

GLENCOE CITY COUNCIL MEETING AGENDA

Monday, May 18, 2026

City Center Ballroom

1. PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

2. CONSENT AGENDA

- A. Approve Minutes of the Regular Meeting of May 4, 2026
- B. Approve Minutes of the Council Workshop of May 11, 2026
- C. Peddler/Solicitor Permit – DaBella – Home Remodeling – 1 Annual Permit – May 19, 2026 to May 19, 2027

3. APPROVE AGENDA

4. PUBLIC COMMENT (agenda items only)

5. PUBLIC HEARINGS

6. BIDS AND QUOTES

- A. Purchase of Used/Demo Hustler Zero Turn – Mark Lemen, City Administrator

7. REQUESTS TO BE HEARD

- A. Set Public Hearing for **Resolution 2026-10** Regarding the Sale of Electric Revenue Bonds – Mark Lemen, City Administrator
- B. Personnel Policy Updates – Mark Lemen, City Administrator
- C. Approve Joint **Resolution 2026-11**, Terminating the Agency Agreement of the Municipal Gas Agency – Dave Meyer, Glencoe Light & Power
- D. Glencoe Days 2026 – Jon VanDamme, Glencoe Days Committee
- E. Planning Commission Recommendation of Special Use and Variance Permit Approval 802 Mitchell Ct. – Mark Lemen, City Administrator

8. ITEMS FOR DISCUSSION

9. ROUTINE BUSINESS

- A. Project Updates
- B. Economic Development
- C. Public Input
- D. Reports
- E. City Bills
- F. Closed meeting for employee performance review pursuant to Minn. Stat. sec 13D.05, subd. 3(a)

Closed meeting to consider real estate offer for Glencoe Regional Health Site pursuant to Minn. Stat. sec 13D.05, subd. 3(c)(1)

10. ADJOURN



SMALL CITY  BIG FUTURE

GLENCOE CITY COUNCIL MEETING MINUTES

May 4, 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, Bobbi Kadrie, Todd Trippel, Brianna Korson
Other: Ben Davis, Mike Neyers, Lynn Beranek

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 April 20, 2026
- B. Special Event – Spring Fling – First Concretional Church, 1400 Elliot Avenue North, Glencoe MN – 05/17/26 – Close Street and Picnic Tables- Pending Chief Padilla and PW Director Frankfurth’s Approval
- C. Approve the Summary Publication for Ordinance 632
- D. Approve Pickleball Holder Purchase from Park Improvement Fund
- E. Peddler/Solicitor – Mad City Windows & Baths – Home Remodeling Company – 4 Annual Permits

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

3. APPROVE AGENDA

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

4. PUBLIC COMMENT (agenda items only)

None.

5. PUBLIC HEARINGS

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

Motion: Dahlke, seconded by Neid to Open the Public Hearing.

Recommending Host Approval for the Issuance of Conduit Revenue Obligations by the City of Plato, Minnesota for the GRHS Project.

Motion: Dahlke, seconded by Neid to Close the Public Hearing. All in favor, the motion carries.

Motion: Lemke, seconded by Rivera to approve **Resolution 2026-06**. Upon a roll call vote, the following voted Aye, Dahlke, Maynard, Lemke, Neid, Rivera. The following voted Nay, none.

Whereupon the resolution was declared adopted and approved.

6. BIDS AND QUOTES

- A. Upgrade Wastewater SCADA System - Brandon Frankfurth, Public Works Director.

Recommended approval of the SCADA system upgrade from Total Control Systems in the amount of \$36,439.00.

Motion: Dahlke, seconded by Maynard to approve the purchase of the SCADA system from Total Control Systems for \$36,439.00. All in favor, the motion carries.

7. REQUEST TO BE HEARD

A. Approve RFP Process for the Marketing of City Owned Property – Mark Lemen, City Administrator
Recommended request for Proposal (RFP) Policy Marketing City Owned Properties.

Motion: Lemke, seconded by Neid to approve request for Proposal (RFP) Policy Marketing City Owned Properties. All in favor, the motion carries.

B. Approve RFP Process for City Owned Property – Mark Lemen, City Administrator
Request for Proposal (RFP) Policy for Development of City Owned Properties.

Motion: Neid, seconded by Maynard approval the request for Proposal (RFP) Policy for Development of City Owned Properties. All in favor, the motion carries.

C. Allow KFLB to use City Center Ballroom at no cost for AG Day in exchange for City Advertising – Mark Lemen, City Administrator

Motion: Neid, seconded by Dahlke to approve KFLB to use The Grand Ballroom on June 24, 2026, at no cost. All in favor, the motion carries.

D. Approve **Bond Resolution 2026-09** for Lift Station – Mark Lemen, City Administrator
Recommended to approve **Resolution 2026-09** regarding the general obligation sewer revenue bonds for the Glen Knoll Lift Station Project.

Motion: Lemke, seconded by Maynard to approve **Resolution 2026-09**. Upon a roll call vote, the following voted Aye, Dahlke, Maynard, Lemke, Neid, Rivera. The following voted Nay, none. Whereupon the resolution was declared adopted and approved.

E. Approve SLA with SEH for Glen Knoll Lift Station Project – Justin Black, SEH
Recommended to approve SLA with SEH

Motion: Neid, seconded by Dahlke to approve the SLA with SEH. All in favor, the motion carries.

8. ITEMS FOR DISCUSSION

None.

9. ROUTINE BUSINESS

A. Project Updates

- Walk through the Hennepin Avenue Project. Punch list made we will notice Holtmeyer and other Subcontractors around throughout the summer working on these items.
- 727 16th Street update. They have been asked to get Construction Engineer to clear the area. They have made some repairs. We are waiting for our inspector to walk through once that is done, we will open sidewalk.
- Senaca donated 10,000 toward Soccer fields at Oscar Olson Park.

B. Economic Development – Assistant Administrator Kusler has been working on Public Financing Applications and a Business Subsidy Policy.

C. Public Input - None

D. Reports – None

E. City Bills

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

F. **Closed Meeting** to consider strategy for labor negotiation pursuant to sections 179A.01 to 179A.25.

Motion: Dahlle, seconded by Neid to close meeting to consider strategy for labor negotiation pursuant to sections 179A.01 to 179A.25. All in favor, the motion carries.

Motion: Neid, seconded by Dahlke to re-open the meeting. All in favor motion carries.

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

10. ADJOURN

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



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GLENCOE CITY COUNCIL WORKSHOP MINUTES

May 11, 2026 – 7:00 PM

West Conference Room

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

City Staff: Mark Lemen, Brandon Frankfurth

1. **Ford Avenue Project Update – Justin Black, SEH**
 - Justin Black outlined the project area and funding sources, including LRIP grant funding awarded by the state and the County contributions.
 - SEH also gave an overview of the storm pond requirements of the project, identifying the economart lot as the only option
 - Justin Black and Brody Bratsch outlined the street width of streets in the project and discussed modifying some of the street widths as well as turning the one-way section of Greeley Ave into a two-way street
 - Discussion took place centered around City sidewalks and evaluation of a bike path on 14th or 15th, and removal of certain sidewalks.
2. **Together We Are Glencoe Art Project – Kerry Ward**
 - Kerry Ward and representatives of Together We Are Glencoe requested the City act as the conduit for grant monies received for the feasibility of a mural project throughout the city of Glencoe
 - Council member Neid voiced concerns pertaining to the continued maintenance of the projects once completed.
 - Councilor Rivera is in favor of the project and asked Council to consider facilitating the initial grant process
3. **Hennepin Avenue Tree Project Replacement – Brandon Frankfurth, PWD**
 - PWD Frankfurth outlined the challenges of tree replacement along the Hennepin Ave project.
 - PWD Frankfurth informed the Council that the County did not want to participate in any cost share and stated that if the trees are planted in the Blvd that they are City responsibility
 - Council requested that PWD Frankfurth poll residents about their desire to have trees replaced.
4. **Ordinance Committee – Mark Lemen, City Administrator**
 - City Admin Lemen informed Council that Asst. City Administrator Kusler will be forming a committee to begin reviewing Ordinances.

- **The Committee will consist of City Admin and 2 Council members.**

5. Pickleball Funds – Mark Lemen, City Administrator

- **City Administrator Lemen informed Council that the remaining Pickleball funds received in donations on behalf of the Pickleball Association will be returned to the Pickleball Association at the end of the summer.**

6. Finance Assistant Position - Mark Lemen, City Administrator

- **City Administrator Lemen discussed a potential salary increase for the Finance Assistant Position**
- **Council requested that the discussion be postponed**



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To: Mayor and City Council
From: Mark Lemen, City Administrator
Date: May 18, 2026

RE: **ITEM 6A** Used Lawnmower Purchase

ITEM 6A – The City is recommending the purchase of a used/demo Hustler zero-turn mower for the water and wastewater departments. This item was included in the 2025 budget; however, staff did not move forward with a purchase at that time due to limited availability.

Last week, staff identified two used zero-turn mowers that meet the City's operational needs and budget:

- **Arnold's:** 2012 John Deere 2925 with approximately 800 hours — \$5,750
- **Central United:** 2025 used/demo Hustler FasTrak with less than 10 hours, including a 4-year/400-hour warranty — \$8,970

Both units feature 60-inch decks and are capable of meeting the City's needs. However, considering the significantly lower hours and the included warranty, staff recommends purchasing the 2025 Hustler FasTrak from Central United.

GLENCOE



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It should also be noted that when not needed for water and wastewater operations, the mower will be utilized for street and park maintenance.



CENTRAL UNITED

COOPERATIVE

Purchaser: City of Glencoe Date: 5/15/2026

Mailing Address: _____

City: Glencoe State: MN Zip Code: 55336 Check | Charge Account
 Cash | Card (3% Courtesy Fee)

Customer Number: _____ Phone: _____ Email: _____

Qty	New/Used	Description	Serial Number	Stock Number	Amount
1	U	Hustler Fastrak 60 Mower Demo Unit	25082234	9870	\$ 8,970.00
		4 Year 400 Hour Warranty			\$
					\$
					\$
					\$
					\$
					\$
					\$

USED Equipment Warranties are available on selected USED equipment at additional cost.
 The **USED unit(s)** listed on this order: (Check the box below that applies)

Used warranty options have been explained and are declined.
 Used warranty options have been explained, terms are accepted.
 Used unit(s) on this order are sold as/is and are not eligible for warranty.

PRICE OF MACHINERY	\$ 8,970.00
TRADE-IN ALLOWANCE	\$
TOTAL LESS TRADE	\$ 8,970.00
SALES TAX	\$ 0.00
MN ROAD RESTOR/DEL FEE	\$
SUBTOTAL	\$ 8,970.00
LESS DOWN PAYMENT	\$
BALANCE DUE	\$ 8,970.00
CASH DUE	\$ 8,970.00

BILL OF SALE FOR PROPERTY TAKE IN TRADE

For value received I/We hereby bargain and sell, grant and delivery to DEALER name above the following listed machines and certify that such is a free encumbrance unless otherwise noted.

Description	Serial No.	Amount

I HAVE READ THE WARRANTY AND CONDITIONS ON THE REVERSE SIDE HEREOF AND AGREE THEY ARE A PART OF THIS ORDER. I ALSO ACKNOWLEDGE RECEIPT OF A COPY OF THIS ORDER WHICH IS UNDERSTOOD TO BE THE ENTIRE AGREEMENT RELATING TO THE SALE AND WARRANTY OF THE ABOVE DESCRIBED MACHINERY.

"CONDITIONS OF SALE"

Title to the above goods, notwithstanding delivery thereof, remains in Dealer until the purchase price has been paid in full.

or

CC CONVENIENCE FEE	\$
CREDIT CARD DUE	\$

PRICE IS SUBJECT TO INCREASE ON OR BEFORE THE DATE OF DELIVERY, IF A PRICE INCREASE IS IMPOSED ON DEALER BY MANUFACTURER ON OR BEFORE DATE OF DELIVERY.

Purchaser's Printed Name

Andy Berdan

Dealer's Salesman Printed Name

Purchaser's Signature

Dealer's Salesman Signature

New Equipment Warranty

The new equipment is under warranty to be free from defects in material and workmanship, under normal use and service, for the period of time designated by the manufacturer.

Any parts that are proved, in the Company's, to be defective during the above period will be repaired or replaced, free of charge and without charge for installation, at the Dealer's place of business. It is the Purchaser's obligation to bring the Machine to the dealer's place of business. If this is not possible, it is the purchaser's obligation to reimburse the Dealer for travel time and travel expenses incurred in fulfilling this warranty.

Service parts purchased for machines out of warranty and Parts Accessories are warranted to be free from defects in material and workmanship, under normal use and service, for a period of ninety (90) days from the date of delivery to the original purchaser.

The Dealer will properly set up and adjust the Machine at time of delivery. This warranty shall not entitle the purchaser to any further adjustments or normal maintenance services, or to normal replacement of service items (such as filters), or expendable items (such as guards, ledger plates, knife sections, chain and various belts and hardware).

The warranty shall not apply to any Machine which shall have been repaired or altered in any way so as, in the Company's judgment, to affect its reliability, or which has been subject to misuse, negligence or accident, or mounted on tractors which are not included in the Company's approved list, or installed on tractors equipped with devices, attachments or accessories which interfere with the normal operation of such equipment, or in which have been incorporated service parts which have not been approved by the Company for use in connection therewith.

The only remedy for any breach of warranty and the only remedy for the Company's liability of any kind, including liability for negligence, with respect to any machine, shall be limited to the repair or replacement of any defective parts as stated above, and shall in no event include any incidental or consequential damages. This warranty is in lieu of any other warranty, either expressed or implied.

Warrant - All Used Machinery

Each USED item of equipment covered by this Retail Purchase Order is sold **AS IS WITHOUT WARRANTY OF ANY CHARACTER** expressed or implied, unless warranty is executed by Seller as outlined on the front page.



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Extract of Minutes of Meeting
of the City Council of the City
of Glencoe, McLeod County, Minnesota

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Glencoe, Minnesota, was duly held at the City Center-South Ballroom in the City of Glencoe on Monday, May 18, 2026, commencing at 7:00 o'clock P.M.

The following members were present:

and the following were absent:

* * *

* * *

* * *

After due consideration of the proposals, Member _____ then introduced the following written resolution, the reading of which was dispensed with by unanimous consent, and moved its adoption:

**A RESOLUTION 2026-10 CONCURRING IN THE SALE OF THE
ELECTRIC REVENUE BONDS, SERIES 2026
OF THE GLENCOE LIGHT AND POWER COMMISSION**

WHEREAS, the Glencoe Light and Power Commission (“GLPC”) has determined that it is in the best interests of the City and the GLPC to issue its Electric Revenue Bonds, Series 2026 (the “Bonds”) to finance a portion of the cost of certain improvements to the municipal electric light and power utility plant and system of the City, including without limitation improvements to increase power generation capacity of the system (the “Project”); and

WHEREAS, the Board of Commissioners (the “Board”) of the GLPC will, on July 13, 2026, consider a Resolution Awarding the Sale of Electric Revenue Bonds, Series 2026; Fixing Their Form and Specifications; Directing Their Execution and Delivery; and Providing for Their Payment (the “Resolution”) to finance the Project.

BE IT RESOLVED By the City Council of the City of Glencoe, McLeod County, Minnesota (the “City”) as follows:

Section 1. The City hereby authorizes and requests that the GLPC issue the Bonds in accordance with the Resolution, in the form actually adopted, provided that the Resolution shall (i) authorize the issuance of the Bonds in an aggregate principal amount not to exceed \$7,000,000, (ii) set forth the maturity schedule for the Bonds with a final maturity no later than December 1, 2045, (iii) set the rates of interest on the Bonds, provided that such the true interest cost of the Bonds shall not exceed 5.50%, (iv) provide for mandatory or optional redemption of the Bonds, as determined by the Board, (v) pledge the net revenues of the municipal electric light and power plant system for the payment of the Bonds, (vi) set forth other covenants and obligations of the GLPC relating to the municipal electric light and power plant system; and (v) set forth other details of the Bond.

Section 2. Pursuant to City Charter Section 109.06, the City Council hereby concurs in the award, issuance and sale of the Bonds and joins in and concurs in the adoption of the Resolution, and adopts all of the covenants and agreements contained therein with the same force and effect as if said Resolution had been adopted by the City, which Resolution, in the form actually adopted, is incorporated by reference in and made a part of this resolution to the same extent and with the same force and effect as if set out fully herein. The approval hereby given to the Resolution includes approval of such additional details therein as may be necessary and appropriate.

The motion for the adoption of the foregoing resolution was duly seconded by Member _____, and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
)
COUNTY OF MCLEOD) SS.
)
CITY OF GLENCOE)

I, the undersigned, being the duly qualified and acting City Administrator of the City of Glencoe, McLeod County, Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of the City Council of the City held on May 18, 2026 with the original minutes on file in my office and the extract is a full, true and correct copy of the minutes insofar as they relate to the issuance and sale of the Electric Revenue Bonds, Series 2026 of the Glencoe Light and Power Commission.

WITNESS My hand officially as such City Administrator of the City this _____ day of _____, 2026.

City Administrator
Glencoe, Minnesota

(SEAL)



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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



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To: Mayor and City Council

From: Mark Lemen, City Administrator

Date: May 18, 2026

RE: **ITEM 7B** Personnel Policy Updates

ITEM 7B – Included in your packet are updates to the City of Glencoe Personnel Policy pertaining to social media and workplace culture. City staff is requesting approval for the updates to the Personnel Policy.



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PERSONNEL POLICY

WORKPLACE CULTURE

I. PURPOSE

The purpose of this policy is to promote and maintain a positive, respectful, and professional workplace culture for all City of Glencoe employees. The City is committed to fostering an environment that supports employee well-being, mutual respect, accountability, and effective public service.

II. POLICY STATEMENT

The City of Glencoe is dedicated to maintaining a workplace culture that:

- Demonstrates respect, fairness, and professionalism
- Encourages collaboration and teamwork
- Supports ethical behavior and accountability
- Promotes diversity, equity, and inclusion
- Reinforces the City's mission to serve the public effectively and impartially

All employees share responsibility for contributing to and maintaining a positive workplace culture.

III. SCOPE



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This policy applies to all City employees, including full-time, part-time, seasonal employees, and volunteers, as well as elected and appointed officials when interacting with City staff.

IV. EXPECTATIONS OF EMPLOYEES

A. Professional Conduct

Employees shall:

- Treat coworkers, supervisors, and members of the public with dignity and respect
- Conduct themselves in a professional manner at all times
- Communicate in a respectful, constructive, and solution-oriented way

B. Workplace Relationships

Employees are expected to:

- Work collaboratively and support team efforts
- Respect differing viewpoints and backgrounds
- Address conflicts in a professional and appropriate manner

C. Accountability and Integrity

Employees shall:



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- Act honestly and ethically in all work-related matters
- Take responsibility for their actions and performance
- Follow City policies, procedures, and applicable laws

D. Inclusion and Respect

The City is committed to an inclusive workplace. Employees shall:

- Refrain from discrimination, harassment, or retaliation
- Value diversity of people, perspectives, and experiences
- Contribute to an environment where all individuals feel welcome and respected

V. PROHIBITED CONDUCT

The following behaviors are inconsistent with a positive workplace culture and are prohibited:

- Harassment, discrimination, or retaliation in any form
- Bullying, intimidation, or threatening behavior
- Disrespectful, disruptive, or unprofessional conduct
- Gossip or conduct that undermines team cohesion or morale
- Conduct that interferes with the City's operations or public trust

VI. LEADERSHIP RESPONSIBILITIES

Supervisors and department heads are expected to:

- Model professional and respectful behavior



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- Foster open communication and trust within their teams
- Address inappropriate behavior promptly and fairly
- Encourage employee development and engagement
- Ensure compliance with City policies and standards

VII. COMMUNICATION AND CONFLICT RESOLUTION

The City encourages open and respectful communication.

Employees should:

- Raise concerns through appropriate channels, including supervisors or Human Resources
- Attempt to resolve conflicts professionally and constructively
- Participate in mediation or other resolution processes when appropriate

VIII. EMPLOYEE WELL-BEING

The City recognizes that workplace culture impacts employee well-being. The City supports:

- A safe and healthy work environment
- Work-life balance consistent with operational needs
- Access to resources that support employee health and performance

IX. REPORTING CONCERNS

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

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



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Employees are encouraged to report concerns related to workplace culture, including violations of this policy, to:

- Their supervisor
- Department head
- Human Resources

Reports will be handled in a timely and appropriate manner. Retaliation against employees who make good-faith reports is strictly prohibited.

X. DISCIPLINE

Violation of this policy may result in disciplinary action, up to and including termination, in accordance with City policies, applicable collective bargaining agreements, and state and federal law.

XI. ADMINISTRATION

The City Administrator or designee is responsible for administering this policy and may establish additional procedures to support its implementation.



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CITY OF GLENCOE

SOCIAL MEDIA POLICY

I. PURPOSE

The purpose of this policy is to establish guidelines for the use of social media by City of Glencoe employees. This policy is intended to protect the City's reputation, ensure compliance with applicable laws, and provide clear expectations while respecting employees' legal rights, including those protected under the First Amendment and the National Labor Relations Act (NLRA).

II. SCOPE

This policy applies to all City employees, elected officials, appointed officials, volunteers, and contractors when using social media in both official and personal capacities.

For purposes of this policy, "social media" includes, but is not limited to, platforms such as Facebook, X (Twitter), Instagram, LinkedIn, YouTube, blogs, forums, and other online communication tools.

III. DEFINITIONS

Official Social Media Account: Any account created or maintained to represent the City of Glencoe, its departments, programs, or services.

Personal Social Media Use: Use of social media by an employee that is not authorized or conducted on behalf of the City.



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IV. POLICY

The City of Glencoe recognizes that social media is an important communication tool. The City respects employees' rights to engage in lawful off-duty conduct; however, employees are expected to use social media responsibly and in a manner that does not interfere with City operations or undermine public trust.

V. EMPLOYEE RIGHTS

Nothing in this policy is intended to interfere with or restrict employee rights under:

- The First Amendment of the United States Constitution
- The Minnesota Public Employment Labor Relations Act (PELRA)
- The National Labor Relations Act (NLRA)

Employees have the right to:

- Discuss wages, hours, and working conditions
- Engage in protected concerted activity
- Participate in civic and political activities as private citizens
- Express personal opinions on matters of public concern

VI. AUTHORIZED USE OF OFFICIAL SOCIAL MEDIA

Only employees designated by the City Administrator or Department Head may post on behalf of the City.

Authorized users shall:

- Ensure all information is accurate, timely, and appropriate
- Maintain a professional, respectful tone



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- Comply with Minnesota Government Data Practices Act (MGDPA) requirements
- Retain records in accordance with Minnesota records retention laws
- Avoid posting confidential, private, or non-public information
- Refrain from expressing personal opinions or endorsements

VII. PERSONAL USE OF SOCIAL MEDIA

Employees using social media in a personal capacity:

1. **Separation from Official Role**
 - Shall not imply they are speaking on behalf of the City
 - Should include a disclaimer when discussing City-related matters, such as:
"The views expressed are my own and do not represent the City of Glencoe."
2. **Professional Conduct** Employees are expected to avoid posting content that:
 - Violates City policies (e.g., harassment, discrimination, workplace violence)
 - Impairs discipline, workplace harmony, or working relationships
 - Undermines public confidence in the City's operations
 - Discloses confidential or non-public information
3. **Use of City Resources**
 - City equipment, uniforms, badges, logos, or insignia shall not be used in a misleading or unauthorized manner

VIII. PROHIBITED CONDUCT

Employees may not use social media to:

- Disclose sensitive, confidential, or legally protected information
- Engage in unlawful harassment, discrimination, or retaliation
- Make knowingly false statements about the City's services or operations

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

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



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- Interfere with active investigations or legal proceedings
- Represent themselves as speaking on behalf of the City without authorization

IX. WORKPLACE IMPACT

Employee social media activity may be subject to review if it:

- Disrupts workplace operations
- Interferes with an employee's ability to perform job duties
- Negatively affects public trust or the City's ability to provide services

The City will not monitor private accounts but may review publicly available content when necessary.

X. DISCIPLINE

Violations of this policy may result in disciplinary action, up to and including termination, consistent with City policies, collective bargaining agreements, and applicable law.

XI. ADMINISTRATION

The City Administrator or designee is responsible for administering and enforcing this policy. Departments may establish additional guidelines consistent with this policy.



SMALL CITY  BIG FUTURE

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

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Separate Agenda Items

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

JOINT RESOLUTION No. 2026-11
OF THE CITY OF GLENCOE and
THE LIGHT & POWER COMMISSION OF THE CITY OF GLENCOE
TERMININATING THE AGENCY AGREEMENT OF THE
MIDWEST MUNICIPAL GAS AGENCY

WHEREAS, City of Glencoe (“City”) is a member of the Midwest Municipal Gas Agency (“MMGA”), a Minnesota municipal gas agency organized under sections 453A.01-453A.12 of the Minnesota Statutes, and, as such, a party to the Agency Agreement, dated October 1, 1997, as amended, which is on file with the Minnesota Secretary of State (the “Agency Agreement”);

WHEREAS, Article XVI of the Agency Agreement provides that the Agency Agreement may be terminated provided that the Agency has paid all its debts and that termination has been approved by two-thirds of its members as evidenced by resolutions of their governing bodies;

WHEREAS, the Agency’s member representatives have determined that the Agency no longer serves a useful purpose and therefore have recommended that the members approve termination of the Agency Agreement with the intent of effectuating the dissolution of the Agency;

WHEREAS, the Agency has informed its members that the Agency has paid all its debts and that all monies in Agency accounts will be distributed to current members on a pro rata basis upon the Agency’s dissolution net of the administrative costs associated with the dissolution.

NOW, THEREFORE, BE IT RESOLVED by the Board of the Glencoe Light & Power Commission and the City Council of the City of Glencoe, as follows:

Section 1. The City hereby approves the termination of the Agency Agreement.

Section 2. The City Clerk is authorized to certify this termination resolution and cause it to be transmitted to the Board of Directors of the Agency.

Adopted by the Glencoe City Council and the Light & Power Commission of the City of Glencoe this 18th day of May, 2026.

CITY OF GLENCOE

BY: _____

Mark Hueser, Mayor

Attest

BY: _____

Mark Lemen, City Administrator

LIGHT, & POWER COMMISSION OF THE CITY OF GLENCOE

BY: _____

Attest: _____

BY: _____

7803

CITY OF GLENCOE

By Carl White
Mayor

By W. H. H. H.
President of the Light and Power
Commission

[SEAL]

Attest:

By [Signature]
City Clerk

Date: _____

CITY OF JANESVILLE

By Carl
Mayor

By _____
President of the Public Utilities Commission

[SEAL]

Attest:

By _____
City Clerk

Date: _____

CITY COUNCIL RESOLUTION

BE IT RESOLVED by the City Council of the City of Glencoe, Minnesota (hereinafter referred to as "City"), as follows:

Section 1. It is hereby determined that:

(a) Minnesota Statutes, Section 453A.01 through 453A.12 (herein referred to as the "Act") permits any two or more cities which are organized and existing under the laws of the State of Minnesota (or a city charter adopted pursuant thereto) and which are authorized by such laws or charter to engage in the local distribution and sale of gas, to establish, create or become a member of a municipal gas agency as a separate political subdivision and municipal corporation of the State of Minnesota by the execution of an agency agreement authorized by the governing body of each city with the concurrence of the city council or other body charged with the general control of the city's governmental affairs, and the filing thereof for record with the Secretary of State of Minnesota; and

(b) The Act provides that a municipal gas agency shall have certain rights and powers as enumerated therein, all of which the City desires to exercise through becoming a member of the Midwest Municipal Gas Agency; and

(c) The City is authorized by the laws of the State of Minnesota or by its city charter adopted pursuant thereto, to engage in the local distribution and the sale of gas; and

(d) This body is the "governing body" of the City within the meaning of the Act; and

(e) There has been adopted a Form of Agency Agreement (attached hereto as Exhibit A and herein referred as the "Agency Agreement") between and among the Cities of Glencoe, Lake Crystal, Delano and Mountain Lake which creates and establishes the Midwest Municipal Gas Agency, and such Agency Agreement has been reviewed to the extent deemed necessary by this body; and

(f) The City desires to become a member of the Midwest Municipal Gas Agency.

Section 2. The participation and membership of the City of Glencoe, Minnesota in the Midwest Municipal Gas Agency is hereby approved, and the joining of the City of Glencoe, Minnesota in the Midwest Municipal Gas Agency is hereby authorized and approved.

7929

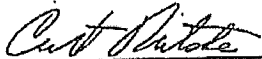
Section 3. The Board of Public Works Resolution is hereby approved.

Section 4. The Agency Agreement is hereby approved in the form presented to this meeting and the Mayor is hereby authorized and directed to execute such Agency Agreement for and on behalf of the City, the same to be conclusively evidenced by such execution, and the City Administrator is hereby authorized and directed to affix thereon the seal of the City and to attest thereto.

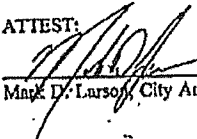
Section 5. The appointment and selection of the Representative pursuant to the Commission Resolution is hereby approved.

Section 6. The Mayor is hereby authorized and directed to affix to the Agency Agreement a certified copy of this Resolution for submission to the Secretary of State of Minnesota in accordance with the Act.

Adopted this 4th day of August, 1997.


Curt Rutske, Mayor

ATTEST:


Mark D. Larson, City Administrator


7930

CERTIFICATE

I, Mark D. Larson, the City Administrator of the City of Glencoe, does hereby certify that attached hereto is a true and correct copy of a resolution (other than the exhibits thereto) duly adopted by said city at a meeting duly held on the 4th day of August, 1997, notice of such meeting having been given in accordance with law and at which meeting a quorum was present and acting throughout.

I also do hereby certify that such resolution has not been amended in any way from the date of such adoption to the date hereof.

IN WITNESS WHEREOF I have hereunto set my hand this 21 day
of November, 1997.



Mark D. Larson, City Administrator



SMALL CITY & BIG FUTURE

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GLENCOE DAYS
June 25-28, 2026
Fireworks - Parade - Live Music - & More!

May 13, 2026

Dear Glencoe City Council,

On behalf of the Glencoe Days Committee, I would like to begin by thanking the City Council for their past support of our local Glencoe Days Celebration. This event would not be possible without the assistance from the City of Glencoe granted by the City Council.

Glencoe Days Inc. is requesting the following assistance for the 2026 Glencoe Days Celebration.

1. Assistance from the City Parks Department in setting up and tearing down at Oak Leaf Park.
2. Approve Glencoe Days, Inc. beer license for the two-day celebration (June 26 & 27).
3. Extend the park hours until 12:30 am for the two-day celebration.
4. Waive the Fireworks Permit for the annual fireworks show on Saturday, June 27 at 10:00 pm.
5. Allow storage of certain Glencoe Days' equipment in buildings owned and maintained by the City of Glencoe whether temporary or otherwise.

Someone will be at the Council meeting on Monday, May 18th to answer any questions. In the meantime, please feel free to review the draft schedule of events that is enclosed.

Sincerely,

Jon VanDamme, Co-Chair
Glencoe Days, Inc.



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To: Mayor and City Council

From: Mark Lemen, City Administrator

Date: May 18, 2026

RE: **ITEM 7E** 802 Mitchell Ct.

ITEM 7E – The Planning Commission recommended the approval of a special use permit and a variance for the property at 802 Mitchell Ct.

Bldg. Permit # _____

**CITY OF GLENCOE
SPECIAL USE PERMIT APPLICATION**

Date 3/12/26 Permit Fee \$100.00 Date Paid _____

Applicant DAVID & CEENE SWIFT

Owner (if different than applicant) _____

Address 802 MITCHELL COURT

Legal Description: GLENVIEW ESTATES No 1, Lot 1, Block 2

PID # 221450160

Special Use Requested BUILD DETACHED GARAGE ON

ADJACENT LOT TO OUR HOME (804 MITCHELL Ct)

Present Use of Property UNDEVELOPED LOT

Owner Signature *David R Swift*

* Office Use Only*

Property Owners Notification Date _____

Public Hearing Date _____

PLANNING AND INDUSTRIAL COMMISSION ACTION

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

(Signature) Planning Commission Chairperson

Date of Meeting

CITY COUNCIL ACTION

This permit has been _____ approved _____ disapproved by the City Council

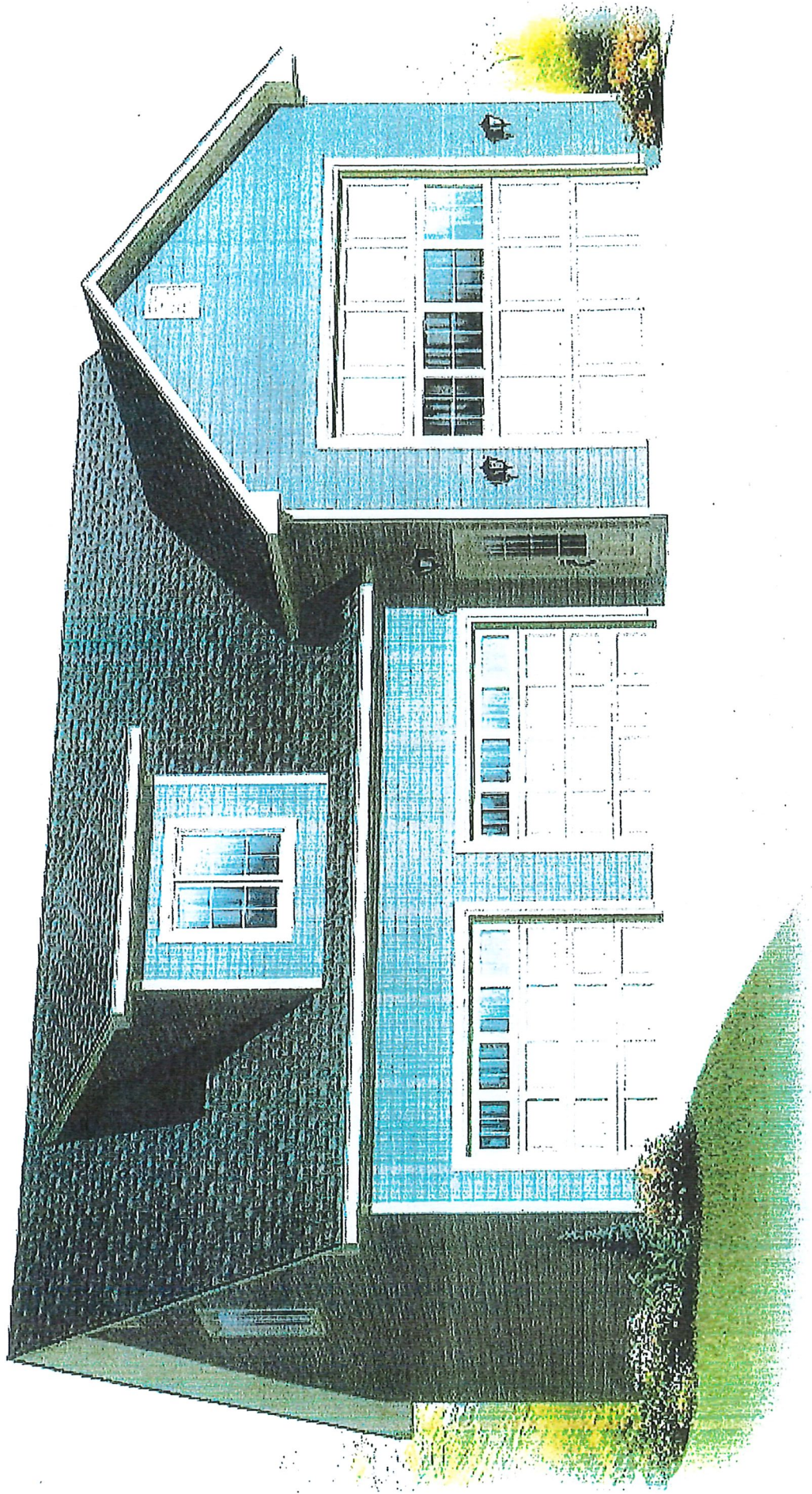
(Signature) City Administrator


Date of Meeting

POSSIBLE DETACHED GARAGE PLAN

* FOR PERSONAL NON-BUSINESS USE

* ARCHITECTURE TO BLEND WITH NEIGHBORHOOD




 J. J. Givens & Sons, Inc.
 123 Main Street
 Coleraine, NH 05522
 (603) 466-4174

THESE DRAWINGS, SPECIFICATIONS AND CONTRACT DOCUMENTS ARE THE PROPERTY OF J. J. GIVENS & SONS, INC. AND SHALL BE USED ONLY FOR THE PROJECT AND SITE SPECIFICALLY IDENTIFIED HEREON. ANY REUSE OR MODIFICATION OF THESE DRAWINGS WITHOUT THE WRITTEN CONSENT OF J. J. GIVENS & SONS, INC. IS PROHIBITED. THE USER OF THESE DRAWINGS SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES. THE USER SHALL BE RESPONSIBLE FOR VERIFYING THE ACCURACY OF ALL INFORMATION PROVIDED TO J. J. GIVENS & SONS, INC. AND FOR OBTAINING ALL NECESSARY INFORMATION FROM THE APPROPRIATE AGENCIES. THE USER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY INFORMATION FROM THE APPROPRIATE AGENCIES. THE USER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY INFORMATION FROM THE APPROPRIATE AGENCIES.

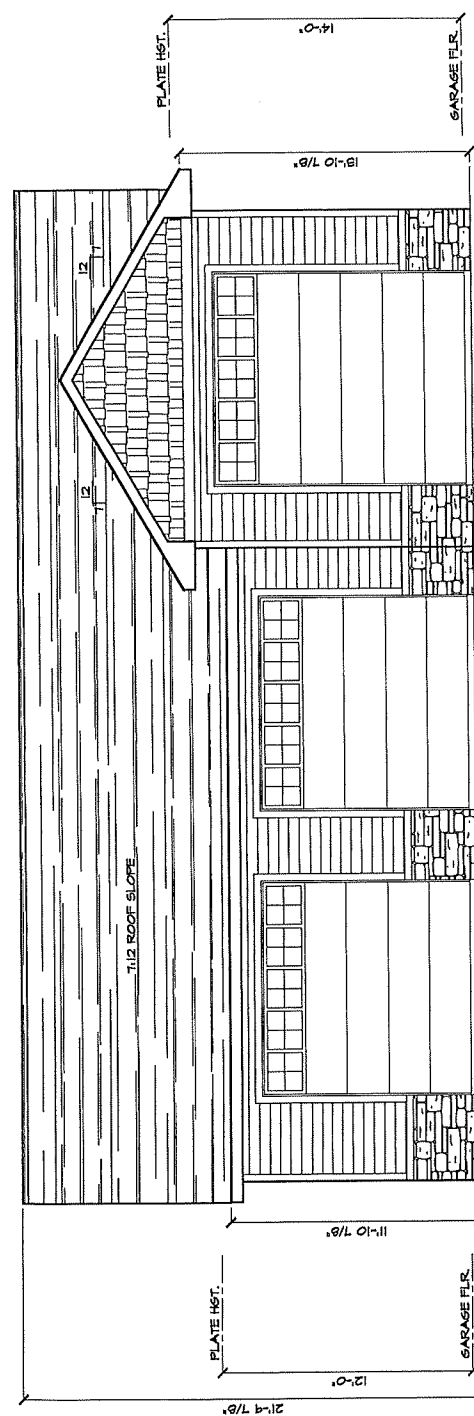
SQUARE FOOTAGE CALCS	4/16/26
BASMENT:	JS
UPPER LEVEL:	1412
GARAGE:	
PORCH/PATIO/DECK:	

PLAN INFORMATION
 ISSUED: 4/16/26
 DRAWN BY: JS

PROJECT NUMBER:
 H-2026-013

2

Swift Residence



Proposed Front Elevation
 3/16" = 1'-0"



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**Glencoe Municipal Liquor Store
Profit & Loss Statement for January 2026**

Sales	
Liquor	67,281.24
Beer	82,926.98
Wine	14,003.41
Other Merchandise	3,100.03
THC	4,716.83
Total Sales	<u>172,028.49</u>

Cost of Sales	
Beginning Inventory	453,082.28
Purchases	110,472.49
Total Merch. Avail. for Sale	<u>563,554.77</u>
Less Inventory Ending	439,017.19
Cost of Sales	<u>124,537.58</u>
Gross Profit on Sales	47,490.91
	27.61%

Operating Expenses	
Sales Tax (Use tax)	0.00
Full-Time Employees	6,731.74
Full-Time Employees- Overtime	0.00
Part-Time Employees	3,236.13
PERA Contributions	773.22
FICA Contributions	624.04
Medicare Contributions	145.94
Unemployment Insurance	0.00
Health & Life Insurance	3,394.45
Operating Supplies	4,165.42
Cleaning Supplies	0.00
Repair & Maintenance	0.00
Professional Services	0.00
Training	0.00
Computer Repair/Equipment	0.00
Telephone	0.00
Travel Expense	0.00
Advertising	99.00
Printing & Binding	0.00
Electricity	0.00
Natural Gas	0.00
Uniforms	0.00
Miscellaneous	0.00
Building & Structures (not fixed assets)	0.00
Sub-total	<u>19,169.94</u>
Insurance- Liquor, Property, Gen'l Liability	931.78
Depreciation	4,368.71
Audit	250.00
Worker's Comp	175.89
Bond Interest	598.54
Total Operating Expenses	<u>25,494.86</u>

Non-Operating Expenses/Income	
Interest Income	21.31
Miscellaneous	377.60
Sales Tax Variance	(3.72)
Cash Drawer +/-	96.50
Bad/Collected Checks	0.00
Total Non-Operating Exp./Inc.	<u>491.69</u>

Net Income	22,487.74
Year-To-Date Income	22,487.74

Comparative Figures	
<u>Previous Year (2025)</u>	
Total Sales	168,354.74
Gross Profit on Sales	44,411.14
Total Operating Expenses	19,806.22
Total Non-Operating Exp./Inc.	183.82
Net Income	24,788.74
Year-To-Date Income	24,788.74

Current YTD Cash Balance	72,544.13
Last Month YTD Income	0.00

**Glencoe Municipal Liquor Store
Profit & Loss Statement for February 2026**

Sales	
Liquor	64,923.69
Beer	82,078.63
Wine	14,325.44
Other Merchandise	3,143.35
THC	5,008.93
Total Sales	<u>169,480.04</u>

Cost of Sales	
Beginning Inventory	439,017.19
Purchases	124,988.25
Total Merch. Avail. for Sale	<u>564,005.44</u>
Less Inventory Ending	442,022.41
Cost of Sales	<u>121,983.03</u>
Gross Profit on Sales	47,497.01
	<u>28.03%</u>

Operating Expenses	
Sales Tax (Use tax)	114.00
Full-Time Employees	11,476.48
Full-Time Employees- Overtime	0.00
Part-Time Employees	5,475.88
PERA Contributions	1,274.07
FICA Contributions	1,046.08
Medicare Contributions	244.65
Unemployment Insurance	0.00
Health & Life Insurance	3,337.92
Operating Supplies	3,613.07
Cleaning Supplies	0.00
Repair & Maintenance	150.80
Professional Services	0.00
Training	0.00
Computer Repair/Equipment	0.00
Telephone	109.11
Travel Expense	0.00
Advertising	1,954.79
Printing & Binding	0.00
Electricity	963.57
Natural Gas	667.40
Uniforms	0.00
Miscellaneous	338.50
Building & Structures (not fixed assets)	0.00
Sub-total	<u>30,766.32</u>
Insurance- Liquor, Property, Gen'l Liability	931.78
Depreciation	4,368.71
Audit	250.00
Worker's Comp	175.89
Bond Interest	598.54
Total Operating Expenses	<u>37,091.24</u>

Non-Operating Expenses/Income	
Interest Income	69.44
Miscellaneous	187.90
Sales Tax Variance	(18.74)
Cash Drawer +/-	43.28
Bad/Collected Checks	0.00
Total Non-Operating Exp./Inc.	<u>281.88</u>

Net Income	10,687.65
Year-To-Date Income	33,175.39

Comparative Figures

Previous Year (2025)

Total Sales	170,484.95
Gross Profit on Sales	48,765.03
Total Operating Expenses	29,523.24
Total Non-Operating Exp./Inc.	298.13
Net Income	19,539.92
Year-To-Date Income	44,328.66

Current YTD Cash Balance	86,260.10
Last Month YTD Income	22,487.74

**Glencoe Municipal Liquor Store
Profit & Loss Statement for March 2026**

Sales	
Liquor	72,319.73
Beer	95,636.23
Wine	14,756.98
Other Merchandise	4,057.94
THC	5,283.30
Total Sales	<u>192,054.18</u>

Cost of Sales	
Beginning Inventory	442,022.41
Purchases	178,250.26
Total Merch. Avail. for Sale	<u>620,272.67</u>
Less Inventory Ending	483,085.59
Cost of Sales	<u>137,187.08</u>
Gross Profit on Sales	54,867.10
	<u>28.57%</u>

Operating Expenses	
Sales Tax (Use tax)	130.00
Full-Time Employees	11,632.42
Full-Time Employees- Overtime	0.00
Part-Time Employees	5,147.28
MN Paid Leave	226.08
PERA Contributions	1,248.36
FICA Contributions	1,021.24
Medicare Contributions	238.84
Unemployment Insurance	0.00
Health & Life Insurance	3,921.65
Operating Supplies	5,402.24
Cleaning Supplies	0.00
Repair & Maintenance	0.00
Professional Services	0.00
Training	0.00
Computer Repair/Equipment	0.00
Telephone	115.57
Travel Expense	0.00
Advertising	99.00
Printing & Binding	0.00
Electricity	824.67
Natural Gas	619.79
Uniforms	0.00
Miscellaneous	0.00
Building & Structures (not fixed assets)	0.00
Sub-total	<u>30,627.14</u>
Insurance- Liquor, Property, Gen'l Liability	931.78
Depreciation	4,368.71
Audit	250.00
Worker's Comp	175.89
Bond Interest	598.54
Total Operating Expenses	<u>36,952.06</u>

Non-Operating Expenses/Income	
Interest Income	89.87
Miscellaneous	781.92
Sales Tax Variance	(6.08)
Cash Drawer +/-	1.66
Bad/Collected Checks	0.00
Total Non-Operating Exp./Inc.	<u>867.37</u>

Net Income	18,782.41
Year-To-Date Income	51,957.80

Comparative Figures

Previous Year (2025)

Total Sales	200,885.91
Gross Profit on Sales	61,893.46
Total Operating Expenses	32,498.98
Total Non-Operating Exp./Inc.	927.50
Net Income	30,321.98
Year-To-Date Income	74,650.64

Current YTD Cash Balance	72,411.56
Last Month YTD Income	33,175.39