 Automobile Service Uses.** Uses catering to the motorist traveling along the highway. These include: auto laundry; eating establishments; motels (tourist courts); refreshment drive-ins; public garages; repair garages; seasonal produce stands; service stations; motor vehicle sales; trailer sales and rental; and boat sales and rental services.

**506.06 Auto-Wrecking or Reduction Yard.** An open space where three or more inoperative vehicles are stored which are not registered and do not possess current state automobile licenses.

**506.07 Basement.** A portion of a building located partially underground but having less than one-half ( $\frac{1}{2}$ ) of its floor-to-ceiling height below the average land grade.

**506.08 Boarding Home (Rooming or Lodging).** A building containing lodging rooms accommodating, for compensation, three (3) or more persons, but not exceeding twelve (12), who are not of the keeper's family. Lodging may be provided with or without meals.

**506.09 Building.** Any structure built for the support, shelter, or enclosure of persons, animals, chattels, or movable property of any kind, which is permanently affixed to the land.

**506.10 Building Height.** The distance measured from the mean ground level to: the top of a flat roof; the mean distance to the highest gable on a pitched or hip roof; the deck line of a mansard roof; or the uppermost point on all other roof types.

**506.11 Business.** Any occupation, employment, or enterprise wherein merchandise is exhibited or sold, which occupies time, attention, labor, and materials, or where services are offered for compensation.

**506.12 Cellar.** That portion of a building having more than one-half ( $\frac{1}{2}$ ) of the floor-to-ceiling height below the average land grade.

**Note:** The original text said "Collar," which appears to be a typographical error. Corrected to "Cellar."

**506.13 Church.** A building, together with its accessory buildings and uses, where persons regularly assemble for religious worship, and which is maintained and controlled by a religious body organized to sustain public worship.

**506.14 City Plan.** The City's comprehensive plan.

**506.15 Club or Lodge.** A non-profit association of persons who are bona fide members paying annual dues, with use of premises restricted to members and their guests. Serving food and meals on such premises is permissible, provided adequate dining room space and kitchen facilities are available. Alcoholic beverages may be served to members and their guests, provided such service is secondary and incidental to the operation of the dining room for serving food and meals, and further provided that such service complies with applicable federal, state, and municipal laws.

**506.16 Commercial Recreation.** Uses such as bowling alleys, cart tracks, jump centers, golf courses, pool halls, vehicle racing or amusement facilities, dance halls, skating rinks, taverns, theaters, firearms ranges, boat rentals, amusement rides, campgrounds, deer parks, and similar uses.

**506.17 Dog Kennel.** Any place where three (3) or more dogs over six (6) months of age are boarded, bred, and/or offered for sale, except a veterinary clinic. Puppies less than six (6) months of age must be sired or born by one of the dogs owned by the property owner.

**Note:** Original said “four (3) or more dogs” — corrected to “three (3) or more dogs” for consistency.

**506.18 Dwelling Unit.** A residential building or portion thereof intended for occupancy by a family, but not including hotels, motels, nursing homes, seasonal cabins, boarding or rooming houses, tourist homes, or trailers.

**506.19 Dwelling Unit – Attached.** A dwelling unit joined at one (1) or more sides by a party wall or walls.

**506.20 Dwelling Unit – Detached.** A dwelling unit entirely surrounded by open space on the same lot.

**506.21 Dwelling Unit – Efficiency.** A dwelling unit in which eating, kitchen, living, and sleeping space is combined in a single room.

**506.22 Family.**

- a. An individual, or two (2) or more persons related by blood, marriage, or adoption living together; or
- b. A group of not more than five (5) persons who need not be related by blood, marriage, or adoption, living together as a single housekeeping unit in a dwelling unit, exclusive of usual servants.

**506.23 Floor Area.** The sum of the gross horizontal areas of the several floors of a building or portion thereof devoted to a particular use, including accessory storage areas within selling or working space such as counters, racks, or closets, and any basement floor area devoted to retailing activities, the production or processing of goods, or to business or professional offices. Basement floor area not devoted to such uses is excluded. The floor area of a residence includes fifty percent (50%) of the area of an attached garage and twenty-five percent (25%) of enclosed breezeways or porches, but excludes basement area.

**506.24 Garage – Private.** An accessory building or accessory portion of the principal building intended for and used to store the private passenger vehicles of the family or families residing on the premises, and in which no business service or industry is carried on. Not more than one-half (½) of the space may be rented for the private vehicles of persons not resident on the premises, except that all of the space in a one (1) or two (2) car garage may be rented. Such a garage shall not be used for more than one (1) commercial vehicle, with a load capacity not exceeding one (1) ton.

**506.25 Garage – Public.** A building or portion thereof, except any defined as a private garage or repair garage, used for the storage of motor vehicles, or where such vehicles are kept for remuneration or hire, and where the sale of gasoline, oil, and accessories is only incidental to the principal use.

**506.26 Garage – Repair.** A building or space for the repair or maintenance of motor vehicles, but not including factory assembly of such vehicles, auto wrecking establishments, or junk yards.

**506.27 Home Occupation.** Any gainful occupation or profession engaged in by the occupant of a dwelling, conducted at or from the dwelling, and carried on within a dwelling unit and not in an accessory building, provided that:

- No signs other than those normally utilized in a residential district are present;
- No stock in trade is stored on the premises;
- Over-the-counter retail sales are not involved; and
- Entrance to the home occupation is gained from within the structure.

Such uses include professional offices, minor repair services, photo or art studios, dressmaking, teaching, and similar uses. However, a home occupation shall not include barber shops, beauty shops without Council approval, tourist homes, restaurants, or similar uses. Teaching shall be limited to four (4) students at any given time. One person other than the occupant may be employed, but no home occupation shall require more than two (2) additional parking spaces beyond those required by the occupant.

**506.28 Hotel.** A building providing a common entrance, lobby, halls, and stairway, in which lodging is offered with or without meals to thirteen (13) or more guests.

**506.29 Junk Yard.** An open area where waste, used, or second-hand materials are bought, sold, exchanged, stored, baled, packed, disassembled, or handled. Includes, but is not limited to, scrap iron, other metals, paper, rags, rubber, tires, and bottles. A junk yard includes an auto wrecking yard but does not include uses established entirely within enclosed buildings.

**506.30 Lakeshore Uses.** Uses such as boat docks and storage, fish houses, fish cleaning facilities, water recreation equipment, and other uses normally incidental to a lakeshore or river residence, provided such uses are for the exclusive use of the occupants and guests.

**506.31 Lodging Room.** A room rented as sleeping and living quarters but without cooking facilities, with or without an individual bathroom. In a suite or rooms without cooking facilities, each room providing sleeping accommodation shall be counted as one (1) lodging room.

**506.32 Lot (of Record).** A parcel of land, whether subdivided or otherwise legally described, as of the effective date of this ordinance, or approved by the City as a lot thereafter, which is occupied or intended for occupancy by one (1) principal building or principal use together with any accessory buildings, and such open spaces as required by this ordinance, and having its principal frontage upon a street.

**506.33 Lot – Corner.** A lot situated at the junction of and abutting on two (2) or more intersecting streets, or a lot at the point of deflection in alignment of a single street, the interior angle of which is one hundred thirty-five (135) degrees or less.

**506.34 Lot – Front of.** For purposes of complying with this ordinance, the front of a lot shall be the boundary abutting a public right-of-way having the least width. The owner of a corner lot may select either street lot line as the front lot line, subject to approval by the Building Inspector.

**506.35 Lot Line.** A property boundary line of any lot held in single or separate ownership; except that where any portion of the lot extends into the abutting street or alley, the lot line shall be deemed to be the street or alley line.

**506.36 Lot – Through.** A lot having a pair of opposite lot lines abutting two (2) substantially parallel streets, and which is not a corner lot. On a through lot, both street lines shall be front lot lines for purposes of this ordinance.

**506.37 Lot Width.** The mean horizontal distance between the side lot lines at the front setback line.

**506.38 Medical Uses.** Uses concerned with the diagnosis, treatment, and care of human beings, including hospitals, dental services, medical services or clinics, nursing or convalescent homes, orphan homes, rest homes, sanitariums, and doctors' or dentists' offices.

**506.40A Manufactured Home Park.** An approved area for the parking of occupied mobile homes (trailers) shall be considered temporary housing. Manufactured home parks licensed by the State Department of Health are conditional uses in any zoning district that allows construction or placement of a building used or intended to be used by two or more families. In addition to state requirements, all manufactured home parks shall meet the following:

- (A) Manufactured homes shall comply with all zoning regulations for the district in which they are located.
- (B) A building permit and any other required permits shall be obtained for manufactured homes.
- (C) All such manufactured homes shall comply with applicable Minnesota Statutes regulating manufactured homes.
- (D) Connection to City utilities, if available, shall be required.

**506.39 Motel (Tourist Court).** A building or group of detached, semi-detached, or attached buildings containing guest rooms or dwellings, each with a separate outside entrance, with garage or parking space conveniently located to each unit, and designed primarily for the accommodation of automobile transients.

**506.40 Multiple Residence or Multiple-Family Dwelling.** Three (3) or more dwelling units in one (1) structure.

**506.41 Non-Conforming Use.** Any building, structure, or land lawfully occupied by a use, or lawfully established at the time of adoption of this ordinance or amendments thereto, which does not conform thereafter to the applicable use regulations.

**506.42 Office Uses.** Commercial activities in office buildings where goods are not produced, sold, or repaired, including banks; general offices; governmental offices; insurance offices; personal loan agencies; professional offices; real estate offices; taxi-cab offices (not taxi stands);

travel agencies; transportation ticket offices; telephone exchanges; utility offices; radio broadcasting; and similar uses.

**506.43 Off-Street Loading Space.** A space accessible from a street, alley, or driveway for use by trucks or other vehicles while loading or unloading merchandise or materials. Such space shall be of a size adequate to accommodate one (1) vehicle of the type typically used in the business.

**506.44 Open Sales Lot.** Land used or occupied for buying and selling goods, materials, or merchandise, and for storing the same under the open sky prior to sale.

**506.45 Parking Space.** A suitably surfaced and permanently maintained area on privately owned property, either within or outside a building, of sufficient size to store one (1) standard automobile.

**506.46 Planned Unit Development.** An urban development having two (2) or more principal uses or structures on a single lot, developed according to an approved plan.

**506.47 Principal Structure or Use.** The predominant use of a lot, as contrasted to an accessory use or structure.

**506.48 Public.** Uses owned or operated by a municipality, school district, county, state, or other governmental unit.

**506.49 Public Utility Uses (Essential Services).** Overhead or underground transmission facilities of electric power, gas, water, telephone, and railroad companies, including electric power transmission lines, gas pipelines, telephone lines, water pumping, reservoir, and distribution facilities, poles, wires, mains, sewers, pipes, conduits, cables, fire alarm boxes, police call boxes, traffic signals, and similar equipment; and railroad trackage, but not including buildings, storage, or switching yards.

**506.51A Repair Services, Minor.** Home occupations including repair of household appliances, toys, televisions, radios, and similar items. Does not include repair of trucks, automobiles, commercial machinery, or similar items that may cause a nuisance.

**506.50 Research.** Medical, chemical, electrical, metallurgical, or other scientific research, excluding the manufacture or processing of materials or goods for sale. Research uses must conform to all performance standards in this ordinance regarding smoke, odors, noise, and similar emissions, and must submit evidence of compliance before approval.

**506.51 Resort.** Any structure or group of structures containing more than two (2) dwelling units or separate sleeping quarters designed or intended for seasonal or temporary rental for profit, the primary purpose being recreational in nature. Accessory uses may include a grocery for guests only, fish cleaning house, marine services, boat landing, recreational areas and equipment, and similar uses incidental to resort operation.

**506.52 Rest Home (Nursing Home).** A private home for the care of children or the aged or infirm, or a place of rest for those suffering from bodily disorders. Such a home does not contain

equipment for surgical care or treatment of disease or injury, nor does it include maternity care or care for mental illnesses or infirmities.

**506.53 Retail Shopping Uses.** Stores and shops selling personal services or goods over a counter, including: antiques; art and school supplies; auto accessories; bakeries; barber shops; beauty parlors; bicycles; books and stationery; candy; cameras and photographic supplies; carpets and rugs; catering establishments; china and glassware; Christmas tree sales; clothes pressing; clothing and costume rental; custom dressmaking; department stores and junior department stores; drugs; dry goods; electrical and household appliances (sales and repair); florists; food; furniture; furrier shops; garden supplies (year-round only); gifts; hardware; hats; hobby shops for items to be assembled or used off-premises; household appliances; hotels and apartment hotels; interior decorating; jewelry (including repair); laboratories; medical and dental research and testing; laundry and dry cleaning pick-up (processing done elsewhere); laundromats; leather goods and luggage; locksmith shops; musical instruments; office supply equipment; optometrists; paint and wallpaper; phonograph records; photography studios; service stations; restaurants (when no entertainment or dancing is provided); shoes; sporting goods; tailoring; theaters (except drive-ins); tobacco; toys; variety stores; wearing apparel; and similar uses.

**506.54 Service Station.** A place where gasoline, kerosene, motor fuel, lubricating oil, or grease for motor vehicles is sold to the public, with deliveries made directly into motor vehicles. Includes greasing and oiling, sale of auto accessories, minor repairs, incidental body and fender work, painting and upholstering, replacement of parts, and motor services to passenger automobiles and trucks not exceeding one and one-half (1½) tons capacity. Does not include general repair, rebuilding, or reconditioning of engines, motor vehicles, or trailers; collision service; overall painting; or vehicle steam cleaning.

**506.55 Setback.** The minimum horizontal distance between a building and a street or lot line, measured from the most outwardly extended portion of the structure at ground level.

**506.56 Structure.** Anything erected, the use of which requires a permanent or semi-permanent location on the ground, or which is attached to something having a permanent location on the ground. Includes signs.

**506.57 Transportation Terminal.** A barge (river), truck, or bus terminal and storage area, including motor freight (solid and liquid) terminals.

**506.58 Used Auto Parts.** The processing, storage, and sale of used automobile or other vehicle parts, provided such use is established entirely within enclosed buildings.

**506.59 Veterinary Clinic.** Uses concerned with the diagnosis, treatment, and care of animals, including animal or pet hospitals.

**506.60 Warehousing.** The storage of materials or equipment within an enclosed building as a principal use.

**506.61 Waterfront Uses.** Uses dependent upon access to large quantities of raw water for industrial purposes, or dependent upon direct access to water transportation for receiving, transferring, or shipping fuel, supplies, goods, materials, or commodities.

**506.62 Wholesaling.** The selling of goods, equipment, and materials in bulk to another business that sells to the final customer.

**506.63 Yard (Setback).** A required open space on a lot, unoccupied and unobstructed by any structure from the ground to the sky, except as permitted in this ordinance. The yard extends along the lot line at right angles to such lot line to the depth or width specified in setback regulations for the zoning district in which the lot is located.

**506.64 Yard – Rear.** The portion of the yard on the same lot as the principal building, located between the rear line of the building and the rear lot line, extending for the full width of the lot.

**506.65 Yard – Side.** The yard extending along the side lot line between the front and rear yards, to the depth or width required by setback regulations for the zoning district in which the lot is located.

**506.66 Yard – Front.** A yard extending along the full width of the front lot line between the side lot lines, and extending from the abutting front street right-of-way line to the depth required in the setback regulations for the zoning district in which the lot is located.

## **507 GENERAL PROVISIONS**

### **507.01 Application.**

- a. In their interpretation and application, the provisions of this ordinance shall be held to be the minimum requirements for the promotion of the public health, safety, morals, convenience, and welfare.
- b. Where the conditions imposed by any provision of this ordinance are either more restrictive or less restrictive than comparable conditions imposed by any other law, ordinance, statute, resolution, or regulation of any kind, the regulations which are more restrictive, or which impose higher standards or requirements, shall prevail.
- c. No structure shall be erected, converted, enlarged, reconstructed, or altered, and no structure or land shall be used for any purpose, or in any manner, which is not in conformity with the provisions of this ordinance.

**507.02 Separability.** It is hereby declared to be the intention of the Mayor and City Council that the provisions of this ordinance are separable in accordance with the following:

- a. If any court of competent jurisdiction shall adjudge any provision of this ordinance to be invalid, such judgment shall not affect any other provisions of this ordinance not specifically included in said judgment.

- b. If any court of competent jurisdiction shall adjudge invalid the application of any provision of this ordinance to a particular property, building, or other structure, such judgment shall not affect the application of said provision to any other property, building, or structure not specifically included in said judgment.

**507.03 [Omitted.]**

**507.04 Lot Provisions.**

- a. A lot of record existing upon the effective date of this ordinance in a Residential District, which does not meet the requirements of this ordinance as to area or width, may be utilized for single-family detached dwelling purposes, provided the measurements of such area or width are within seventy percent (70%) of the requirements of this ordinance. Said lot of record shall not be more intensively developed unless combined with one (1) or more abutting lots or portions thereof to create a lot meeting the requirements of this ordinance.
- b. Except in the case of planned unit developments as provided hereinafter, not more than one (1) principal building shall be located on a zoning lot.

**507.05 Accessory Building.**

- a. No accessory building or structure shall be constructed on any lot prior to the time of construction of the principal building to which it is accessory.
- b. No accessory building or structure, unless an integral part of the principal building, shall be erected, altered, or moved within five (5) feet of the principal building. No accessory building shall exceed fifteen (15) feet in height except as hereinafter provided.
- c. No accessory building shall exceed the height of the principal building. However, in no case shall such accessory building exceed fifteen (15) feet in height in the "R" District.
- d. In all "R" Districts, no accessory building shall exceed one thousand (1,000) square feet of floor area.
- e. No detached garage or other accessory building shall be located nearer the front lot line than the principal building on that lot.
- f. An accessory building may be located within the rear yard setback, provided that the lot is not a through lot and said accessory building does not occupy more than twenty-five percent (25%) of a required rear yard. An accessory building may be considered as part of a principal building if it is located less than five (5) feet from the principal building. No accessory building

shall be located less than eight (8) feet from a rear lot line. Accessory structures on a through lot shall require a special use permit.

g. No accessory building with a floor area not exceeding two hundred (200) square feet, measured from the exterior, shall be placed upon any premises unless it is attached to a permanent foundation or cement slab following inspection and issuance of a building permit.

h. No accessory building shall be a pre-fabricated shipping container.

#### **507.06 Required Yards and Open Space.**

a. No yard or other open space shall be reduced in area or dimension so as to make such yard or open space less than the minimum required by this ordinance. If the existing yard or open space is less than the minimum required, it shall not be further reduced.

b. No required yard or other open space allocated to a building or dwelling group shall be used to satisfy yard, open space, or minimum lot area requirements for any other building.

c. The following shall not be considered encroachments on yard and setback requirements:

i. **In any yards:** Posts, off-street open parking spaces, yard lights, flues, belt courses, leaders, sills, pilasters, lintels, ornamental features, cornices, eaves, open terraces, awnings, open canopies, steps, chimneys, flagpoles, open fire escapes, sidewalks.

ii. **In side and rear yards:** Walls forty-two (42) inches high or less, and hedges six (6) feet high or less. On a corner lot, nothing shall be placed or allowed to grow in such a manner as to materially impede vision between a height of two and one-half (2½) feet and ten (10) feet above the centerline grades of the intersecting streets within fifteen (15) feet of the street-intersecting right-of-way lines.

iii. **In front yards:** Service station pump islands and fences not more than thirty (30) inches high.

iv. **In rear yards:** Recreational and laundry drying equipment, open arbors and trellises, balconies, breezeways, porches, detached outdoor living rooms, and outdoor eating facilities.

d. **Height limitations:** Height limitations shall not apply to barns, silos, and other structures on farms; to church spires, belfries, cupolas, and domes; monuments; chimneys and smokestacks; flagpoles; public and private utility facilities; transmission towers of commercial and private radio broadcasting stations; television antennas; and parapet walls extending not more than four (4) feet above the limiting height of the building, except as hereinafter amended.

e. **Land grade:** No building occupied for apartments, boarding homes, or multi- or single-dwelling units shall be remodeled, altered, moved in, or built upon any lot where the land grade is altered so that it will not be uniform with adjacent lots and others in the neighborhood. The

grade slope or elevation shall not be increased from the top of curb line to the dwelling so as to create unusual basement heights, lower the average height of surrounding properties, or create unusual drainage problems. An average finished land grade shall not exceed one-half (½) inch per foot of front yard requirements, from top of curb line established (or required to be established) to match adjacent properties.

**507.07 Traffic Visibility.**

Except in the Central Business District, no fences, structures, or plantings shall be permitted within any yard area on a corner lot that would interfere with visibility across the corner within fifteen (15) feet of the intersecting street right-of-way lines.

**507.08 Essential Services (Public Utility Uses).**

Essential services shall be permitted as authorized and regulated by state law and the ordinances of the City of Glencoe, it being the intention that such services are exempt from the application of this ordinance.

**507.09 Annexed Territory.**

The following provisions apply to the zoning designation of annexed territories:

- a. Any land hereafter annexed to the City shall be considered to be in the district delineated on the adjacent areas designated for orderly annexation, unless otherwise reclassified pursuant to the City’s Comprehensive Plan.

**507.10 Farming Operations.**

All farms currently in existence are permitted to continue operation subject to the following conditions:

- a. Agriculture, excepting commercial animal farms, fur farms, kennels, and poultry farms, but including truck gardening and other horticultural uses, is a permitted use in the district in which the existing operation is located, provided that any new private stable or other new building in which farm animals are kept shall be at least one hundred (100) feet from any other occupied lot in an “R” District.
- b. Limited sales of products produced may be conducted on the premises from a roadside stand, provided such stand does not exceed twelve (12) feet in height or five hundred (500) square feet in floor area, and no portion of such stand is located nearer than fifty (50) feet from any street line. The owner of any roadside stand may be required to apply for a special use permit if the City Council deems it necessary to protect the public health, safety, or general welfare.

**507.11 Land Reclamation.**

Land reclamation, defined as the depositing of material to elevate the grade, shall be permitted only by special use permit in all districts. Any lot or parcel upon which four hundred (400) cubic yards or more of fill is to be deposited constitutes land reclamation. The permit shall require a finished grade plan that will not adversely affect adjacent land, and shall regulate the type of fill permitted, rodent control, fire control, site maintenance, vehicular ingress and egress, and control of material dispersal from wind or hauling.

**507.12 Mining.**

The extraction of sand, gravel, or other material from the land in an amount of four hundred (400) cubic yards or more, and removal thereof from the site without processing, shall be considered mining. Mining is permitted in all districts only upon issuance of a special use permit. Such permit shall include a finished grade plan that will not adversely affect surrounding land or the development of the site, and shall designate the truck routes to and from the site.

**507.13 Soil Processing.**

Processing of sand, gravel, or other material mined from the land is permitted only by special use permit. The permit shall include a site plan showing plant location, water disposal, and truck routes to and from the site for removing processed material, and shall be granted for a specified period.

**507.14 Relocated Structures.**

Before any house or other structure is moved onto a vacant lot, a special use permit must be obtained. The Planning Commission shall report to the Council on the compatibility of the structure with other developments in the area. If the Council concurs with the Planning Commission that the structure would depreciate the area into which it is to be moved, the Council may withhold issuance of a permit.

The Building Inspector shall submit a report on structural soundness and necessary improvements, and the applicant shall reimburse the City for inspection and report costs. The applicant shall submit photographs from two (2) or more angles showing the structure (front and rear views) and photographs of the lot and adjacent lots/structures. These requirements do not apply to construction sheds or other temporary structures located on a lot for eighteen (18) months or less.

**507.15 Vacated Streets.**

Whenever any street, alley, easement, or public way is vacated by official action, the zoning district abutting the centerline of the vacated area shall not be affected by such proceeding.

**507.16 Platting.**

All buildings erected upon unplatted land shall be placed so as not to obstruct proper street extensions or other features of proper subdivision and land planning. Any lot or lots of two and one-half (2½) acres or less created for the purpose of erecting a structure must be approved by the City Council. The plan for such subdivision shall be reviewed by the Planning Commission and a report submitted to the Council.

**507.17 Dwelling Units.**

No cellar, basement of an unfinished home, garage, tent, trailer, or accessory building shall be used as a dwelling unit, except for trailers located in an approved mobile home park. Basements shall not be used as dwelling units unless specifically designed for such use through proper damp-proofing, fire-rated walls, and other requirements imposed by applicable building and housing codes.

**507.18 Side and Setbacks.**

Buildings may be excluded from side and rear setback requirements if party walls are used and the adjacent buildings are planned to be constructed as an integral structure.

**507.19 Setbacks Adjacent to Residential Areas.**

Where a business district is adjacent to a residential district, the minimum building setback from the front lot line shall be thirty (30) feet. In industrial districts, the minimum setback shall be thirty-five (35) feet.

**507.20 Setbacks Along Thoroughfares.**

Except in the C-1 Central Business District, along streets designated as "thoroughfares" in the City Plan, the minimum setback for a single-family residence shall be one hundred fifteen (115) feet from the street centerline or thirty-five (35) feet from the right-of-way line, whichever is greater.

**507.21 Height.**

In residential districts, multiple dwellings and places of public assembly, such as churches and schools, are exempt from height limitations, except that the setback from any residential lot shall be at least equal to the building height, and the distance between any two principal structures shall be no less than one-half ( $\frac{1}{2}$ ) the sum of their heights. Buildings proposed to exceed height limits in "C" and "I" Districts shall require a special use permit.

**507.22 Street Frontage Required.**

No lot shall contain any building used as a dwelling unless it abuts at least twenty (20) feet on a public street.

**507.23 Front Setbacks.**

Where adjoining structures existing at the time of adoption of this ordinance have a different setback from that required, the front setback of a new structure shall conform to the prevailing setback in the immediate vicinity, as determined by the Planning Commission and approved by the City Council. However, no building shall be required to set back more than sixty (60) feet, except where an industrial district is adjacent to a residential district.

**507.24 Interpretation.**

In any case where there is doubt as to the meaning or intent of this ordinance as applied to a proposed use, the Building Inspector shall submit the application or proposal to the Planning Commission, which shall report to the City Council. The City Council shall determine whether the use is permitted.

**507.25 Planned Unit Developments.**

Planned unit developments may be excluded from certain requirements of this ordinance, provided:

- a. The developer submits all required information.
- b. The Council, upon review and recommendation of the Planning Commission, finds the proposed development is fully consistent with the purpose of this ordinance and conforms to the City Plan.

- c. The development conforms to the plan as filed with the City.
- d. A special use permit is granted.

**507.26 Permitted Uses.**

Except as provided herein, no building or premises may be devoted to uses other than those indicated as permitted uses under this ordinance.

**507.27 Fences.**

- a. Fences exceeding seventy-eight (78) inches in height shall require a special use permit.
- b. Fences over thirty (30) inches in height shall require a building permit.
- c. No setback shall be required from the lot line if the applicant provides a boundary survey depicting the exact property lines. Without such survey, the setback for a fence shall be two (2) feet in the side yard (five [5] feet if abutting an alley) and five (5) feet in the back yard, unless a variance is granted. Front yard fences may be located on the property line.
- d. All fences must include an access gate positioned to allow utility personnel access to any enclosed meter. Gates may have a manual latch but shall not require a key.

**507.28 Bulk Storage (Liquid).**

All uses involving the bulk storage of oil, gasoline, liquid fertilizer, chemicals, and similar liquids shall require a special use permit to ensure there are no hazards of fire, explosion, or water contamination detrimental to public health, safety, or welfare.

All existing above-ground liquid storage tanks with a capacity greater than two hundred seventy (270) gallons shall obtain a special use permit within twelve (12) months following enactment of this ordinance. The Council may require diking around tanks, suitably sealed, to hold leakage equal to one hundred fifteen percent (115%) of the tank capacity. Any existing storage tank deemed hazardous by the Council shall discontinue operations within five (5) years of enactment.

508 OMITTED

509 DISTRICT PROVISIONS

**509.01 Districts.**

For purposes of this ordinance, the City of Glencoe is hereby divided into the following zoning districts:

- a. Residence Districts
  - R-1 Low Density Residential
  - R-2 Medium Density Residential Multiple
  - T Temporary Housing
- b. Commercial Districts
  - C-1 Central Commercial

C-2 Neighborhood Commercial  
C-3 General Commercial

c. Industrial/Other Districts

I-1 Light Industry  
I-2 General Industry  
P-I Public or Institutional  
P-OS Open Space, Natural Preserve, or Parks  
AG Agriculture

**509.02 Zoning District Map.**

The boundaries of the districts as established by this ordinance are as shown on the map accompanying and made a part of this ordinance, which is designated as the "Zoning District Map," properly approved and filed with the City Clerk. District boundary lines on said map are intended to follow street right-of-way lines, street centerlines, or lot lines unless such boundary line is otherwise indicated on the map. In the case of unsubdivided property, or in any case where street or lot lines are not used as boundaries, district boundary lines shall be determined by use of dimensions or the scale appearing on the map.

509.03 OMITTED

509.04 Zoning Districts.

**R-1 SINGLE-FAMILY RESIDENTIAL DISTRICT.**

(A) Purpose. To provide for moderate-density one- and two-family dwelling units and directly related, complementary uses.

(B) Permitted uses and structures.

- (1) One- and two-family dwelling units.
- (2) Public, government-owned uses, including but not limited to parks, playgrounds, athletic fields, other public recreational uses, and essential services such as water, sewer, telephone, and electric utilities.
- (3) Churches and places of religious assembly, public and private schools, and government-owned buildings and facilities.
- (4) Agricultural gardens and forestry.
- (5) As required by Minn. Stat. § 462.357, subd. 7, a state-licensed residential facility or a housing-with-services establishment registered under Minn. Stat. ch. 144D serving six or fewer persons; a licensed day-care facility serving 12 or fewer persons; and a group family day-care facility licensed under Minn. R. 9502.0315 to 9502.0445 to serve 14 or fewer children, shall be considered a permitted single-family residential use for zoning purposes, except that a residential facility whose primary purpose is to treat juveniles who have violated criminal statutes relating to sex offenses or have been adjudicated delinquent on the basis of conduct in violation of criminal statutes relating to sex offenses shall not be a permitted use.

(C) Accessory uses.

Customary accessory uses incidental to the principal uses, such as gardens, private garages, screen porches, play equipment, signs, one storage shed not exceeding 12 feet in height or 500 square feet or covering more than 30% of the area of the side or rear yard in which it is located, satellite dishes and antennas, solar equipment, greenhouses not exceeding 12 feet in height or 500 square feet or covering more than 30% of the area of the side or rear yard in which they are located, and swimming pools intended for single-family use.

(D) Conditional uses (by conditional use permit and in conformance with this section).

- (1) Home occupations in a residence.
- (2) Hospitals and nursing homes; licensed day-care centers serving 12 or more persons; and cemeteries.
- (3) Accessory buildings other than those listed in (C)(1), including storage sheds and greenhouses over 12 feet in height or 500 square feet or covering more than 30% of the area of the side or rear yard in which they are located.
- (4) Private recreational facilities as a principal use, excluding accessory play equipment and swimming pools intended for single-family use.
- (5) Golf course.
- (6) Swimming pools over 5,000-gallon capacity.
- (7) Public-utility buildings and storage.
- (8) Wildlife sanctuary, provided operation complies with all state regulations.
- (9) Archery facility.
- (10) BMX facility.
- (11) Planned Unit Development.

(E) Lot requirements and setbacks.

- (1) Lot area: 8,700 sq. ft.
- (2) Lot width: 66 ft.
- (3) Setbacks:
  - (a) Front yard: not less than 15 ft.
  - (b) Side yards: 15 ft.
  - (c) Corner-lot side yard (street side): 15 ft.
  - (d) Rear yard: 8 ft.
- (4) Detached accessory buildings: not less than 5 ft. from the rear lot line and not less than 4 ft. from side lot lines in the rear yard. On corner lots, not less than 25 ft. from the adjacent street, and in no case less than the setback of an adjacent lot having its front yard on the same street.
- (5) Access: all lots shall front on, and have ingress and egress by means of, a public right-of-way.

(F) Building height. No structure shall exceed two stories or 35 feet, whichever is less.

(G) Height limitations. Height limits do not apply to water towers, chimneys, flagpoles, antennas, wind energy conversion systems, church spires, church belfries, or church domes not containing habitable space.

(H) Conditional use permit standards—R-1.

(1) Purpose. To ensure conditional uses are consistent with this chapter and the comprehensive plan, if any. The Planning Commission, if any, may recommend and the City Council may impose conditions.

(2) General standards. The City Council must find:

- (a) Consistency with this chapter;
- (b) Consistency with the comprehensive plan, if any;
- (c) No undue adverse impact on governmental facilities, utilities, services, or existing/proposed improvements; and
- (d) No undue adverse impact on public health, safety, or welfare.

(3) Specific standards. In addition:

(a) Licensed day-care facilities for 15+ persons:

- 1. Buildings set back 50 ft. from all property lines; parking set back 15 ft. from streets and nonresidential property and 25 ft. from residential property;
- 2. Pick-up/drop-off outside parking setback area;
- 3. Outdoor recreation areas set back 15 ft. from all property lines and screened;
- 4. One parking space per six children based on licensed capacity.

(b) Storage sheds/greenhouses exceeding 500 sq. ft., 12 ft. height, or 30% of the side/rear yard:

- 1. Side/rear setbacks equal to structure height or 15 ft., whichever greater;
- 2. No commercial activity;
- 3. Architectural consistency with principal structure;
- 4. Landscaping to buffer views when highly visible;
- 5. Minimum lot size: 4 acres;
- 6. Must be in a side or rear yard

(c) Home occupations:

- 1. Conducted in the main building;
- 2. Not more than 25% of floor area;
- 3. No articles for sale displayed to be visible from the street;
- 4. No exterior change other than one non-illuminated wall sign not exceeding 1 sq. ft.;
- 5. No traffic in greater volume than normally expected in a residential neighborhood;
- 6. Only limited retail sales activity;
- 7. Maximum of one outside employee;
- 8. Adequate off-street parking based on employees/customers per day;

9. No outside storage;
10. No significant noise, air, or other pollution;
11. Business hours limited to 8:00 a.m.–9:00 p.m.

(d) Private recreational facilities (principal use):

1. Direct access limited to a collector or arterial roadway identified in the comprehensive plan, if any, or otherwise located to avoid significant traffic on local residential streets;
2. Buildings set back 50 ft. from all property lines;
3. Maximum 70% impervious coverage; remainder suitably landscaped;
4. Signs consistent with the principal use;
5. Adequate off-street parking based on employees/customers per day;
6. Parking and waste-management areas screened from off-site views;
7. No outside storage;
8. No significant noise, air, or other pollution.

(e) Hospitals or nursing homes:

9. Direct access limited to a collector or arterial roadway as above;
10. Buildings set back 50 ft. from all property lines;
11. Maximum 70% impervious coverage; remainder suitably landscaped;
12. Signs consistent with the principal use;
13. Adequate off-street parking based on employees/customers per day;
14. Parking and waste-management areas screened from off-site views;
15. No outside storage;
16. No significant noise, air, or other pollution and compliance with performance standards herein.

(f) Swimming pools. Privacy fence enclosing and securing the entire pool, including surrounding concrete or decking.

**R-2 MEDIUM DENSITY RESIDENTIAL MULTIPLE.**

(A) Purpose. To provide for medium-density housing in multiple-family structures and directly related complementary uses.

(B) Permitted uses and structures.

- (1) Any permitted use in the R-1 District.
- (2) Multiple-family dwellings.

(C) Accessory uses. Any accessory use permitted in the R-1 District.

(D) Conditional uses.

- (1) Any conditional use permitted in the R-1 District.
- (2) As required by Minn. Stat. § 462.357, subd. 8, a state-licensed residential facility serving 7 through 16 persons under Minn. Stat. ch. 144D, or a licensed day-care facility serving 13 through 16 persons.

(E) Lot requirements and setbacks.

(1) Lot area: 8,700 sq. ft. for one-family dwellings; 10,000 sq. ft. for two-family dwellings.

For multiple-family dwellings:

- (a) Efficiency units: 1,000 sq. ft. per dwelling unit;
- (b) One-bedroom units: 1,500 sq. ft. per dwelling unit;
- (c) Two-plus-bedroom units: 2,000 sq. ft. per dwelling unit.

(2) Lot width: 66 ft. for one- and two-family dwellings; 60 ft. for multiple-family dwellings.

(3) Setbacks:

- (a) Front yard: not less than 15 ft.;
- (b) Side yards: 15 ft.;
- (c) Corner-lot side yard (street side): 15 ft., but in no case less than the setback of an adjacent lot having its front yard on the same street;
- (d) Rear yard: 8 ft.

(4) Detached accessory buildings: not less than 5 ft. from the rear lot line and not less than 4 ft. from side lot lines in the rear yard. On corner lots, not less than 25 ft. from the adjacent street, and in no case less than the setback of an adjacent lot having its front yard on the same street.

(5) Access: all lots shall front on, and have ingress and egress by means of, a public right-of-way.

(F) Height limitations. Height limits do not apply to water towers, chimneys, flagpoles, antennas, wind energy conversion systems, church spires, church belfries, or church domes not containing habitable space.

(H) Conditional use permit standards—R-2.

- (1) Purpose. Same as in R-1.
- (2) General standards. Same as in R-1.
- (3) Specific standards.

(a) State-licensed residential facility (7–16 persons) or licensed day-care facility (13–16 persons):

1. Only on a collector or arterial roadway as designated in the comprehensive plan, if any, or otherwise located to avoid significant traffic on local residential streets;
2. Buildings set back 50 ft. from all property lines; parking set back 15 ft. from streets and nonresidential property and 25 ft. from residential property;
3. Pick-up/drop-off outside parking setback area;
4. Outdoor recreation areas set back 15 ft. from all property lines and screened;
5. One parking space per six attendees based on licensed capacity;
6. Meets the performance standards of § 151.30.
  - (b) Storage sheds/greenhouses exceeding thresholds in (C):

7. Side/rear setbacks equal to structure height or 15 ft., whichever greater;
8. No commercial activities;
9. Architectural consistency with principal structure;
10. Landscaping to buffer views when highly visible;
11. Minimum lot size: 4 acres;
12. Must be located in a side or rear yard.
  - (c) Home occupations: standards as in R-1(H)(3)(c).
  - (d) Private recreational facilities (principal use): standards as in R-1(H)(3)(d).
  - (e) Hospitals or nursing homes: standards as in R-1(H)(3)(e).
  - (f) Swimming pools. Privacy fence enclosing and securing the entire pool, including surrounding concrete or decking.

#### T TEMPORARY HOUSING.

(A) General. The Temporary Housing District shall exclusively include manufactured-home parks licensed by the Minnesota Department of Health. Manufactured-home parks are conditional uses in any zoning district that allows the construction or placement of a building used or intended to be used by two or more families. All manufactured-home parks shall, in addition to any state requirements, meet the following performance standards and any conditions placed on them by the conditional use permit.

(B) Permitted uses and structures.

- (1) Manufactured homes.
- (2) Public, government-owned uses, including but not limited to parks, playgrounds, athletic fields, other public recreational uses, and essential services such as water, sewer, telephone, and electric utilities.

(C) Accessory uses.

- (1) Recreational vehicles and equipment.
- (2) Recreational facilities, gardens, commons, and open space operated for the residents and their guests (e.g., tennis courts, swimming pools).
- (3) Building for storage of maintenance equipment incidental to the principal use.
- (4) Solar panels and equipment.

(D) Conditional use. Customary home occupations as set forth herein.

(E) Lot requirements and setbacks (per individual manufactured-home site).

- (1) Lot area: at least 5,000 sq. ft. for exclusive use of the occupant.
- (2) Lot width: at least 50 ft.
- (3) Setbacks: front 15 ft.; side 5 ft.; rear 8 ft.
- (4) Detached accessory buildings: not less than 5 ft. from rear lot line and not less than 4 ft. from side lot lines in the rear yard.

## **C-1 CENTRAL COMMERCIAL DISTRICT.**

(A) Purpose. To recognize the existing downtown business and commercial district and the need for its future expansion, rehabilitation, and redevelopment. The City's downtown area is characterized by small lot sizes with no setbacks, historic buildings, and pedestrian orientation, and includes small businesses, retail, restaurants, and apartment housing. C-1 is a preferred location for mixed-use commercial/residential development and multi-family housing.

(B) Permitted uses and structures.

(1) Business and commercial establishments, including:

- (a) Retail establishments (e.g., grocery, hardware, drug, clothing, variety, and furniture stores); eating and drinking places; auto dealers; automobile service stations; farm implement dealerships; farm supply stores; seasonal evergreen sales; and meat-locker shops;
- (b) Personal services (e.g., laundries, beauty shops, barbershops, funeral homes, shoe-repair shops, printing and publishing shops, photographic studios);
- (c) Professional services (e.g., medical and dental clinics, attorneys' offices);
- (d) Repair services (e.g., automobile, jewelry, radio/television, appliance, farm and implement repair; plumbing and electrical contractors' shops);
- (e) Entertainment and amusement services (e.g., motion-picture theaters, recreation halls, bowling alleys);
- (f) Lodging services (hotels and motels);
- (g) Finance, insurance, real estate, and tax services;
- (h) Public and semi-public buildings (e.g., post office, fire hall, city hall);
- (i) Theater.

(2) Private clubs.

(3) Apartments located above the first-floor level.

(4) Automobile parking lots.

(5) Essential services (sewer, water, telephone, electric utility facilities).

(6) Churches and places of religious assembly.

(7) Private colleges and institutions; nursing, rest, and retirement homes.

(C) Accessory uses. Uses incidental to principal uses, such as off-street parking and loading areas; signs; indoor storage of merchandise; wholesaling and manufacturing when incidental to a permitted use; solar panels; satellite dishes and antennas.

(D) Conditional uses (by CUP and in conformance with division (H)).

- (1) One- and two-family dwellings; multiple-family dwellings; and manufactured-home parks licensed by the state.

- (2) Nonresidential licensed day-care facilities.
- (3) Outdoor storage incidental to a principal use.
- (4) Drive-through or drive-up windows accessory to a principal use.
- (5) Sidewalk cafés and outdoor eating/dining areas accessory to a principal use.

(E) Lot requirements and setbacks.

- (1) Lot area: 8,700 sq. ft.
- (2) Lot width: none.
- (3) Setbacks: front none; side none; rear none.
- (4) Access: all lots shall front on, and have ingress and egress by means of, a public right-of-way.

(F) Building height. No structure shall exceed five stories or 75 feet, whichever is less.

(G) Height limitations. Height limits do not apply to water towers, chimneys, flagpoles, antennas, wind energy conversion systems, church spires, church belfries, or church domes not containing habitable space, and support towers permitted by § 150.04.

(H) Conditional use permit standards—C-1.

- (1) Purpose. As above.
- (2) General standards. As above, and the use meets the performance standards of § 151.30.
- (3) Specific standards.
  - (a) One- and two-family dwellings and multiple-family dwellings:
    - 1. Building/site design provides a quality residential environment compatible with permitted uses;
    - 2. At least two off-street parking spaces per residential unit, in a garage, carport, or paved area intended for that purpose;
    - 3. Dwelling unit complies with all applicable codes;
    - 4. No undue adverse impact on adjacent properties or substantial alteration of neighborhood character;
    - 5. City may require buffering or screening.
  - (b) Nonresidential licensed day-care facilities:
    - 6. Loading/drop-off designed to avoid interference with traffic and pedestrian movement and to promote child safety;
    - 7. Outdoor play areas fenced and located/designed to mitigate visual and noise impacts on adjoining residential areas (if any);
    - 8. One parking space per six attendees based on licensed capacity;

9. All applicable licenses obtained.
  - (c) Outdoor storage incidental to a principal use:
10. Not within 100 ft. of any residential parcel;
11. Screened by suitable materials, such as fencing or natural landscaping (trees, shrubbery, berms), as determined by the City Council; screening at least equal to the height of the tallest item stored;
12. Located in a rear or side yard;
13. Kept in a neat and orderly fashion;
14. No unlicensed or inoperable motor vehicles;
15. Not operated so as to constitute a blighted property, nuisance, or harborage of rodents or other wild animals.
  - (d) Drive-through/drive-up windows:
16. Not adjacent to any residential parcel;
17. Stacking areas to accommodate a minimum of six cars per aisle;
18. Public-address system not audible from any residential parcel;
19. Drive-up windows and stacking areas screened with suitable materials from adjacent parcels;
20. Designed to avoid interference with traffic and pedestrian movements.
  - (e) Sidewalk cafés/outdoor dining:
21. Located in a controlled or cordoned area with at least one opening to an acceptable pedestrian walk; if a liquor license is involved, an enclosure is required, continuous, and access shall be only through the principal building;
22. Not within 200 ft. of any residential parcel and separated from residential parcels by the principal structure or other screening acceptable to the city;
23. Located and designed so as not to interfere with pedestrian and vehicular circulation;
24. Not located to obstruct parking spaces;
25. Located adjacent to an entrance to the principal use;
26. Equipped with refuse containers and periodically patrolled for litter pick-up;

27. No speakers or audio equipment audible from adjacent parcels.

## **C-2 NEIGHBORHOOD COMMERCIAL DISTRICT.**

### **(A) Purpose.**

- a. To provide varied commercial uses—including lot configurations not permitted in the Central Business District—while retaining neighborhood scale and pedestrian orientation;
- b. To allow a wide variety of commercial uses catering to the needs of the entire community and surrounding areas.

### **(B) Permitted uses and structures.**

All commercial uses, including retail, light industrial, wholesale, service, office, financial, recreational, professional, and lodging; all uses permitted in C-1; and other commercial uses not considered industrial.

### **(C) Accessory uses. Those accessory uses permitted in C-1.**

### **(D) Conditional uses.**

All conditional uses permitted in C-1.

### **(E) Lot requirements and setbacks.**

- (1) Lot area: none.
- (2) Lot width: none.
- (3) Setbacks: front 5 ft.; side 5 ft.; rear 5 ft., unless a conditional use allows a 0-ft. setback.
- (4) Access: all lots shall front on, and have ingress and egress by means of, a public right-of-way.

### **(F) Building height. No structure shall exceed three stories or 45 feet, whichever is less.**

(G) Height limitations. Height limits do not apply to water towers, chimneys, flagpoles, antennas, church spires, church belfries, or church domes not containing habitable space, and support towers permitted by § 150.04.

## **C-3 GENERAL COMMERCIAL DISTRICT.**

### **(A) Purpose.**

1. To provide for a variety of larger commercial uses, including uses not otherwise permitted in the C-1 or C-2 districts;
2. To include larger-scale commercial uses catering to the community and surrounding areas, and highway-oriented retail goods and services.

(B) Permitted uses and structures.

All commercial uses, including retail, light industrial, wholesale, service, office, financial, recreational, professional, and lodging; all uses permitted in C-1; and other commercial uses not considered industrial.

(C) Accessory uses. Those accessory uses permitted in C-1.

(D) Conditional uses.

All conditional uses permitted in C-1.

(E) Lot requirements and setbacks.

(1) Lot area: none.

(2) Lot width: none.

(3) Setbacks: front none; side none; rear 15 ft.

(4) Access: all lots shall front on, and have ingress and egress by means of, a public right-of-way.

(F) Building height. No structure shall exceed three stories or 45 feet, whichever is less.

(G) Height limitations. Height limits do not apply to water towers, chimneys, flagpoles, antennas, wind energy conversion systems, church spires, church belfries, or church domes not containing habitable space.

#### I-1 LIGHT INDUSTRIAL DISTRICT.

(A) Purpose. To provide for industrial development outside other districts. Development shall be regulated through performance standards to promote sensitive site design and mitigate external impacts. The district shall:

1. Create industrial areas acceptable to the City that do not adversely affect adjacent and surrounding businesses or residences;
2. Allow uses that do not create, or that mitigate, offensive noise, dust, smoke, odor, or other objectionable influences to adjacent property owners;
3. Prohibit residential uses in the interest of public health.

(B) Permitted uses and structures (within enclosed buildings).

Warehouse; storage; manufacturing; processing; office; wholesale; research; government buildings; and other industrial uses which, in the City Council's determination and as formally documented, are compatible and not detrimental to uses allowed in this or contiguous districts.

(C) Accessory structures and uses.

(1) Living quarters for security personnel located within the principal structure;

(2) Overnight outside storage of vehicles associated with the business, screened from residential or public views;

- (3) Outside storage, including fuel storage, screened from general public view;
- (4) Retail or service uses not exceeding 25% of the principal structure's gross floor area;
- (5) Other uses customarily associated with, and subordinate to, a permitted use, as determined by the city;
- (6) Solar panels and equipment, satellite dishes and antennas.

(D) Conditional uses (by CUP and per performance standards).

- (1) Retail or service uses occupying between 25% and 50% of the principal structure's gross floor area.
- (2) Cannabis-oriented businesses, including cannabis retail facilities.
- (3) Wind energy conversion systems (windmills).
- (4) Workforce housing.

(E) District standards.

- (1) Building height: maximum 75 ft. or five stories, whichever less.
- (2) Front yard setback: minimum 35 ft. from local and neighborhood collector streets as identified in the comprehensive plan, if any, or the zoning map if no comprehensive plan exists; or a minimum of 50 ft. from railroad lines and from major collector or arterial roadways as designated in the comprehensive plan, if any, or the zoning map if no comprehensive plan exists.
- (3) Side and rear yard setbacks, measured from land designated accordingly in the comprehensive plan, if any, or the zoning map if no comprehensive plan exists:
  - (a) 70 ft. from R-1 and R-2 residential uses;
  - (b) 30 ft. from C-1 and C-2 commercial uses;
  - (c) 20 ft. from I District uses.
- (4) Lot coverage: maximum 100%, calculated to include building footprints; parking areas; driveways; loading, storage, and trash areas; and other impervious surfaces.
- (5) Access from a collector or arterial roadway as designated in the comprehensive plan, if any, or a street specifically designed to accommodate industrial traffic.
- (6) Trash enclosures or accessory buildings (max 600 sq. ft.) shall be located behind the principal building's front building line and not in any required setback.

(F) Conditional use permit standards—Industrial.

- (1) Purpose. As above.
- (2) General standards. The City Council must find:
  - (a) Consistency with this chapter;
  - (b) Consistency with the comprehensive plan, if any;
  - (c) No undue adverse impact on governmental facilities, utilities, services, or existing/proposed improvements;
  - (d) Compliance with § 151.30 performance standards; and
  - (e) No undue adverse impact on public health, safety, or welfare.
- (3) Specific standards.
  - (a) Retail or service uses occupying 25%–50% of gross area of the principal structure (including cannabis-oriented businesses):

1. No exterior modifications to the building;

2. No outside storage or display and no accessory structures for retail sales purposes;
3. Sufficient parking to accommodate additional retail traffic.

## **I-2 GENERAL INDUSTRY.**

(A) Purpose. To provide for industrial development outside other districts, accommodating a wide variety of industry operating to their maximum advantage. Residential uses are not permitted.

(B) Permitted uses and structures (within enclosed buildings).  
Warehouse; storage; manufacturing; processing; office; wholesale; research; government buildings; and other industrial uses which, in the City Council's determination and as formally documented, are compatible and not detrimental to uses allowed in this or contiguous districts.

(C) Accessory structures and uses.

- (1) Living quarters for security personnel within the principal structure;
- (2) Overnight outside storage of vehicles associated with the business, screened from residential or public views;
- (3) Outside storage, including fuel storage, screened from general public view;
- (4) Retail or service uses not exceeding 25% of the principal structure's gross floor area;
- (5) Other uses customarily associated with, and subordinate to, a permitted use, as determined by the city;
- (6) Solar panels and equipment, satellite dishes and antennas;
- (7) Workforce housing.

(D) Conditional uses (by CUP and per performance standards).

- (1) Retail or service uses occupying between 25% and 50% of the principal structure's gross floor area.
- (2) Cannabis-oriented businesses, including cannabis retail facilities.

(E) District standards.

- (1) Building height: maximum 75 ft. or five stories, whichever less.
- (2) Front yard setback: minimum 35 ft. from local and neighborhood collector streets as identified in the comprehensive plan, if any, or the zoning map if no comprehensive plan exists; or 50 ft. from railroad lines and from major collector or arterial roadways as designated in the comprehensive plan, if any, or the zoning map if no comprehensive plan exists.
- (3) Side and rear yard setbacks (measured as in I-1):
  - (a) 70 ft. from R-1 and R-2 residential uses;
  - (b) 30 ft. from C-1 and C-2 commercial uses;
  - (c) 20 ft. from I District uses.
- (4) Lot coverage: maximum 100%.
- (5) Access from a collector or arterial roadway as designated in the comprehensive plan, if any, or a street specifically designed to accommodate industrial traffic.

(6) Trash enclosures or accessory buildings (max 600 sq. ft.) located behind the principal building's front building line and not in any required setback.

(F) Conditional use permit standards—Industrial.

(1) Purpose. As above.

(2) General standards. As in I-1(F)(2).

(3) Specific standards.

(a) Retail or service uses occupying 25%–50% of gross area (including cannabis-oriented businesses):

1. No exterior modifications to the building;
2. No outside storage or display and no accessory structures for retail sales purposes;
3. Sufficient parking to accommodate additional retail traffic.

**P-I PUBLIC OR INSTITUTIONAL.**

(A) Purpose. To provide land areas within the City for public services, utilities, city, federal, state, school district, and religious uses.

(B) Permitted uses and structures.

Public, government-owned uses, including but not limited to parks, playgrounds, athletic fields, cemeteries, other public recreational uses, and essential services such as water, sewer, telephone, and electric utilities.

(C) Accessory uses. Uses incidental to the foregoing principal uses.

**P-OS OPEN SPACE, NATURAL PRESERVE, OR PARKS.**

(A) Purpose. To provide land areas within the City for natural resource areas, including floodplains, historic areas, wetlands, existing natural prairies, animal habitats, hunting reserves, conservation areas, environmentally sensitive areas, parks, and open spaces.

(B) Permitted uses and structures.

Natural resource areas as listed above, parks and open spaces, and golf courses.

(C) Accessory uses. Uses incidental to the foregoing principal uses.

**AG AGRICULTURE.**

(A) Purpose. To allow suitable areas of the City to be retained and utilized in open space and/or agricultural uses.

(B) Permitted uses.

- (1) Agriculture, including farm dwellings and agricultural-related buildings and structures subject to state pollution-control standards, but not including commercial feedlots or other commercial operations.
- (2) One-family dwelling units.
- (3) Public, government-owned parks, playgrounds, wildlife areas and game refuges, athletic fields, and other public recreational uses.
- (4) Churches and places of religious assembly, public and private schools, and government-owned buildings and facilities.
- (5) As required by Minn. Stat. § 462.357, subd. 7, facilities listed in R-1(B)(5) shall be considered a permitted single-family residential use, except as otherwise provided therein.

(C) Accessory uses.

- (1) Operation and storage of vehicles, equipment, and machinery incidental to permitted or conditional uses in this district.
- (2) Boathouses, piers, and docks serving a single-family residence.
- (3) Private garages, screen porches, play equipment, solar-panel equipment, satellite dishes, and antennas.

(D) Conditional uses (by CUP).

- (1) Bed-and-breakfast inns.
- (2) Wind energy conversion systems (windmills).
- (3) Home occupations.

(E) Lot requirements and setbacks.

- (1) Lot area: minimum 2.5 acres of upland (land above the 100-year flood elevation or non-wetland).
- (2) Lot width: minimum 200 ft.
- (3) Lot depth: minimum 300 ft.
- (4) Setbacks:
  - (a) Front yard: minimum 40 ft.
  - (b) Side yards: minimum 10 ft.;
  - (c) Corner-lot side yard (street side): minimum 30 ft., but in no case less than the setback of an adjacent lot having its front yard on the same street;
  - (d) Rear yard: minimum 30 ft.;
  - (e) Corner-lot rear yard (street side): minimum 15 ft., but in no case less than the setback of an adjacent lot having its rear yard on the same street.
- (5) Detached accessory buildings: not less than 5 ft. from the rear lot line and not less than 4 ft. from side lot lines in the rear yard. On corner lots, not less than 25 ft. from the

adjacent street, and in no case less than the setback of an adjacent lot having its front yard on the same street.

(6) Access: all lots shall front on, and have ingress and egress by means of, a public right-of-way.

(F) Building height. No structure shall exceed two stories or 35 feet, whichever is less.

(G) Parking. See §§ 151.35–151.39.

(H) Height limitations. Height limits do not apply to water towers, chimneys, flagpoles, antennas, wind energy conversion systems, church spires, church belfries, or church domes not containing habitable space, and support towers permitted by § 150.04.

(I) Conditional use permit standards—AG.

(1) Purpose. As above.

(2) General standards. As above.

(3) Specific standards.

(a) Home occupations: standards as in R-1(H)(3)(c).

(b) Bed-and-breakfast inns:

1. No exterior change other than one non-illuminated wall sign not exceeding 1 sq. ft.;
2. No traffic in greater volume than normally expected in a residential neighborhood.

## **HAZARDOUS WASTE FACILITIES.**

(A) Scope. Hazardous-waste facilities—including, without limitation, transfer and storage stations, processing facilities, and disposal sites—and all real and personal property (including negative and positive easements and water and air rights) needed for the disposal, storage, processing, transfer, or handling of hazardous waste are strictly governed by this section. “Hazardous-waste facility” does not include drop-off centers necessary to allowable uses that are operated by a governmental unit, civic organization, or similar non-profit group expressly for the collection of recyclable wastes (e.g., paper, clean glass, metal containers) and other eligible household wastes not classified as hazardous.

(i) Purpose. The provisions of this subsection are intended to provide guidelines and requirements for the development and operation of hazardous-waste facilities which the City Council may authorize by special/conditional use to protect health, safety, and welfare and ensure harmony with the City’s comprehensive plan.

(ii) Application. Applications for a hazardous-waste-facility conditional use permit shall be made by the property owner(s) (an agent may be designated in writing). Owners must sign the application. Applications shall include the administrative fee set by City Council

and the information required on an application form approved by resolution, as amended from time to time.

(iii) Evaluation. A complete application shall be evaluated before any hazardous-waste facility may be approved.

(iv) Minimum operational standards.

1. No outside storage of materials, containers, or trash-disposal facilities involving hazardous waste.
2. All loading and unloading of hazardous-waste materials shall occur within buildings.
3. A current inventory of hazardous-waste materials, by type and location, shall be posted at the site's main entrance. All hazardous-waste materials shall be clearly labeled.

(v) General application requirements. Applications shall include:

- a. Detailed description of the proposed use;
- b. Legal description, including McLeod County PID(s);
- c. A map showing the site and all property within 1,000 ft. of site boundaries;
- d. Names/addresses and self-adhesive mailing labels for owners of record of all property within 1,320 ft. of site boundaries per the McLeod County Auditor's certified list;
- e. Complete site plan including:

(1) Site/environmental characteristics within 1,000 ft.:

- (a) Existing vegetation;
- (b) Hydrology/hydraulics (seasonal high water table; proximity to aquifers);
- (c) Physiography and topography (2-ft. contours);
- (d) Existing land uses;
- (e) Microclimate (wind impacts upon terrain and slopes).

(2) Transportation:

- (a) Route plan to/from site, including hours of use;
- (b) Road and rail (on- and off-site) security and turnaround;
- (c) Method of construction and financing of transportation facilities.

(3) City utilities:

- (a) Availability of City sanitary sewer and water;
- (b) Method of utility construction and financing, if applicable.

(4) Building design and special equipment:

- (a) Floor-plan layout for all levels identifying use/occupancy;
- (b) Location/description of waste-handling, processing, and containment equipment;
- (c) Description of automatic shut-down systems and controls, if applicable;
- (d) Description of standby power and fuel sources/supplies;
- (e) Equipment inspection and replacement plans;
- (f) Location/description of proposed external accessory equipment.

(5) Development and operation schedule:

- (a) Schedule of site development/building construction;
- (b) Schedule for commencement of operations;
- (c) Schedule for compliance with applicable state/federal requirements.

f. Facility management and operations:

(1) Operations:

- (a) Description of processes (incineration, chemical processing, disposal, transfer, storage, physical separation);
- (b) Plans for handling ruptures/spills on-site and en route (road/rail);
- (c) Hours of operation;
- (d) Employees (total and maximum shift);
- (e) Site-maintenance plan;
- (f) Operations-monitoring plan (standards, procedures, personnel).

(2) Emergency preparedness:

- (a) List and location of emergency equipment;
- (b) Evacuation and emergency-alert plans for the facility and surrounding area;
- (c) Emergency-training plan for facility employees at hiring and ongoing, and for public-safety personnel of the City and area communities providing support services via mutual-aid agreements;
- (d) Coordination plans with applicable public-safety and health-care agencies;
- (e) Waste-containment plan.

(3) Pollution control. Mitigative measures for odor, noise, surface and groundwater, and air pollution.

(4) Reclamation plan:

- (a) Long-term site/building maintenance plan should operations cease;
- (b) Plan for conversion to other allowable land uses.

(5) Operator credentials:

- (a) Operator's management experience with comparable facilities;
  - (b) Operator's net worth and bonding capacity demonstrating compliance with applicable federal standards (e.g., 40 C.F.R. pts. 123, 264, 265);
  - (c) References;
  - (d) Evidence of permit applications to applicable state/federal agencies.
- (6) Environmental Assessment Worksheet as defined by, and on forms provided by, the State Environmental Quality Board.

(vi) Procedure.

- (a) The complete application shall be referred to qualified consultants selected by the City to evaluate compliance with applicable state/federal regulations and consistency with accepted industry standards. All review costs shall be paid by the petitioner pursuant to a written agreement and cash escrow.
- (b) Upon receipt of the consultant's report, the findings of the environmental-assessment review, and preparation of staff's report, the application shall be referred to the Planning Commission for:
  - (1) Evaluation of CUP standards;
  - (2) Evaluation of this subsection's standards;
  - (3) Consideration of public-hearing testimony; and
  - (4) Recommendation to the City Council, which shall make the final determination.

(vii) Development standards and performance criteria.

- (a) Minnesota Pollution Control Agency permit(s).
- (b) U.S. Environmental Protection Agency permit(s).
- (c) Department of Natural Resources permit(s).
- (d) EAW and, if required, EIS.
- (e) Performance agreements and financial guarantees as required by ordinance and City policy, covering at minimum completion of required site improvements, emergency clean-up/correction activities (with specified commencement times after which the City may act), and closure/post-closure activities.
- (f) Compliance with approved monitoring and reporting procedures.
- (g) CUP renewal requirements.
- (h) Use of principal arterial roadways for access routes.
- (i) Two independent emergency access/escape routes that do not traverse residential areas.
- (j) Minimum 1,000-ft. setback to stormwater holding areas, natural drainage facilities,

and wetlands.

(k) On-site stormwater management meeting City design standards.

(l) No outside storage of materials, containers, or trash-disposal facilities involving hazardous wastes; outside facilities involving other wastes shall be enclosed and/or screened per approved plans.

(m) All loading/unloading of waste materials within buildings.

(n) Compliance with applicable policies/regulations relating to development, operation, and closure/conversion.

(o) Current inventory of waste materials, by type and location, posted at the site's main entrance; all hazardous-waste materials clearly labeled.

(p) Maintenance and continued implementation of approved emergency-training programs for all employees at hiring and ongoing; programs reviewed at least quarterly to ensure currency; similar training for public-safety personnel of the City and mutual-aid communities.

(q) Maintenance of approved emergency-preparedness plans, including provisions for alerting applicable agencies and area property owners, and for emergency evacuation of the facility and surrounding area.

(r) Required emergency clean-up/corrective operations shall be promptly undertaken and completed; the City Council may impose specific reasonable time frames; upon noncompliance, the City may proceed under performance agreements/financial guarantees to complete the work at the operator's expense.

(viii) Miscellaneous regulations.

(a) Rules and regulations. The Planning Commission and City Council may amend or vary application/review procedures and required documents.

(b) Plan changes. The Zoning Administrator may authorize minor changes in location, placement, and height of structures after Final Site Plan adoption; any change in use or major change requires public hearing and City Council approval. The Zoning Administrator shall determine what constitutes a major change.

(c) Certification of plans. All architectural/engineering plans shall be designed and certified by a professional architect or engineer registered in Minnesota. Site plans may be prepared by a professional site planner but must be certified by a registered engineer or architect.

(d) Review. If development is not progressing reasonably according to schedule, the owner may be required to submit a statement explaining the lack of progress. If the Council finds development has not occurred according to schedule, or is otherwise unreasonable, the Council may revoke the CUP and all development shall cease until a revised schedule is approved.

(e) Withdrawal. An application may be withdrawn at any time during the approval process.

(f) Other. Signs, parking, and any provisions not specifically addressed herein are governed by other applicable ordinances, laws, or regulations.

(ix) Enforcement. The Zoning Administrator is responsible for assuring compliance with permit conditions, this ordinance, City Code, and other applicable regulations.

(x) Review and renewal. Facilities authorized by the City Council are subject to periodic City review; permits with specified review/renewal periods shall be administered as set forth in this section.

(xi) Revocation. The Planning Commission may recommend, and the City Council may direct, revocation of any hazardous-waste-facility CUP for cause upon determination that the authorized use is not in conformance with permit conditions or is in continued violation of this ordinance, City Code, or other applicable regulations.

(xii) Permit amendment. Permit holders may propose amendments subject to applicable requirements and procedures.

(xiii) Expiration.

- a. A CUP expires unless the authorized use commences within one year of issuance, unless an extension is requested before expiration with the renewal fee set in City Code.
- b. If an existing facility is abandoned or closed for six months, the CUP expires six months after the date of abandonment or closure as determined by the City.
- c. Upon abandonment or closure, required closure/post-closure agreements (including financial guarantees) shall be implemented and enforced per applicable policies, codes, and regulations as directed by the City Council.

#### 509.10 Temporary Family Health Care Dwellings.

Minn. Stat. § 462.3593 permits and regulates temporary family health care dwellings and, in subdivision 9, allows a city to opt out of its requirements.

509.10(1) Opt-Out. The City of Glencoe hereby opts out of the requirements of Minn. Stat. § 462.3593.

#### Section 510

510 Performance Standards. The performance standards established in this section are designed to encourage a high standard of development by providing assurance that neighboring land uses will be compatible. The performance standards are also designed to prevent and eliminate those conditions that cause urban blight. All future development shall be required to meet these standards. The standards shall also apply to existing development where so stated. The City Council shall be responsible for enforcing the standards.

Before any building permit is approved, the Building Inspector shall determine whether the proposed use will conform to the performance standards. Such data may include a description of equipment to be used, hours of operation, method of refuse disposal, type and location of exterior storage, etc. It may occasionally be necessary for a developer or business to employ specialized consultants to demonstrate that a given use will not exceed the performance standards.

510.01 Exterior Storage. In all districts, all materials and equipment shall be stored within a building or fully screened so as not to be visible from adjoining properties, except for the

following: laundry drying and recreational equipment; construction and landscaping materials and equipment currently (within a period of 12 months) being used on the premises; agricultural equipment and materials if these are used or intended for use on the premises; and off-street parking of passenger automobiles and pickup trucks. Boats and unoccupied trailers less than 20 feet in length are permissible if stored in the rear yard more than five (5) feet distant from the property line. Existing uses shall comply with this provision within 12 months following enactment of this ordinance.

510.02 Refuse. In all districts, all waste material, debris, refuse, or garbage shall be kept in an enclosed building or properly contained in a closed container designed for such purposes. The owner of vacant land shall be responsible for keeping such land free of refuse and weeds. Existing uses shall comply with this provision within six months following enactment of this ordinance.

Passenger vehicles and trucks in an inoperative state shall not be parked in residential districts for a period exceeding seven (7) days. "Inoperative" shall mean incapable of movement under their own power and in need of repairs or in junkyard condition. All exterior storage not included as a permitted accessory use, a permitted use, included as part of a special use permit, or otherwise permitted by the provisions of this ordinance, shall be considered refuse.

510.03 Screening and Fencing.

510.031 PERMITTED.

Fences shall be permitted in all yards, subject to the conditions of this Section.

510.032 PERMIT REQUIRED.

It is unlawful for any person to construct or cause to be constructed or erected within the City any fence without first making an application for and securing a zoning permit.

510.033 LOCATIONS.

All fences shall be located entirely upon the private property of the person constructing, or causing the construction of, such fence and may have a zero (0) foot setback from all lot lines, except as described in Subd. 5 of this Section. The Zoning Administrator may require the owner of the property upon which a fence now exists, or may require any applicant for a zoning permit for a new fence, to establish the boundary lines of his or her property by a certificate of survey made by a registered land surveyor.

510.034 CONSTRUCTION AND MAINTENANCE.

a. Every fence shall be constructed in a substantial, professional-like manner and of substantial material reasonably suited for the purpose for which the fence is to be used.

b. Every fence shall be maintained in a condition of reasonable repair and shall not be allowed to become and remain in a condition of disrepair or danger or constitute a nuisance. Any such fence that is, or has become, dangerous to the public safety, health, or welfare is a public nuisance, and the Zoning Administrator shall commence proper proceedings for the abatement thereof.

c. Link fences, wherever permitted, shall be constructed in such a manner that no barbed ends shall be at the top, except where permitted in industrial districts.

d. That side of any fence considered to be its evident finished side or face (i.e., the finished side having no structural supports) shall face abutting property. If the fence is located in a commercial or industrial district and visible to the public from both sides, as determined by the Zoning Administrator, it shall contain finished surfaces on both the interior and exterior of the fence.

e. Fences shall not obstruct natural drainage.

f. A fence may be located within the rear yard and side yard to a maximum height of eight (8) feet up to the point where it is parallel with the front edge of the building. Fences located within the front yard or side-street yard to the right-of-way shall have no more than fifty (50) percent opacity and shall not exceed four (4) feet in height as measured from grade.

#### 510.053 FENCING CONFORMITY.

Fencing in all districts shall conform to the following:

1. Fences in all districts shall be maintained so that the exposed outer/inner surface is uniformly painted or stained in a neat and aesthetically acceptable condition.
2. The side of the fence considered to be the face (finished side as opposed to structural supports) shall face abutting property.
3. No fence shall be permitted on a public right-of-way or boulevard area.
4. No fence shall be erected on a corner lot that will obstruct or impede the clear view of an intersection by approaching traffic within a sight triangle defined by measuring thirty (30) feet from intersecting streets.
5. Snow-stop fencing may be used from November 1 to April 30. No permit shall be required for temporary fencing.
6. All fencing shall be constructed straight, true, and plumb.
7. All fences shall have a gate or opening to allow access from the exterior of the lot.
8. All fences shall be constructed of durable materials such as treated or painted wood, cedar, chain link, aluminum, wrought iron, and similar materials intended to be used for fencing in urban areas. Agricultural fences, woven wire, electric wire, plastic, and fences made of flimsy or non-traditional materials/items are prohibited.

#### 510.054 SCREENING, COMMERCIAL AND INDUSTRIAL.

All commercial and industrial uses abutting and/or adjacent to a residential district shall be required to provide screening according to this Section. All fencing and screening specifically required shall consist of either a fence or a greenbelt planting strip as provided for below:

- a. A greenbelt planting strip shall consist of evergreen trees and/or deciduous trees and plants and shall be of sufficient width and density to provide an effective visual screen. This planting strip shall be designed to provide complete visual screening to a minimum height of four (4) feet. Earth mounding or berms may be used but shall not be used to achieve more than three (3) feet of the required screening. The planting plan and type of plantings shall require the approval of the City Council.
- b. Planting in excess of six (6) feet in height shall require approval of the Zoning Administrator.
- c. A required screening fence shall be constructed of masonry, brick, or wood. Such fence shall provide a solid screening effect eight (8) feet in height. The design and materials used in constructing a required screening fence shall be subject to the approval of the

City Council. Fences exceeding eight (8) feet in height, or a variation from the requirements of this Section, shall require a conditional use permit.

#### 510.055 LOCATION AND SCREENING OF REFUSE.

a. All refuse and refuse-handling equipment, including but not limited to garbage containers and dumpsters, shall be stored within the principal structure, within an accessory building, or totally screened from eye-level view for all uses, except for residential structures with four (4) dwelling units or fewer.

b. Screening shall be at least six (6) feet in height, constructed of brick, block, or wood, and compatible with the principal structure. Accessory structures shall comply with minimum setback requirements. All dumpsters and trash-handling containers shall be kept in a good state of repair with tight-fitting lids to prevent spilling of debris.

510.06 Landscaping. In residential districts, all developed uses shall provide a landscaped yard along all streets. This yard shall be kept clear of all structures, storage, and off-street parking. Except for driveways, the yard shall extend along the entire frontage of the lot, and along both streets in the case of a corner lot, and such yard shall have a depth of at least twenty (20) feet.

510.07 Maintenance. In all districts, all structures, required landscaping, and fences shall be maintained so as not to be unsightly or present harmful health or safety conditions.

510.08 Glare. In all districts, any lighting used to illuminate an off-street parking area, sign, or other structure shall be arranged to deflect light away from any adjoining residential zone or from public streets. Direct or sky-reflected glare, from floodlights or from high-temperature processes such as combustion or welding, shall not be directed into any adjoining property. Light sources shall be hooded or controlled in some manner so as not to light adjacent property.

510.09 Parking, Surfacing, and Drainage. Off-street parking areas shall be improved with a durable and dustless surface. Such areas shall be graded and drained to properly manage storm water in accordance with the City of Glencoe's Construction and Postconstruction Storm Water ordinance and Storm Water Management Design Standards document.

Location. All accessory off-street parking facilities required herein shall be located as follows:

- a. Spaces accessory to one- and two-family dwellings shall be on the same lot as the principal use served.
- b. Spaces accessory to multiple-family dwellings shall be on the same lot as the principal use served or within two hundred (200) feet of the main entrance to the principal building served.
- c. Spaces accessory to uses located in a Business or Industrial District shall be within eight hundred (800) feet of a main entrance to the principal building served.
- d. There shall be no off-street parking space within five (5) feet of any street right-of-way.
- e. No off-street parking area containing more than four (4) parking spaces shall be

located closer than five (5) feet from an adjacent lot zoned or used for residential purposes.

f. Access. All off-street parking spaces shall have access on driveways and not directly off the public street.

g. Determination of Areas. A parking space shall be not less than three hundred (300) square feet per vehicle of standing and maneuvering area.

h. Truck Parking in Residential Areas. No motor vehicle over one-ton capacity bearing a commercial license, and no commercially licensed trailer, shall be parked or stored in a platted residential district except when loading, unloading, or rendering a service.

i. Other Parking in Residential Areas. Parking in residential areas (off-street and on-street) shall be limited to the use of the residents of those homes. Except for short-term parking (six hours or less) and guest parking, the number of vehicles parked on or in front of a residential lot shall not exceed double the number of persons residing on the premises and having automobile drivers' licenses.

j. Reduction of Parking Areas. Off-street parking spaces shall not be reduced in number unless said number exceeds the requirements set forth herein.

k. Number of Parking Spaces Required. All multifamily housing units constructed from and after February 1, 1997, shall provide two and one-half (2.5) off-street parking stalls per unit.

510.10 Traffic Control. The traffic generated by any use shall be channelized and controlled in a manner that will avoid: (a) congestion on the public streets; (b) traffic hazards; and (c) excessive traffic through residential areas, particularly truck traffic. Internal traffic shall be regulated so as to ensure its safe and orderly flow. Traffic into and out of business and industrial areas shall in all cases be moving forward with no backing into streets.

On corner lots, nothing shall be placed or allowed to grow in such a manner as materially to impede vision between a height of two and one-half (2-1/2) feet and ten (10) feet above the centerline grades of the intersecting streets within fifteen (15) feet of the intersecting street right-of-way lines. This restriction shall also apply to yard grades that result in elevations that impede vision within fifteen (15) feet of any intersecting street right-of-way lines.

510.11 Drainage. No land shall be developed and no use shall be permitted that results in water run-off causing flooding or erosion of adjacent properties. Storm water runoff shall be properly managed as identified within the City of Glencoe's Storm Water Management Standards document. In the case of all residential subdivisions, multiple-family, business, and industrial developments, the drainage plans shall be submitted to the City Engineer for review, and the final drainage plan shall be subject to written approval. In the case of such uses, no modifications in grade or drainage flow through fill, erection of retaining walls, or other such actions shall be permitted until such plans have been reviewed and have received written approval from the City Engineer.

510.12 Explosives. No activities involving the storage, utilization, or manufacture of materials or products, such as TNT or dynamite, which could decompose by detonation, shall be permitted except such as are specifically licensed by the Council.

510.13 Radiation and Electrical Emissions. No activities shall be permitted that emit dangerous radioactivity beyond enclosed areas. There shall be no electrical disturbance (except from domestic household appliances) adversely affecting the operation, at any point, of any equipment other than that of the creator of such disturbances.

510.14 Aesthetics and Safety. It is hereby affirmed as essential municipal policy that the appearance of this municipality is a proper matter for public concern and that all open spaces, buildings, signs, plantings, surfaces, and structures which may be seen from the public ways are subject to the provisions of this ordinance.

On any building visible from a public street, the following materials shall not be permitted on exterior wall surfaces: sheet metal, either corrugated or plain; unfinished structural clay tile; common concrete masonry units; concrete brick; or similar materials. Such materials, however, may be used in a proper arrangement, or in combination with other materials of a permanent nature, with good architectural design and appeal.

Vertical steel siding will not be allowed in any residential district, except in the gable end of the roof.

The application for a building permit shall be accompanied by exterior elevations of the proposed building which will adequately and accurately indicate the height, size, bulk, design, and the appearance of all elevations, and a description of the construction and materials proposed to be used therein. A complete site plan showing landscaping, off-street parking, structure locations, grades, and access drives shall also be shown.

510.15 Floor Area Ratios. All buildings proposed that exceed the height limits imposed by provisions of this ordinance and requiring a Special Use Permit shall be governed as follows:

Buildings of greater height than expressly permitted by the ordinance may be permitted by Special Use Permit provided:

- a. It is determined that:
  - i. Adequate fire protection and other safety features are provided; and
  - ii. The height and bulk of the building will not destroy a scenic or other appropriate view, will not shut off light and air from surrounding properties, or otherwise be detrimental to the public.
- b. Said high-rise buildings shall be in accordance with floor area ratio standards (a formula that regulates the maximum amount of floor space on any lot in terms of a multiple of the area of the lot) as follows:

In Residential Districts:

- FAR of 0.5 for buildings up to and including six (6) stories in height;
- FAR of one (1) for buildings over six (6) stories in height.

In Non-Residential Districts:

- FAR of one (1).

The FAR shall be interpreted to mean:  $FAR = \text{Floor Area} \div \text{Lot Area}$ .  
In no event, however, shall any building occupy more than the permitted percentage of lot area as provided in this ordinance.

510.16 Maximum Density, Minimum Space, Use, and Location Requirements. No person shall occupy or permit the use or occupancy of any dwelling or dwelling unit in any zone for the purpose of living therein which does not comply with the requirements of this section. With the exception of owners occupying a particular dwelling unit prior to May 18, 1998, the maximum permissible occupancy of any dwelling unit shall be determined as follows:

- a. For the first occupant, one hundred fifty (150) square feet of habitable room floor space, and for every additional occupant thereof, at least one hundred (100) square feet of habitable room floor space;
- b. In no event will the total number of occupants exceed two (2) times the number of habitable rooms, less the kitchen, in the dwelling unit.

## 511 PLANNED UNIT DEVELOPMENT

511.01 Purpose. This section is established to provide comprehensive procedures and standards designed to allow greater flexibility in the development of neighborhoods or areas by incorporating a mixture of densities, intensities, or use types when applied to a Planned Unit Development (PUD) District. The PUD process, by allowing deviation from the strict provisions of this ordinance related to setbacks, height, lot area, width and depth, yards, etc., and by the mix of uses permitted by PUD zoning, is intended to encourage:

- a. Innovations in development so that the growing demands for various forms of economic expansion may be met by greater variety in the type, design, and siting of structures and by the conservation and more efficient use of land in such developments.
- b. Higher standards of site and building design through the use of trained and experienced land planners, architects, and landscape architects.
- c. More convenience in the location and design of development and service facilities.
- d. The preservation and enhancement of desirable site characteristics, such as natural topography and geologic features, and the prevention of soil erosion.
- e. A creative use of land and related physical development that allows a phased and orderly transition of land from rural to urban uses.
- f. An efficient use of land resulting in smaller networks of utilities and streets, thereby lowering development costs and public investments.
- g. A development pattern in harmony with the objectives of the Comprehensive Plan (PUD is not intended to vary applicable planning and zoning principles).
- h. A more desirable and creative environment than might be possible through the strict application of the City's zoning and subdivision regulations.
- i. Clustered developments that respect the overall planned density for the area and that minimize the impact of development on the environment and significant natural features.

511.02 General Requirements and Standards.

511.021 Ownership. An application for PUD must be filed by the landowner or jointly by all landowners of the property included in a project. The application and all submissions must be directed to the development of the property as a unified whole. In the case of multiple ownership, the approved final plan shall be binding on all owners.

511.022 Comprehensive Plan Consistency. The proposed PUD shall be consistent with the City Comprehensive Plan.

511.023 Standards for Common Open Space. No open area may be accepted as common open space under the provisions of this ordinance unless it meets the following standards:

- a. The location, shape, size, and character of the common open space must be suitable for the planned development.
- b. Common open space must be used for amenity or recreational purposes. The uses authorized for the common open space must be appropriate to the scale and character of the planned development, considering the size, density, expected population, topography, and the number and type of dwellings to be provided.
- c. Common open space must be suitably improved for its intended use, but common open space containing natural features worthy of preservation may be left unimproved. The buildings, structures, and improvements which are permitted in the common open space must be appropriate to the uses which are authorized for the common open space and must conserve and enhance the amenities of the common open space, having regard to its topography and unimproved condition.
- d. Wetlands, floodplains, and other such lands designated as undevelopable shall not be considered as common open space.

511.024 Conveyance and Maintenance of Common Open Space.

- a. All land shown on the final development plan as common open space must be conveyed under one of the following methods, at the discretion of the City:
- b. It may be conveyed to a public agency which will agree to maintain the common open space and any buildings, structures, or improvements which have been placed on it.
- c. It may be conveyed to a corporation, developer, homeowners association (incorporated or unincorporated), or trustee, provided an indenture establishes an association or similar organization for the maintenance of the planned development. The common open space must be conveyed to the party involved, subject to covenants approved by the City Council, which restrict the common open space to the uses specified on the final development plan and which provide for the maintenance of the common open space in a manner which assures its continuing use for its intended purpose.
- d. If the common open space is conveyed to a private party and is not maintained properly to standards established by the City, the City shall have the authority to maintain the property and assess the costs incurred back to the land benefited by the improvement.

511.025 Density. The maximum allowable density in a PUD zoning district shall be determined by standards negotiated and agreed upon between the applicant and the City. In all cases the

negotiated standards shall be consistent with the development policies contained in the Comprehensive Plan.

511.026 Utilities. In any PUD, all utilities, including telephone, electricity, gas, and cable communications, shall be installed underground and shall be the responsibility of the developer.

511.027 Roadways. All streets shall conform to the design standards contained in the subdivision regulations, unless otherwise approved by the City Council.

511.028 Landscaping. In any PUD, landscaping shall be provided according to a plan approved by the City Council, which shall include a detailed planting list with sizes and species indicated as part of the final plan. In assessing the landscaping plan, the Council shall consider the natural features of the particular site, the architectural characteristics of the proposed structures, and the overall scheme of the PUD plan.

511.029 Urban/Rural Servicing Requirements. All development will be carefully phased so as to ensure that all developable land will be accorded a present vested right to develop at such time as services and facilities are available. Lands which have the necessary available municipal facilities and services may be granted approval in accordance with existing City Code provisions and development techniques. Lands which lack the available public facilities and services may be granted approval for development, provided that all applicable provisions of this ordinance, the City Code, and state regulations are complied with.

511.0291 Setbacks. The yard setbacks of the PUD shall be the same as imposed in the base zoning districts, unless otherwise approved by the City Council.

511.03 Procedure for Processing a Planned Unit Development.

511.030 Application Conference. Upon filing of an application for PUD, the applicant is encouraged to arrange for and attend a conference with the Zoning Administrator. The primary purpose of the conference shall be to provide the applicant with an opportunity to gather information and obtain guidance as to the general suitability of the applicant's proposal for the area for which it is proposed and its conformity to the provisions of this section before incurring substantial expense in the preparation of plans, surveys, and other data.

511.031 General Concept.

- a. Plan Purpose. The General Concept Plan provides an opportunity for the applicant to submit a plan to the City showing the basic intent and the general nature of the entire development without incurring substantial cost. The following elements of the proposed General Concept Plan represent the significant elements for City review and comment.
  1. Overall maximum PUD density range.
  2. General location of major streets and pedestrian ways.
  3. General location and extent of public and common open space.
  4. General location of residential and non-residential land uses with approximate type and intensities of development.
  5. Staging and time schedule of development.

6. Other special criteria for development as requested by the Zoning Administrator, Planning & Zoning Commission, or City Council.

- b. Review and Action by City Staff and Planning & Zoning Commission. The Zoning Administrator shall refer the Concept Plan and other supporting documents to the following City staff and/or official bodies for the indicated action:
1. The City Attorney for legal review of all documents, to include the agreement.
  2. The City Engineer for review of all engineering data, to include, but not limited to, streets; water, sanitary sewer, and storm sewer system plans; wetlands identification/mitigation; sidewalk/trail installation; grading plan; landscaping plan; and street-lighting plan.
  3. The Building Official for review of all building plans.
  4. The Planning & Zoning Commission shall review the plan and make its recommendation to the City Council. Within the time frame provided by Minnesota Statutes Section 15.99 following receipt of the completed application, the City Council shall render its decision granting or denying the report and plans. Such plans and specifications shall remain a part of the permanent records of the City.
  5. When appropriate, as determined by the Zoning Administrator, to other special review agencies such as watershed districts, Soil Conservation Service, highway departments, or other affected agencies.

c. Schedule.

1. The developer shall meet with the Zoning Administrator to discuss the proposed development.
2. The applicant shall file the concept-stage application, together with all supporting data and the filing fee as established by the City Council.
3. After verification by the staff that the required plan and supporting data are adequate, the Planning & Zoning Commission shall hold a public hearing.
4. The Planning & Zoning Commission shall conduct a public hearing and report its findings and make recommendations to the City Council.
5. The Zoning Administrator shall instruct the appropriate staff persons to prepare technical reports where appropriate and provide general assistance in preparing a recommendation on the action to the City Council.
6. The Zoning Administrator and the Planning & Zoning Commission shall have the authority to request additional information from the applicant concerning operational factors, or to retain expert testimony with the consent and at the expense of the applicant concerning operational factors, said information to be declared necessary to establish performance conditions in relation to all pertinent sections of this ordinance.
7. The applicant, or a representative thereof, shall appear before the Planning & Zoning Commission in order to answer questions concerning the proposed development.
8. Within the time frame provided by Minnesota Statutes Section 15.99 following receipt of the completed application, the City Council shall render its decision granting or denying the report and plans. Such plans and specifications shall remain a part of the permanent records of the City.

d. Effect of Concept Plan Approval. Unless the applicant fails to meet time schedules for filing the Development Final Plan, fails to proceed with development in accordance with the plans as approved, or otherwise fails to comply with any condition of this ordinance or of any approval granted pursuant to it, the approved General Concept Plan shall not be modified, revoked, or otherwise impaired pending the application of Development Final Plans by any action of the City without the consent of the applicant.

e. Limitation on General Concept Plan Approval. Unless a Final Plan covering the area designated in the General Concept Plan as the first stage of the PUD has been filed within one (1) year from the date the City Council grants General Concept Plan approval, or in any case where the applicant fails to file Development Final Plans to proceed with the development in accordance with the provisions of this ordinance and of an approved General Concept Plan, the approval may be revoked by City Council action. In such case, the City Council shall forthwith adopt a resolution repealing the General Concept Plan approval for that portion of the PUD that has not received final approval and re-establishing the zoning and other City Code provisions that would otherwise be applicable. The time limit established may, upon approval of the City Council, be extended for up to one (1) year.

#### 511.04 Final Plan.

a. Purpose. The Final Plan is to serve as a complete, thorough, and permanent public record of the PUD and the manner in which it is to be developed. It shall incorporate all prior approved plans and all approved modifications thereof resulting from the PUD process. It shall serve, in conjunction with other City Code provisions, as the land-use regulation applicable to the PUD. The Final Plan is intended only to add detail to, and to put in final form, the information contained in the Concept Plan and shall conform to the Concept Plan in all respects.

b. Schedule. The Planning & Zoning Commission shall review the plan and make its recommendation to the City Council. Within the time frame provided by Minnesota Statutes Section 15.99 following receipt of the completed application, the City Council shall render its decision granting or denying the report and plans. Such decision shall be accompanied by findings of fact and shall refer to any exhibits containing plans and specifications for the proposed plan. Such plans and specifications shall remain a part of the permanent records of the City.

c. Building and Other Permits. Except as otherwise expressly provided herein, upon receiving notice from the Zoning Administrator that the approved final plat has been recorded and upon application of the applicant pursuant to the applicable City Code provisions, all appropriate officials of the City may issue building and other permits to the applicant for development, construction, and other work in the area encompassed by the approved final plat; provided, however, no such permit shall be issued unless the appropriate official is first satisfied that the requirements of all codes and City Code provisions which are applicable to the permit sought have been satisfied.

d. Limitation on Final Plan Approval. Within one (1) year after the approval of a Final Plan for a PUD, or such shorter time as may be established by the approved development

schedule, construction shall commence in accordance with such approved plan. Failure to commence construction within such period shall, unless an extension has been granted by the City Council as hereinafter provided, automatically render void the PUD permit and all approvals of the PUD plan, and the area encompassed within the PUD shall thereafter be subject to those provisions of this ordinance, and other City Code provisions, applicable in the district in which it is located. In such cases, the City Council shall forthwith adopt a resolution repealing the PUD permit and all PUD approvals and re-establishing the zoning and other City Code provisions that would otherwise be applicable. The time limit established may, upon approval of the City Council, be extended for up to one (1) year.

#### 511.05 Concept Plan Application Submission Requirements.

Ten (10) copies, or fewer as determined by the Zoning Administrator, of all exhibits.

General Concept.

##### a. Application Information:

1. The landowner's name, address, other contact information, and the landowner's interest in the subject property. The landowner's signature shall be required on the application.
2. The applicant's name and address, if different from the landowner.
3. The names, addresses, and other contact information of all professional consultants who have contributed to the development of the PUD plan being submitted, including the attorney, land planner, engineer, and surveyor.
4. Evidence that the applicant has sufficient control over the subject property to effectuate the proposed PUD, including a statement of all legal, beneficial, tenancy, and contractual interests held in or affecting the subject property; an up-to-date certified abstract of title or registered property report; and such other evidence as the City Attorney may require as proof of the status of title or control of the subject property.
5. The complete legal description of the subject property.
6. The existing zoning classification and present use of the subject property and a map depicting the existing development.

b. **Written Statement.** A written statement generally describing the proposed PUD and the market which it is intended to serve, and its demand, showing its relationship to the Comprehensive Plan and how the proposed PUD is to be designed, arranged, and operated to permit the development and use of neighboring property in accordance with the applicable regulations of the City.

c. **Site Conditions.** Graphic reproductions of the existing site conditions at a scale of one hundred (100) feet.

1. Contours shown at minimum two (2) foot intervals.
2. Location, type, and extent of tree cover.
3. Slope and grade analysis.
4. Location and extent of water bodies, wetlands, etc., within three hundred (300) feet of the subject property.

5. Significant rock outcroppings.
6. Existing drainage patterns.
7. Vistas and significant views.
8. Soil conditions as they affect development.

All of the graphics should be the same scale as the final plan to allow easy cross-reference.  
The use of overlays is recommended for clear reference.

d. Schematic Drawing. A schematic drawing of the proposed development concept, including but not limited to the general location of major circulation elements, fire lanes, public and common open space, residential uses, and other land uses.

e. Number of Dwelling Units. A statement of the estimated total number of dwelling units proposed for the PUD and a tabulation of the proposed approximate allocations of land use, expressed in acres and as a percent of the total project area, which shall include at least the following:

1. Area devoted to uses.
2. Area devoted to use by building type.
3. Area devoted to common open space.
4. Area devoted to public open space.
5. Area devoted to streets.
6. Area devoted to, and number of, off-street parking and loading spaces and related access.

f. Schedule of Development. When the PUD is to be constructed in stages during a period of time extending beyond a single construction season, a schedule for the development of such stages or units shall be submitted stating the approximate beginning and completion date for each such stage or unit and the proportion of the total PUD public or common open space and dwelling units to be provided or constructed during each such stage, and the overall chronology of development to be followed from stage to stage.

g. Common Space Provisions. When the proposed PUD includes provisions for public or common open space or service facilities, a statement describing the provision that is to be made for the care and maintenance of such open space or service facilities.

h. Restrictive Covenants. The general intents of any restrictive covenants that are to be recorded with respect to property included in the proposed PUD.

i. Utility Plans. Schematic utility plans indicating placement of water, sanitary and storm sewers, and lighting.

j. Exceptions. The Zoning Administrator may excuse an applicant from submitting any specific item of information or document required in this stage which it finds to be unnecessary to the consideration of the specific proposal for PUD approval.

k. Submittal of Additional Information. The Zoning Administrator, Planning & Zoning Commission, or City Council may require the submission of any additional information or documentation which it may find necessary or appropriate to full consideration of the proposed PUD or any aspect or stage thereof.

l. Public Hearing. The Zoning Administrator, upon receipt of a completed application and required supporting documents, will schedule a public hearing to be held by the Planning & Zoning Commission.

#### 511.06 Final Development Plan Application Submission Requirements.

Final Development Plan submissions should depict and outline the proposed implementation of the general concept stage for the PUD. Information from the general concept stage may be included for background and to provide a basis for the submitted plan. The final development plan submission shall include, but not be limited to:

- a. Zoning classification required for final development plan submission and any other public decisions necessary for implementation of the proposed plan.
- b. Ten (10) sets of final plans, or fewer as determined by the Zoning Administrator, drawn to a scale of not less than one (1) inch equals one hundred (100) feet (or such other scale as requested by the Zoning Administrator), containing at least the following information:
  1. Proposed name of the development, which shall not duplicate nor be similar in pronunciation to the name of any plat theretofore recorded in Sibley County.
  2. Property boundary lines and dimensions of the property and any significant topographical or physical features of the property.
  3. The location, size, use, and arrangement—including height in stories and feet and total square feet of ground area coverage and floor area—of proposed buildings, and existing buildings which will remain, if any.
  4. Location and dimensions of all driveways, entrances, curb cuts, parking stalls, loading spaces, and access aisles; all other circulation elements, including bicycle and pedestrian circulation; and the total site coverage of all elements.
  5. Location, designation, and total area of all common open space.
  6. Location, designation, and total area proposed to be conveyed or dedicated for public open space, including parks, playgrounds, school sites, and recreational facilities.
  7. Proposed lots and blocks.
  8. The location, use, and size of structures and other land uses on adjacent properties.
  9. Detailed sketches and provisions of proposed landscaping.
  10. Grading and drainage plans for the developed PUD.
  11. Any other information that may be required by the Zoning Administrator, Planning & Zoning Commission, and City Council in conjunction with the approval of the General Concept Plan.
- c. An accurate legal description of the entire area within the PUD for which the final development plan approval is sought.
- d. A tabulation indicating the number of residential dwelling units.

e. A detailed site plan, suitable for recording, showing the physical layout, design, and purpose of all streets, easements, rights-of-way, utility lines and facilities, lots, blocks, public and common open space, general landscaping plan, structures (including mobile homes), and uses.

f. A grading and site-alteration plan illustrating changes to existing topography and natural site vegetation. The plan should clearly reflect the site treatment and its conformance with the approved concept plan.

g. A preliminary plat prepared in accordance with the subdivision regulations.

h. As required, a soil erosion control plan acceptable to watershed districts, the Department of Natural Resources, Soil Conservation Service, or any other agency with review authority, clearly illustrating erosion-control measures to be used during construction and as permanent measures.

i. A statement summarizing all changes which have been made in any document, plan data, or information previously submitted, together with revised copies of any such document, plan, or data.

j. Such other information as the Zoning Administrator, Planning & Zoning Commission, or City Council shall find necessary to a full consideration of the entire proposed PUD or any stage thereof.

k. The City Council may excuse an applicant from submitting any specific item of information or document required in this section which it finds to be unnecessary to the consideration of the specific proposal for PUD approval.

511.07 Final Plan Stage. After approval of a General Concept Plan for the PUD and approval of a Final Plan for a section of the proposed PUD, the applicant shall submit the following material for review by City staff prior to issuance of a building permit:

- a. Proof of recording any easements and restrictive covenants prior to the sale of any land or dwelling unit within the PUD and of the establishment and activation of any entity that is to be responsible for the management and maintenance of any public or common open space or service facility.
- b. All certificates, seals, and signatures required for the dedication of land and recording of documents.
- c. Final architectural working drawings of all structures.
- d. A final plat and final engineering plans and specifications for streets, utilities, and other public improvements, together with a City/Developer Agreement for the installation of such improvements and financial guarantees for the completion of such improvements.

e. Any other plans, agreements, or specifications necessary for City staff to review the proposed construction. All work must be in conformance with the Minnesota State Uniform Building Code.

512 DRAINAGE PLANS. a. No land shall be developed and no use shall be permitted that results in water runoff causing flooding, erosion, or deposit of minerals on adjacent properties. Such runoff shall be properly channeled into a storm drain, watercourse, ponding area, or other public facilities, subject to the review and approval of the City Engineer. b. In the case of all residential subdivisions, multiple-family, business, and industrial developments, the drainage plans shall be submitted to the City Engineer for review, and the final drainage plan shall be subject to written approval. In the case of such uses, no modifications in grade or drainage flow through fill, erection of retaining walls, or other such actions shall be permitted until such plans have been reviewed and have received written approval from the City Engineer.

513 BULK STORAGE (LIQUID). All uses associated with the bulk storage of gasoline, liquid fertilizer, chemicals, flammables, and similar liquids shall comply with the requirements of the Minnesota State Fire Marshal and the Minnesota Department of Agriculture and shall have documentation from those offices stating the use is in compliance.

514 512.08 WASTE MATERIAL. Waste material resulting from or used in industrial or commercial manufacturing, fabricating, servicing, processing, or trimming shall not be washed into the public storm sewer system nor the sanitary sewer system or any public water body but shall be disposed of in a manner approved by the Minnesota State Fire Marshal, the Pollution Control Agency, and the Department of Natural Resources.

## 516 ANTENNAS AND TOWERS

### 516.01 PURPOSE AND INTENT.

The purpose of this Section is to manage the placement, construction, and modification of telecommunication towers, antennas, and related facilities in order to protect the public health, safety, and welfare while accommodating the communications needs of the public, residents, and businesses.

### 516.02 DEFINITIONS.

Antenna: Any device that is designed to transmit or receive electromagnetic, microwave, radio, television, or other frequency energy waves including but not limited to directional and omni-directional antennas such as microwave dishes, satellite dishes, and whip antennas.

Antenna support structure: A building, water tower, or other structure, other than a telecommunications tower, which can be used for location of telecommunications facilities.

Applicant: A person who applies for a permit to develop, construct, build, modify, or erect a tower or antenna under this Section.

Application: The process by which the owner of a plot of land within the City, or other person, submits a request to develop, construct, build, modify, or erect a tower or antenna upon that land.

Commercial wireless telecommunication services: Licensed commercial wireless

telecommunication services including cellular, personal communication services (PCS), specialized mobilized radio (SMR), enhanced specialized mobilized radio (ESMR), paging, and television or similar services that are marketed to the general public.

Telecommunications facilities: Cables, wires, lines, waveguides, antennas, or any other equipment or facilities associated with the transmission or reception of telecommunications located or installed on or adjacent to a tower or antenna support structure.

Tower: Any ground- or roof-mounted pole, spire, structure, or combination thereof exceeding twenty (20) feet in height, including supporting lines, cables, wires, braces, and masts, intended primarily for the purpose of mounting an antenna or similar apparatus above grade.

Wireless Service Provider: A direct provider of wireless services to end users.

#### 516.03 EXCEPTIONS.

The following are exempt from permit requirements contained in this Section.

- a. Household television antennas extending less than twenty (20) feet above the highest point of the roof of a residential structure.
- b. Satellite dish receiving antennas two (2) meters or less in diameter.
- c. Adjustment, repair, or replacement of an antenna or the elements of an antenna, provided that such work does not constitute an increase in the height of the tower structure.
- d. Placement of additional antennas on existing towers, provided that such work does not constitute an increase in the height of the tower structure.
- e. Antennas and antenna support structures used by the City for City purposes.
- f. Antennas mounted on water towers or on the sides or roof of existing structures.
- g. Antennas placed in public rights-of-way that are owned and operated by a wireless service provider, provided the antenna is placed on an existing structure.
- h. Emergency or routine repairs, reconstruction, or routine maintenance of previously approved facilities, or replacement of transmitters, antennas, or other components of previously approved facilities that do not create a significant change in visual impact or an increase in radio-frequency emission levels, and provided that such work does not constitute a clear safety hazard.
- i. Two-way communication transmitters used on a temporary basis by "911" emergency services, including fire, police, and emergency aid or ambulance service.

#### 516.04 PROHIBITED TOWERS.

Towers, antennas, and support facilities not specifically provided for herein are prohibited.

#### 516.05 ZONING DISTRICT STANDARDS.

- a. Towers over twenty (20) feet in height specifically and solely designed to support amateur radio operations and antennas are allowed in the side or rear yards in residential districts, provided a conditional use permit is issued.
- b. Telecommunications towers, antennas, and support facilities are allowed in industrial zoning districts, provided a conditional use permit is issued and the subject parcel does not abut a Minnesota trunk highway.

#### 516.06 PERFORMANCE AND DESIGN STANDARDS.

- a. Tower or Antenna Height.
- b. Antennas, towers, and related equipment attached to existing structures shall not be more than ten (10) feet in height above the highest point of the existing structure.
- c. Antennas, towers, and related equipment supporting amateur radio operations shall not exceed seventy (70) feet in height.
- d. All other towers, including commercial towers, shall not exceed one hundred seventy-five (175) feet in height.

#### 516.07 SETBACKS.

- a) Setback requirements for towers shall be measured from the base of the tower to the property line of the parcel on which it is located.
- b) Amateur radio towers, when not rigidly attached to a building, shall be set back from all property lines a minimum distance equal to the height of the antenna and tower. Setbacks for amateur radio towers rigidly attached to a building may be reduced by an amount equal to the distance from the point of attachment to the ground.
- c) All other towers shall have a minimum setback from any property line equal to the height of the tower plus ten (10) feet, except that towers located adjacent to a residential zone shall have a setback equal to the height of the tower plus one hundred (100) feet.

#### 516.08 CO-LOCATION REQUIRED.

- a) Any proposed tower over sixty (60) feet in height shall be designed for co-location of at least one (1) additional antenna.
- b) Any proposed tower over one hundred (100) feet in height shall be designed for co-location of at least two (2) additional antennas.

#### 516.09 DESIGN STANDARDS.

- a) Towers shall be designed and certified by a licensed and qualified professional engineer to conform to the latest structural standards and all requirements of the State Building Code, the Electronics Industry Association, and the National Electrical Code.
- b) Towers shall be designed to ensure that visual intrusiveness and impacts on nearby properties are mitigated to the greatest extent possible.
- c) Every tower affixed to the ground shall be protected to discourage climbing of the tower by unauthorized persons.
- d) Towers may not be artificially lit except as required by the Federal Aviation Administration.
- e) Towers not requiring Federal Aviation Administration painting or marking must have durable exterior finishes and shall be light blue, gray, or another similar color that minimizes visibility.
- f) Towers shall be designed to allow for future rearrangement of equipment upon the structure and to accept attachments mounted at varying heights.
- g) The use of any portion of a tower or antenna for signs other than warning, identification, emergency contact information, or equipment information is prohibited.
- h) Freestanding towers must be self-supporting without the use of wires, cables, beams, or other means. The suggested design is a monopole configuration or open framework that collapses on

itself in the event of structural damage.

i) To prevent unauthorized entry, towers shall be provided with security fencing as needed or when required by the City.

j) Transmitting, receiving, and switching equipment shall be housed within an existing structure whenever possible. If a new equipment building is necessary for transmitting, receiving, and switching equipment, it shall meet setback requirements contained in the underlying zoning classification and be designed, constructed, and screened to blend into the surrounding environment and adjacent land uses.

k) Towers and antennas should be located in areas that provide natural or existing structural screening for off-site views of the facility when feasible. Existing on-site vegetation that provides screening shall be preserved to the extent possible. Vegetative screening at the perimeter of the tower is encouraged.

#### 516.10 ABANDONED OR UNUSED TOWERS.

Abandoned or unused towers or antennas shall be removed within twelve (12) months of the cessation of operations at the site.

#### 516.11 INTERFERENCE.

No new or existing tower, antenna, or related equipment shall interfere with public safety communications. Before the introduction of a new service or a change in existing services, equipment providers shall notify the City at least ten (10) calendar days in advance of such changes and allow the City to monitor interference levels during the testing process.

#### 516.12 RADIATION.

Towers, antennas, and related equipment placed within the City shall be subject to state and federal regulations, as amended. The cost of verification of compliance shall be borne by the owner and operator of the communications facilities and equipment.

### 518 SWIMMING POOLS

#### 518.01 SWIMMING POOLS STANDARDS.

The following standards shall apply to swimming pools:

a. No swimming pool may be constructed without a building permit when required by the Building Official.

b. No swimming pool may be constructed beneath overhead utility lines of any type or above underground utility lines of any type.

c. No swimming pool may be built within ten (10) feet of any side or rear lot line, within six (6) feet of any principal structure, or within any front yard.

d. All in-ground swimming pools shall be completely covered with an ASTM F1346 (as may be amended) approved power safety cover, fencing, other enclosure, or any combination thereof with sufficient density as to be inaccessible.

e. If a fence is utilized, it shall be a minimum of four (4) feet high. The bottom of the fence shall not be more than four (4) inches from the ground.

f. Fences shall be of non-corrosive material. If lumber is used, it shall be treated, redwood, or cedar.

g. Fences shall be constructed so as not to be easily climbed. All fence opening points of entry into the pool area shall be equipped with gates or doors. All gates or doors shall be

- equipped with self-closing and self-latching devices placed at a sufficient height to be non-accessible to small children.
- h. The fence or safeguard used shall be completely installed before filling the pool.
  - i. Ladders used to access swimming pools shall be removed and stored indoors when the pool is not in use.
  - j. Drainage. To the extent feasible, backflush water or water from the pool drainage shall be directed onto the owner's property or onto approved public drainage ways.
  - k. Damages. The property owner shall be liable for any damages to public or private property caused by the swimming pool construction.
  - l. Lighting. Any pool lighting above ground shall be directed toward the pool and not adjacent properties.

## 519 MOVING OF BUILDINGS INTO OR OUT OF CITY

### 519.01 PERMIT REQUIRED.

- a. No person shall move a building into the City of Glencoe city limits or relocate a building within the City without an approved City permit and without having the building inspected by the City's Building Official prior to moving.
- b. No licensed person shall move any building over, along, or across any highway or street in the City without first obtaining a permit from the City and, as required, the Minnesota Department of Transportation.
- c. Any improvements to the building to be moved, as identified by the City's Building Official, shall be completed prior to the building being moved into the City or relocated within the City.

### 519.02 REVOCATION OF PERMIT.

Upon presentation to the City Council of satisfactory proof that any such licensee has proven incompetent to properly carry on such work of moving, raising, or holding up buildings or has proceeded with such work in such manner as to endanger people or property, or upon conviction for failure to comply with this article or related ordinances or for other good cause, the City Council may revoke the Building Moving Permit.

### 519.03 APPLICABILITY.

The permit requirements of this Section shall apply to manufactured homes and modular homes, including new construction built and moved to a location other than the original site. Proof of ownership of the property may be required with the permit application.

### 519.04 DEPOSIT FOR CITY EXPENSES.

Upon receipt of the application, the City shall estimate the expenses associated with the removing and replacing of street signs, streetlamps or poles, or other property belonging to the City, if any, together with the cost of materials necessary to be used in making such removals or replacements. Prior to issuance of the permit, the applicant shall deposit a sum of money equal to twice the amount of the estimated expense.

### 519.05 APPROVAL PROCESS.

- a. Building Inspector Review and Report: The Building Inspector shall inspect the building, wherever located, and determine whether the standards for issuance of the permit are met.

Prior to inspection, the applicant shall deposit a sum of money equal to the amount for the Building Official's inspection fees.

b. The Building Inspector shall refuse to issue a permit if he or she finds any of the following:

1. That the building is too large to move without endangering persons or property in the City;
2. That the building is in such a state of deterioration or disrepair, or is otherwise so structurally unsafe, that it could not be moved without endangering persons or property in the City;
3. That the building is structurally unsafe or unfit for the purpose for which it is to be moved, if the relocation site is in the City;
4. That the applicant's equipment is unsafe and that persons or property would be endangered by its use;
5. That this Ordinance or other ordinances of the City would be violated by the building in its relocation site;
6. The Chief of Police and Public Works Director shall review the permit application and note over which streets the building may be moved. In making their determinations, the Chief of Police and Public Works Director shall act to assure maximum safety to persons and property in the City and to minimize congestion and traffic hazards on public streets.

## 520 ARCHITECTURAL STANDARDS

### (A) Commercial and industrial.

(1) Purpose. The City recognizes that the visual character of the City is an important attribute of its quality of life. The City intends that all commercial and industrial development within the City should strive toward the highest level of quality in both design and construction. The architectural standards and design guidelines have been established to guide the quality, character, and compatibility of new development and redevelopment within the City.

(2) Applicability. The provisions of this section shall apply to all new construction of commercial, industrial, office/institutional, and multi-family development. Within each zoning district, the standards shall be in addition to the underlying requirements. The following activities are exempt from design review unless staff determines that the project creates a significant change in the design characteristics of the development:

- a. Internal alteration to buildings that does not result in a change to the building height, roof line, or footprint.
- b. Replacement or repair of existing materials.
- c. The standards shall apply only to the building or site elements being developed or altered.

### (3) Industrial Zoned Architectural Standards:

a. All structures erected shall be a type of construction as defined in the State Building Code as adopted by the City.

b. Exterior wall surfaces shall be constructed of a vertical finish made of non-combustible, non-degradable, and low-maintenance construction material, and may be a combination of materials comparable in grade and quality to the following:

- i. Face brick.
- ii. Precast concrete panel.
- iii. Decorative concrete panel.
- iv. Architectural concrete block.
- v. Cast-in-place concrete.
- vi. Stone or glass with metal panels encompassing no more than sixty (60) percent of all elevations of the structure combined.
- vii. Natural stone.
- viii. Wood, provided the surfaces are finished for exterior use and wood of proven exterior durability is used, such as cedar, redwood, or cypress.
- ix. Curtain wall panels of steel, fiberglass, and aluminum (nonstructural, non-load-bearing), provided such panels are factory fabricated and finished with a durable, no-fade surface and their fasteners are of a corrosion-resistant design.
- x. Stucco, specially designed pre-cast concrete, or synthetic stucco or comparable material (e.g., Dryvit) units, provided the surfaces have been integrally treated with an applied decorative material or texture.
- xi. Smooth, painted, or decorative concrete block provided each block is scored at least twice.

c. No galvanized or unfinished steel, Galvalume, or unfinished aluminum structures (walls or roofs), except those specifically intended to have a corrosive design finish such as corten steel, shall be permitted.

d. Structures shall maintain a high standard of architectural and aesthetic compatibility with surrounding properties to ensure that they will not adversely impact the property values of the abutting properties or adversely impact the community's public health, safety, and general welfare.

e. All structures constructed of curtain wall panels of finished steel, aluminum, or fiberglass shall be required to be faced with brick, wood, stone, architectural concrete cast in place, or pre-cast concrete panels on wall surfaces abutting the public right-of-way, residential uses, or public areas. The required wall surface treatment may allow a maximum of fifty (50) percent of the metal or fiberglass wall to remain exposed if it is coordinated into the architectural design.

f. Exceptions to the provisions of subdivision (8) of this Ordinance may be granted as a conditional use permit by the City Council, provided that:

- i. The proposed structure maintains the quality and value intended by the Ordinance.
- ii. The proposed structure is compatible and in harmony with other structures within the district.

#### (4) Commercial District Zoned Architectural Standards:

a. The exteriors of all structures located in the General Commercial (GC) district shall consist of brick, stone, glass, stucco, fiber-cement (e.g., Hardie board), or any combination thereof, or a decorative material approved by the City Council, including but not limited to decorative masonry, but not including such things as plain basement block or metal. The City Council shall be responsible for reviewing structure designs and exterior materials and for making recommendations regarding structure designs and exterior materials with regard to all structures governed by this subsection and shall be responsible for reviewing and making recommendations concerning alternate exterior materials.

### 521 ADMINISTRATION

#### 521.01 Amendments.

In accordance with the provisions of Minnesota Statutes, the City Council may, from time to time, adopt amendments. All proposed amendments shall be referred to the Planning Commission prior to adoption.

#### 521.02 Rezoning.

The procedure for changing zoning district boundaries (rezoning) shall be as follows:

a. Proposed amendments or rezonings may be initiated by the Planning Commission, Council, property owners in the area to be affected by the amendment or rezoning, or by the owner of an enforceable option or contract to purchase property in the area affected. Persons wishing to initiate a rezoning of property shall fill out a "Zoning Form." The Zoning Form shall be accompanied by a non-refundable fee, as set by City Council in its annual fee schedule, to be used for the costs of processing the application. The Zoning Form shall be filed with the City Clerk.

The application shall be in such form and contain such information as shall be prescribed from time to time by the Planning & Zoning Commission, but shall in all instances contain the following information:

- A. The applicant's name and address; and
- B. The precise wording of any proposed amendment to the text of this Ordinance; and
- C. In the case of a rezoning:
  - 1. A legal description and street address of the property proposed to be reclassified.
  - 2. The name and address of the property owner or owners of the said property.

3. The present zoning classification and existing uses of the property to be reclassified.

4. The area of the property proposed to be reclassified, stated in square feet or acres, or fraction thereof; and

5. A map, drawn to scale, clearly showing the property proposed to be rezoned, its present zoning classification, existing uses, and its initial use under the proposed zoning and, if deemed necessary by the Zoning Administrator, a land survey will be required.

b. Property owners within five hundred (500) feet of the property in question shall be notified in writing ten (10) days prior to the hearing, although failure by any property owner to receive such notification shall not invalidate the proceedings.

c. The public hearing on the rezoning and application shall be held by the Planning Commission. The City Clerk shall set the date for the hearing and notify the Planning Commission immediately. The date of the hearing shall be a regular meeting of the Planning Commission. Notice of said hearing shall be published once in the official newspaper.

The Planning Commission shall consider possible adverse effects of the proposed amendment. Its judgment shall be based upon, but not limited to, the following factors:

A. The proposed action has been considered in relation to the specific policies and provisions of, and has been found to be consistent with, the official City Comprehensive Plan.

B. The proposed use is or will be compatible with present and future land uses of the area.

C. The proposed use conforms with all performance standards contained herein and will not create a nonconforming use.

D. The proposed use will not tend to or actually depreciate the property values in the area in which it is proposed.

E. The proposed use can be accommodated with existing public services and will not overburden the City's service capacity.

F. Traffic generation by the proposed use is within the capabilities of streets serving the property.

G. The rezoning is consistent with the goals, policies, and objectives of the Comprehensive Plan.

d. The Planning Commission shall make its report to the City Council on or before the next regular meeting of the Council following the date of the hearing.

e. The Council must take action on the applications within sixty (60) days following referral by the Planning Commission. The person making the application shall be notified of the Council's action.

f. If deemed appropriate by the Planning Commission Chair, the Clerk may set the hearing at a date other than the regular meeting date.

### 521.03 Special Use Permits.

The procedure for issuance of special use permits is as follows:

- a. The person applying for a special use permit shall fill out and submit to the City Clerk a "Zoning Form," together with a non-refundable fee, as set in the City's fee schedule.
- b. The Clerk shall set the date for the hearing and notify the Planning Commission immediately. The date of the hearing shall be a regular meeting of the Commission. Property owners within five hundred (500) feet of the property in question shall be notified in writing ten (10) days prior to the hearing, although failure of any property owner to receive such notification shall not invalidate the proceedings.
- c. If deemed appropriate by the Planning Commission Chair, the Clerk may set a hearing at a date other than the regular meeting date.
- d. The applicant shall file the completed application form together with the required exhibits and filing fee with the Zoning Administrator. As applicable, the application shall contain the following information and any such additional information as requested by the Zoning Administrator:

#### 1) Site Development Plan:

- A) Location of all buildings on lots, including both existing and proposed structures.
- B) Location of all adjacent buildings located within three hundred fifty (350) feet of the exterior boundaries of the property in question.
- C) Location and number of existing and proposed parking spaces.
- D) Vehicular circulation.
- E) Architectural elevations (type and materials used in all external surfaces).
- F) Location and type of all proposed lights.
- G) Curb cuts, driveways, and number of parking spaces.

#### 2) Dimension Plan:

- A) Lot dimensions and area.
- B) Dimensions of proposed and existing structures.
- C) "Typical" floor plan and "typical" room plan.
- D) Setbacks of all buildings located on the property in question.
- E) Proposed setbacks.
- F) Sanitary sewer and water plan with estimated use per day.

#### 3) Grading Plan:

- A) Existing contours.
- B) Proposed grading elevations.
- C) Drainage configuration.
- D) Storm sewer catch basins and invert elevations.
- E) Spot elevations.
- F) Proposed road profile.

4) Landscape Plan:

- A) Location of all existing trees, including the type, diameter, and potential removal.
- B) Location, type, and diameter of all proposed plantings.
- C) Location and material used for all screening devices.

5) Legal description of property under consideration.

6) Proof of ownership of the land for which a Conditional Use Permit is requested, or written permission from the property owner.

e. The petitioner or the petitioner's representative shall appear before the Planning Commission in order to answer questions concerning the proposed special use.

f. The report of the Planning Commission shall be placed on the agenda of the City Council at its next regular meeting following referral from the Planning Commission, but no more than thirty (30) days after the application has been submitted by the applicant.

g. The Council must take action on the application within sixty (60) days after receiving the report of the Planning Commission. If it grants the special use permit, the Council may impose conditions it considers necessary to protect the public health, safety, and welfare, and such conditions may include a time limit for the use to exist or operate.

h. General Statement. Certain uses, while generally not suitable in a particular zoning district, may, under some circumstances, be suitable. When such circumstances exist, a special use permit may be granted. Conditions may be applied to issuance of the permit, and a periodic review of the permit may be required. The permit shall be granted for a particular use and not for a particular person. The cancellation of a special use permit shall be considered equivalent to a rezoning, and the same requirements and procedures shall apply. Special Use Permits may be granted or denied in any district by action of the City Council, and time limits may be imposed as a condition to the granting of a permit.

i. Criteria for Granting Special Use Permits. In granting a Special Use Permit, the Council shall

consider the advice and recommendations of the Planning Commission and the effect of the proposed use upon the health, safety, morals, convenience, and general welfare of occupants of surrounding lands; existing and anticipated traffic conditions, including parking facilities on adjacent streets and land; and the effect on values of property in the surrounding area; whether the use will impede the normal and orderly development and improvement of surrounding property for uses permitted in the district; whether there are adequate utilities, drainage, and necessary facilities or whether they will be provided; whether the use meets all specific performance criteria requirements as established in this section; whether the use shall in all other respects conform to the applicable regulations of the district in which it is located; and whether the use is consistent with the goals, policies, and objectives of the Comprehensive Plan. If it is determined by resolution that the proposed use will not be detrimental to the health, safety, convenience, morals, or general welfare of the community, nor will cause serious traffic congestion or hazards, nor will seriously depreciate surrounding property values, and that said use is in harmony with the general purpose and intent of this ordinance and the City Comprehensive Plan, the Council may grant such permits.

#### 521.04 Variances and Appeals.

Pursuant to M.S. § 462.357, Subd. 6, as it may be amended from time to time, the City Council, acting as the Board of Adjustments, may issue variances from the provisions of the Zoning Code. A VARIANCE is a modification or variation of the provisions of this Zoning Code as applied to a specific piece of property. The procedure for granting variances is as follows:

- a. A person desiring a variance shall fill out and submit to the City Clerk a "Zoning Form," together with a nonrefundable fee, per the City's fee schedule.
- b. The application shall be referred to the Planning Commission, which shall submit a report to the City Council.
- c. The petitioner shall appear before the Planning Commission in order to answer questions.
- d. Variances shall only be permitted:
  - 1) When they are in harmony with the general purposes and intent of the Zoning Code;
  - 2) When the variance is consistent with the Comprehensive Plan;
  - 3) When the applicant for the variance establishes that there are practical difficulties in complying with the Zoning Code; and
  - 4) Practical Difficulties, as used in connection with the granting of a variance, means that:
    - a. The property owner proposes to use the property in a reasonable manner not permitted by the Zoning Code;
    - b. The plight of the landowner is due to circumstances unique to the property not created by the landowner;
    - c. The variance, if granted, will not alter the essential character of the locality; and
    - d. Economic considerations alone do not constitute Practical Difficulties.
- e. Use Variances Prohibited. The City Council may not permit as a variance any use that is not permitted under the Zoning Code for property in the district where

the affected person's land is located. The City Council may permit as a variance the temporary use of a one-family dwelling as a two-family dwelling. The City Council may impose conditions in the granting of a variance to ensure compliance and to protect adjacent properties. Conditions must be directly related to and must bear a rough proportionality to the impact created by the variance.

f. The Clerk shall set the date for the hearing and notify the Planning Commission immediately. The date of the hearing shall be a regular meeting of the Commission. Property owners within five hundred (500) feet of the property in question shall be notified in writing ten (10) days prior to the hearing, although failure of any property owner to receive such notification shall not invalidate the proceedings.

g. Whenever an application for a variance has been considered and denied by the City Council, a similar application and proposal for the variance affecting the same property shall not be considered again by the Planning and Zoning Commission and City Council for at least six (6) months from the date of its denial, unless a decision to reconsider such matter is made by not less than a two-thirds (2/3) vote of the full City Council.

h. If, within one (1) year after granting a variance, the use, as allowed by the variance, has not been initiated or utilized, then such variance shall become null and void unless a petition for an extension of time in which to complete or utilize the use has been granted by the City Council. Such extension shall be requested in writing and filed with the Zoning Administrator at least thirty (30) days before the expiration of the original variance. There shall be no charge for the filing of such petition. The request for extension shall state facts showing a good-faith attempt to complete the use permitted in the variance. Such petition shall be presented to the Council for decision.

#### i. Site Plan Review

##### 1. REQUIREMENTS.

The City Council declares it necessary and appropriate to require site plan approval of development in certain zoning districts to preserve and promote attractive, well-planned, stable urban conditions. This includes all proposed residential developments, commercial developments, and industrial developments. Site plan approval must be obtained before a building permit is issued. True and accurate representation of the following requirements is the responsibility of the applicant.

##### 2. EXCEPTIONS:

A. Detached single-family dwellings.

B. Attached single-family dwellings with four (4) or fewer units per structure.

C. Multiple-family dwellings with four (4) or fewer units per structure.

D. A one-time alteration to existing multiple-family, commercial, or industrial structures totaling twenty (20) percent or less of the gross floor area of the existing structure, provided the enlargement is ten thousand (10,000) square feet or less in gross floor area.

E. Changes to interior spaces where the change does not intensify the use, require additional parking, or otherwise result in an inability to maintain required performance standards.

### 3. APPLICATION FOR SITE PLAN APPROVAL.

Applications for Site Plan Approval shall be on an official application form provided by the Zoning Administrator and shall include the fee as set by City Council resolution. Such application shall be accompanied by detailed written and graphic materials, the number and size as prescribed by the Zoning Administrator, fully explaining the proposed change, development, or use. In all cases, unless waived by the Zoning Administrator, the Site Plan shall contain:

- A. Name of project.
- B. Location of project, including a vicinity map.
- C. Name and mailing address of developer/owner.
- D. Name, telephone number, and mailing address of the project engineer and/or architect.
- E. Date of plan preparation.
- F. North point and graphic scale.
- G. Boundary line of project site with dimensions. All site plans shall be drawn at an engineering scale (e.g., 1" = 40').
- H. A Registered Land Survey, if deemed necessary by the Zoning Administrator.
- I. Proof of Ownership or Authorization. The applicant shall supply proof of ownership (ownership and encumbrances report) and the legal description of the property for which the site plan approval is requested.
- J. The site plan shall also contain the following features, both existing and proposed, drawn by a Registered Engineer, Architect, Landscape Architect, and/or Land Surveyor:

- 1. Topographic contours at a minimum interval of two (2) feet.
- 2. Adjacent and on-site streets and street rights-of-way. Any access onto County or State roads must be approved by such authority prior to City Council approval.
- 3. Location, size, and type of existing and proposed water and sewer system mains and proposed service connections; utility right-of-way easements; manhole rim elevations; and pipe elevations and sizes.
- 4. Existing and proposed buildings, elevations, signs, and light poles.
- 5. Location, setback, surfacing, and curb height for all parking and loading facilities, curb cuts, and driveways.
- 6. For projects involving more than five (5) acres or projects totaling one (1) acre or more of impervious surface: grading, drainage, and storm water pollution prevention plans including: i) existing contours and proposed elevations; ii) spot elevations; iii) configuration of drainage areas and calculations; iv) storm sewer, catch basins, invert elevations, type of castings, and type of materials; v) proposed driveway grades; vi) existing and proposed surface water ponding and treatment areas, collection and conveyance features including arrows indicating the direction of surface water flow over the map of proposed contours; vii) erosion control measures.
- 7. Surface water ponds, ditches, and wetlands.

8. Sidewalks and trails.
9. The location of tree cover, including the designation of trees of fifteen (15) inches in diameter or more.
10. Fences and retaining walls.
11. Shielded exterior refuse collection areas.
12. Landscaping, including species and minimum size.
13. Traffic flow and vehicular and pedestrian circulation on- and off-site.
14. Height above mean sea level of buildings.
15. Project data including square footage of buildings and number of parking spaces.
16. A description and/or illustration of proposed exterior finish materials (type, color, and materials used in all external surfaces) and, if requested, architectural elevations for all surfaces.
17. The current zoning of the property and a listing of all required federal, state, and City permits and the status of such applications.
18. Lighting plan, if applicable.
19. Location of recreation and service areas, if applicable.
20. Location of rooftop equipment and proposed screening.
21. Fire protection plan.
22. Typical floor plan and typical room plan drawn to scale with a summary of square footage for each use or activity.
23. Vicinity map showing the subject property in reference to nearby properties and features.
24. The Zoning Administrator may require the developer to submit the following items if important for adequate understanding of the project:
  - a. Aerial photograph(s) of the site.
  - b. Cross-section drawings.
  - c. Perspective sketch(es).
  - d. A professional analysis of traffic impact or other infrastructure impact (e.g., storm sewer, water, sanitary sewer).
  - e. Information sufficient to objectively determine compliance with the standards of Section 1109.00 of the Code related to Land and Water Preservation, as may be amended.
  - f. A sound source control plan.
  - g. Traffic study.
  - h. Other relevant information necessary for complete review of the proposed application.

#### 4. PROCEDURE

A. Pursuant to Minnesota Statutes § 15.99, an application for site plan approval shall be approved or denied within sixty (60) days from the date of its official and complete submission unless extended by the City pursuant to statute or a time waiver is granted by the applicant.

B. Filing of Request. Request for site plan approval shall be filed with the Zoning Administrator

in accordance with Section 1103.07, Subd. 1(1). An application shall be considered as being officially submitted and complete when the applicant has complied with all specified information requirements. In cases where an application is judged to be incomplete, the Zoning Administrator or designee shall notify the applicant, in writing, of what information must be provided for the application to be deemed complete within fifteen (15) business days of the date of submission.

C. Technical Reports. The Zoning Administrator or designee shall instruct the appropriate staff persons to prepare technical reports where appropriate and provide general assistance in conducting an evaluation of the request.

D. Additional Information. City staff shall have the authority to request additional information from the applicant concerning operational factors or to retain expert assistance with the consent and at the expense of the applicant concerning operational factors. Said information is to be declared necessary to evaluate the request and/or to establish performance conditions in relation to all pertinent sections of the Code. Failure on the part of the applicant to supply all necessary supportive information may be grounds for denial of the request.

E. Meeting with Zoning Administrator and/or Staff. The applicant and/or applicant representative(s) shall meet with the Zoning Administrator and/or staff as requested by the Zoning Administrator or designee to present information and answer questions concerning the proposed site plan.

F. In considering applications for Site Plan Approval under this Section, the Zoning Administrator and, where applicable, the Design Review Committee shall consider the following:

1. How the site plan relates to conditions both on and off the site.
2. Conformance with the Comprehensive Plan.
3. The impact of the site plan on the existing and anticipated traffic and parking conditions.
4. Building location and height.
5. Sanitary sewer, water, and drainage conditions; landscaping; lighting; open space; signage; setbacks; and related matters.
6. Provisions of this Section and other applicable Chapters of the City Code.

G. Decision. The Zoning Administrator shall reach a decision on the request and provide written notification to the applicant. The Planning & Zoning Commission shall review and make recommendation to the City Council, who may approve the site plan, deny the site plan, or approve the site plan with specific reasonable conditions.

#### 5. DEVELOPER'S/BUILDER'S AGREEMENT.

Prior to issuing a building permit, the Zoning Administrator may require the developer/builder to sign an agreement with the City which assures that particular elements of the Site Plan approval application, either proposed by the applicant or imposed by the City Council, shall be carried out.

The City Council may require the applicant to provide a performance bond or irrevocable letter of credit to ensure that certain improvements are implemented.

#### SUBD. 5. CERTIFICATION OF TAXES PAID.

Prior to approving an application for a site plan review, the applicant shall provide evidence to the City that there are no delinquent property taxes, special assessments, interest, or City utility fees due upon the parcel of land to which the site plan review application relates.

#### 6. PLAN AGREEMENTS.

All site and construction plans officially submitted to the City shall be treated as a formal agreement between the applicant and the City. Once approved, no changes, modifications, or alterations shall be made to any plan detail, standard, or specifications without prior submission of a plan modification request to the Zoning Administrator.

#### 7. SITE PLAN MODIFICATIONS.

An amended site plan involving major changes, as determined by the Zoning Administrator, shall be applied for and administered as required for a new site plan.

#### 8. BUILDING CODES.

The review and approval of site improvements pursuant to the requirements of City-adopted building and fire codes shall be in addition to the site plan review process established under this Section. The site plan approval process does not imply compliance with the requirements of these building and fire codes.

#### 9. PLAN REFERRAL.

The Zoning Administrator or the site plan applicant shall have the authority to refer a site plan to the Planning & Zoning Commission and/or City Council for discussion, review, and informal comment. Any opinions or comments provided to the applicant by the Zoning Administrator, Planning & Zoning Commission, or City Council shall be considered advisory only and shall not constitute a binding decision on the request.

### 521.05 NONCONFORMING LOTS, USES, AND STRUCTURES.

#### 1. INTENT.

A. As required by M.S. § 462.357, as it may be amended from time to time, any nonconformity, including the lawful use or occupation of land or premises existing at the time of the adoption of these zoning regulations, may be continued, including through repair, replacement, restoration, maintenance, or improvement, but not including expansion, unless the nonconformity or occupancy is discontinued for a period of more than one (1) year, or any nonconforming use is destroyed by fire or other peril to the extent of greater than fifty (50) percent of its market value, and no building permit has been applied for within one hundred eighty (180) days of when the property is damaged. In this case, the City Council may impose reasonable conditions upon a building permit in order to mitigate any newly created impact on adjacent property. A subsequent use or occupancy of the land or premises shall be a conforming use or occupancy.

B. Notwithstanding division (A), the City may regulate the repair, replacement, maintenance, improvement, or expansion of nonconforming uses and structures in floodplain areas to the extent necessary to maintain eligibility in the National Flood Insurance Program and not increase flood damage potential or increase the degree of obstruction of flood flows in the floodway.

C. Nonconforming shoreland lots of record are subject to the provisions of M.S. § 462.357, as it may be amended from time to time.

D. Lots, structures, and uses of land that were lawful when established, but which would be prohibited under the terms of this Ordinance, or future amendments, shall be deemed legal nonconforming and regulated in accordance with this Section. It is the intent of this Ordinance to phase out such nonconforming uses within a reasonable time period while retaining full economic value. It is further the intent of this Ordinance that nonconformities shall not be enlarged upon, expanded, or extended, and shall not be used as grounds for adding other structures or uses prohibited elsewhere in the same district, except in compliance with provisions of this Section.

E. A nonconforming use of a structure, a nonconforming use of land, or a nonconforming use of a structure and land may only be extended or expanded, including by expansion of a building or structure, attachment or placement of additional signs or display devices to a building, or on the land outside the building, upon issuance of an expansion permit. Additional uses that would be prohibited generally in the district involved may not be allowed by an expansion permit. To avoid undue hardship, nothing in this Ordinance shall be deemed to require a change in the plans, construction, or designated use of any building on which actual construction was lawfully begun and upon which actual building construction has been diligently continued. "Actual construction" is defined to include the placing of construction materials in permanent position and fastening in a permanent manner, and demolition, elimination, and removal of an existing structure in connection with such construction; provided that actual construction work shall be diligently continued until the completion of the building involved.

## 2. NONCONFORMITIES.

A. Any nonconformity, including the lawful use or occupation of land or premises legally existing at the time of establishment, may be continued, including through repair, replacement, restoration, maintenance, or improvement, but not including expansion, unless:

1. The nonconformity or occupancy is discontinued for a period of more than one (1) year; or
2. The nonconformity is destroyed by fire or other peril to the extent of greater than fifty (50) percent of its market value, and no building permit has been applied for within one hundred eighty (180) days of when the property is damaged. In this case, the City may impose reasonable conditions upon a building permit to mitigate any newly created

impact on adjacent property. The City may impose upon nonconformities reasonable regulations to prevent and abate nuisances and to protect the public health, welfare, or safety. Any subsequent use or occupancy of the land or premises shall be a conforming use or occupancy.

### 3. EXPANSION PERMIT, NONCONFORMING USE OR STRUCTURE.

A. An expansion of a nonconforming use may not be done without first obtaining a variance or an expansion permit.

1. A variance is required if the expansion will intrude into one or more setback areas beyond the distance of the existing structure or will exceed the height or size limitations in this Section by a distance or amount greater than the existing structure.

2. An expansion permit is also required if:

a. The proposed expansion will occupy any space within a nonconforming area that was previously not occupied both vertically and horizontally. For example, an expansion permit would be required if a second-floor area is expanded into the nonconforming setback over an existing nonconforming first floor, even though the nonconformity of the first-floor setback dimension stays the same or is reduced; or

b. The nonconforming aspect of a use or structure is reduced but still does not comply with current ordinance standards.

### 4. PROCEDURE.

1. Application. Application for a nonconforming use or structure expansion permit must be made to the Zoning Administrator. The application must be on forms provided by the City and must be accompanied by the following:

A. A survey of the property that shows, at a minimum, all lot lines; existing and proposed structures; driveways and parking areas; significant topographical features; and mature trees.

B. Evidence of ownership or an interest in the property.

C. The fee set by the annual fee schedule.

D. Such other information as may be required by the City.

2. Public Hearing. Upon receipt of a completed application, a date will be set for a public hearing before the Planning and Zoning Commission. The variance procedures shall be followed as identified in Section 153-23.

3. Decisions. An expansion permit for a nonconforming use or structure may be granted, but is not mandated, when the applicant meets the burden of proving that the proposed expansion is a reasonable use of the property, considering such things as:

- A. Functional and aesthetic justifications for the expansion;
- B. Adequacy of off-street parking for the expansion;
- C. Absence of adverse off-site impacts such as traffic, noise, dust, odors, and parking;
- D. Improvement to the appearance and stability of the property and neighborhood;
- E. Will not endanger public safety;
- F. Will not interfere with adopted City plans or regulations requiring additional right-of-way width; and
- G. Is not an expansion of a nonconformity previously allowed through the nonconformity variance process.

The City Council may impose conditions in granting an expansion permit to effect the intent of this Ordinance and to protect adjacent properties. The City Council must accompany its decision to approve or deny an expansion permit with a statement of its findings and must serve a copy of its decision upon the applicant.

4. **Term of Expansion Permit.** An expansion permit granted by the City will run with the land and will be perpetual unless no building permit has been issued or substantial work performed within one (1) year following the approval, in which case the permit will be null and void. The City Council may extend the period for construction upon finding that the interests of the owners of neighboring properties will not be adversely affected by such extension. If the expansion permit is part of an approved site and building plan, extension of the time period for construction will be contingent upon similar extension of the time period for the site and building plan by the Planning and Zoning Commission. Once the project is completed as approved, the expansion permit becomes perpetual.

5. **Specific Period.** An expansion permit is valid only for the project for which it was granted. Construction of any project must be in substantial compliance with the building plans and specifications reviewed and approved by the Planning and Zoning Commission and City Council.

#### 5. RECORDING.

A certified copy of the approved expansion permit will be filed with the McLeod County Recorder. The expansion permit must contain a full legal description of the property affected.

#### 6. VIOLATIONS.

A person who violates, fails to comply with, or assists, directs, or permits the violation of the terms or conditions of an expansion permit is guilty of a misdemeanor. A violation of the expansion permit renders the permit null and void. A violation also constitutes a public nuisance that may be abated in accordance with City Code.

#### 522 BUILDING PERMITS

No person shall erect, alter, wreck, or move any building or part thereof without first securing a building permit therefor. Building permit fees shall be fixed by the City Council and may be amended from time to time.

523 VALIDITY AND DATE EFFECTIVE

523.01 Ordinance Number 121 and all other ordinances or parts of ordinances of the City of Glencoe in conflict with the provisions of this Ordinance are hereby repealed.

523.02 If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of this Ordinance.

523.03 This Ordinance shall become effective upon its adoption and publication according to law.

(See Uniform Misdemeanor Violation penalties in General Regulations Section and also appropriate state statute.)

The remaining portions of Chapter 5, Section 520 to 576 shall be renumbered in succession as appropriate.

**Section 2.** The City hereby repeals the City's current zoning map and designates the Future Land Use Map in the City's Comprehensive Plan to be the City's Zoning Map.

Passed by the City Council of Glencoe, Minnesota this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Mark Hueser, Mayor

Attested:

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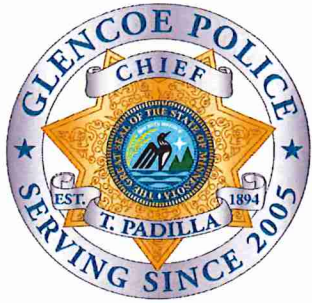
Mark Lemen, City Administrator



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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CITY OF GLENCOE, MINNESOTA  
REQUEST FOR COUNCIL ACTION

Agenda Item Number: \_\_\_\_\_ Meeting Date: April 20, 2026

Attachments:  Yes  No

<b>Originating Department:</b> Glencoe Police	<b>Prepared By:</b> Chief Padilla
<b>Topic:</b> Full Time Police Officer	<b>Action Requested:</b> Hire Matther Struck as full time Lieutenant
<b>Background/Justification:</b> <p>The Glencoe Police Department is currently operating without a Lieutenant. (open position) Matt has completed his educational requirements to include skills.</p> <p>Matt has successfully completed and passed a background investigation, physical, physical agility test, and a psychological exam to qualify him to work in our police department.</p> <p>Matt has approximately 20 years of experience in law enforcement. Matt worked primarily for the Hopkins PD but left for two years to work at Eden Prairie PD however, ultimately returned to Hopkins PD. Matt obtained the rank of Sergeant with the Hopkins Police Department and worked as a Patrol Sergeant and a Sergeant in charge of Investigations.</p> <p>Matt is an Adjunct Instructor at Rasmussen College- teaching students to become officers Matt has a master's degree from St Thomas University Matt has a bachelor's degree from Metropolitan University</p>	
<b>Consideration:</b> Backfill our open Lieutenant position.	
<b>Fiscal Impact:</b> Based off Police Proposal for 2026 starting pay should be \$53.19	
<b>Staff Recommendation:</b> I recommend the approval of Matthew Struck for our Lieutenant position	
<b>Alternatives:</b> Option 1 Approve as presented Option 2 Table hiring Option 3 Deny hiring	
<b>Council Action:</b> Motion to approve, deny, or table	
<b>Attachments:</b> 1- Resume	

# MATTHEW STRUCK

matthewtstruck@hotmail.com | 612-290-7277 | Waconia, MN 55387

March 9, 2026

Glencoe Police Department

RE: Police Lieutenant

Chief Padilla,

I am writing to express my strong interest in the position of police lieutenant with the Glencoe Police Department. With over 20 years of professional law enforcement experience including over ten years as an adjunct law enforcement instructor with Rasmussen University, I am confident in my ability to contribute effectively to your agency goals.

I have extensive professional knowledge and experience in the field of law enforcement through my employment as a full-time licensed police officer and sergeant of over 20 years as well as an adjunct law enforcement instructor with Rasmussen University for over ten years. This experience has allowed me to develop and hone essential skills that directly align with the responsibilities of police lieutenant with your agency.

Three keyways in which my experience has prepared me for this position are:

- 1. Leadership:** As a current public housing assistant security manager, a former team leader on my law enforcement agencies SWAT team and patrol supervisor, I have led and provided guidance to a team of police officers, SWAT and security personnel, fostering a culture of teamwork and professionalism. I believe that effective leadership is crucial in ensuring the safety and security of both internal personnel and external stakeholders, making it highly applicable to the role of Police Lieutenant.
- 2. Organization:** In my role as a police sergeant, I was responsible for coordinating and executing police response measures including risk assessments, and emergency response plans. My ability to organize and manage complex law enforcement and security protocols will enable me to adapt and meet organizational goals.

As the supervisor for our investigation's unit, I personally worked and oversaw the investigation of complex crimes to include but not limited to homicides, drug related crimes, adult and child crimes as well as numerous other criminal investigations.

3. Instruction: Working as an adjunct law enforcement instructor, I helped develop and deliver training curriculum that met the state requirements for future law enforcement candidates to succeed.

I am confident that my strong analytical skills, combined professional experience and strategic mindset will be invaluable when assessing the needs of your agency. In addition to my demonstrated expertise in leadership, organization, and planning, I bring a passion for officer wellness and resilience. I strongly believe that these strengths, in combination with my years of experience, make me an ideal candidate for the role of a Police Lieutenant.

Thank you for considering my application. I would welcome the opportunity to discuss my qualifications further and demonstrate my potential contributions to your organization.

I have attached my resume for your review.

Please feel free to contact me at your earliest convenience.

Sincerely,

Matt Struck



# MATTHEW STRUCK

matthewtstruck@hotmail.com | 612-290-7277 | Waconia, MN 55387

## Summary

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Solid foundation of leadership, patrol and investigative experience. Strong analytical and planning skills, combined with the ability to coordinate the efforts of many to meet organizational goals. Productive and efficient work habits with the belief in leading by example. Self-motivator with a willingness to operate outside of a comfort zone. Demonstrable abilities in the primary and secondary positions to which assigned. Ability to foster an environment of cohesion within the organization and work closely with all members to accomplish a given task even in the absence of direct leadership.

## Skills

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- In-class lectures
- Individualized support
- Student performance evaluation
- Investigative skills
- De-Escalation Techniques
- Patrol procedures
- Arrest procedures
- Field Training
- Firearms proficiency
- Interviewing techniques
- Evidence collection
- Stress Tolerance

## Experience

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Minneapolis Public Housing Aut |  
Minneapolis, MN  
Assistant Security Manager  
06/2024 - Current

- Coordinated with local law enforcement agencies on security matters.
- Reviewed incident reports submitted by Security Officers for accuracy.
- Analyzed CCTV footage to detect suspicious activity or behavior.
- Inspected physical facilities regularly for potential safety hazards.
- Assisted in developing emergency response plans for various scenarios.
- Supervised a team of Security Officers in performing their duties.
- Trained staff members on proper safety measures and techniques.
- Provided guidance to other departments regarding security issues.
- Investigated security incidents, including employee misconduct.
- Developed, implemented, and maintained security policies, procedures, and protocols.
- Created new policies and continually enforced to maximize site safety and client satisfaction.

RASMUSSEN COLLEGE | Cottage Grove,  
MN  
ADJUNCT INSTRUCTOR  
01/2013 - Current

- Law Enforcement SKILLS instructor, Firearms Instructor
- Provided feedback to students on their progress throughout the semester.

HOPKINS POLICE DEPARTMENT |  
Hopkins, MN  
SERGEANT  
03/2011 - 07/2022

- Supervisor for the uniformed patrol division, Supervisor for the investigations unit, property and evidence, SWAT - Assistant team leader, Firearms training unit supervisor, Hopkins Police Reserve unit supervisor
- Understood and followed oral and written directions.
- Demonstrated leadership by making improvements to work processes and helping to train others.
- Prioritized and organized tasks to efficiently accomplish service goals.

EDEN PRAIRIE POLICE DEPARTMENT |  
Eden Prairie, MN  
POLICE OFFICER  
02/2006 - 01/2008

- Maintained updated knowledge through continuing education and advanced training.
- Uniformed patrol
- Patrolled assigned areas to detect and prevent criminal activity.
- Organized crime scene investigation, collected evidence, and interviewed witnesses.
- Assisted with the enforcement of all applicable laws, ordinances, and regulations.
- Responded to emergency calls for service and provided assistance as needed.

HOPKINS POLICE DEPARTMENT  
POLICE OFFICER  
03/2002 - 02/2006

- Uniformed patrol, SWAT team member, Field Training Officer, TASER instructor
- Patrolled assigned areas to detect and prevent criminal activity.
- Organized crime scene investigation, collected evidence, and interviewed witnesses.
- Assisted with the enforcement of all applicable laws, ordinances, and regulations.
- Responded to emergency calls for service and provided assistance as needed.
- Prepared detailed reports on incidents and arrests made.
- Conducted traffic stops in accordance with departmental protocol.

HOPKINS POLICE OFFICER | Hopkins,  
MN  
COMMUNITY SERVICE OFFICER  
07/2000 - 03/2002

- Dispatcher, property and evidence technician
- Enforced parking regulations by issuing citations and towing vehicles when necessary.
- Utilized radio communication systems to report incidents and receive instructions from dispatch personnel.

ACTIVE DUTY/NATIONAL GUARD  
UNITED STATES ARMY  
01/1993 - 01/2001

- Infantry - 11B, 11H
- Understood and followed oral and written directions.
- Demonstrated leadership by making improvements to work processes and helping to train others.
- Prioritized and organized tasks to efficiently accomplish the mission goals.

## Education and Training

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ST THOMAS UNIVERSITY  
MASTER OF ARTS in Police Leadership  
12/2013

METROPOLITAN STATE UNIVERSITY  
BACHELOR OF SCIENCE in Law Enforcement  
12/2001

## Certifications

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- Minnesota Peace Officer License #16594



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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CITY OF GLENCOE, MINNESOTA  
REQUEST FOR COUNCIL ACTION

Agenda Item Number: \_\_\_\_\_ Meeting Date: April 20, 2026

Attachments:  Yes  No

**Originating Department:**  
Glencoe Police

**Prepared By:**  
Chief Padilla

**Topic:**  
Full Time Police Officer

**Action Requested:**  
Hire Alexander Kasatkin as full time officer

**Background/Justification:**

The Glencoe Police Department is currently down three full-time officers. Alex has completed his educational requirements to include skills.

Alex has successfully completed and passed a background investigation, physical, physical agility test, and a psychological exam to qualify him to work in our police department.

Alex is currently a deputy with the McLeod County Sheriff's Office

**Consideration:**

Backfill one of the three full-time positions we have available.

**Fiscal Impact:**

Based off past experience step two pay is appropriate for this position (\$45.50)

**Staff Recommendation:**

I recommend the approval of Alex Kasatkin

**Alternatives:**

- Option 1 Approve as presented
- Option 2 Table hiring
- Option 3 Deny hiring

**Council Action:**

Motion to approve, deny, or table

**Attachments:**

- 1- Resume

Chief Tony Padilla  
Captain Jamey Retzer  
Glencoe Police Department  
911 Greeley Avenue N  
Glencoe, MN 55336

Chief Padilla & Captain Retzer,

I am excited to apply for the position of Police Officer with the Glencoe Police Department. In my current role as one of the Part Time Deputies with the McLeod County Sheriff's Office, I have had the opportunity to work alongside your Officers, and I believe that I would be a good fit for your Team.

I hold a Bachelor of Arts degree in Criminal Justice from Hamline University, as well as a Law Enforcement Certificate from Hennepin Technical College. I have over a decade of experience in various civil service roles, mainly security and guest service work in government agencies. While it is not sworn law enforcement experience, the skills and knowledge I gained helped me successfully complete my Field Training Process as a Licensed Deputy Sheriff with McLeod County, and I continue to build on these skills while working independently. I still have a lot to learn in the field of Law Enforcement, and would appreciate the opportunity to continue that journey with the Glencoe Police Department.

Please see my attached resume and application. I am excited to learn more about your department, and look forward to speaking with you about this opportunity.

Sincerely,

Alex Kasatkin

**Alexander Kasatkin**  
612-280-8299  
akasatkin01@gmail.com

### **Education**

**Hamline University**, St. Paul, Minnesota  
Bachelor of Arts Degree in Criminal Justice, Graduated May 2009

**Hennepin Technical College**, Brooklyn Park, Minnesota  
Law Enforcement Certificate, Completed December 2012

### **Experience**

#### **Deputy Sheriff - Part Time**, July 2024 – Current

McLeod County Sheriff's Office, Glencoe, MN

- Successfully completed a Full Time equivalent FTO Process.
- Providing coverage for patrol shifts on an as needed basis.
- Providing law enforcement services county wide and to two contract cities.
- Supporting partner agencies in the delivery of essential public safety services.

#### **Park Service Assistant**, August 2020 – Current

Three Rivers Park District, Suburban Hennepin County, MN

- Providing guest service and emergency medical response to park visitors in assigned parks.
- Functioned as a Public Safety Liaison with the Scott County Sheriff's Office & Prior Lake Police Department from 1/2023 to 6/2025 when assigned to Scott County Partnership parks.
- Networking with internal and external partners to provide the best possible experience to guests.

#### **Park Security Officer**, May 2016 – August 2020

Saint Paul Parks & Recreation, St. Paul, MN

- Provided security services to over 180 Park Properties in the City of St Paul, including Como Zoo & Conservatory, Regional Parks, and Recreation Centers.
- Functioned as the Lead Park Security Officer from 11/2018 to 8/2020, with direct supervision of 5 Full Time, and 2 Seasonal Employees.
- Networked with internal and external partners to provide a safe experience for park guests.

### **Additional Experience**

- Correctional Deputy, Dakota County Sheriff's Office, Hastings, MN: 10/2014 to 1/2015
- Park Ranger Supervisor, Anoka County Parks & Recreation, Andover, MN: 05/14 to 10/16 & 03/2021 to 10/2021.
- Capitol Security Officer, MN State Patrol, St Paul, MN: 07/2010 to 10/2014.
- Hospital Security Officer, Park Nicollet, St Louis Park, MN: 02/2009 to 09/2012 & 07/2013 to 02/2014
- Field Supervisor, Securitas Security Services, Golden Valley, MN: 12/06 to 10/09

### **Volunteer Work**

- Water Patrol Reserve Deputy/Community Affairs Officer, Ramsey County Sheriff's Office, MN: 05/2021 to 07/2024.
- Police Reserve Officer, Roseville Police Department, Roseville, MN: 06/2019 to 07/2024
- Emergency Medical Technician, U of M Dept of Emergency Management: 07/2014 to 09/2014
- Police Reserve Officer, St. Paul Police Department, St. Paul, MN: 10/2008 to 07/2021
- Citizen's Park Patrol, Roseville Police Department, Roseville, MN: 06/2012 to Current

### **Additional Skills**

- Fluent Russian speaker.



City of Glencoe ♦ 1107 11<sup>th</sup> Street East, Suite 107 ♦ Glencoe, Minnesota 55336  
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To: Mayor and City Council

From: Brandon Frankfurth, Public Works Director

Date: April 17, 2026

Re: **Item- 7E:** Approve Hiring of Streets and Parks Maintenance Worker

Due to the retirement of a Streets and Parks employee, an open position was posted to fill the vacancy. A total of eleven (11) applications were received, and five (5) candidates were selected for interviews. The interview panel consisted of Public Works Director Frankfurth, Assistant City Administrator Kusler, and Streets and Parks Supervisor Voigt. Following the interview process, Kaden Lilienthal was identified as the top candidate.

Kaden is currently employed full-time with Carver County Public Works, where he has worked since 2023. He also previously served in a seasonal role with Carver County Parks. Through these positions, Kaden has gained valuable public works experience and practical knowledge that will translate well into the Streets and Parks Maintenance role. His background will help fill the gap left by the retirement of a seasoned employee and support continuity within the department.

In addition to his professional experience, Kaden is an active volunteer firefighter for the City, demonstrating a strong commitment to public service and to the community.

Based on his qualifications, experience, and performance during the interview process, it is recommended that Kaden Lilienthal be approved for hire as the Streets and Parks Maintenance employee.

**Mayor:** Mark Hueser      **City Administrator:** Mark Lemen

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

# GLENCOE



SMALL CITY  BIG FUTURE

City of Glencoe ♦ 1107 11<sup>th</sup> Street East, Suite 107 ♦ Glencoe, Minnesota 55336  
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April 15, 2026

Kaden Lilienthal

Mr. Lilienthal  
1623 15<sup>th</sup> St E  
Glencoe, MN, 55336

It has been a pleasure getting to know you throughout the interview process. On behalf of the City of Glencoe, I am pleased to extend an employment offer for the Streets and Parks Maintenance position. This offer is subject to confirmation by the City Council at its regular meeting scheduled for April 20, 2026, at 7:00 p.m. Additionally, this offer is contingent upon the successful completion of a pre-employment background check, pre-employment physical, and pre-employment drug and alcohol testing.

The pre-employment physical may be completed with your primary care physician, or you may contact Glencoe Regional Health, which can bill the City of Glencoe directly. I will follow up with you separately regarding the scheduling of the drug and alcohol test.

This position is governed by a collective bargaining agreement (CBA). Based on your prior public works experience, you will be placed at Step 5 of the wage scale at a rate of \$31.08 per hour, which represents 90% of the top wage. You will be eligible for a step increase every six months, contingent upon satisfactory performance, until you reach Step 7 (top pay). Additionally, you will receive two weeks (80 hours) of vacation effective on your start date, and sick leave will begin accruing on your first day of employment. In accordance with the CBA, you will also be subject to a one (1) year probationary period beginning on your start date.

Please let me know your anticipated start date at your earliest convenience. If you have any questions or need additional information, feel free to contact me at 320-491-2863.

Sincerely,

Brandon Frankfurth  
Public Works Director



SMALL CITY BIG FUTURE

**EMPLOYMENT APPLICATION**

4/18/26

8:00 AM

**APPLICANT INFORMATION**

Last Name	Lilienthal	First	Kaden	M.I.	C	Date	3/11/2026
Street Address	1623 15th St E			Apartment/Unit #			
City	Glencoe	State	MN	ZIP	55336		
Phone	320-296-3142		E-mail Address	lilienthal.kaden71@gmail.com			
Date Available	As soon as needed	Social Security No.			Desired Salary	\$31/hour	
Position Applied for	Streets and Parks Maintenance Worker						
Are you a citizen of the United States?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Have you ever worked for the City Of Glencoe?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	If so, when?				
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	If yes, explain				
Driver's License Number	Y795246450221		State	MN			

**EDUCATION**

High School	Mayer Lutheran	Address	306 7th St NE, Mayer, MN 55360					
From	2012	To	2016	Did you graduate?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	Degree	
College	Mankato State University	Address	1536 Warren St, Mankato, MN 56001					
From	2016	To	2021	Did you graduate?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	Degree	Law Enforcement
Other	Hibbing Community College	Address	1515 E 25th St Hibbing, MN, 55746					
From	2021	To	2021	Did you graduate?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	Degree	Law Enforcement Skills Certificate

**REFERENCES**

Please list three professional references.

Full Name	Scott Schrupp	Relationship	Superior Colleague at Fire Department				
Company	Glencoe Fire Department	Phone	(320)-510-0768				
Address	1416 Fur Ave N Glencoe MN 55336						
Full Name	Don Wulf	Relationship	former colleague				
Company	Glencoe Light & Power	Phone	(320)-905-0295				
Address							
Full Name	Jason Delfke	Relationship	colleague at the Fire Department				
Company	Glencoe Fire Department	Phone	(320)-510-3293				
Address	815 reeds Ln Glencoe MN 55336						

**CURRENT AND PREVIOUS EMPLOYMENT**

Company Carver County Public Works Phone (952).466-5200  
Address 11360 US- 212, Cologne, MN 55322 Supervisor Jamey Hecksel  
Job Title Highway Maintenance Operator  
Responsibilities Highway: Right-of-way maintenance, Equipment operator, snow plowing  
From 2023 To current Reason for Leaving location: seeking new opportunities  
May we contact your previous supervisor for a reference? YES  NO

Company Garage Force of Central MN Phone (320)-492-0813  
Address 18526 US- 212, NYA, MN 55368 Supervisor Devin Lilienthal  
Job Title Crew Leader  
Responsibilities Managing a crew of 26 people, Utilizing equipment, communicating w/customers  
From 08/2021 To 11/2023 Reason for Leaving more structured work hours, sought a better long term opportunity  
May we contact your previous supervisor for a reference? YES  NO

Company Carver County Parks Phone (612).209-4084  
Address 11360 US 212 Cologne MN 55322 Supervisor Paul Raepke  
Job Title Seasonal Grounds Maintenance Operator  
Responsibilities Parks maintenance, lawn mowing, trail maintenance  
From 7/21 To 8/21 Reason for Leaving Seasonal Position  
May we contact your previous supervisor for a reference? YES  NO

**MILITARY SERVICE**

Branch \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
Rank at Discharge \_\_\_\_\_ Type of Discharge \_\_\_\_\_  
If other than honorable, explain \_\_\_\_\_

**DISCLAIMER AND SIGNATURE**

I certify that my answers are true and complete to the best of my knowledge. I hereby authorize the City of Glencoe, either on its own or by and through an agent, to thoroughly investigate my references, work record, education and other matters related to my suitability for employment, such as criminal convictions, and further, authorize my present employer or any former employer or any other party, including any Government or Law Enforcement agency and the references I have listed, to disclose to the City of Glencoe any and all letters, reports and other information related to my work records, without giving me prior notices of such disclosure, except those which would indicate age, race, creed, color, sex, sexual orientation, or national origin. In addition, I hereby release the City of Glencoe, my former employers, and all other persons, corporations, partnerships, and associations for any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure. I agree to abide by all rules and regulations of the City of Glencoe, and I understand that False statements or consequential omissions of any kind are sufficient grounds for denying employment or dismissal.

I have read and understand the above statement. This application is complete and accurate to the best of my knowledge.

Signature  Date 3/11/2026



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To: Mayor and City Council

From: Brandon Frankfurth, Public Works Director

Date: April 17, 2026

Re: **Item 7F: Approve Resolution 2026-08** Accepting Award of State Grant for Fuel System Repair

The City has applied for and been awarded a state grant to help cover the cost of the Airport fuel system repair. As discussed at a previous Council meeting, repairs to the fuel system are required to maintain compliance with Minnesota Pollution Control Agency (MPCA) leak-detection requirements, Minnesota Department of Commerce regulations, and to support proper level monitoring to ensure correct fuel orders.

The repair work cannot proceed until the grant agreement has been fully executed. Acceptance of the grant will allow the City to move forward with the required improvements, split the cost with the state, and remain in regulatory compliance.

It is recommended that the grant acceptance be approved.

**STATE OF MINNESOTA  
STATE AIRPORTS FUND  
GRANT AGREEMENT**

This agreement is between the State of Minnesota, acting through its Commissioner of Transportation ("State"), and **The City of Glencoe, 1107 11<sup>th</sup> Street East, Suite 107, Glencoe, MN 55336** ("Grantee").

## **RECITALS**

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1. Minnesota Statutes Chapter 360 authorizes State to provide financial assistance to eligible airport sponsors for the acquisition, construction, improvement, marketing, maintenance, or operation of airports and other air navigation facilities.
2. Grantee owns, operates, controls, or desires to own an airport ("Airport") in the state system, and Grantee desires financial assistance from the State for an airport improvement project **A4301-44** ("Project").
3. Grantee represents that it is duly qualified and agrees to perform all services described in this agreement to the satisfaction of the State. Pursuant to [Minn.Stat.§16B.98](#), Subd.1, Grantee agrees to minimize administrative costs as a condition of this Agreement.

## **AGREEMENT TERMS**

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### **1. Term of Agreement, Survival of Terms, Project Plans, and Incorporation of Exhibits**

- 1.1 **Effective Date.** This Agreement will be effective on the date the State obtains all required signatures under [Minn.Stat.§16B.98](#), Subd. 5. As required by [Minn.Stat.§16B.98](#) Subd. 7, no payments will be made to Grantee until this Agreement is fully executed. Grantee must not begin work under this Agreement until it is fully executed and Grantee has been notified by the State to begin the work.
- 1.2 **Expiration Date.** This Agreement will expire on **June 30, 2030**, or when all obligations have been satisfactorily fulfilled, whichever occurs first.
- 1.3 **Survival of Terms.** All clauses which impose obligations continuing in their nature and which must survive in order to give effect to their meaning will survive the expiration or termination of this Agreement, including, without limitation, the following clauses: Airport Operations, Maintenance and Conveyance; Transfer of Interest; Indemnification; State Audits; Government Data Practices and Intellectual Property; Workers Compensation; Publicity and Endorsement; Governing Law, Jurisdiction and Venue; and Data Disclosure.
- 1.4 **Project Plans, Specifications, Descriptions.** Grantee has provided the State with the plans, specifications, and a detailed description of the Project which are on file with the State's Office of Aeronautics and are incorporated into this Agreement by reference.
- 1.5 **Exhibits.** Exhibit(s) **A** through **B** are attached and incorporated into this Agreement

### **2. Grantee's Duties**

- 2.1 **Project Completion and Changes.** Grantee will complete the Project in accordance with the plans, specifications, and detailed description of the Project. Grantee will notify State's Authorized Representative in advance of any meetings taking place relating to the Project. Any changes to the plans or specifications of the Project after the effective date of this Agreement will be valid only if made by written amendment signed by the same parties who executed the original agreement, or their successors in office.
- 2.2 **Registered Engineer Designation.** If the Project involves construction, Grantee will designate a registered engineer to oversee the Project work. If, with the State's approval, Grantee elects not to have such services performed by a registered engineer, then Grantee will designate another responsible person to oversee such work.
- 2.3 **Policy Compliance.** Grantee will comply with all the required grants management policies and procedures of [Minn.Stat.§16B.97](#), Subd. 4(a)(1).

- 2.4 **Publication of Grantee Contact Information.** Under Minnesota Statute § 16B.98, if a grantee has a website, the names and contact information for the grant administrator(s) and organization's leadership must be clearly published.
- 2.5 **Asset Monitoring.** If Grantee uses funds obtained through this Agreement to acquire a capital asset, the Grantee is required to use that asset for a public aeronautical purpose for the normal useful life of the asset. Grantee may not sell or change the purpose of use for the capital asset(s) obtained with grant funds under this Agreement without prior written consent of the State and an amendment to this Agreement executed and approved by the same parties who executed and approved this Agreement, or their successors in office.
- 2.6 **Airport Operations, Maintenance, and Conveyance.** Pursuant to Minnesota Statutes §360.305, subd. 4(d)(1), Grantee must operate the Airport as a licensed, municipally-owned public airport at all times of the year for a period of **20 years** from the date Grantee receives final reimbursement under this Agreement. The Airport must be maintained in a safe, serviceable manner for public aeronautical purposes only.
- 2.7 **Transfer of Interest.** Without prior written approval from the State, Grantee will not transfer, convey, encumber, assign, or abandon its interest in the Airport or in any real or personal property purchased or improved under this Agreement. If the State approves such a transfer or change in use, the State may impose, at its sole discretion, conditions and/or restrictions on such transfer, with which Grantee must comply.
3. **Time.** Grantee must comply with all the time requirements described in this Agreement. In the performance of this Agreement, time is of the essence.
4. **Cost Participation and Payment**
- 4.1 **Cost Participation.** Costs for the Project will be proportionate and allocated accordingly between the federal government, the State, and Grantee as described in Exhibit B.
- 4.1.1 **Federal Funding.** No federal funds are authorized for the Project. In the event federal reimbursement becomes available for the Project, the State will be entitled to recover from such federal funds an amount not to exceed the state funds advanced for this Project. No more than 95% of the amount due under this Agreement will be paid by the State until the State determines that Grantee has complied with all terms of this Agreement and furnished all necessary records.
- 4.2 **Sufficiency of Funds.** Pursuant to Minnesota Rule 8800.2500, Grantee certifies that: (1) it presently has sufficient unencumbered funds available to pay for its share of the Project; (2) it has the legal authority to engage in the Project as proposed; and (3) the Project will be completed without undue delay.
- 4.3 **Total Obligation.** The State's total obligation for all compensation and reimbursements to Grantee under this Agreement will not exceed **\$8,939.13**.
- 4.4 **Payment**
- 4.4.1 **Invoices.** Grantee will submit invoices for payment by credit application via email. The form Grantee will use to submit invoices can be found on the Airport development forms website: <https://www.dot.state.mn.us/aero/airportdevelopment/forms.html>. The State's Authorized Representative, as named in this Agreement, will review each invoice against the approved grant budget and grant expenditures to-date before approving payment. The State will promptly pay Grantee after Grantee presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices must be submitted timely and according to the following schedule: Upon completion of the services.
- 4.4.2 **All Invoices Subject to Audit.** All invoices are subject to audit, at the State's discretion.
- 4.4.3 **Expiration of Reimbursement.** Grantee must submit all final invoices for reimbursement no later than ninety (90) calendar days after the expiration date of this Agreement. Any invoices received after this 90-day period will not be eligible for payment.
- 4.4.4 **State's Payment Requirements.** The State will promptly pay all valid obligations under this Agreement as required by Minnesota Statutes §16A.124. The State will make undisputed payments no later than thirty (30) days after receiving Grantee's invoices for services performed. If an invoice is incorrect, defective or otherwise improper, the State will notify Grantee within ten (10) days of discovering the error. After the

State receives the corrected invoice, the State will pay Grantee within thirty (30) days of receipt of such invoice.

- 4.4.5 Grantee Payment Requirements.** Grantee must pay all Project contractors promptly. Grantee will make undisputed payments no later than thirty (30) days after receiving an invoice. If an invoice is incorrect, defective, or otherwise improper, Grantee will notify the contractor within ten (10) days of discovering the error. After Grantee receives the corrected invoice, Grantee will pay the contractor within thirty (30) days of receipt of such invoice.
- 4.4.6 Grant Monitoring Visit and Financial Reconciliation.** If the State's total obligation is greater than \$50,000.00, the State will conduct at least one monitoring visit and financial reconciliation of Grantee's expenditures. If the State's total obligation is greater than \$250,000.00, the State will conduct annual monitoring visits and financial reconciliations of Grantee's expenditures.
- 4.4.6.1** The State's Authorized Representative will notify Grantee's Authorized Representative where and when any monitoring visit and financial reconciliation will take place, which state employees and/or contractors will participate, and which Grantee staff members should be present. Grantee will be provided notice prior to any monitoring visit or financial reconciliation.
- 4.4.6.2** Following a monitoring visit or financial reconciliation, Grantee will take timely and appropriate action on all deficiencies identified by the State.
- 4.4.6.3** At least one monitoring visit and one financial reconciliation must be completed prior to final payment being made to Grantee.
- 4.4.7 Closeout.** The State will determine, at its sole discretion, whether a closeout audit is required prior to final payment approval. If a closeout audit is required, final payment will be held until the audit has been completed. Monitoring of any capital assets acquired with grant funds will continue following grant closeout.
- 4.4.8 Closeout Deliverables.** At the close of the Project, Grantee must provide the following deliverables to the State before the final payment will be released by the State:
- 4.4.8.1** Electronic files of construction plans as both PDF and MicroStation compatible formats.
- 4.4.8.2** Electronic files of as-builts as both PDF and MicroStation compatible formats.
- 4.4.8.3** Electronic files of planning documents, including without limitation, airport layout plans and airport zoning plans, as PDF, MicroStation and GIS compatible formats.
- 4.5 Contracting and Bidding Requirements.** Prior to publication, Grantee will submit to the State all solicitations for work to be funded by this Agreement. Prior to execution, Grantee will submit to the State all contracts and subcontracts between Grantee and third parties to be funded by this Agreement. The State's Authorized Representative has the sole right to approve, disapprove, or modify any solicitation, contract, or subcontract submitted by Grantee. All contracts and subcontracts between Grantee and third parties must contain all applicable provisions of this Agreement. The State's Authorized Representative will respond to a solicitation, contract, or subcontract submitted by Grantee within ten (10) business days.
- 5. Conditions of Payment.** All services provided by Grantee under this Agreement must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law. No more than 95% of the amount due to Grantee under this Agreement will be paid by the State until it determines that Grantee has complied with all terms and conditions of this Agreement and has furnished all necessary records. In the event the Airport fails to pass any periodic inspection conducted by a representative of the State's Office of Aeronautics, Grantee will not receive payment under this Agreement until all deficiencies identified by any such inspection have been rectified to the Office of Aeronautics' satisfaction.

## 6. Authorized Representatives

6.1 The State's Authorized Representative is:

**Luke Bourassa**, South Region Airports Engineer; (luke.bourassa@state.mn.us) (651)508-0448 and/or **Brian Conklin**, Regional Airport Specialist Sr.; (brian.conklin@state.mn.us) (651)252-7658, or their successor. The State's Authorized Representative, or their designee, is responsible for monitoring Grantee's performance and is authorized to accept the services provided under this Agreement. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

6.2 Grantee's Authorized Representative is:

**Mark Lemen, City Administrator**  
(320) 864-5586, [mlemen@ci.glencoe.mn.us](mailto:mlemen@ci.glencoe.mn.us)  
1107 11<sup>th</sup> Street East, Suite 107  
Glencoe, MN 55336

or their successor. If Grantee's Authorized Representative changes at any time during the term of this agreement, Grantee must immediately notify the State.

## 7. Assignment; Amendments; Waiver; Agreement Complete; Electronic Records; Certification

7.1 **Assignment.** Grantee may neither assign nor transfer any rights or obligations under this Agreement without the prior written consent of the State and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this Agreement, or their successors in office.

7.2 **Amendments.** Any amendment to this Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original agreement, or their successors in office.

7.3 **Waiver.** If the State fails to enforce any provision of this Agreement, that failure does not waive the provision or the State's right to subsequently enforce it.

7.4 **Agreement Complete.** This Agreement contains all negotiations and agreements between the State and Grantee. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

7.5 **Electronic Records and Signatures.** The parties agree to contract by electronic means. This includes using electronic signatures and converting original documents to electronic records.

7.6 **Certification.** By signing this Agreement, Grantee certifies that it is not suspended or debarred from receiving federal or state awards.

8. **Liability and Indemnification.** Each party is responsible for its own acts, omissions, and the results thereof to the extent authorized by law and will not be responsible for the acts or omissions of others, or the results thereof. Minnesota Statutes § 3.736 and other applicable law govern liability of the State. Minnesota Statutes Chapter 466 and other applicable law govern liability of Grantee. Notwithstanding the foregoing, Grantee will indemnify, hold harmless, and defend (to the extent permitted by the Minnesota Attorney General) the State against any claims, causes of actions, damages, costs (including reasonable attorneys' fees), and expenses arising in connection with the services performed under this Agreement, asserted by, or resulting from the acts or omissions of, Grantee's contractors, consultants, agents or other third parties under the direct control of Grantee.

9. **State Audits.** Under Minn. Stat. § 16B.98 Subd. 8, the books, records, documents, and accounting procedures and practices of Grantee, or those of any other party relevant to this Agreement, or transactions resulting from this Agreement, are subject to examination by the State and/or the State Auditor, Legislative Auditor, or Attorney General as appropriate, for a minimum of six (6) years from: (1) the expiration or termination of this Agreement, (2) the receipt and approval of all final reports, or (3) the period of time required to satisfy all state and program retention requirements (available at: [https://edocs-public.dot.state.mn.us/edocs\\_public/DMResultSet/download?docId=10358099](https://edocs-public.dot.state.mn.us/edocs_public/DMResultSet/download?docId=10358099)), whichever is later. Grantee will take timely and appropriate action on all deficiencies identified by an audit.

## 10. Government Data Practices and Intellectual Property Rights

10.1 **Government Data Practices.** Grantee and the State must comply with the Minnesota Government Data Practices Act, [Minn. Stat. Ch. 13](#), as it applies to all data provided by the State under this Agreement, and as it

applies to all data created, collected, received, stored, used, maintained, or disseminated by Grantee under this Agreement. The civil remedies of [Minn. Stat. §13.08](#) apply to the release of the data referred to in this clause by either Grantee or the State. If Grantee receives a request to release the data referred to herein, Grantee must immediately notify the State and consult with the State as to how Grantee should respond to the request. Grantee's response to the request must comply with applicable law.

## 10.2 Intellectual Property Rights.

10.2.1 **Ownership.** The State owns all rights, title and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks and service marks in the Works and Documents created and paid for under this Agreement. "Works" means all inventions, improvements, discoveries (whether or not patentable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes and disks conceived, reduced to practice, created or originated by Grantee, its employees, agents and subcontractors, either individually or jointly with others in the performance of this Agreement. Works includes Documents. "Documents" are the originals of any databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks or other materials, whether in tangible or electronic forms, prepared by Grantee, its employees, agents or subcontractors, in the performance of this Agreement. The Documents will be the State's exclusive property, and Grantee must immediately return all such Documents to the State upon completion or cancellation of this Agreement. To the extent possible, those Works eligible for copyright protection under the United States Copyright Act will be deemed to be "works made for hire." Grantee assigns all right, title and interest it may have in the Works and the Documents to the State. Grantee must, at the request of the State, execute all papers and perform all other acts necessary to transfer or record the State's ownership interest in the Works and Documents.

### 10.2.2 Obligations

10.2.2.1 **Notification.** Whenever any invention, improvement or discovery (whether or not patentable) is made or conceived for the first time or actually or constructively reduced to practice by Grantee, including its employees and subcontractors, in the performance of this Agreement, Grantee will immediately give the State's Authorized Representative written notice thereof and must promptly furnish the State's Authorized Representative with complete information and/or disclosure thereon.

10.2.2.2 **Representation.** Grantee must perform all acts and take all steps necessary to ensure that all intellectual property rights in the Works and Documents are the sole property of the State and that neither Grantee nor its employees, agents or subcontractors retain any interest in and to the Works and Documents. Grantee represents and warrants that the Works and Documents do not and will not infringe upon any intellectual property rights of other persons or entities. Other indemnification obligations of this Agreement notwithstanding, Grantee will indemnify, defend, to the extent permitted by the Attorney General, and hold harmless the State from any action or claim brought against the State to the extent such action is based on a claim that all or part of the Works or Documents infringe upon the intellectual property rights of others. Grantee will be responsible for payment of any and all such claims, demands, obligations, liabilities, costs and damages, including but not limited to, attorneys' fees. If such a claim or action arises, or in either party's opinion is likely to arise, Grantee, at the State's discretion, must either: (1) procure for the State the right or license to use the intellectual property rights at issue, or (2) replace or modify the allegedly infringing Works or Documents as necessary and appropriate to obviate the infringement claim. This remedy of State will be in addition to and not exclusive of other remedies provided by law.

11. **Workers' Compensation.** Grantee certifies that it is in compliance with [Minn. Stat. §176.181](#) subd. 2, pertaining to workers' compensation insurance coverage. Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of Grantee's employees, as well as any claims made by any third party as a consequence of any act or omission on the part of Grantee's employees are in no way the State's obligation or responsibility.

## 12. Publicity and Endorsement

- 12.1 **Publicity.** Any publicity regarding the subject matter of this Agreement must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for Grantee individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this Agreement. All projects primarily funded by state grant appropriation must publicly credit the State of Minnesota, including on Grantee's website when practicable.
- 12.2 **Endorsement.** Grantee must not claim that the State endorses its products or services.

13. **Governing Law, Jurisdiction, and Venue.** Minnesota law, without regard to its choice-of-law provisions, governs this Agreement. Venue for all legal proceedings arising out of this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

## 14. Termination; Suspension

- 14.1 **Termination.** The State or Commissioner of Administration may unilaterally terminate this Agreement at any time, with or without cause, upon written notice to Grantee. Upon termination, Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.
- 14.2 **Termination for Cause.** The State may immediately terminate this Agreement if the State finds that there has been a failure to comply with the provisions of this Agreement, that reasonable progress has not been made, that fraudulent or wasteful activity has occurred, that Grantee has been convicted of a criminal offense relating to a state grant agreement, or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.
- 14.3 **Termination for Insufficient Funding.** The State may immediately terminate this Agreement if:
- 14.3.1 It does not obtain funding from the Minnesota Legislature; or
- 14.3.2 If funding cannot be continued at a level sufficient to pay for the services contracted for under this Agreement. Termination must be by written or fax notice to Grantee. The State is not obligated to pay for any services that are performed after notice and effective date of termination. However, Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the Agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State will provide Grantee notice of the lack of funding within a reasonable time of the State's receiving that notice.
- 14.4 **Suspension.** The State may immediately suspend this Agreement:
- 14.4.1 In the event of a total or partial government shutdown due to its failure to pass an approved budget by the legal deadline. Asset Acquisitions completed by the Grantee during a period of suspension will be deemed unauthorized and undertaken at risk of non-payment; or
- 14.4.2 If funding is canceled, withdrawn, or terminated, the State may suspend its performance until funding is restored. Suspension of performance under these circumstances will be temporary until funds become available again and does not release the State from its obligations under this Agreement.

15. **Data Disclosure.** Under [Minn. Stat. § 270C.65](#) subd. 3, and other applicable law, Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

16. **Fund Use Prohibited.** Grantee will not utilize any funds received pursuant to this Agreement to compensate, either directly or indirectly, any contractor, corporation, partnership, or business, however organized, which is disqualified

or debarred from entering into or receiving a state contract. This restriction applies regardless of whether the disqualified or debarred party acts in the capacity of a general contractor, a subcontractor, or as an equipment or material supplier. This restriction does not prevent Grantee from utilizing these funds to pay any party who might be disqualified or debarred after Grantee has been awarded funds for the Project. For a list of disqualified or debarred vendors, see [www.mmd.admin.state.mn.us/debarredreport.asp](http://www.mmd.admin.state.mn.us/debarredreport.asp).

17. **Discrimination Prohibited by Minnesota Statutes §181.59.** Grantee will comply with the provisions of Minnesota Statutes §181.59 which requires that every contract for or on behalf of the State, or any county, city, town, township, school, school district or any other district in the state, for materials, supplies or construction will contain provisions by which Grantee agrees that:
- 17.1 In the hiring of common or skilled labor for the performance of any work under any contract, or any subcontract, no Grantee, material supplier or vendor, will, by reason of race, creed or color, discriminate against the person or persons who are citizens of the United States or resident aliens who are qualified and available to perform the work to which the employment relates;
  - 17.2 No Grantee, material supplier, or vendor, will, in any manner, discriminate against, or intimidate, or prevent the employment of any person or persons identified herein, or on being hired, prevent or conspire to prevent, the person or persons from the performance of work under any contract on account of race, creed or color;
  - 17.3 A violation of this Section is a misdemeanor; and
  - 17.4 This Agreement may be canceled or terminated by the State, or any county, city, town, township, school, school district or any other person authorized to enter into agreements for employment, and all money due, or to become due under said agreements, may be forfeited for a second or any subsequent violation of the terms or conditions of this Agreement.
18. **Limitation.** Under this Agreement, the State is only responsible for receiving and disbursing funds. Nothing in this Agreement will be construed to make the State a principal, co-principal, partner, or joint venturer with respect to the Project(s) covered herein. The State may provide technical advice and assistance as requested by Grantee, however, Grantee will remain responsible for providing direction to its contractors and consultants and for administering its contracts with such entities. Grantee’s consultants and contractors are not intended to be third party beneficiaries of this Agreement.
19. **Telecommunications Certification.** By signing this Agreement, Grantee certifies that, consistent with Section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019, Pub. L. 115-232 (Aug. 13, 2018), and 2 CFR 200.216, Grantee will not use funding covered by this Agreement to procure or obtain, or to extend, renew, or enter into any contract to procure or obtain, any equipment, system, or service that uses “covered telecommunications equipment or services” (as that term is defined in Section 889 of the Act) as a substantial or essential component of any system or as critical technology as part of any system. Grantee will include this certification as a flow down clause in any contract related to this Agreement.
20. **Title VI/Non-discrimination Assurances.** Grantee agrees to comply with all applicable US DOT Standard Title VI/Non-Discrimination Assurances contained in DOT Order No. 1050.2A, and in particular Appendices A and E, which can be found at: [https://edocs-public.dot.state.mn.us/edocs\\_public/DMResultSet/download?docId=11149035](https://edocs-public.dot.state.mn.us/edocs_public/DMResultSet/download?docId=11149035). Grantee will ensure the appendices and solicitation language within the assurances are inserted into contracts as required. The State may conduct a review of Grantee’s compliance with this provision. Grantee must cooperate with the State throughout the review process by supplying all requested information and documentation to the State, making Grantee staff and officials available for meetings as requested, and correcting any areas of non-compliance as determined by the State.
21. **Additional Provisions**  
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**MnDOT ENCUMBRANCE VERIFICATION**

The individual certifies funds have been encumbered as required by Minn. Stat. 16A.15 and 16C.05.

By: \_\_\_\_\_  
Date: \_\_\_\_\_  
SWIFT Contract # \_\_\_\_\_

SWIFT Purchase Order # \_\_\_\_\_

**COMMISSIONER OF TRANSPORTATION  
as delegated**

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

**GRANTEE**

Grantee certifies that the appropriate person(s) have executed the Agreement on behalf of Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

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

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

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

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

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

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

**MnDOT CONTRACT MANAGEMENT**

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



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

February 25, 2026

RE: Glencoe Municipal Airport  
FY26 State Grant Request  
Fuel System Repairs

Luke Bourassa, P.E.  
 South Region Engineer  
 MnDOT Office of Aeronautics  
 395 John Ireland Blvd.  
 St. Paul, MN 55155-1800

Dear Mr. Bourassa:

The City of Glencoe is requesting a grant from the MnDOT Office of Aeronautics for the Glencoe Municipal Airport (GYL). The grant request is to replace a failed fuel-level monitoring system for the airport's fuel tank. Actual costs associated with these projects are shown below:

<b>Fuel Tank Monitoring Repairs (O'Day Equipment LLC)</b>	<b>\$14,898.55</b>
<b>TOTAL PROJECT COSTS</b>	<b>\$14,898.55</b>
MnDOT Share 60%	\$8,939.13
Local Share 40%	\$5,959.42

This letter serves as a formal request for State funding to provide for this project. The requested State grant for this work is \$8,939.13.

Please contact me if you have any questions or need further information. Thank you for supporting Glencoe Municipal Airport.

Sincerely,

Mark Lemen  
 City Administrator, City of Glencoe

EXHIBIT "B"

**Airport:** Glencoe Municipal Airport  
**Ident:** GYL  
**Sponsor:** City of Glencoe  
**State Project:**  
**State Agreement #:**  
**Description:** Fuel System Repairs  
**Version Date:** 12/20/2023 (date modified)

Construction	Description	Total	State Funding Rate	State	Local
	Fuel System Repairs - Replace Fuel Tank Monitoring (O'Day Equipment LLC)	\$ 14,898.55	60%	\$ 8,939.13	\$ 5,959.42
		\$ -	0%	\$ -	\$ -
		\$ -	0%	\$ -	\$ -
<b>CONSTRUCTION SUBTOTAL</b>		<b>\$ 14,898.55</b>		<b>\$ 8,939.13</b>	<b>\$ 5,959.42</b>
Engineering	Description	Total		State	Local
		\$ -	0%	\$ -	\$ -
		\$ -	0%	\$ -	\$ -
		\$ -	0%	\$ -	\$ -
<b>ENGINEERING SUBTOTAL</b>		<b>\$ -</b>		<b>\$ -</b>	<b>\$ -</b>
Administration	Description	Total		State	Local
		\$ -	0%	\$ -	\$ -
		\$ -	0%	\$ -	\$ -
		\$ -	0%	\$ -	\$ -
<b>ADMINISTRATION SUBTOTAL</b>		<b>\$ -</b>		<b>\$ -</b>	<b>\$ -</b>
		<b>Grant Amounts \$ 14,898.55</b>		<b>\$ 8,939.13</b>	<b>\$ 5,959.42</b>
		<b>Grant Percentages 100.00%</b>		<b>60.00%</b>	<b>40.00%</b>





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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# CITY OF GLENCOE BILLS

APRIL 20, 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 2-4-26	\$86,747.47
CITY OF GLENCOE EMPLOYEES	MULTIPLE DEPTS.: CITY OF GLENCOE PAYROLL 2-18-26	\$77,773.04
WIRE TRANSFER	MULT DEPTS: STATE SALES TAX	\$18,177.00
WIRE TRANSFER	MULT DEPTS:EMP/CITY PAYROLL TAXES,HSA,PERA,D COMP,CAFE	\$116,123.56
	TOTAL PREPAID BILLS ----->	<u><u>\$298,821.07</u></u>

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

APRIL 20, 2026 - PREPAID BILLS

Date: 04/17/2026

Time: 3:11 pm

Page: 1

City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
BREAKTHRU BEVERAGE	0513	LIQUOR STORE: MERCH FOR RESALE	188278	02/06/2026	<b>684.00</b>
				Vendor Total:	<b>684.00</b>
COLONIAL LIFE	0735	MULT DEPTS: INS PREMIUMS	188279	02/06/2026	<b>151.64</b>
				Vendor Total:	<b>151.64</b>
IUOE LOCAL #49	2109	MULT DEPTS: UNION DUES	188280	02/06/2026	<b>340.21</b>
				Vendor Total:	<b>340.21</b>
JOHNSON BROS - ST PAUL	0504	LIQUOR STORE: MERCH FOR RESALE	188281	02/06/2026	<b>8,284.10</b>
				Vendor Total:	<b>8,284.10</b>
MINNESOTA CHILD SUPPORT	1646	POLICE: CHILD SUPPORT PAYMENT	188282	02/06/2026	<b>237.19</b>
				Vendor Total:	<b>237.19</b>
MINNESOTA PUBLIC EMPLOYEE	1439	POLICE: UNION DUES	188283	02/06/2026	<b>66.45</b>
				Vendor Total:	<b>66.45</b>
PHILLIPS WINE & SPIRITS, INC.	1010	LIQUOR STORE: MERCH FOR RESALE	188284	02/06/2026	<b>135.00</b>
				Vendor Total:	<b>135.00</b>
SOUTHERN GLAZER'S OF MN	1429	LIQUOR STORE: MERCH FOR RESALE	188285	02/06/2026	<b>1,231.94</b>
				Vendor Total:	<b>1,231.94</b>
				Grand Total:	<b>11,130.53</b>
				Less Credit Memos:	<b>0.00</b>
				Net Total:	<b>11,130.53</b>
				Less Hand Check Total:	<b>0.00</b>
				Outstanding Invoice Total :	<b>11,130.53</b>
	Total Invoices:	<b>8</b>			

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

APRIL 20, 2026 - PREPAID BILLS

Date: 04/17/2026

Time: 3:11 pm

Page: 1

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	188348	02/13/2026	<b>587.11</b>
				Vendor Total:	<b>587.11</b>
C & L DISTRIBUTING	0492	LIQUOR STORE: MERCH FOR RESALE	188349	02/13/2026	<b>19,477.10</b>
				Vendor Total:	<b>19,477.10</b>
CITY OF GLENCOE	0035	LIQUOR STORE: PETTY CASH REIMB	188355	02/13/2026	<b>248.86</b>
				Vendor Total:	<b>248.86</b>
DAHLHEIMER BEVERAGE	0003	LIQUOR STORE: MERCH FOR RESALE	188350	02/13/2026	<b>11,057.29</b>
				Vendor Total:	<b>11,057.29</b>
HOME CITY ICE COMPANY	1761	LIQUOR STORE: MERCH FOR RESALE	188351	02/13/2026	<b>171.00</b>
				Vendor Total:	<b>171.00</b>
JOHNSON BROS - ST PAUL	0504	LIQUOR STORE: MERCH FOR RESALE	188356	02/13/2026	<b>7,765.35</b>
				Vendor Total:	<b>7,765.35</b>
MARLIN'S TRUCKING	1387	LIQUOR STORE: MERCH FOR RESALE	188352	02/13/2026	<b>442.75</b>
				Vendor Total:	<b>442.75</b>
PHILLIPS WINE & SPIRITS, INC.	1010	LIQUOR STORE: MERCH FOR RESALE	188357	02/13/2026	<b>6,023.00</b>
				Vendor Total:	<b>6,023.00</b>
SOUTHERN GLAZER'S OF MN	1429	LIQUOR STORE: MERCH FOR RESALE	188358	02/13/2026	<b>4,498.27</b>
				Vendor Total:	<b>4,498.27</b>
UTILITY SERVICE CO., INC	1989	WATER: WATER TOWER MAINT CONTRACT SETTLEMENT AGREEMENT	188359	02/13/2026	<b>75,000.00</b>
				Vendor Total:	<b>75,000.00</b>
VIKING BEVERAGES	0973	LIQUOR STORE: MERCH FOR RESALE	188353	02/13/2026	<b>4,563.30</b>
				Vendor Total:	<b>4,563.30</b>
VIKING COCA-COLA BOTTLING CC	0494	LIQUOR STORE: MERCH FOR RESALE	188354	02/13/2026	<b>44.90</b>
				Vendor Total:	<b>44.90</b>
WINE MERCHANTS	0667	LIQUOR STORE: MERCH FOR RESALE	188360	02/13/2026	<b>2,821.50</b>
				Vendor Total:	<b>2,821.50</b>
				Grand Total:	<b>132,700.43</b>
				Less Credit Memos:	<b>0.00</b>
				Net Total:	<b>132,700.43</b>
				Less Hand Check Total:	<b>0.00</b>
				Outstanding Invoice Total :	<b>132,700.43</b>
	<b>Total Invoices:</b>	<b>13</b>			

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

APRIL 20, 2026 - PREPAID BILLS

Date: 04/17/2026

Time: 3:14 pm

Page: 1

City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
BREAKTHRU BEVERAGE	0513	LIQUOR STORE: MERCH FOR RESALE	188432	02/19/2026	<b>834.92</b>
				Vendor Total:	<b>834.92</b>
C & L DISTRIBUTING	0492	LIQUOR STORE: MERCH FOR RESALE	188433	02/19/2026	<b>11,844.39</b>
				Vendor Total:	<b>11,844.39</b>
DAHLHEIMER BEVERAGE	0003	LIQUOR STORE: MERCH FOR RESALE	188434	02/19/2026	<b>17,234.01</b>
				Vendor Total:	<b>17,234.01</b>
IUOE LOCAL #49	2109	MULT DEPTS: UNION DUES	188435	02/19/2026	<b>340.21</b>
				Vendor Total:	<b>340.21</b>
JOHNSON BROS - ST PAUL	0504	LIQUOR STORE: MERCH FOR RESALE	188436	02/19/2026	<b>6,502.62</b>
				Vendor Total:	<b>6,502.62</b>
MARLIN'S TRUCKING	1387	LIQUOR STORE: MERCH FOR RESALE	188437	02/19/2026	<b>512.75</b>
				Vendor Total:	<b>512.75</b>
MINNESOTA CHILD SUPPORT	1646	POLICE: CHILD SUPPORT PAYMENT	188438	02/19/2026	<b>237.19</b>
				Vendor Total:	<b>237.19</b>
MINNESOTA PUBLIC EMPLOYEE	1439	POLICE: UNION DUES	188439	02/19/2026	<b>44.30</b>
				Vendor Total:	<b>44.30</b>
NOTHING BUT HEMP	0275	LIQUOR STORE: MERCH FOR RESALE	188440	02/19/2026	<b>323.00</b>
				Vendor Total:	<b>323.00</b>
PPLSI	0485	MULT DEPTS: INS PREMIUMS	188441	02/19/2026	<b>86.70</b>
				Vendor Total:	<b>86.70</b>
SOUTHERN GLAZER'S OF MN	1429	LIQUOR STORE: MERCH FOR RESALE	188442	02/19/2026	<b>497.69</b>
				Vendor Total:	<b>497.69</b>
VIKING BEVERAGES	0973	LIQUOR STORE: MERCH FOR RESALE	188443	02/19/2026	<b>4,898.40</b>
				Vendor Total:	<b>4,898.40</b>
				Grand Total:	<b>43,356.18</b>
				Less Credit Memos:	<b>0.00</b>
				Net Total:	<b>43,356.18</b>
				Less Hand Check Total:	<b>0.00</b>
				Outstanding Invoice Total :	<b>43,356.18</b>
	<b>Total Invoices:</b>	<b>12</b>			

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

APRIL 20, 2026 - REGULAR BILLS

Date: 04/17/2026

Time: 2:50 pm

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City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
4-SQUARE BUILDERS, INC.	0071	WWTP: MAINTENANCE MATERIALS	0	00/00/0000	27.27
				Vendor Total:	<u>27.27</u>
A.H. HERMEL CO.	0573	CITY CENTER: SUPPLIES	0	00/00/0000	92.71
				Vendor Total:	<u>92.71</u>
ALEX AIR APPARATUS 2 LLC	2153	FIRE: LINE VALVE KITS	0	00/00/0000	67.80
				Vendor Total:	<u>67.80</u>
BRAUN INTERTEC CORPORATION	0796	MUNI STATE AID: FORD AVE, 16TH ST GEOTECHNICAL EVALUATION	0	00/00/0000	15,100.00
				Vendor Total:	<u>15,100.00</u>
BRITZ STORE EQUIPMENT, INC	0745	LIQUOR STORE: SHELVING	0	00/00/0000	76.91
				Vendor Total:	<u>76.91</u>
BROTHERS FIRE & SECURITY	0642	STREET, REIMB: ANNUAL FIRE SPRINKLER INSPECTIONS	0	00/00/0000	895.00
				Vendor Total:	<u>895.00</u>
BS & A SOFTWARE	0187	FINANCE: CREDIT CARD TERMINALS	0	00/00/0000	700.00
				Vendor Total:	<u>700.00</u>
CARD SERVICES	0330	COUNCIL, WWTP, LIQUOR STORE: SUPPLIES, MERCH FOR RESALE	0	00/00/0000	556.74
				Vendor Total:	<u>556.74</u>
CENGAGE GROUP	1828	LIBRARY: BOOKS	0	00/00/0000	161.19
				Vendor Total:	<u>161.19</u>
CENTER POINT LARGE PRINT	1349	LIBRARY: BOOKS	0	00/00/0000	306.84
				Vendor Total:	<u>306.84</u>
CENTERPOINT ENERGY	0204	MULT DEPTS: NATUAL GAS	0	00/00/0000	9,490.69
				Vendor Total:	<u>9,490.69</u>
COMPASS MINERALS AMERICA IN	0345	STREET: BULK SALT	0	00/00/0000	13,656.93
				Vendor Total:	<u>13,656.93</u>
CROWN COLLEGE	1568	FIRE: TRAINING	0	00/00/0000	692.00
				Vendor Total:	<u>692.00</u>
GAG SHEET METAL, INC	1209	WATER: REROOF WELL HOUSE & CHLORINE ROOM	0	00/00/0000	20,100.00
				Vendor Total:	<u>20,100.00</u>
GALLS, LLC	0452	PUBLIC SAFETY AID: UNIFORMS	0	00/00/0000	98.92
				Vendor Total:	<u>98.92</u>
GAVIN, JANSSEN, STABENOW &	0087	POLICE: LEGAL SERVICES	0	00/00/0000	5,085.50
				Vendor Total:	<u>5,085.50</u>
GLENCOE CO-OP ASSN.	1842	FIRE, STREET, PARK, WATER, WWTP: FUEL	0	00/00/0000	6,601.02
				Vendor Total:	<u>6,601.02</u>
GLENCOE FLEET SUPPLY	2074	MULT DEPTS:REPAIR & MAINT SUP, SM TOOLS, SAFETY EQUIPMENT	0	00/00/0000	1,323.88
				Vendor Total:	<u>1,323.88</u>
GOPHER STATE ONE CALL	0482	WATER, WWTP, STORM WATER: LOCATE TICKETS	0	00/00/0000	58.05
				Vendor Total:	<u>58.05</u>
GREAT NORTHERN ENVIRONMEN	1601	WWTP: EQUIPMENT MAINTENANCE	0	00/00/0000	1,175.00
				Vendor Total:	<u>1,175.00</u>
HALQUIST, AMY	1946	FINANCE: REIMB FOR SCANNER	0	00/00/0000	338.71
				Vendor Total:	<u>338.71</u>
HILLYARD	0122	ADMIN: FLOOR SCRUBBER REPAIR	0	00/00/0000	726.78
				Vendor Total:	<u>726.78</u>

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Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
HORIZON AFO SEMINARS	0685	AQUATIC CENTER: TRAINING CLASS	0	00/00/0000	<u>390.00</u>
				Vendor Total:	<u>390.00</u>
IDEAL SERVICE, INC	0354	WWTP: PUMP REPAIR	0	00/00/0000	<u>500.00</u>
				Vendor Total:	<u>500.00</u>
INDEPENDENT EMERGENCY SERV	0969	POLICE: MONTHLY 911 SERVICE	0	00/00/0000	<u>10.77</u>
				Vendor Total:	<u>10.77</u>
INTERSTATE ALL BATTERY CENTE	2111	WATER: BATTERIES	0	00/00/0000	<u>34.20</u>
				Vendor Total:	<u>34.20</u>
KUNKEL ELECTRICAL, INC	2246	WATER: PUMP REPAIR, THERMOSTAT REPLACEMENT	0	00/00/0000	<u>720.00</u>
				Vendor Total:	<u>720.00</u>
KWIK TRIP	1653	POLICE: FUEL	0	00/00/0000	<u>1,748.15</u>
				Vendor Total:	<u>1,748.15</u>
LIGHT & POWER COMMISSION	1484	MULT DEPTS: ELECTRICITY, CREDIT CARD & BILLING FEES	0	00/00/0000	<u>31,280.84</u>
				Vendor Total:	<u>31,280.84</u>
LITZAU EXCAVATING	0380	WATER: REPAIR WATERMAIN	0	00/00/0000	<u>4,095.00</u>
				Vendor Total:	<u>4,095.00</u>
MAASS FLOOR COVERING	2017	CITY CENTER: FLOOR INSTALLATION	0	00/00/0000	<u>300.00</u>
				Vendor Total:	<u>300.00</u>
MACQUEEN EMERGENCY	0159	FIRE: SCBA FLOW TESTS, FACEPIECES	0	00/00/0000	<u>2,526.47</u>
				Vendor Total:	<u>2,526.47</u>
MCLEOD CO. AUDITOR-TREASURE	0428	WWTP, AIRPORT: PROPERTY TAXES	0	00/00/0000	<u>5,893.20</u>
				Vendor Total:	<u>5,893.20</u>
MCLEOD COOP. POWER ASS'N.	0201	ADMIN, AIRPORT: ELECTRICITY	0	00/00/0000	<u>991.38</u>
				Vendor Total:	<u>991.38</u>
METRO SALES, INC	1066	POLICE, LIBRARY: OFFICE EQUIPMENT LEASES	0	00/00/0000	<u>459.54</u>
				Vendor Total:	<u>459.54</u>
MINNESOTA UI FUND	0566	CEMETERY, LIQUOR STORE: UNEMPLOYMENT INS	0	00/00/0000	<u>3,235.81</u>
				Vendor Total:	<u>3,235.81</u>
MN FIRE SERVICE CERT. BOARD	0557	FIRE: TRAINING	0	00/00/0000	<u>367.50</u>
				Vendor Total:	<u>367.50</u>
MORRIS ELECTRONICS INC	1372	POLICE: IT SERVICES	0	00/00/0000	<u>350.00</u>
				Vendor Total:	<u>350.00</u>
MVTL , INC.	0353	WATER, WWTP: LAB TESETING	0	00/00/0000	<u>1,281.60</u>
				Vendor Total:	<u>1,281.60</u>
O'DAY EQUIPMENT, LLC	0285	AIRPORT:FUEL SYSTEM REPAIR	0	00/00/0000	<u>714.62</u>
				Vendor Total:	<u>714.62</u>
OFFICE OF MN. IT SERVICES	1423	POLICE: INTERNET SERVICE	0	00/00/0000	<u>127.89</u>
				Vendor Total:	<u>127.89</u>
O'REILLY AUTOMOTIVE, INC	1982	WWTP: OIL	0	00/00/0000	<u>22.99</u>
				Vendor Total:	<u>22.99</u>
OSC	0653	STREET: WELDING SUPPLIES	0	00/00/0000	<u>22.89</u>
				Vendor Total:	<u>22.89</u>
PLUNKETT'S PEST CONTROL, INC	0446	AQUATIC CENTER, WWTP, CITY CENTER: PEST CONTROL	0	00/00/0000	<u>269.51</u>
				Vendor Total:	<u>269.51</u>
PREMIUM WATERS, INC.	1081	MULT DEPTS: WATER	0	00/00/0000	<u>268.44</u>

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Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
				Vendor Total:	<u>268.44</u>
PRO AUTO GLENCOE, INC	0527	WWTP: REPAIRS	0	00/00/0000	<u>270.34</u>
				Vendor Total:	<u>270.34</u>
QUILL LLC	1691	LIBRARY: OFFICE SUPPLIES	0	00/00/0000	<u>120.98</u>
				Vendor Total:	<u>120.98</u>
RECTECH SALES & SERVICE CO	0402	STREET: REPAIR PARTS	0	00/00/0000	<u>21.17</u>
				Vendor Total:	<u>21.17</u>
RELIANCE STANDARD LIFE INS CC	1915	MULT DEPTS: INS PREMIUMS	0	00/00/0000	<u>847.08</u>
				Vendor Total:	<u>847.08</u>
ROATCH, ROGER	0562	AIRPORT: DAMAGE DEPOSIT & RENT REFUND	0	00/00/0000	<u>420.00</u>
				Vendor Total:	<u>420.00</u>
RUSLEY, SHARON	0814	WWTP: I & I PROGRAM	0	00/00/0000	<u>1,000.00</u>
				Vendor Total:	<u>1,000.00</u>
SAM'S TIRE SERVICE INC.	0250	STREET: TIRE REPAIR	0	00/00/0000	<u>107.76</u>
				Vendor Total:	<u>107.76</u>
SCHIROO ELECTRICAL REBUILDIN	1059	STREET: REPAIR	0	00/00/0000	<u>114.45</u>
				Vendor Total:	<u>114.45</u>
SCR, INC - ST. CLOUD	0738	LIQUOR STORE: COOLER MAINTENANCE	0	00/00/0000	<u>1,037.22</u>
				Vendor Total:	<u>1,037.22</u>
TRIMARK MARLINN, LLC	0057	LIQUOR STORE: BAR SUPPLIES	0	00/00/0000	<u>330.18</u>
				Vendor Total:	<u>330.18</u>
VIKING COCA-COLA BOTTLING CC	0494	LIQUOR STORE: MERCH FOR RESALE	0	00/00/0000	<u>769.50</u>
				Vendor Total:	<u>769.50</u>
ZERO9 HOLSTERS	2028	POLICE: UNIFORM ACCESSORIES	0	00/00/0000	<u>380.65</u>
				Vendor Total:	<u>380.65</u>
				Grand Total:	<u>138,362.07</u>
				Less Credit Memos:	<u>0.00</u>
				Net Total:	<u>138,362.07</u>
				Less Hand Check Total:	<u>0.00</u>
				Outstanding Invoice Total :	<u>138,362.07</u>
	<b>Total Invoices:</b>	<b>57</b>			