



## CITY COUNCIL

Mayor: Ryan Voss

Precinct 1 Councilor - Sue Olson

Precinct 2 Councilor - John Schrupp

Precinct 3 Councilor - Paul Lemke

Precinct 4 Councilor - Cory Neid

At Large Councilor - Allen Robeck

## GLENCOE CITY COUNCIL MEETING AGENDA

**Tuesday, January 18, 2022 – 7:00pm**

1. CALL TO ORDER - PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE
2. CONSENT AGENDA
  - a. Approve the minutes of the regular meeting of January 3, 2022.
  - b. Acknowledge the following building permits:

Kurt Kramer	1011 Hennepin Ave	furnace
John Winter	305 16 <sup>th</sup> St W	sump pump, drain tile
Jordan Mullenbach	1320 14 <sup>th</sup> St E	finish basement, plumbing
Dave Uecker	1419 11 <sup>th</sup> St E	mechanical
Hortencia Flores	1327 10 <sup>th</sup> St E	install jacks / beam
3. **PUBLIC COMMENT** (agenda items only)
4. PUBLIC HEARINGS
  - a. Brody Bratsch, SEH - Receive report from on 2022 Public Improvement Project and set Public Hearing for February 7, 2022 at 7:15pm.
    1. Approve Resolution 2022-01 to set Public Hearing.
  - b. Public Hearing on Tobacco Ordinance Revisions at 7:15pm
    1. Second reading of Tobacco Ordinance 612
5. BIDS AND QUOTES
  - a. Approve Supplemental Letter Agreement with SEH for Water Master Plan.
  - b. Adam Knorr, SEH - Presentation by of Geospatial Information Systems (GIS) Proposal
    1. Approve Supplemental Letter Agreement with SEH for GIS Services
6. REQUESTS TO BE HEARD
  - a. Planning and Industrial Commission Recommendations
    1. Appoint Barb Jenneke to the Planning and Industrial Commission.
    2. Approve Preliminary Plat for Helen Baker Estates – First Edition
  - b. David Meyer, Light & Water Commission - Review Waste Water Treatment Plant Energy Rebate

7. ITEMS FOR DISCUSSION

- a. Joint City / County Workshop – February 15, 2022 at 10:30am McLeod County Government Center
- b. ~~Public Works Director Appointment – Mark Larsen, City Administrator~~

8. ROUTINE BUSINESS

- a. Project Updates
- b. Economic Development
- c. **Public** Input
- d. Reports
- e. City Bills

9. Adjourn

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Separate Agenda Items**



**GLENCOE CITY COUNCIL MEETING MINUTES**  
**JANUARY 3, 2022 - 7:00pm**

**ATTENDEES:** Mayor Ryan Voss, Councilpersons Paul Lemke, John Schrupp, Sue Olson, Allen Robeck, Cory Neid

**CITY STAFF:** City Administrator Mark Larson, City Attorney Mark Oslund, Finance Director Todd Trippel, Public Works Director Jamie Voigt and Gary Schreifels, Police Chief Tony Padilla, Deputy City Clerk Kelly Hayes

Mayor Voss called the regular meeting of the City Council to order at 7:00pm. All members were present.

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

**2. CONSENT AGENDA FOR FINAL 2021 BUSINESS**

A. Approve minutes of the regular meeting of December 20, 2021

B. Glencoe Wine and Spirits Bills for 2021

*Motion by Schrupp, seconded by Neid to approve the Consent Agenda. Vote 5 – 0. Motion carried.*

**3. ADJOURN**

*Motion by Lemke, seconded by Neid to adjourn at 7:04pm. Vote 5 – 0. Motion carried.*

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**2022 CITY COUNCIL ORGANIZATIONAL MEETING AGENDA**

**JANUARY 3, 2022 – 7:00pm**

Mayor Voss called to order the 2022 City Council Organizational Meeting to order at 7:04pm with all members present.

**1. VOTE FOR VICE PRESIDENT OF CITY COUNCIL**

*Motion by Schrupp, seconded by Olson to nominate Paul Lemke as Vice President of the City council. Vote 5 – 0. Motion carried.*

**2. DESIGNATE DEPOSITORY OF CITY FUNDS**

Security Bank & Trust Company for City of Glencoe

*Motion by Schrupp, seconded by Lemke to designate Security Bank & Trust Company as depository of city funds. Vote 5 – 0. Motion carried.*

**3. DESIGNATE REGULAR MEETING NIGHTS & TIME OF CITY COUNCIL MEETINGS**

First and Third Mondays at 7:00 p.m. Except for Holidays on Following Tuesday

*Motion by Schrupp, seconded by Neid to designate regular meetings/time of the City Council as the First and Third Mondays at 7:00 p.m. Except for Holidays on Following Tuesday. Vote 5 – 0. Motion carried.*

#### 4. SET PRICES FOR RENTAL EQUIPMENT & PART TIME LABOR FOR 2022

##### A. Rental Rates and Part-Time Labor Rates

The only change from the 2021 Fee Schedule was the increase for line item “Snow Hauler’s Fee, paid to Haulers – Commercial”. Change was \$85 to \$95 per hour.

*Motion by Schrupp, discussion followed.*

Councilperson Neid questioned why the fee schedule didn’t include a line item for waste disposal at the campground. Larson said that there is a sign at the campground stating there is a \$5 fee, but it is an honor system and there is not a person there to collect the fee.

*Amended motion by Schrupp, seconded by Neid to approve the fee schedule with the addition of Waste Disposal for \$5. Vote 5 – 0. Motion carried.*

##### B. City Center Non-Profit Fee Schedule

Assistant City Administrator, Jon Jerabek noted that the Nonprofit Fee Schedule had last been updated in 2014. Non-Profits pay approximately 50% of the regular fee.

*Motion: Schrupp, seconded Neid to approve the amended Non-Profit Fee Schedule. Vote 5 – 0. Motion carried.*

##### C. City Center Minimum Rental

Assistant City Administrator, Jon Jerabek recommended maintaining the same rates that were approved in 2020. He also recommended that there be a two hour minimum of the time that it takes coordinating the event, setting the room up and cleaning the room.

*Motion by Lemke, seconded by Schrupp to approve the City Center Rental Fees to include a 2 hour minimum. Vote 5 – 0. Motion carried.*

#### 5. APPOINTMENTS MADE BY THE CITY COUNCIL

##### A. Cemetery Commission- Open position

##### B. Airport Commission – Open position

##### C. Light & Power Commission -Appoint Paul Ruud

*Motion by Lemke, seconded by Schrupp. Discussion followed.*

Robeck questioned if Schrupp could make a motion on line item C. Light & Power Commission since Schrupp is a voting member of the Light & Power Board. Schrupp rescinded his seconded motion.

*Motion by Lemke, seconded by Olson to approve the appointment of Paul Ruud to the Light & Power Commission. Vote 4 – 0, Schrupp abstained from the vote. Motion carried.*

##### D. Library Board – Re-appoint Mark Schmidt

*Motion by Robeck, seconded by Lemke to re-appoint Mark Schmidt to the Library Board. Vote 5 – 0. Motion carried.*

##### E. Park Board – Appoint Matt Roberts

*Motion by Lemke, seconded by Schrupp to appoint Matt Roberts to the Park Board. Vote 5 – 0. Motion carried.*

##### F. Planning & Industrial Comm.-Open position

G. Charter Commission – 2 Year: Duane Klaustermeier, Doug Wagoner, Gary Ziemer, Cory Neid.  
4 Year: Charles Lemke, Earl Dammann, Ron Knop, Sharon Hoes

*Motion by Lemke, seconded by Neid to approve the Charter Commission Members as listed. Vote 5 – 0. Motion carried.*

#### 6. CITY COUNCIL WORKSHOPS

Second Monday of each month at 5:30pm (may be changed for summer schedule)

*Motion by Neid, seconded by Robeck to adopt the Workshop meetings of the City Council to 5:30pm on the second Monday of the month (may be changed for the summer schedule). Vote 5 – 0. Motion carried.*

#### 7. LIAISONS

- A. Park Board – Sue Olson
- B. Library Board – Open
- C. Light & Power Commission – John Schrupp
- D. Planning & Industrial Commission – Paul Lemke
- E. Cemetery Commission- Ryan Voss
- F. Airport Commission – Sue Olson
- G. Fire Department – Ryan Voss
- H. Glencoe Wine & Spirits – Ryan Voss
- I. Police Department – Ryan Voss
- J. Administration – Ryan Voss
- K. Economic Development – Paul Lemke

*Motion by Robeck, seconded by Neid to approve the above listed City Council Liaisons, except for line items A. and C. Vote 5 – 0. Motion carried.*

*Motion by Schrupp, seconded by Lemke to appoint Sue Olson as the City Liaison to the Park Board.*

Discussion followed. Robeck questioned how Olson could be on the Park Board and be a City Council Liaison (along with Schrupp on the Light and Power Board). City Administrator Mark Larson noted that the process of having Liaisons on the Boards/Commission was approved by an Ordinance approximately 10 years. Mayor Voss asked for the vote of the motion that was made by Schrupp and seconded by Lemke.

*Vote 3 – 2 with Robeck and Neid voting against the motion to appoint Olson to the Park Board as a liaison. Motion carried.*

*Motion by Schrupp, seconded by Lemke to appoint Schrupp as the City Liaison to the Light and Power Commission. Vote 3 – 2 with Robeck and Neid voting against the motion. Motion carried.*

Mayor Voss requested City staff to contact the attorney (Chris Wood) for additional information.

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### REGULAR CITY COUNCIL BUSINESS MEETING

JANUARY 3, 2022 – 7:00pm

#### 1. CONSENT AGENDA

- A. Approve following building permits:

1. Kurt Kramer, 1011 Hennepin – Plumbing
2. Gary Koester, 811 Park Street – Mechanical
3. Kurt Kramer, 1011 Hennepin – Remodel
4. Kurt Kramer, 1011 Hennepin – Mechanical
5. Don Haus, 1903 14<sup>th</sup> St E – Window
6. Mary Metag, 102 Pleasant – Fireplace, Gas Line

*Motion Robeck, seconded by Lemke to approve the Consent Agenda. Vote 5 – 0. Motion carried.*

B. Book Transfers

1. \$36,396.90 – From 2021 St Improvement – 10<sup>th</sup> Street to Muni State Aid

*Motion by Neid, seconded by Lemke to do a book transfer of \$36,396.90 – From 2021 St Improvement – 10<sup>th</sup> Street to Muni State Aid. Vote 5 – 0. Motion carried.*

2. PUBLIC COMMENT (Agenda Items Only)  
None

3. BIDS & QUOTES

- A. Official Newspaper Bid for 2022 Printing – City Administrator

*Motion by Robeck, seconded by Neid to approve The Chronicle as the Official Newspaper Bid for 2022 Printing. Vote 5 – 0. Motion carried.*

- B. Supplemental Letter Agreement for General Engineering Services and Municipal State Aid Services – John Rodeberg, SEH

*Motion by Neid, seconded by Robeck to approve the agreement for General Engineering Services and Municipal State Aid Services. Vote 5 – 0. Motion carried.*

4. REQUESTS TO BE HEARD

- A. Second Reading- Tobacco Ordinance No. 612 – Mark Ostlund, City Attorney

*Motion by Neid, seconded by Schrapp to schedule a public hearing for the Tobacco Ordinance No. 612 on January 18, 2022 at 7:15pm.*

- B. Review Rental Inspection Ordinance – Mark Ostlund, City Attorney

- C. Review Lodging Tax Ordinance – Mark Ostlund, City Attorney

City Attorney Mark Ostlund requested clarification on how the City Council would like him to proceed with the Rental Inspection Ordinance and the Lodging Tax Ordinance regarding: maximum occupancy, who would be responsible for inspecting the rental units, does the Department of Health need to be a part of the rental inspection, etc. Mayor Voss requested that we obtain information on how other communities that are not in a “touristy” towns handle short term rentals.

*Motion by Schrapp, seconded by Robeck to approve the first reading. Vote 5 – 0. Motion carried.*

5. ITEMS FOR DISCUSSION

- A. Joint City Council / County Board Workshop on February 15, 2022 at 10:30am

6. ROUTINE BUSINESS

- A. Project Updates

Public Works Director Gary Schriefels noted that about half of the meters being used in Glencoe are old and need to be replaced. The Water Department has been switching the old meters out, however, if you have an old meter you can also call them to schedule a time for the meter to be switched out.

B. Economic Development - None

C. Public Input

Councilperson Allen Robeck stated that he believes interviewing for the Public Works Director Water/Waste is a waste of time. Because current staff already have the required licensing. Robeck does not think that the Public Works Director position should be filled stating that it would save the City money.

Councilperson Neid requested that PW Director Schriefels put together a list (for the council and for his replacement) of things that he sees throughout the city that should be addressed and also the things that he has been working on.

D. Reports - None

E. City Bills

*Motion by Neid, seconded by Lemke to approve payment of the City bills. Vote 5 – 0. Motion carried.*

F. Adjourn

*Motion by Robeck, seconded by Neid to adjourn at 8:03pm. Vote 5 – 0. Motion carried.*

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Ryan Voss, Mayor

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Date

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Mark D. Larson, City Administrator

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Date



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*City of Glencoe ♦ 1107 11<sup>th</sup> Street East, Suite 107 ♦ Glencoe, Minnesota 55336*  
*Phone: (320) 864-5586*

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To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: January 14, 2022

Re: **Item 4** – Public Hearings – Receive Report on the 2022 Public Improvement Project

**Item 4** – Public Open Houses have been held on the proposed 2022 Public Improvement Project. City Engineer Brody Bratsch will present feasibility report on the proposed project on Tuesday night.

It is recommended to approve **Resolution 2022-01** receiving the report on the 2022 Public Improvement project and setting a public hearing for February 7, 2022 at 7:15 PM.

# RESOLUTION NO. 2022-001

## RECEIVING REPORT AND CALLING HEARING ON IMPROVEMENT

WHEREAS, pursuant to resolutions of the council adopted November 1 and December 20, 2021, a report has been prepared by Short Elliott Hendrickson Inc. (SEH®) with reference to the improvement of the following streets:

- Ives Avenue and Judd Avenue “Horseshoe” north of 16th Street
- Ives Avenue from 11th Street to 12th Street
- 7th Street WWTF Entrance
- CSAH 33 Trail from Hennepin Avenue to US Hwy 212
- 15th Street from Glen Knoll Avenue to Fir Avenue
- 16th Street at Union Avenue
- Birch Avenue from 14th Street to 16th Street
- 11th Street from McLeod Avenue to Pryor Avenue
- 14th Street from Morningside Avenue to Prairie Avenue
- Union Avenue from 10th Street to 11th Street

and this report was received by the council on January 18, 2022, and

WHEREAS, the report provides information regarding whether the proposed project is necessary, cost-effective, and feasible,

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

1. The council will consider the improvement of such streets in accordance with the report and the assessment of abutting property and properties for which benefit can be attributed for all or a portion of the cost of the improvement pursuant to Minnesota Statutes, Chapter 429, at an estimated total cost of the improvement of \$1,195,000.
2. A public hearing shall be held on such proposed improvement on the 7th day of February, 2022, at the Glencoe City Center at 7:15 p.m. and the city administrator shall give mailed and published notice of such hearing and improvement as required by law.

Adopted by the council this 18th day of January, 2022.

CITY OF GLENCOE

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Ryan Voss, Mayor

ATTEST

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Mark D. Larson, City Administrator

**PROPOSED SCHEDULE  
2022 STREET IMPROVEMENT PROJECT  
GLENCOE, MINNESOTA  
DECEMBER 14, 2021**

Task	Date
Council Authorizes Preparation of Feasibility Report and Soil Borings	November 1, 2021*
Soil Borings	November/December 2021
Neighborhood Open House	December 9, 2021
Council Authorizes Preparation of Feasibility Report (Adding 14th Street and Union Avenue to Project)	December 20, 2021*
Neighborhood Open House (14th Street and Union Avenue Residents)	January 6, 2022
Present Feasibility Report; Council Calls for Hearing on Improvement	Tuesday, January 18, 2022*
Publish Notice of Hearing on Improvement	Wednesday, January 26 and February 2, 2022 (Submit to paper and mail to property owners Monday, January 24, 2022)
Public Hearing; Council Authorizes Preparation of Plans and Specifications	February 7, 2022*
Preparation of Final Design, Plans, and Specifications	February 2022
Present Final Plans and Specifications; Council Authorizes Advertisement for Bids	March 7, 2022*
Advertise for Bids	Wednesday March 16, 2022 (Submit to paper Monday, March 14, 2022)
Bid Opening	Thursday, April 14, 2022
Council Receives Bids, and Considers Award of Bid	April 18, 2022*
Construction (30–45 Days Construction)	May–September 2022
Final Completion	September 30, 2022

\*Milestones where City Council Actions/Resolutions are required

Feasibility Report

# 2022 Street Improvement Project

GLENC 164352

Glencoe, Minnesota | January 18, 2022



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Engineers | Architects | Planners | Scientists



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January 18, 2022

RE: 2022 Street Improvement Project  
Feasibility Report  
Glencoe, Minnesota  
SEH No. GLENC 164352 4.00

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

Dear Mayor and Council Members:

Pursuant to your request, Short Elliott Hendrickson Inc. (SEH®) is submitting this engineer's Feasibility Report on the 2022 Street Improvement Project.

The project includes improving streets by mill and overlay, full-depth reclamation and overlay, parking lane repair (8 foot mill and overlay), full reconstruction, 1 inch overlay, and RRFB improvements, along with installation of street drain tile and miscellaneous items required to complete the improvements. This report will include a narrative describing the proposed improvements, estimated costs, estimated assessments, and drawings showing the project work.

Considering several aspects of the items included for construction of this project and having discussed the project in detail with City staff and City officials, it is my opinion from an engineering perspective that the proposed improvement project is necessary, cost effective, and feasible. Thank you for the opportunity to work with you on this important project. I am available to answer any questions you may have.

Sincerely,

Justin Black, PE  
Project Manager  
(Lic. MN)

jb

x:\fj\glenc164352\4-prelim-dsgn-rpts\47-final-rpt\feas rpt\_01.18.2022.docx

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 1390 Highway 15 South, Suite 200, P.O. Box 308, Hutchinson, MN 55350-0308

320.587.7341 | 800.838.8666 | 888.908.8166 fax | [sehinc.com](http://sehinc.com)

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# Feasibility Report

2022 Street Improvement Project  
Glencoe, Minnesota

SEH No. GLENC 164352

January 18, 2022

I hereby certify that this report was prepared by me or under my direct supervision, and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.



Justin Black, PE

Date: January 18, 2022

License No.: 43373

Reviewed By: Brody Bratsch, PE

Date: January 18, 2022

Short Elliott Hendrickson Inc.  
1390 Highway 15 South, Suite 200  
P.O. Box 308  
Hutchinson, MN 55350-0308  
320.587.7341





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# Feasibility Report

## 2022 Street Improvement Project

Prepared for City of Glencoe, Minnesota

### 1 Introduction

Planning discussions with City staff and city council regarding a 5-year Pavement Management Plan began in January of 2019. The goal of the 5-year plan is to complete street rehabilitation projects to extend the pavement life of the chosen streets 10–20 years until a complete street reconstruction project can then be completed to address all the infrastructure needs in these areas.

On October 25, 2021, the general scope and project limits were reviewed with the Glencoe City Council for the third year of the 5-year Pavement Management Plan, which will be the 2022 Street Improvement Project.

Open house meetings were held on December 9, 2021, and January 6, 2022, to review the project scope and estimated costs with City staff and residents.

The streets that are included in this project are shown on Figure 1.

### 2 Streets

The approximate 20 blocks of streets that were chosen for the 2022 Street Improvement Project were chosen based on street condition, as well as identifying the streets that the City will have most of the I/I (Infiltration/Inflow) inspections completed on them. All the streets chosen for this project were rated as a 3, 4, or 5 on the City's Street Surface Condition rating scale (1 being the best, 5 being the worst).

Soil borings were taken as part of this project on a few of the streets as well as test pits dug to determine aggregate base depth. This information was used to confirm the feasibility of a rehabilitation project for the deteriorating streets.

#### 2.1 Proposed Improvements

The following street improvements are proposed as part of this project. The locations of each of these improvements are shown in Figures 2 through 6.

##### 2.1.1 7th Street Reconstruction

This portion of the project extends from the end of the bituminous paving at the entrance to the Wastewater Treatment Facility (WWTF) to Morningside Avenue (CSAH 15). The current road surface is gravel and is poorly drained. It is proposed to fully reconstruct this section of road to a 10 ton design standard, which will include a 36 inch subcut, 6 inch drain tile installation,

placement of 23 inches of select granular borrow, 8 inches of Class 5 aggregate base, concrete curb and gutter, and 5 inches of bituminous pavement in 3 separate lifts.

The roadway width of 28 feet was chosen assuming that there would be no on-street parking, as well as the fact that this is a very low traffic street segment.

Also included in the reconstruction will be separate 32 foot concrete driveway entrances to the adjacent properties. This is partially intended to create a grass boulevard to comply with the City's MS4 permit and is also in the interest of roadway safety to have isolated entrances instead of surmountable curb the entire length of the roadway.

Construction of catch basins on both sides of the street will improve drainage for the new roadway. The catch basins will drain into an existing storm sewer manhole that outlets to the stormwater pond at the WWTF.

Special assessments will be levied according to the City assessment policy. Estimated assessments are shown in Appendix B.

## 2.1.2 Reclamation and Overlay - Trail

The surface condition of the CSAH 33/15 trail has deteriorated to the point where patching or crack filling and seal coating will not provide a long-term solution. It is recommended to complete a full depth milling, which is also referred to as bituminous reclamation. Reclamation and overlay work includes pulverizing, mixing, and recycling the existing bituminous surface to create a new homogenous aggregate base layer, and construction of 3 inches of bituminous wear course on the newly placed aggregate base. Special assessments will not be levied for the trail improvements. McLeod County has committed to a 50/50 cost participation with the City on the trail work.

## 2.1.3 Reclamation and Overlay - Streets

When the street surface condition has deteriorated to the point where just milling the edge and providing a couple inches of overlay will not provide the long-term solution, it is recommended to complete a full depth milling, which is also referred to as bituminous reclamation. Reclamation and overlay work includes pulverizing, mixing, and recycling the existing bituminous surface to create a new homogenous aggregate base layer, construction of 2.5 inches of bituminous base course after subcutting 4 inches of the reclaim material, and then construction of 1.5 inches of bituminous wear course on the bituminous base for a total of 4 inches of new street surfacing.

Special assessments will be levied according to the City assessment policy. Estimated assessments are shown in Appendix B.

## 2.1.4 Mill and Overlay

The mill and overlay improvements to the 14th Street project area include milling the top 2 inches of existing pavement over the entire road width, perform a Stress Absorbing Membrane Layer (SAMI) also known as a Texas Underseal, and then placing 2 inches of new bituminous over the unseal. This is the same improvement that was done on 10th Street in the summer of 2021.

The Texas Underseal is the application of a chip seal that is applied to the milled surface prior to applying the bituminous overlay. Studies have shown that by applying the chip seal layer, it

further prohibits water from entering through cracks and into the base layer. The underseal also has been shown to retard the reflective cracking by acting as a stress relief membrane.

It should be anticipated that underlying cracks will reflect through the overlay within a few years and possibly even within the first year. This is typical for a mill and overlay project and the normal lifespan of 10–20 years for the overlay can still be expected.

Special assessments will be levied according to the city assessment policy. Estimated assessments are shown in Appendix B.

## 2.1.5 15th Street Parking Lane Repair

The south parking lane has areas of lost pavement and cracking. The driving lanes and north parking lane are in good condition. The street improvement work includes milling the existing bituminous road surface in the south parking lane next to the curb and gutter, and construction of a 2 inch bituminous wear course over the 8 foot wide milled area.

It should be anticipated that underlying cracks will reflect through the overlay within the first year. This is typical for a mill and overlay project and the normal lifespan of 10–20 years for the overlay can still be expected. It is recommended that these cracks be filled the year following construction and the entire width of street surface seal coated 2 years after construction.

Special assessments will be levied according to the City assessment policy. Estimated assessments are shown in Appendix B.

## 2.1.6 16th Street and Union Avenue RRFB

The City of Glencoe obtained a rectangular rapid-flashing beacon (RRFB) system through a grant. The grant application specified the RRFB would be installed at the intersection of 16th Street and Union Avenue where there is an existing trail crossing.

A segment of the trail next to the street intersection will have to be reconstructed with concrete landings and pedestrian ramps to meet ADA standards as part of the RRFB installation. Some curb and gutter is also expected to be extended around the southwest radius of 16th Street and Union Avenue to help accommodate this reconstruction. Bituminous street patching and pavement markings will also be included in the work.

This will be the second RRFB system in the City of Glencoe. There is currently an RRFB system operating at the TH 22 (Hennepin Avenue) crossing on the north side of 11th Street.

Special assessments will not be levied for the work associated with the RRFB installation and trail crossing improvements.

## 2.1.7 1 inch Overlay Repair

### 2.1.7.1 Scope of Work

The 1 inch overlay is a street surface repair intended to hold the underlaying surface together and help prevent the pavement from breaking loose, especially during snowplow operations. This option simply includes the construction of a 1 inch bituminous wear course over the entire width of the roadway surface. There is no edge milling conducted prior to the overlay, which leads to a raised pavement edge next to the existing curb and gutter. In areas where the existing pavement is in very bad condition, or even completely missing, construction of a 1.5 inch bituminous patch

will be done prior to the overlay. The 1 inch overlay also fills in the potholes and other small depressions and will help to direct more of the runoff off the road surface and toward the curb. It is anticipated that cracking in the pavement will occur within the first year. There is also a risk that some isolated areas may experience more severe cracking or breakup due to frost action or as a result of soft subgrade.

#### 2.1.7.2 Other Options Considered

The alternative to a 1 inch overlay in these areas would be full street and utility reconstruction project or do nothing. At this point in time, the City does not have the financial means for a full reconstruct project. The do nothing option would mean that the streets would continue to fall apart for the next 8 to 10 years, at which point there would be areas of complete pavement failure resulting in gravel surfaced streets.

#### 2.1.7.3 Special Assessments

Special assessments for the 1-inch overlay will not be levied to the abutting properties; this work is considered a street repair and is not a long-term structural improvement.

#### 2.1.7.4 Future Street and Utility Reconstruction

The streets identified for the 1 inch overlay repair have been identified as areas that will require reconstruction of all City-owned underground utilities within the next 5 to 10 years. These areas have known sanitary sewer service issues that would not pass the City's I/I policy. Some of these service line issues can only be addressed by replacement of the sanitary sewer mainline. The purpose of the 1 inch overlay is to preserve the road surface until these significant utility improvements can be made. However, knowing that these underground utility issues exist, there is a possibility that repairs to these utilities may be needed prior to the reconstruction project and excavation into the 1-inch overlay may be required.

##### 2.1.7.4.1 Ives and Judd Horseshoe

Prior to initiating the feasibility report, this project area was identified as a full-depth reclamation and 4 inch overlay improvement. During development of the feasibility report it became evident that the needs of the area exceeded what could be accomplished by a reclaim and overlay. Concerns included the need for major curb and gutter repairs, driveway repairs, and sidewalk repairs. Addressing all of these needs would have exceeded the budget for the entire 2022 project. It was determined by SEH and City staff that the pavement still needed to be addressed and recommended a 1-inch overlay for this project area.

Future improvements to the project area would include a full street reconstruction project that would include utility replacements of sanitary sewer and water main. Estimate total project cost for this future improvement is about \$1.85 million.

#### 2.1.8 Drain Tile

Streets that were identified as full-depth reclamation and overlay were also reviewed to determine if drain tile could be added. As part of the project budget, we have included construction costs for perforated polyvinyl chloride (PVC) drain tile on each side of the street on Union Avenue. The proposed drain tile lines will be installed along the outer edge of the street, just inside the curb line, and will help to intercept groundwater in the base materials of the street section. The drain tile line will also be helpful to adjacent homeowners, as a sump pump service

line will be stubbed into properties to allow for the homeowner to connect their sump pump discharge lines to it.

## 2.1.9 Concrete Repairs

Intermittent replacement of concrete curb and gutter will be included throughout the full-depth reclamation project areas. Curb and gutter panels that have settled or heaved and no longer allow continuous uninterrupted drainage will be replaced. In locations where sump pump service lines will be installed, it will also require a section of curb and gutter to be replaced.

The removal and replacement of sidewalk panels will also be required in the Union Avenue project area. Only panels that need to be replaced to install the sump pump service lines in the chosen locations to accommodate property owners will be replaced.

As part of the trail reconstruction, the concrete pedestrian ramps will also be removed and replaced to comply with the most current ADA standards for pedestrian crossings. The pedestrian ramps at 16th Street and Ives Avenue will also be reconstructed.

## 3 Estimated Costs

The costs noted herein are estimates only. The actual cost of the work would be determined through the public bidding process and a reconciliation of all project related costs. A detailed cost estimate broken down by each street segment has been included in Appendix A. The figures include budget amounts for construction cost, contingency, and project related costs, such as administrative, engineering, fiscal, and legal. Estimated project costs are summarized below:

14th Street Mill and Overlay	\$208,000
Trail Reclamation and Overlay	\$384,000
Ives Avenue Reclamation and Overlay	\$114,000
7th Street Construction	\$135,000
15th Street Parking Lane Repair	\$26,000
16th Street & Union Avenue RRFB	\$34,000
1 inch Overlay Streets	\$219,000
Union Avenue Reclamation and Overlay	\$75,000
<b>Total Estimated Project Cost</b>	<b>\$1,195,000</b>

The construction cost estimate will be revised as the project moves forward into the final design phase (Engineer's Estimate).

## 4 Proposed Project Financing

The City of Glencoe's assessment policy was applied to this project for purposes of preparing the feasibility report. This policy would assess 35 percent of the project cost for the following improvements: mill and overlay and reclamation and overlay. Drain tile, sump pump services, curb and gutter, and sidewalk repairs would not be assessed. This policy is based on the cost per front foot method.



Since each street varies some in width, the corresponding construction cost also varies from street to street. In the spirit of simplifying the assessment rate calculation, this report has used the average project cost for each type of improvement in calculating each assessment rate.

Properties abutting the 1 inch overlay project areas are proposed to not be assessed for the work on their streets. The 1 inch overlay is considered a maintenance activity rather than an improvement project providing benefit to the property owner.

Estimated assessment rates for each of the improvements are included in Appendix B, along with a summary of the City's assessment policy.

The project will be funded in part through assessments to the benefiting properties, with the balance of the costs paid for by the City's general tax levy.

Neighborhood Assessments	\$141,222
General Tax Levy, Sanitary Utility Fund, Water Utility Fund	\$726,778
Sanitary Sewer Enterprise Fund (7 <sup>th</sup> Street)	\$135,000
McLeod County Trail Matching Funds	\$192,000
<b>Total Estimated Project Cost</b>	<b>\$1,195,000</b>

## 5 Project Schedule

Table 1 – Proposed Schedule

Task	Date
Council Authorizes Preparation of Feasibility Report and Soil Borings	November 1, 2021*
Soil Borings	November/December 2021
Neighborhood Open House	December 9, 2021
Council Authorizes Preparation of Feasibility Report (Adding 14th Street and Union Avenue to Project)	December 20, 2021*
Neighborhood Open House (14th Street and Union Avenue Residents)	January 6, 2022
Present Feasibility Report; Council Calls for Hearing on Improvement	Tuesday, January 18, 2022*
Publish Notice of Hearing on Improvement	Wednesday, January 26 and February 2, 2022 (Submit to paper and mail to property owners Monday, January 24, 2022)
Public Hearing; Council Authorizes Preparation of Plans and Specifications	February 7, 2022*
Preparation of Final Design, Plans, and Specifications	February 2022
Present Final Plans and Specifications; Council Authorizes Advertisement for Bids	March 7, 2022*
Advertise for Bids	Wednesday March 16, 2022 (Submit to paper Monday, March 14, 2022)

Task	Date
Bid Opening	Thursday, April 14, 2022
Council Receives Bids, and Considers Award of Bid	April 18, 2022*
Construction (30–45 Days Construction)	May–September 2022
Final Completion	September 30, 2022

\*Milestones where City Council Actions/Resolutions are required

## 6 Summary and Recommendations

From the results of the feasibility study and preliminary investigations, it can be concluded that:

1. The project is feasible as it related to general engineering principles, practices, and construction procedures as it has been presented in this report.
2. The project is necessary to maintain the City's infrastructure and reduce potential maintenance issues in the future.
3. The project is cost-effective when all related costs are considered – public and private.

We recommend the following:

1. Accept this feasibility report and order a public hearing to be held as soon as possible.
2. After holding the public hearing, the city council should consider ordering the Improvement and authorizing the preparation of plans and specifications.
3. The cost of the improvements will be recovered through assessments to the benefited properties and City contributions.

## 7 Standard of Care

The conclusions and recommendations contained in this report were arrived at in accordance with generally accepted professional engineering practice at this time and location. Other than this, no warranty is implied or intended.

jb



# Figures

Figure 1 – Project Location

Figure 2 – Typical Sections

Figure 3 – Street Improvements (7th Street)

Figure 4 – Street Improvements (CSAH 33/13 Trail)

Figure 5 – Street Improvements (Ives Avenue)

Figure 6 – Street Improvements (14th Street)

Figure 7 – Street Improvements (15th Street)

Figure 8 – Street Improvements (RRFB - 16th Street  
and Union Avenue)

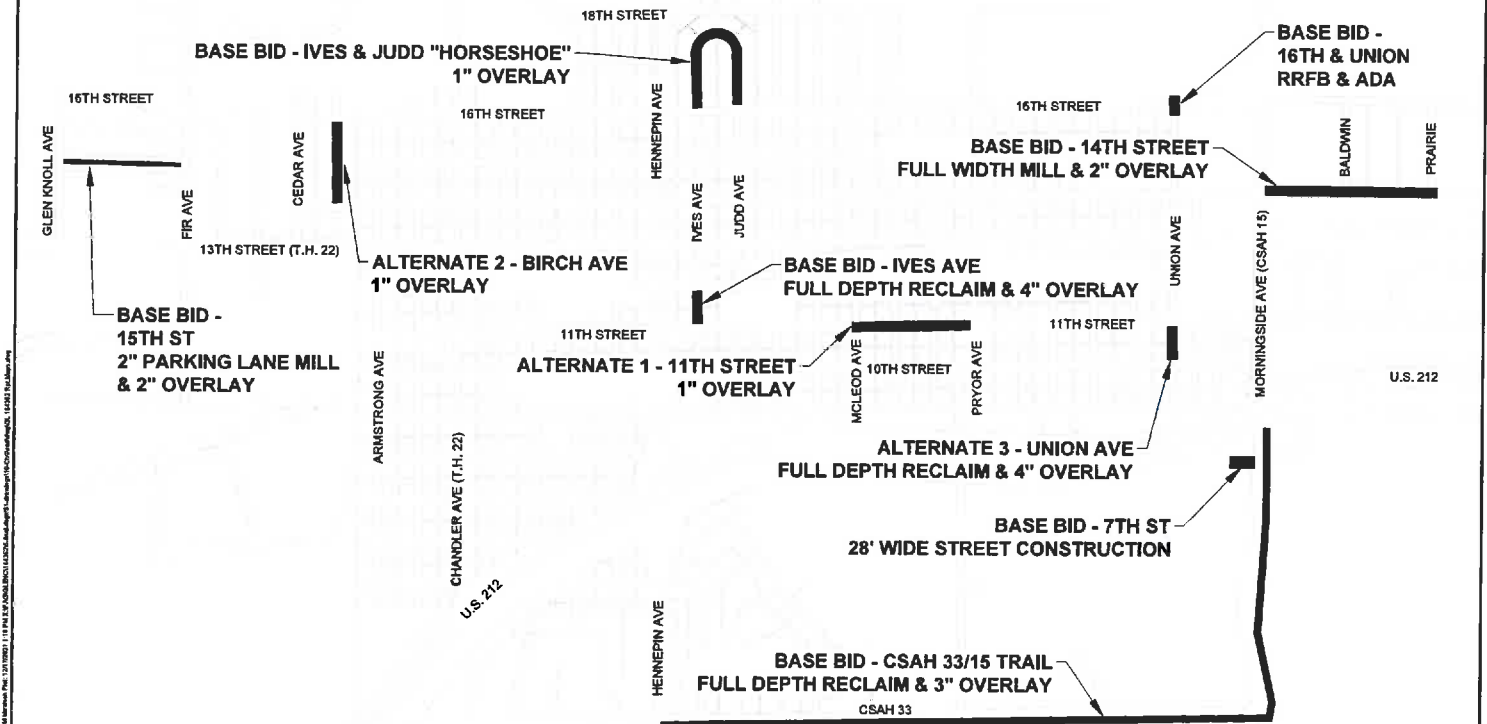
Figure 9 – Street Improvements (Ives Avenue and  
Judd Avenue “Horseshoe”)

Figure 10 – Street Improvements (11th Street)

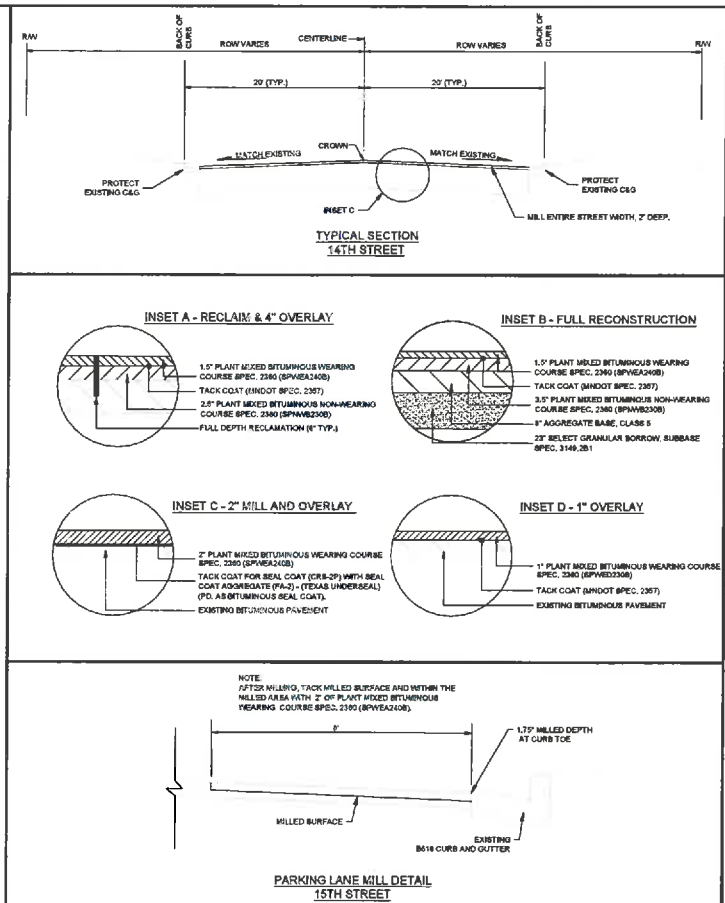
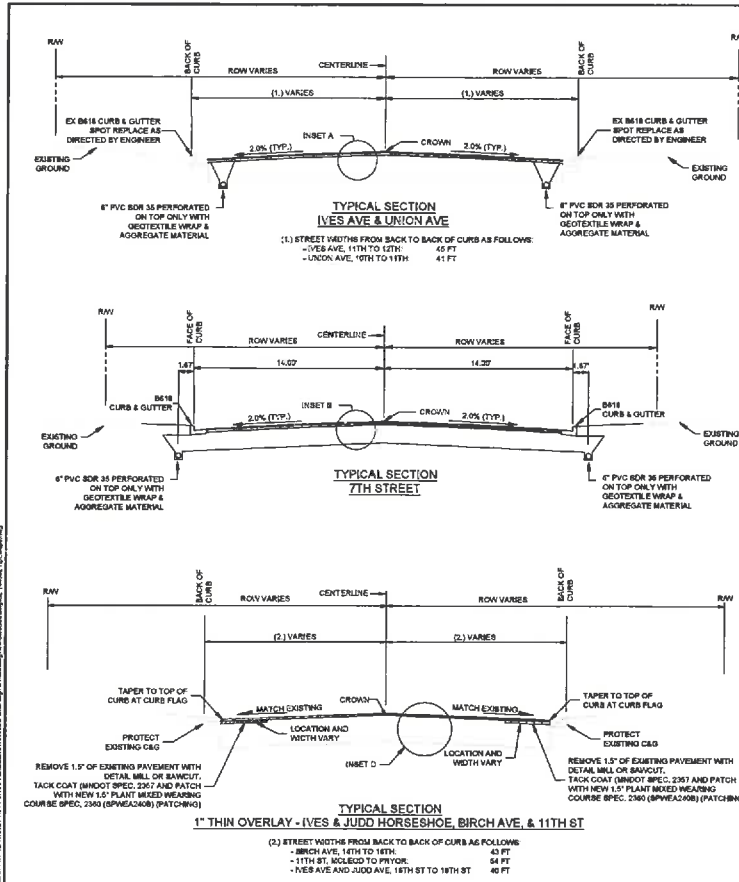
Figure 11 – Street Improvements (Birch Avenue)

Figure 12 – Street Improvements (Union Avenue)

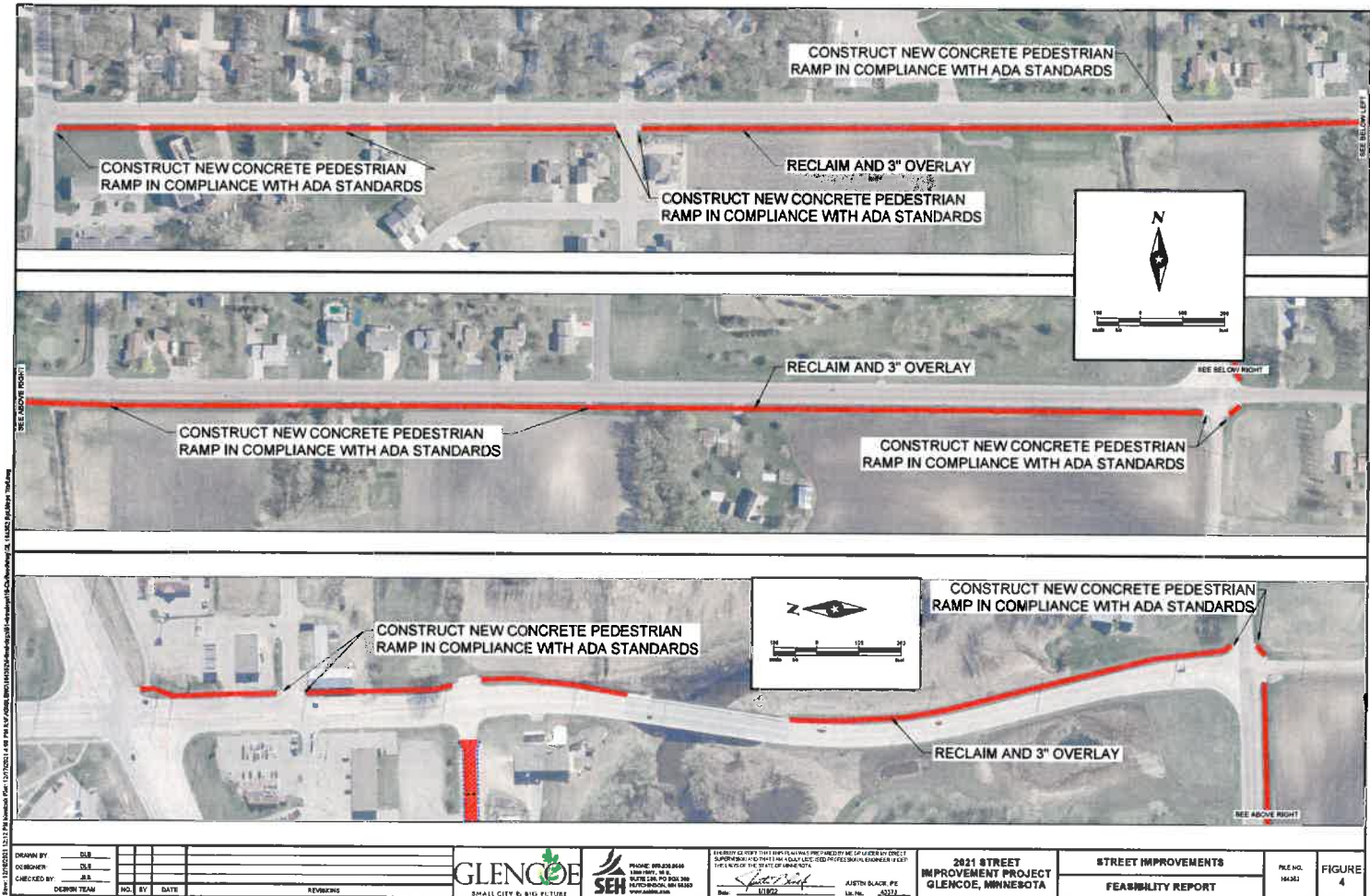
# 2022 STREET IMPROVEMENT PROJECT FOR FEASIBILITY REPORT DRAWINGS



DRAWN BY: <u>SLB</u> DESIGNED BY: <u>SLB</u> CHECKED BY: <u>JLB</u> DESIGN TEAM: _____ NO. BY: _____ DATE: _____ REVISIONS: _____	<b>GLENCŌE</b> SMALL CITY & BIG FUTURE	<b>SEH</b> ENGINEERING 1000 W. 10TH ST. SUITE 200 MINNEAPOLIS, MN 55408 TEL: 612.338.1100 FAX: 612.338.1101 WWW.SEH-INC.COM	I HEREBY CERTIFY THAT THESE PLANS WERE PREPARED BY ME OR UNDER MY CLOSE PERSONAL SUPERVISION AND THAT I AM A LICENSED PROFESSIONAL ENGINEER IN THE STATE OF MINNESOTA.  JUSTIN BLACK, PE Lic. No. 00212	<b>2022 STREET IMPROVEMENT PROJECT GLENCŌE, MINNESOTA</b>	<b>PROJECT LOCATION</b> FEASIBILITY REPORT	FILE NO. 180140	<b>FIGURE</b> 1
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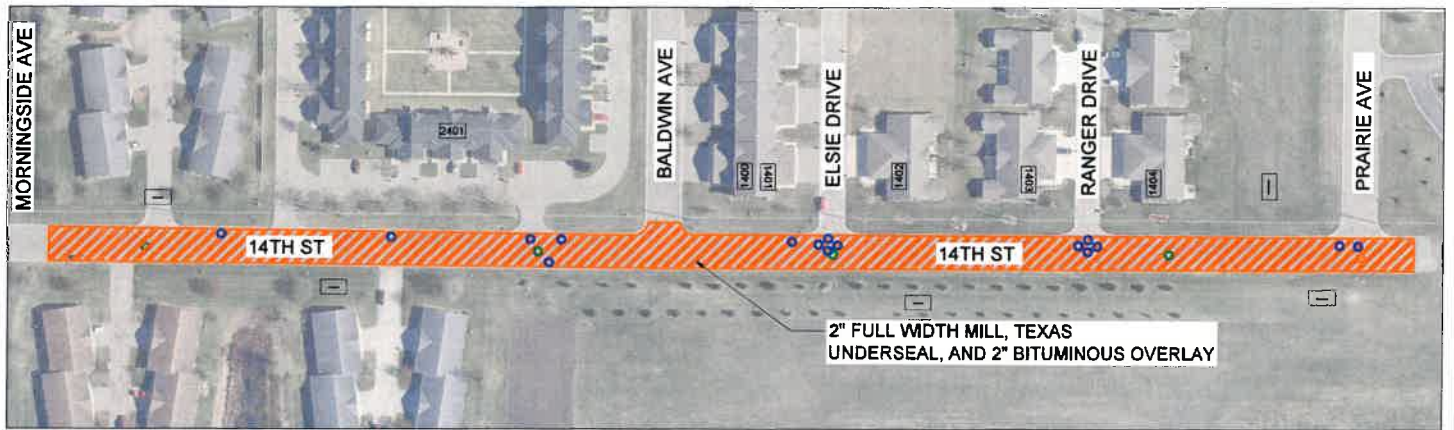
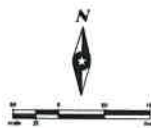


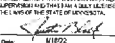
DRAWN BY: <u>DLB</u> DESIGNED BY: <u>DLB</u> CHECKED BY: <u>JLB</u> DESIGN TEAM: _____ NO. BY DATE: _____ REVISIONS: _____	<b>Glencoe</b> SMALL CITY & BIG FUTURE	<b>SEH</b> PHONE: 800.838.8646 1100 HWY. 10 S. SUITE 200 PO BOX 300 GLENCOE, MN 55045 WWW.SEH.COM	I HEREBY CERTIFY THAT I HAVE EXAMINED THE PROJECT AND I AM A LICENSED PROFESSIONAL ENGINEER IN THE STATE OF MINNESOTA. DATE: 10/1/2021 SIGNATURE: <u>[Signature]</u> JASON BLACK, P.E. LICENSE NO. 0011	<b>28TH STREET IMPROVEMENT PROJECT GLENCOE, MINNESOTA</b>	<b>STREET IMPROVEMENTS FEASIBILITY REPORT</b>	FILE NO. 180321	<b>FIGURE 4</b>
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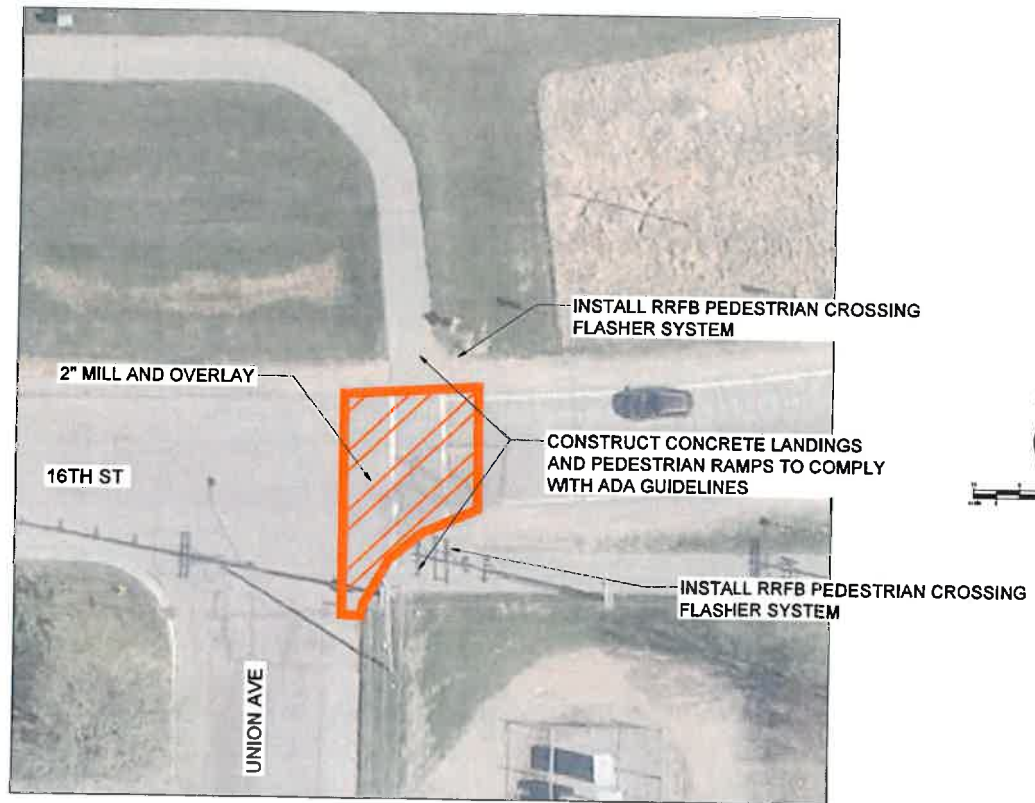
DRAWN BY: <u>SLB</u> DESIGNED: <u>SLB</u> CHECKED BY: <u>AS</u> DRAWN TEAM: _____		NO. BY: _____ DATE: _____ REVISIONS: _____		 <b>GLENCOE</b> <small>SMALL CITY &amp; BIG DIVERSITY</small>		 <b>SEH</b> <small>STRATEGIC ENGINEERING &amp; HUMANITIES</small>		I warrant and certify that this plan was prepared by an engineer or architect duly licensed and duly qualified in the State of Minnesota, and that the same is a true and correct copy of the original as filed in the office of the State Engineer or State Architect. _____ JUSTIN BLACK, P.E. Lic. No. 50773		<b>2021 STREET IMPROVEMENT PROJECT</b> <b>GLENCOE, MINNESOTA</b>		<b>STREET IMPROVEMENTS</b> <b>FEASIBILITY REPORT</b>		FILE NO. 164852		<b>FIGURE</b> <b>5</b>	
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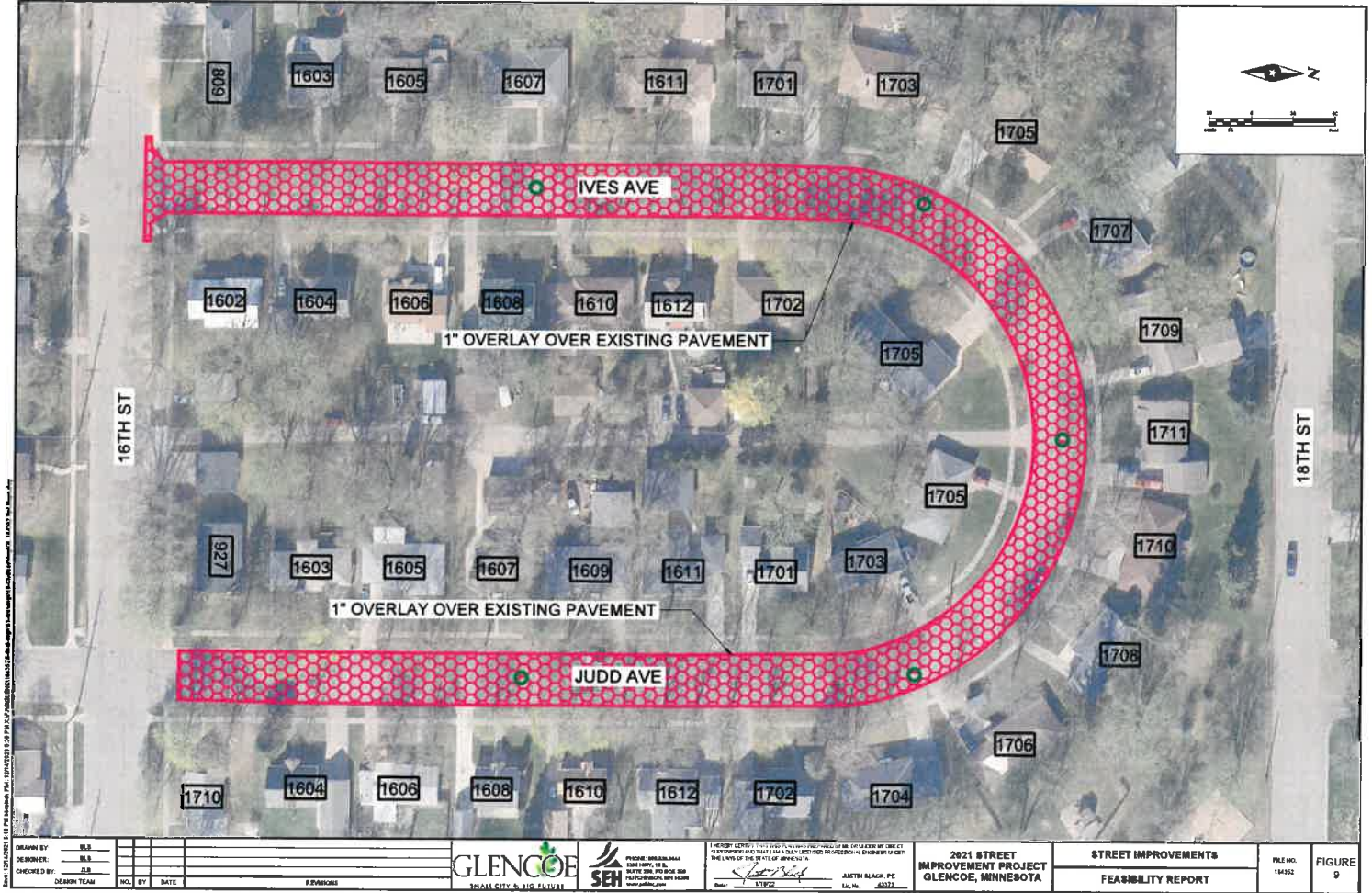
DRAWN BY: <u>SLB</u> DESIGNED BY: <u>SLB</u> CHECKED BY: <u>JLB</u> DESIGN TEAM:				NO. <u>  </u> BY <u>  </u> DATE <u>  </u>		REVISIONS		GLENCOE SMALL CITY OF THE FUTURE		PHONE: 952.844.4444 1200 HWY. 15 S. SUITE 200, PMB 500 MINNEAPOLIS, MN 55425 WWW.GLENCOE.MN		I HEREBY CERTIFY THAT I AM A LICENSED PROFESSIONAL ENGINEER IN THE STATE OF MINNESOTA.  JUSTIN BLACK, PE L.P. NO. 51802		2021 STREET IMPROVEMENT PROJECT GLENCOE, MINNESOTA		STREET IMPROVEMENTS FEASIBILITY REPORT		FILE NO. 18432	FIGURE 6
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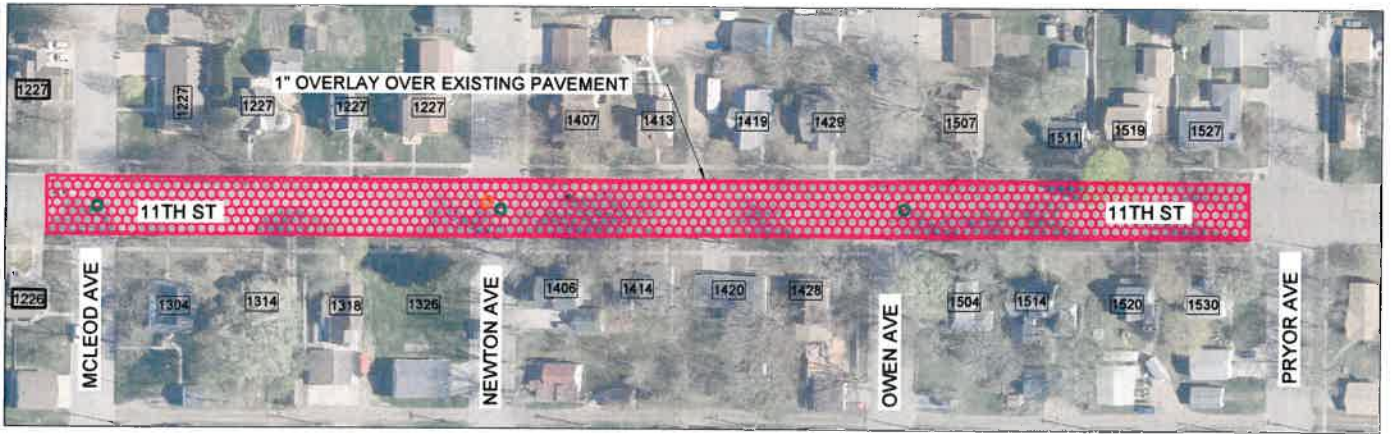




DRAWN BY: <u>BL</u> CHECKED BY: <u>AS</u> DESIGN TEAM:	<table border="1"> <tr> <th>NO.</th> <th>BY</th> <th>DATE</th> </tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </table>	NO.	BY	DATE										REVISIONS:	  PHONE: 952.434.4444 14000 W. 50th St. Suite 200, PO Box 300 Eden Prairie, MN 55349 www.seh.com	I HEREBY CERTIFY THAT THE INFORMATION PREPARED BY ME OR UNDER MY CLOSELY SUPERVISION AND THAT I AM A duly Licensed Professional Engineer under the laws of the State of Minnesota.  JUSTIN BLACK, PE DATE: 1/18/21	2021 STREET IMPROVEMENT PROJECT GLENCOE, MINNESOTA	STREET IMPROVEMENTS FEASIBILITY REPORT	FILE NO. 180353	FIGURE 8
NO.	BY	DATE																		



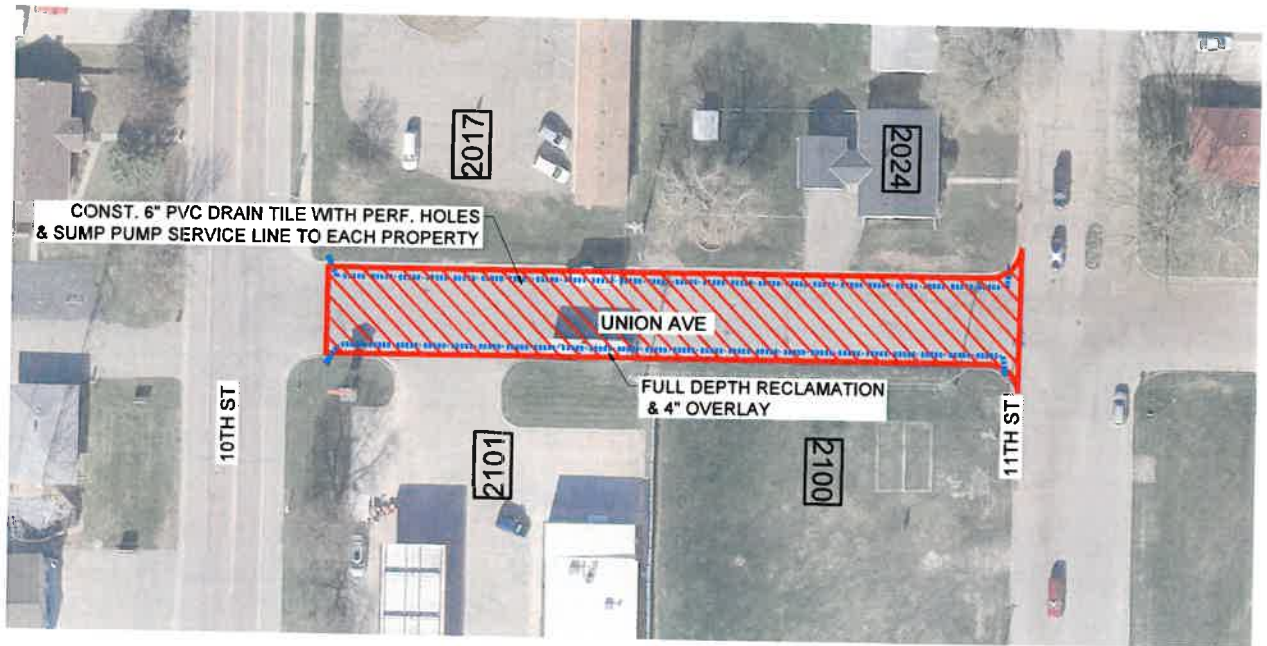
PLAN: 12/24/2021	DRAWN BY: <u>BLB</u>	 <b>GLENCOE</b> SMALL CITY, BIG FUTURE			 <b>STATE OF MINNESOTA</b> PUBLIC WORKS DIVISION OF HIGHWAYS 1000 PARK DRIVE ST. PAUL, MN 55155 www.pwd.state.mn.us	I HEREBY CERTIFY THAT THE PROJECT DESCRIBED HEREIN IS THE PROPERTY OF THE CITY OF GLENCOE, MINNESOTA, AND THAT THE PROJECT IS IN ACCORDANCE WITH THE CITY OF GLENCOE, MINNESOTA, ORDINANCE NO. 11.01, AS AMENDED.  JAMIN BLACK, PE CIVIL ENGINEER DATE: <u>10/22/2021</u>	2021 STREET IMPROVEMENT PROJECT GLENCOE, MINNESOTA	STREET IMPROVEMENTS FEASIBILITY REPORT	FILE NO. 194352	FIGURE 9
CHECKED BY: <u>JLB</u>	DESIGN TEAM	NO.	BY	DATE	REVISIONS					







DRAWN BY: <u>RLB</u> CHECKED BY: <u>AS</u> DESIGN TEAM:		<table border="1"> <thead> <tr> <th>NO.</th> <th>BY</th> <th>DATE</th> <th>REVISIONS</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	NO.	BY	DATE	REVISIONS													<b>GLENCOE</b> SMALL CITY & BIG FUTURE	 PHONE: 608.464.4444 FAX: 608.464.4444 14100 BIRCH AVE GLENDALE, WI 53129	I HEREBY CERTIFY THAT THESE PLANS WERE PREPARED BY ME OR UNDER MY CLOSEST SUPERVISION AND THAT I AM A QUALIFIED PROFESSIONAL ENGINEER IN THE STATE OF WISCONSIN.  Date: 5/18/22 Austin Black, PE License No. 42271	<b>2021 STREET IMPROVEMENT PROJECT</b> GLENCOE, MINNESOTA	<b>STREET IMPROVEMENTS</b> FEASIBILITY REPORT	FILE NO. 144302	FIGURE 11
NO.	BY	DATE	REVISIONS																						



DRAWN BY: <u>SLB</u> DESIGNED BY: <u>SLB</u> CHECKED BY: <u>AB</u> DESIGN TEAM:	<table border="1"> <thead> <tr> <th>NO.</th> <th>BY</th> <th>DATE</th> <th>REVISIONS</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	NO.	BY	DATE	REVISIONS													<b>GLENCOE</b> SMALL CITY & BIG FUTURE	 PHONE: 612.684.6644 FAX: 612.684.6645 WEBSITE: <a href="http://www.seh.com">www.seh.com</a>	I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY CLOSE SUPERVISION AND THAT I AM A LICENSED PROFESSIONAL ENGINEER IN THE STATE OF MINNESOTA.  JUSTIN KLACK, P.E. No. 51892 Lic. No. 53373	<b>2021 STREET IMPROVEMENT PROJECT GLENCOE, MINNESOTA</b>	<b>STREET IMPROVEMENTS FEASIBILITY REPORT</b>	FILE NO. 18433	FIGURE 12
NO.	BY	DATE	REVISIONS																					

## Appendix A

Cost Estimate

**ENGINEER'S ESTIMATE  
2022 STREET IMPROVEMENT PROJECT  
GLENCOE, MINNESOTA  
SEH NO. GLENC 164352  
JANUARY 18, 2022**

<b>PROJECT AREA</b>	<b>TOTAL ESTIMATED PROJECT COST</b>
IVES & JUDD "HORSESHOE"	\$96,000
14TH STREET	\$208,000
CSAH 33/15 TRAIL	\$384,000
IVES AVENUE	\$114,000
7TH STREET (WWTF)	\$135,000
15TH STREET	\$26,000
16TH ST RRFB	\$34,000
<b>TOTAL BASE BID</b>	<b>\$997,000</b>
ALTERNATE 1 - 11TH STREET	\$82,000
ALTERNATE 2 - BIRCH AVENUE	\$41,000
ALTERNATE 3 - UNION AVENUE	\$75,000
<b>TOTAL BASE BID + ALTERNATES 1 &amp; 2 &amp; 3</b>	<b>\$1,195,000</b>

ENGINEER'S ESTIMATE  
2022 STREET IMPROVEMENT PROJECT  
GLINCoe, MINNESOTA  
RDN NO. GLINC 164352  
JANUARY 10, 2022

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## Appendix B

Preliminary Assessment Information

B-1 – Assessment Policy

B-2 – Assessment Rates

B-3 – Draft Assessment Roll Summary

B-4 – Draft Assessment Roll

B-5 – Assessment Parcel Maps

## Glencoe Assessment Policy

Item	Percentage to be Assessed
Sanitary Sewer Main Replacement <sup>1</sup>	25%
Watermain Replacement <sup>1</sup>	25%
Sanitary Sewer Service	100%
Watermain Service	100%
Storm Sewer	35% <sup>2</sup>
Sidewalk Replacement	0%
Street: Rehabilitation	35%
Street: Partial Reconstruction	35%
Street: Full Reconstruction	35%
Corner Lot	50% for each side

### Notes:

*(1) The City share of both Sanitary Sewer and Watermain mains is often funded through monthly utility rates. Corner lots with main line on both sides of the lot are assessed for main line based on the length of the short side of the lot.*

*(2) All catch basins and leads shall be assessed as part of the street assessment*

**ASSESSMENT RATES  
2022 STREET IMPROVEMENT PROJECT  
GLENCOE, MINNESOTA  
SEH NO. GLENC 164352  
JANUARY 18, 2022**

<b>Item</b>	<b>Estimated Assessment Rate for Front Footage</b>
Residential Mill & Overlay	\$22.00 per L.F.
Commercial Mill & Overlay	\$26.50 per L.F.
Residential Reclaim & Overlay	\$46.00 per L.F.
Commercial Reclaim & Overlay	\$55.00 per L.F.
Commercial Sidewalk Replacement	\$6.00 per S.F
15 <sup>th</sup> Street 8 foot Mill & Overlay	\$10.00 per L.F.
7 <sup>th</sup> Street Full Reconstruction	\$73.00 per L.F.

**ASSESSMENT ROLL SUMMARY**  
**2022 STREET IMPROVEMENT PROJECT**  
**GLENCOE, MINNESOTA**

Parcel No.	First Name	Last Name	AddName	Property Address	Total Estimated Assessment Amount
220680050	Dean & Sheila	Scheele		809 16th St E	\$0.00
220680060	Tanya	Olson		1603 Ives Ave N	\$0.00
220680130	Jeffrey & Valerie	Bonderman		1605 Ives Ave N	\$0.00
220680140	Joshue & Erin	Koopmeiners		1607 Ives Ave N	\$0.00
220680210	Jamie & Sharon	Good		1611 Ives Ave N	\$0.00
220680280	Lorraine	Kurtzweg		1701 Ives Ave N	\$0.00
220680290	Corey & Nichol	Roskamp		1703 Ives Ave N	\$0.00
220680400	Leo	Lorenz		1705 Ives Ave N	\$0.00
220680390	Alex	Kunkel		1707 Ives Ave N	\$0.00
220680380	Shirley	Westall		1709 Ives Ave N	\$0.00
220680370	Brian	Sommers		1711 Ives Ave N	\$0.00
220680360	Bradnel & Nicole	Klitzke		1710 Judd Ave N	\$0.00
220680350	Lanette	Grenke		1708 Judd Ave N	\$0.00
220680340	Timothy	Klaustemeier		1706 Judd Ave N	\$0.00
220680330	Robert & Nancy	Dose		1704 Judd Ave N	\$0.00
220680250	William & Pamela	Gould		1702 Judd Ave N	\$0.00
220680240	Carolyn	Schiro		1612 Judd Ave N	\$0.00
220680180	William	Clark		1610 Judd Ave N	\$0.00
220680170	Darin	Humann		1608 Judd Ave N	\$0.00
220680100	Karol	Kiefer		1606 Judd Ave N	\$0.00
220680090	Elvira	Exsted		1604 Judd Ave N	\$0.00
220680020	Alexander	Gold		1602 Judd Ave N	\$0.00
220680040	Mark	Dahlke		1602 Ives Ave N	\$0.00
220680070	Shannon & Peggy	Beneke		1604 Ives Ave N	\$0.00
220680120	Brenda	Lemke		1606 Ives Ave N	\$0.00
220680150	Anthony & Elisabeth	Pender		1608 Ives Ave N	\$0.00
220680200	Larry & Gayle	Macht		1610 Ives Ave N	\$0.00
220680220	David	Bargmann		1612 Ives Ave N	\$0.00
220680270	Kelly	Bousson		1702 Ives Ave N	\$0.00
220680300	Matthew	Muenchow	Kayla ODonnell	1706 Ives Ave N	\$0.00
220680310	Sharon	Albers		1705 Judd Ave N	\$0.00
220680320	Judah & Heather	Leier		1703 Judd Ave N	\$0.00
220680260	Kelli	Schwartz		1701 Judd Ave N	\$0.00
220680230	Wes	Moffat		1611 Jud Ave N	\$0.00
220680190	Galen & Ranae	Peterson		1609 Judd Ave N	\$0.00
220680160	Timothy & Cindy	Emery		1607 Judd Ave N	\$0.00
220680110	Stephan	Headlee		1605 Judd Ave N	\$0.00
220680080	Stanley R	Larson Trust		1603 Judd Ave N	\$0.00
220680030		Trilogy Properties of MN LLC		927 16th St E	\$0.00
220501760	Steven	Krueger		831 11th St E	\$6,450.00
220501890	Sarah	Domoradzki		1129 Ives Ave N	\$3,036.00
220501910		Glencoe Development Assn Inc		905 11th St E (Post Office)	\$3,856.60
220501930	Gwen	Regnier Properties LLC		1126 Ives Ave N	\$4,083.75
220501920	David & Barbara	Brand		1130 Ives Ave N	\$1,518.00
220880010		City of Glencoe		615 Vinton Ave	\$27,667.00
220880302		City of Glencoe		615 Vinton Ave	\$13,833.50
220880240	Robert	Shanahan		2222 7th St E	\$11,716.50
220880380	Robert	Shanahan		810 1st St E	\$0.00
220880520	Michael & Mary Ann	Drew		814 1st St E	\$0.00
221450070	Myron	Schuetz Const LLC			\$0.00
221450080	Tracey	Vee		1016 1st St E	\$0.00
221450050	Myron	Schuetz Const LLC			\$0.00
221450040	Xaio	Shou Dong		1013 Mitchell Ct	\$0.00
221450030	Myron	Schuetz Const LLC			\$0.00
221450020	Roger & Mary	Gronholz		1105 Mitchell Ct	\$0.00
221450010	Christopher & Kristen	Sonju		1109 Mitchell Ct	\$0.00
221450340	Kenneth & Bonnie	Teschendorf		1201 Mitchel Rd	\$0.00
221450490	Seth	Teplý et al			\$0.00
221450520		Glencoe Country Club Inc			\$0.00
221450530		Strawberry Mountain LLC			\$0.00
040510052	Robert	Ellies			\$0.00
040510055	Eric	Witthus		1566 1st St E	\$0.00
040510040		The Links LLC		1880 1st St E	\$0.00
070190800	Beverly D	Weber Trust			\$0.00
070181300	Joshua	Weber		6986 100th St	\$0.00
040510030		McLeod County			\$0.00
220880295		Glencoe Country Club Inc			\$0.00
070181000	Michael M	Gavin			\$0.00



**ASSESSMENT ROLL SUMMARY  
2022 STREET IMPROVEMENT PROJECT  
GLENCOE, MINNESOTA**

Parcel No.	First Name	Last Name	AddName	Property Address	Total Estimated Assessment Amount
220180100	Edward J	Gavin Trust			\$0.00
220180200	Edward J	Gavin Trust			\$0.00
040510020		City of Glencoe			\$0.00
220181100		Flat Six Inc		720 Morningside Ave	\$0.00
220181200		International Motion Supply		2306 9th St E	\$0.00
220990070		City of Glencoe			\$0.00
221000010		Glen Knoll Properties Inc			\$0.00
220990060		Glen Knoll Properties Inc			\$10,000.00
220550150		City of Glencoe			\$0.00
040120300		Ind School District #2859			\$0.00
220750180	Herbert & Darlene	Hennessey		1401 Birch Ave N	\$0.00
220750170	Russel & Bernadine	Pettis		1403 Birch Ave N	\$0.00
220750160	Elizabeth	Vinkemeier		1405 Birch Ave N	\$0.00
220750070	Donald & Janice	Petrick		1407 Birch Ave N	\$0.00
220750060	John	Wolter		1409 Birch Ave N	\$0.00
220750050	Mark & Joan	Walford		1411 Birch Ave N	\$0.00
220750040	David & Sara	Brown		1413 Birch Ave N	\$0.00
220750030	Frank	Romano		1415 Birch Ave N	\$0.00
220750150	Kirt	Groe		1402 Birch Ave N	\$0.00
220750140	Timothy	Kaczmarek	Lisa Foster	1404 Birch Ave N	\$0.00
220750130	Margaret M	Mayer Rev Trust		1406 Birch Ave N	\$0.00
220750120	Chad	Laplante		1408 Birch Ave N	\$0.00
220750110	Craig	Allison		1410 Birch Ave N	\$0.00
220750100	Robert & Marilyn	Schuette		1412 Birch Ave N	\$0.00
220750090	Brian	Goff	Jennifer Wendlandt	1414 Birch Ave N	\$0.00
220750080	Candace	Stiles		1416 Birch Ave N	\$0.00
220502110	Joan	Schmeling		1110 McLeod Ave	\$0.00
220502100	Gordon & Maureen	Krumrey		1315 11th St E	\$0.00
220502090	Connie	McBrady		1321 11th St E	\$0.00
220502080	Kira	Pulschinski		1327 11th St E	\$0.00
220502190	James Sr & Judith	Madden		1407 11th St E	\$0.00
220502180	Justin & Rachel	Schuft		1413 11th St E	\$0.00
220502170	David & Julie	Uecker		1419 11th St E	\$0.00
220502160	Leo & Teresa	Ackerson		1429 11th St E	\$0.00
220502270		Grack Family Revocable Tr Agmt		1507 11th St E	\$0.00
220502260	Anthony	Fratzke		1511 11th St E	\$0.00
220502250	Barbara	Nowak		1519 11th St E	\$0.00
220502240	Travis	Weber	Nicole Reinitz	1527 11th St E	\$0.00
220501470	Oscar	Rivera		1304 11th St E	\$0.00
220501480	Jennifer	Meyer		1314 11th St E	\$0.00
220501490	Brian	Stepien		1318 11th St E	\$0.00
220501500	James & Cynthia	Ford		1326 11th St E	\$0.00
220501380	Yekaterina & Russell	Harnois		1406 11th St E	\$0.00
220501400	Debra	Engelmann		1414 11th St E	\$0.00
220501410	Phyllis	Sopkowiak		1420 11th St E	\$0.00
220501420	Steven	Thayer		1428 11th St E	\$0.00
220501300	Richard	Fimon		1504 11th St E	\$0.00
220501310	Dale & Rebecca	Koktan		1514 11th St E	\$0.00
220501320	Wade	Just		1520 11th St E	\$0.00
220501330	Brian	Remer	Amanda Regenscheid	1530 11th St E	\$0.00
220182300		McLeod County HRA		14th & Morningside	\$3,445.00
220182400		Metroplains Acquisition Corp		2401 14th St E	\$5,354.33
221420120	Michael & Ginger	Bellanger		1400 Baldwin Ave N	\$443.30
221420110	James	Weckman		1401 Elsie Dr	\$443.30
221400310	Cklair	Hasse		1402 Elsie Dr	\$1,375.00
221400320	Gregory & Marilyn	Troska		1403 Ranger Dr	\$1,375.00
221400600	Duran & Annette	Koester		1404 Ranger Dr	\$1,331.00
221430090		Team Development Co LLP		14th & Prairie	\$1,419.00
220182500		McLeod County HRA		14th & Morningside	\$8,799.33
221400770		Team Development Co LLP		Empty Parcel	\$16,324.00
221400800		City of Glencoe		Pond	\$4,372.50
220500910		Terrapin Estates LLC		2017 10th St E	\$3,630.00
220500950	Joseph & Megan	Pint		2024 11th St E	\$3,036.00
220500900		Caseys Retail Company		2101 10th St E	\$3,856.60
220500905		Knorr Properties LLC		2100 11th St E	\$3,856.60
	<b>TOTALS</b>				<b>\$141,222.30</b>

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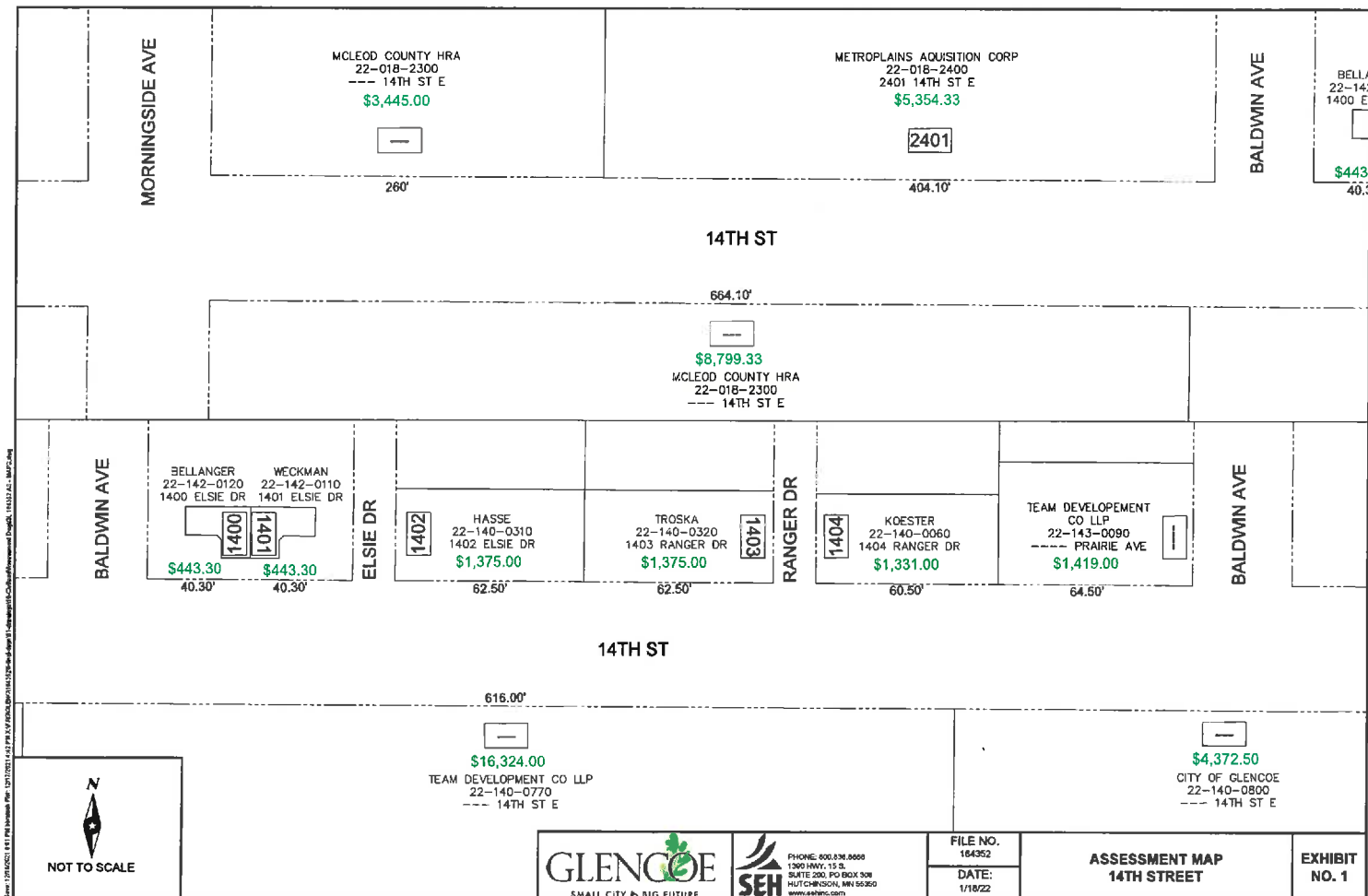


Draft January 18, 2021  
 Freeland, NYSa, 2021



**DRAFT**

Region	Year	Country	Company	Product	Category	Volume (Units)	Revenue (USD)	Profit (USD)	Market Share (%)	Customer Satisfaction (%)	Employee Count	Investment (USD)	Research & Development (%)	Marketing (%)	Operations (%)	Logistics (%)	Customer Support (%)	Overall Rating (%)	Notes	
North America	2023	USA	Apple Inc.	iPhone 15 Pro	Smartphones	120,000,000	\$1,800,000,000	\$360,000,000	15.2	92.5	10,000	\$1,500,000,000	12.5	8.5	15.0	10.0	12.0	11.0	88.0	Strong market presence, high customer loyalty.
			Amazon.com	Kindle Paperwhite	E-readers	800,000	\$160,000,000	\$32,000,000	22.1	90.1	5,000	\$150,000,000	10.0	7.0	12.0	8.0	9.0	10.0	85.0	Established brand, strong digital presence.
			Microsoft Corp.	Microsoft 365	Software	1,000,000,000	\$1,500,000,000	\$300,000,000	12.0	91.0	10,000	\$1,200,000,000	10.0	8.0	14.0	11.0	13.0	12.0	91.0	Cloud software leader, strong enterprise presence.
			Netflix Inc.	Netflix Originals	Streaming Services	150,000,000	\$225,000,000	\$45,000,000	18.5	89.5	8,000	\$210,000,000	8.0	6.0	10.0	7.0	8.0	9.0	86.0	Leading in streaming, high production quality.
			Google LLC	Google Pixel 8	Smartphones	90,000,000	\$1,350,000,000	\$270,000,000	14.8	93.0	7,000	\$1,280,000,000	11.0	9.0	16.0	12.0	14.0	13.0	92.0	Highly innovative, strong brand identity.
Europe	2023	Germany	Volkswagen AG	VW Golf	Automobiles	800,000	\$1,600,000,000	\$320,000,000	18.5	89.0	5,000	\$1,300,000,000	10.0	7.5	12.0	8.0	9.0	10.0	85.0	Established brand, strong engineering focus.
			BMW Group	BMW X5	SUVs	600,000	\$1,200,000,000	\$240,000,000	16.3	90.5	4,000	\$1,160,000,000	9.0	8.0	13.0	9.0	10.0	11.0	87.0	Premium brand, strong luxury market presence.
			Mercedes-Benz	Mercedes-AMG GT	Supercars	400,000	\$800,000,000	\$160,000,000	12.7	91.2	3,000	\$770,000,000	7.0	6.0	11.0	7.0	8.0	9.0	89.0	High performance, strong racing heritage.
			Adidas Group	Adidas Ultraboost	Sneakers	500,000	\$150,000,000	\$30,000,000	20.5	88.0	6,000	\$144,000,000	8.0	7.0	10.0	6.0	7.0	8.0	84.0	Strong brand identity, innovative design.
			Siemens AG	Siemens Energy	Renewable Energy	1,000,000	\$200,000,000	\$40,000,000	15.0	87.0	7,000	\$193,000,000	6.0	5.0	9.0	5.0	6.0	7.0	82.0	Leading in renewable energy, strong industrial presence.
Asia	China	Alibaba Group	Alibaba Cloud	Cloud Services	1,500,000,000	\$2,250,000,000	\$450,000,000	22.0	90.0	15,000	\$1,800,000,000	15.0	9.0	18.0	12.0	15.0	13.0	90.0	Leading in cloud computing, rapid growth.	
		Tencent Holdings	Honor 90	Smartphones	110,000,000	\$1,650,000,000	\$330,000,000	14.5	91.5	8,000	\$1,570,000,000	11.0	8.5	15.0	11.0	13.0	12.0	89.0	Strong brand identity, innovative design.	
		ByteDance	ByteDance Pico	VR Headsets	300,000	\$450,000,000	\$90,000,000	18.0	88.0	4,000	\$410,000,000	7.0	6.0	10.0	6.0	7.0	8.0	83.0	Leading in VR, strong gaming presence.	
		JD.com	JD.com 7FRESH	Online Retail	200,000,000	\$300,000,000	\$60,000,000	16.0	89.0	6,000	\$294,000,000	5.0	4.0	8.0	4.0	5.0	6.0	81.0	Strong online presence, fast delivery.	
		Meituan	Meituan Waimai	Food Delivery	1,000,000,000	\$1,500,000,000	\$300,000,000	12.0	90.0	10,000	\$1,200,000,000	10.0	8.0	14.0	11.0	13.0	12.0	91.0	Leading in food delivery, strong logistics network.	
South America	Brazil	Petrobras	Petroleum Products	Energy	500,000,000	\$1,000,000,000	\$200,000,000	10.0	85.0	8,000	\$800,000,000	8.0	6.0	10.0	7.0	8.0	9.0	80.0	Major player in oil and gas, diversified portfolio.	
		Brasilsat	Brasilsat One	Satellites	100,000	\$150,000,000	\$30,000,000	15.0	87.0	2,000	\$140,000,000	4.0	3.0	6.0	3.0	4.0	5.0	78.0	Leading in satellite technology, strong government presence.	
		Ambev	Ambev Super	Beverages	1,000,000,000	\$1,500,000,000	\$300,000,000	12.0	88.0	10,000	\$1,200,000,000	8.0	7.0	10.0	6.0	7.0	8.0	83.0	Strong brand identity, strong distribution network.	
		Lojas Americanas	Lojas Americanas	Retail	800,000,000	\$1,200,000,000	\$240,000,000	18.0	89.0	6,000	\$1,140,000,000	6.0	5.0	8.0	4.0	5.0	6.0	81.0	Major retail chain, strong regional presence.	
		Brasilsat	Brasilsat One	Satellites	100,000	\$150,000,000	\$30,000,000	15.0	87.0	2,000	\$140,000,000	4.0	3.0	6.0	3.0	4.0	5.0	78.0	Leading in satellite technology, strong government presence.	
Africa	South Africa	MTN Group	Mobile Services	Telecommunications	300,000,000	\$600,000,000	\$120,000,000	12.0	87.0	3,000	\$480,000,000	6.0	5.0	8.0	6.0	7.0	8.0	82.0	Leading mobile operator, strong digital presence.	
		Standard Bank	Standard Bank	Banking	1,000,000,000	\$1,500,000,000	\$300,000,000	12.0	88.0	10,000	\$1,200,000,000	8.0	7.0	10.0	6.0	7.0	8.0	83.0	Strong brand identity, strong financial services.	
		Shoprite Holdings	Shoprite	Retail	800,000,000	\$1,200,000,000	\$240,000,000	18.0	89.0	6,000	\$1,140,000,000	6.0	5.0	8.0	4.0	5.0	6.0	81.0	Major retail chain, strong regional presence.	
		Transnet Group	Transnet Freight Rail	Logistics	1,000,000,000	\$1,500,000,000	\$300,000,000	12.0	88.0	10,000	\$1,200,000,000	8.0	7.0	10.0	6.0	7.0	8.0	83.0	Strong logistics network, strong regional presence.	
		MTN Group	Mobile Services	Telecommunications	300,000,000	\$600,000,000	\$120,000,000	12.0	87.0	3,000	\$480,000,000	6.0	5.0	8.0	6.0	7.0	8.0	82.0	Leading mobile operator, strong digital presence.	
Oceania	Australia	BHP Group	Iron Ore	Minerals	200,000,000	\$400,000,000	\$80,000,000	8.0	86.0	12,000	\$320,000,000	7.0	4.0	9.0	5.0	6.0	7.0	81.0	Major mining company, global reach.	
		Qantas Airways	Qantas Airways	Airlines	100,000,000	\$200,000,000	\$40,000,000	5.0	84.0	5,000	\$160,000,000	4.0	3.0	6.0	3.0	4.0	5.0	79.0	Major airline, strong regional presence.	
		Woolworths	Woolworths	Retail	800,000,000	\$1,200,000,000	\$240,000,000	18.0	89.0	6,000	\$1,140,000,000	6.0	5.0	8.0	4.0	5.0	6.0	81.0	Major retail chain, strong regional presence.	
		ANZ Bank	ANZ Bank	Banking	1,000,000,000	\$1,500,000,000	\$300,000,000	12.0	88.0	10,000	\$1,200,000,000	8.0	7.0	10.0	6.0	7.0	8.0	83.0	Strong brand identity, strong financial services.	
		BHP Group	Iron Ore	Minerals	200,000,000	\$400,000,000	\$80,000,000	8.0	86.0	12,000	\$320,000,000	7.0	4.0	9.0	5.0	6.0	7.0	81.0	Major mining company, global reach.	
Global	Various	Walmart Inc.	Walmart Supercenter	Retail	1,000,000,000	\$1,500,000,000	\$300,000,000	10.5	88.0	10,000	\$1,200,000,000	9.0	7.0	11.0	9.0	10.0	11.0	86.0	Mass retail giant, strong supply chain.	
		Amazon.com	Amazon Prime	Retail	1,000,000,000	\$1,500,000,000	\$300,000,000	11.0	90.0	10,000	\$1,200,000,000	9.0	7.0	12.0	10.0	11.0	12.0	89.0	Mass retail giant, strong supply chain.	
		Microsoft Corp.	Microsoft 365	Software	1,000,000,000	\$1,500,000,000	\$300,000,000	12.0	91.0	10,000	\$1,200,000,000	10.0	8.0	14.0	11.0	13.0	12.0	91.0	Cloud software leader, strong enterprise presence.	
		Netflix Inc.	Netflix Originals	Streaming Services	150,000,000	\$225,000,000	\$45,000,000	18.5	89.5	8,000	\$210,000,000	8.0	6.0	10.0	7.0	8.0	9.0	86.0	Leading in streaming, high production quality.	
		Google LLC	Google Pixel 8	Smartphones	90,000,000	\$1,350,000,000	\$270,000,000	14.8	93.0	7,000	\$1,280,000,000	11.0	9.0	16.0	12.0	14.0	13.0	92.0	Highly innovative, strong brand identity.	



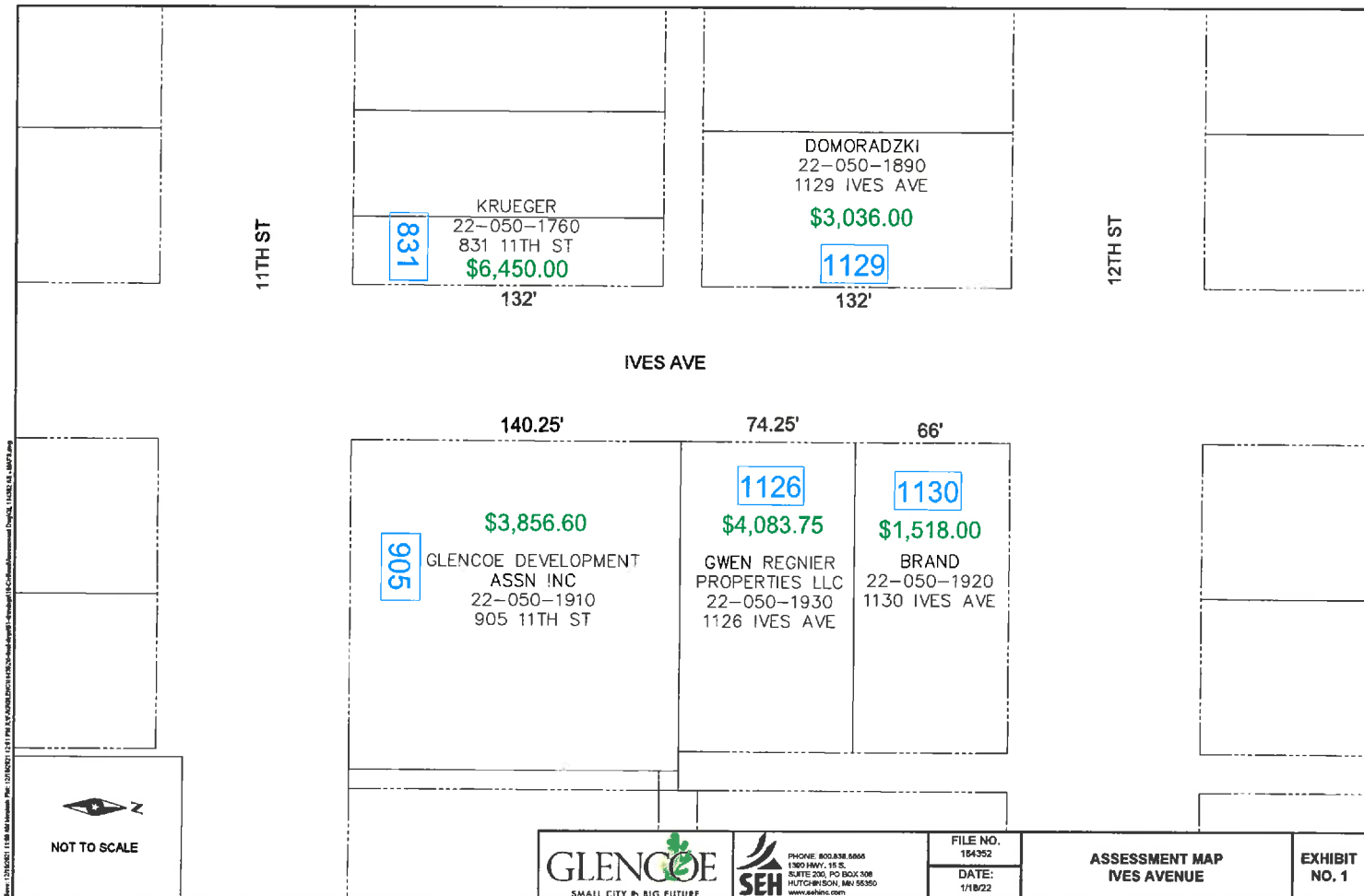
**GLENCOE**  
 SMALL CITY & BIG FUTURE

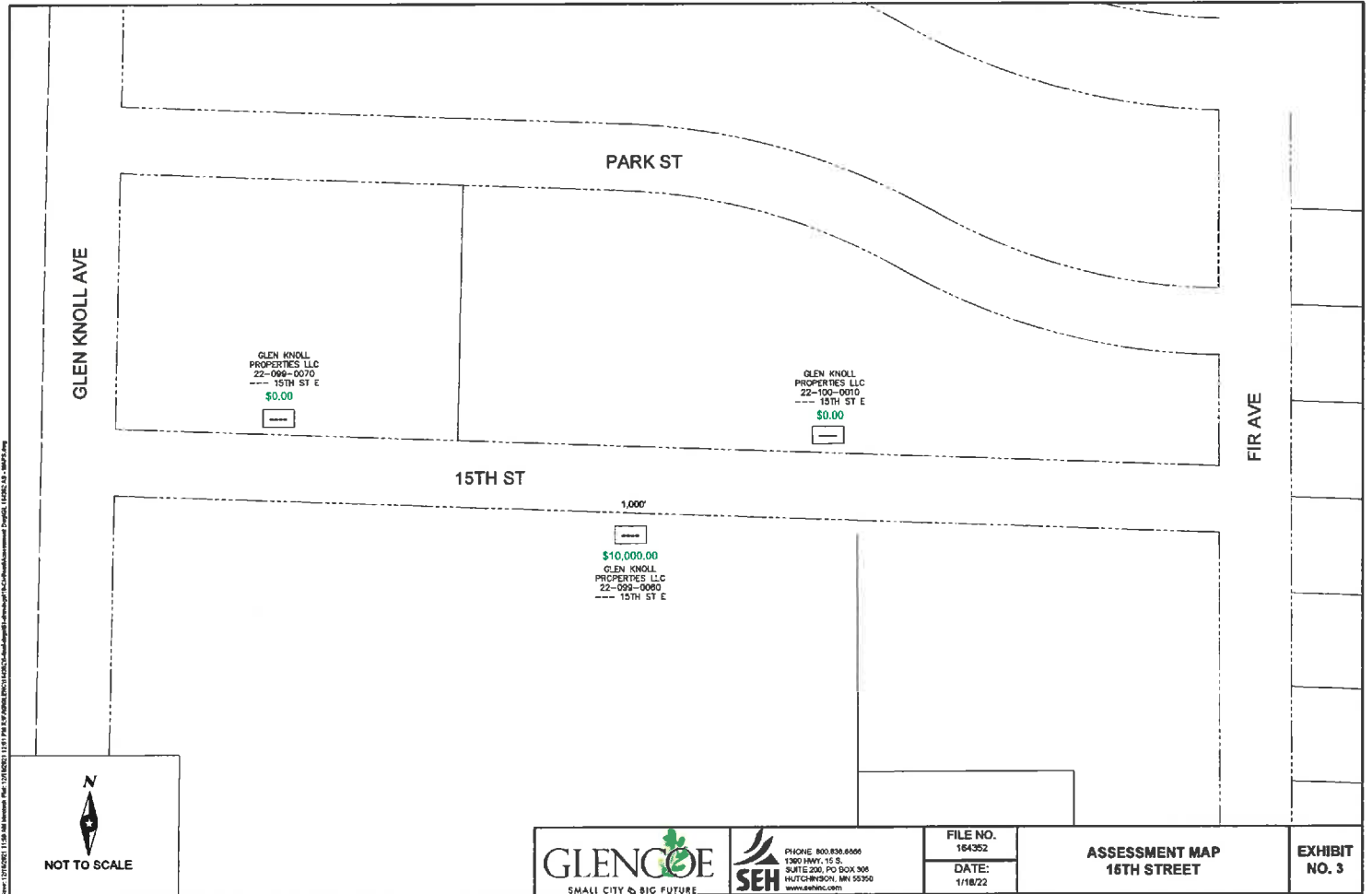
**SEH**  
 PHONE: 608.836.9669  
 1390 HWY. 15 S.  
 SUITE 200, PO BOX 308  
 HUTCHINSON, MN 55350  
 www.sehinc.com

FILE NO.  
164352  
 DATE:  
1/18/22

**ASSESSMENT MAP**  
**14TH STREET**

**EXHIBIT**  
**NO. 1**





**615**

CITY OF GLENCOE  
22-080-0302  
615 VINTON AVE  
**\$13,833.50**

379'

**7TH ST**

321'

**2222**

SHANAHAN  
22-080-0240  
2222 7TH ST  
**\$11,716.50**

MORNINGSIDE DR

CITY OF GLENCOE  
22-080-0302  
615 VINTON AVE  
**\$27,667.00**

**615**

**NOT TO SCALE**

**GLENCOE**  
SMALL CITY & BIG FUTURE

**SEH**  
PHONE: 800.836.4444  
1300 HWY. 15 S.  
SUITE 200, PO BOX 308  
HUTCHINSON, MN 55350  
www.sehinc.com

FILE NO.  
164352

DATE:  
1/18/22

**ASSESSMENT MAP  
7TH STREET**

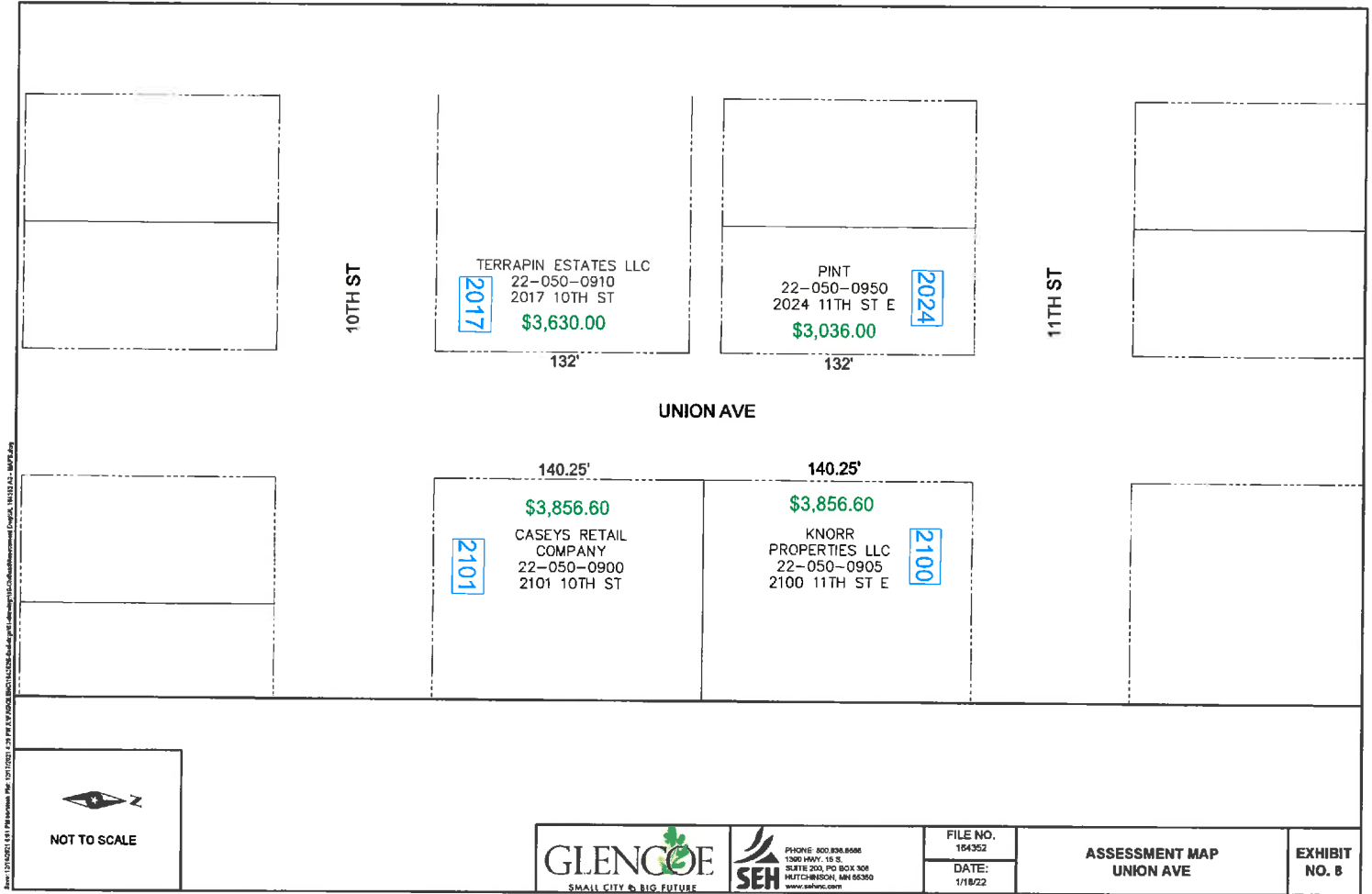
**EXHIBIT  
NO. 4**











# Building a Better World for All of Us®

Sustainable buildings, sound infrastructure, safe transportation systems, clean water, renewable energy and a balanced environment. Building a Better World for All of Us communicates a company-wide commitment to act in the best interests of our clients and the world around us.

We're confident in our ability to balance these requirements.

**Join Our Social Communities**



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Separate Agenda Items**



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City of Glencoe ♦ 1107 11<sup>th</sup> Street East, Suite 107 ♦ Glencoe, Minnesota 55336  
Phone: (320) 864-5586

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To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: January 14, 2022

Re: **Item 4B** – Tobacco Ordinance

**Item 4B** – The City Council will hold a public hearing at 7:15 PM on the proposed revisions to the Tobacco Ordinance.

**Item 4B1** - It is recommended to approve the Second reading of the Tobacco Ordinance Revisions.

**ORDINANCE NO. 612**  
**AN ORDINANCE AMENDING AND RESTATING SECTION 625 OF**  
**THE GLENCOE MUNICIPAL CODE TO CHANGE THE AGE OF PURCHASE FROM**  
**18 TO 21**

**Findings and Purpose:**

It is the purpose and intent of this section is to change the age from 18 to 21 in which tobacco licensees may sell tobacco products so that the City's ordinances comply with state statute.

NOW THEREFORE:

Section 1: The following Sections 625 of the Glencoe Municipal Code are amended and otherwise restated as follows:

625    TOBACCO PRODUCTS

625.01 Because the City recognizes that many persons under the age of twenty-one (21) years purchase or otherwise obtain, possess, and use tobacco, tobacco products, and tobacco-related devices, and such sales, possession, and use are in violation of both State and Federal laws; and because studies have shown that most smokers begin smoking before they have reached the age of twenty-one (21) years and that those persons who reach the age of twenty-one (21) years without having started smoking are significantly less likely to begin smoking; and because smoking has been shown to be the cause of several serious health problems which subsequently place a financial burden on all levels of government; this ordinance shall be intended to regulate the sale, possession and use of tobacco, tobacco products, and tobacco related devices for the purpose of enforcing and furthering existing laws, to protect minors against the serious effects associated with the illegal use of tobacco, tobacco products, and tobacco-related devices, and to further the official public policy of the State of Minnesota in regard to preventing young people from starting to smoke as stated in Minn. Stat. §144.391.

625.02 Except as may otherwise be provided or clearly implied by context, all terms shall be given their commonly accepted definitions. The singular shall include the plural and the plural shall include the singular. The masculine shall include the feminine and neuter, and vice versa. The term "shall" means mandatory and the term "may" means permissive. The following terms shall have the definitions given to them:

a. TOBACCO OR TOBACCO PRODUCTS. "Tobacco" or "Tobacco products" shall mean any substance or item containing tobacco leaf, including but not limited to cigarettes, cigars; pipe tobacco; snuff; fine cut or other chewing tobacco; cheroots, stogies, perique; granulated, plug cut, crimp cut, ready-rubbed, and other smoking tobacco; snuff flowers, cavendish; shorts; plug and twist tobaccos; dipping tobaccos; refuse craps, clippings, cuttings, and sweepings of tobacco; and other kinds and forms of tobacco leaf prepared in such manner as to be suitable for chewing, sniffing, or smoking.

b. TOBACCO-RELATED DEVICES. "Tobacco-related devices" shall mean any tobacco product as well as a pipe, rolling papers, or other device intentionally designed or intended to be used in a manner which enables the chewing, sniffing, or smoking of tobacco or tobacco products.

c. SELF-SERVICE MERCHANDISING. "Self-Service Merchandising" shall mean open displays of tobacco, tobacco products, or tobacco-related devices in any manner where any person may have access to the tobacco, tobacco products or tobacco-related devices, without the assistance or intervention of the licensee or licensee's employee. The assistance or intervention shall entail the actual physical exchange of the tobacco, tobacco product, or tobacco-related device between the customer and the licensee or employee. Self-service merchandising shall not include vending machines.

d. VENDING MACHINE. "Vending Machine" shall mean any mechanical, electric, or electronic, or other type of device which dispenses tobacco, tobacco products, or tobacco-related devices upon the insertion of money, tokens, or other form of payment directly into the machine by the person seeking to purchase the tobacco, tobacco product, or tobacco related device.

e. INDIVIDUALLY PACKAGED. "Individually packaged" shall mean the practice of selling any tobacco or tobacco product wrapped individually for sale. Individually wrapped tobacco and tobacco products shall include, but not be limited to, single cigarette packs, single bags or cans of loose tobacco in any form, and single cans or other packaging of snuff or chewing tobacco. Cartons or other packaging containing more than a single pack or other container as described in this subdivision shall not be considered individually packaged.



f. LOOSIES. "Loosies" shall mean the common term used to refer to a single or individually packaged cigarette.

g. MINOR. "Minor" shall mean any natural person who has not yet reached the age of twenty-one (21) years.

h. RETAIL ESTABLISHMENT. "Retail Establishment" shall mean any place of business where tobacco, tobacco products, or tobacco-related devices are available for sale to the general public. Retail establishment shall include, but not be limited to grocery stores, convenience stores, restaurants, bars, and liquor outlets.

i. MOVABLE PLACE OF BUSINESS. "Moveable Place of Business" shall refer to any form of business operated out of a truck, van, automobile, or other type of vehicle or transportable shelter and not a fixed address store front or other permanent type of structure authorized for sales transactions.

j. SALE. A "sale" shall mean any transfer of goods for money, trade, barter, or other consideration.

k. COMPLIANCE CHECKS. "Compliance Checks" shall mean the system McLeod County uses to investigate and ensure that those unauthorized to sell tobacco, tobacco products, and tobacco-related devices are following and complying with the requirements of this ordinance. Compliance checks shall involve the use of minors as authorized by this ordinance. Compliance Checks shall also mean the use of minors who attempt to purchase tobacco, tobacco products, or tobacco related devices for educational, research and training purposes as authorized by State and Federal laws. Compliance checks may also be conducted by other units of government for the purpose of enforcing appropriate Federal, State or local laws and regulations relating to tobacco, tobacco products, and tobacco-related devices.

625.03 No person shall sell or offer to sell any tobacco, tobacco products, or tobacco-related device without first having obtained a license to do so from the City of Glencoe.

a. APPLICATION. An application for a license to sell tobacco, tobacco products, or tobacco-related device shall be made on a form provided by City of Glencoe. The application shall contain the full name of the applicant, the applicant's residential and business

addresses and telephone numbers, the name of the business for which the license is sought, and any additional information the city deems necessary. Upon receipt of a completed application, City of Glencoe shall determine whether the applicant is eligible for a license and forward the application to the City Council for actions at its next regularly scheduled board meeting. If the City determines that an application is incomplete, the application will be returned to the applicant with notice of the information necessary to make the application complete.

b. ACTION. The City Council may either approve or deny the license, or it may delay action for such reasonable period of time as necessary to complete any investigation of the application or the applicant it deems necessary. If the City Council shall approve the license, the City Administrator shall issue the license to the applicant. If the City Council denies the license, notice of the denial shall be given to the applicant along with notice of the applicant's right to appeal the decision.

c. TERM. The term of all licenses issued hereunder shall be from January 1st to the following December 31 or any part thereof.

d. REVOCATION OR SUSPENSION. Any license issued under this ordinance may be revoked or suspended as provided in the Violations and Penalties section of this ordinance.

e. TRANSFERS. All licenses issued under the ordinance shall be valid only on the premises for which the license was issued and only for the person to whom the license was issued. No transfer of any license to another location or person shall be valid without the prior approval of the City Council.

f. MOVEABLE PLACE OF BUSINESS. No license shall be issued to a movable place of business. Only fixed location business shall be eligible to be licensed under this ordinance.

g. DISPLAY. All licenses shall be posted and displayed in plain view of the general public on the licensed premises.

h. RENEWALS. The renewal of a license issued under this section shall be handled in the same manner as the original application. The request for a renewal shall be made at least twenty (20) days but no more than sixty (60) days before the expiration of the current license. The issuance of a license issued under this ordinance shall be

considered a privilege and not an absolute right of the applicant and shall not entitle the holder to an automatic renewal of the license.

625.04 No license shall be issued under this ordinance until the appropriate license fees shall be paid in full. The fee for a license under this ordinance shall be \$25.00 per year, but in no case shall it exceed the cost of enforcement of this ordinance. The City Council may readjust the license fee by resolution as may be necessary. License fees shall not be prorated for a partial year.

625.05 The following shall be grounds for denying the issuance or renewal of a license under this ordinance; however, except as may otherwise be provided by law, the existence of any particular ground for denial does not mean that the City of Glencoe must deny the license. If a license is mistakenly issued or renewed to a person, it shall be revoked upon the discovery that the person was ineligible for the license under this Section:

- a. The applicant is under the age of twenty one (21) years.
- b. The applicant has been convicted within the past five (5) years of any violation of a Federal, State, or local law, ordinance provision or other regulation relating to tobacco or tobacco products, or tobacco-related devices.
- c. The applicant has had a license to sell tobacco, tobacco products, or tobacco-related devices revoked within the preceding twelve (12) months of the date of application.
- d. The applicant fails to provide any information required on the application, or provides false or misleading information.
- e. The applicant is prohibited by Federal, State or other local law, ordinance, or other regulation from holding such a license.

625.06 It shall be a violation of this ordinance for any person to sell or offer to sell any tobacco, tobacco product, or tobacco-related device:

- a. Without first obtaining a license from the City of Glencoe.
- b. To any person under the age of twenty-one (21) years.
- c. By means of any type of vending machine, except as may otherwise be provided in this ordinance.
- d. By means of self-service methods whereby the customer does not

need to make a verbal or written request to an employee of the licensed premise in order to receive the tobacco, tobacco product, or tobacco-related device and whereby there is not a physical exchange of the tobacco, tobacco product, or tobacco-related device between the licensee or the licensee's employee, and the customer.

e. By means of loosies as defined in Article 2 of this Ordinance.

f. Containing opium, morphine, jimson weed, bella donna, strychnos, cocaine, marijuana, or other deleterious, hallucinogenic, toxic, or controlled substances except nicotine and other substances found naturally in tobacco or added as part of an otherwise lawful manufacturing process.

g. By any other means, to any other person, or in any other manner form prohibited by Federal, State or other local law, ordinance provision or other regulation.

625.07 It shall be unlawful for a person licensed under this ordinance to allow the sale of tobacco, tobacco products, or tobacco-related devices by the means of a vending machine unless minors are at all times prohibited from entering the licensed establishments.

625.08 It shall be unlawful for a licensee under this ordinance to allow the sale of tobacco, tobacco products, or tobacco related devices by any means whereby the customer may have access to such items without having to request the item from the licensee or the licensee's employee and whereby there is not a physical exchange of the tobacco, tobacco product, or tobacco-related device between the licensee or his or her clerk and the customer. All tobacco, tobacco products and tobacco-related devices shall either be stored behind a counter or other area not freely accessible to customers. Any retailer selling tobacco, tobacco products, or tobacco-related devices at the time this ordinance is adopted shall comply with this Article within sixty (60) days.

625.09 All licensees under this ordinance shall be responsible for the actions of their employees in regard to the sale of tobacco, tobacco products, or tobacco-related devices on the licensed premises, and the sale of such an item by an employee shall be considered a sale by the license holder. Nothing in this section shall be construed as prohibiting the City of Glencoe from also subjecting the clerk to whatever penalties are appropriate under this ordinance, State or Federal law, or other applicable law or regulation.

625.10 All licensed premises shall be open to inspection by the local law enforcement agencies or other authorized City of Glencoe official during business hours.

From time to time, but at least once per year, the City of Glencoe shall conduct compliance checks by engaging, with the written consent of their parents or guardians, minors over the age of fifteen (15) years but less than twenty-one (21) years, to enter the licensed premises to attempt to purchase tobacco, tobacco products, or tobacco-related devices. Minors used for the purposes of compliance checks shall not be guilty of the unlawful purchase or attempted purchase, nor the unlawful possession of tobacco, tobacco products, or tobacco-related devices when such items are obtained or attempted to be obtained as a part of the compliance check. No minor used in compliance checks shall attempt to use a false identification misrepresenting the minor's age, and all minors lawfully engaged in a compliance check shall answer all questions about the minor's age asked by the licensee or his or her employee and shall produce any identification, if any exists, for which he or she is asked. Nothing in this Article shall prohibit compliance checks authorized by State or Federal laws for educational, research, or training purposes, or required for the enforcement of a particular State or Federal law.

Conducting compliance checks shall be the responsibility of the Police Department and Public Health Department, acting in concert. For all compliance checks, the supervising adult shall be a licensed peace officer. All minor participants shall receive training prior to engaging in compliance check activities. Transportation shall be provided by the supervising adult, or other adult employee of the City as designated by the Police Department. Participating minors shall be "volunteers" subject to receipt of a per diem payment in an amount established for other city boards and commissions.

625.11 Unless otherwise provided, the following acts shall be a violation of this ordinance.

- a. **ILLEGAL SALES.** It shall be a violation of this ordinance for any person to sell, give, or otherwise provide any tobacco, tobacco product, or tobacco-related device to any minor.
- b. **ILLEGAL POSSESSION.** It shall be a violation of this ordinance for any minor to have in his or her possession any tobacco, tobacco product, or tobacco-related device. This Section shall not apply to minors lawfully involved in a compliance check.
- c. **ILLEGAL USE.** It shall be a violation of this ordinance for any minor to smoke, chew, sniff, or otherwise use any tobacco, tobacco product, or tobacco-related device.

d. **ILLEGAL PROCUREMENT.** It shall be a violation of this ordinance for any minor to purchase or attempt to purchase or otherwise obtain any tobacco, tobacco product, or tobacco-related device, and it shall be a violation of this ordinance for any person to purchase or otherwise obtain such items on behalf of a minor. It shall further be a violation for any person to coerce or attempt to coerce a minor to illegally purchase or otherwise obtain or use any tobacco, tobacco product, or tobacco-related device. This Section shall not apply to minors lawfully involved in a compliance check.

e. **USE OF FALSE IDENTIFICATION.** It shall be a violation of this ordinance for any minor to attempt to disguise his or her true age by the use of a false form of identification, whether the identification is that of another person or one on which the age of the person has been modified or tampered with to represent an age older than the actual age of the person.

625.12

a. **NOTICE.** Upon discovery of a suspected violation, the alleged violator shall be issued, either personally or by mail, a citation that sets forth the alleged violation and which shall inform the alleged violator or his or her right to be heard on the accusation.

b. **HEARINGS.** If a person accused of violating this ordinance so requests, a hearing shall be scheduled, the time and place of which shall be published and provided to the accused violator.

c. **HEARING PANEL.** The City of Glencoe shall serve as the panel.

d. **DECISION.** If the Panel determines that a violation of this ordinance did occur, that decision, along with the Panel reasons for finding a violation and the penalty to be imposed under Article 13 of this ordinance, shall be recorded in writing, a copy of which shall be provided to the accused violator.

e. **APPEALS.** Appeals of any decision made by the Panel shall be filed in the District Court for the jurisdiction of McLeod County in which the alleged violation occurred.

f. **MISDEMEANOR PROSECUTION.** Nothing in this Article shall prohibit the City of Glencoe from seeking prosecution as a misdemeanor for any alleged violation of this ordinance. If the City of Glencoe elects to seek misdemeanor prosecution, no administrative penalty shall be imposed.

g. **CONTINUED VIOLATION.** Each violation, and every day in which a

violation occurs or continues, shall constitute a separate offense.

625.13

a. NON-LICENSED PERSON/RETAIL ESTABLISHMENTS. Non-licensed person/retail establishments found to have sold any tobacco, tobacco product or tobacco-related device to a person without obtaining a license shall be charged an administrative fee of one hundred fifty dollars (\$150.00).

b. LICENSEES. Any licensee found to that violated this ordinance, or whose employee shall have violated this ordinance, shall be charged an administrative fine of seventy-five dollars (\$75.00) for a first violation of this ordinance; two hundred dollars (\$200.00) for a second offense at the same licensed premises within a twenty-four (24) month period; and two hundred fifty dollars (\$250.00) for a third or subsequent offense at the same location within a twenty-four (24) month period. In addition, after the third offense, the license shall be suspended for not less than seven (7) days.

c. OTHER INDIVIDUALS. Other individuals, other than minors otherwise regulated by this Article, found to be in violation of this ordinance shall be charged an administrative fee of fifty dollars (\$50.00).

d. MINORS. Minors under the age of twenty one but over the age of eighteen found in unlawful possession of or who unlawfully purchase or attempt to purchase, tobacco, tobacco products, or tobacco-related devices, shall not be subject to criminal prosecution but shall otherwise subject to the following civil administrative penalties:

1. First time offense. Be subject to a \$75 civil fine.

2. Second time offense and each offense thereafter. Be subject to a \$100 civil fine.

Administrative penalties imposed under this section shall be subject to the same process available under section 625.12 of this Article.

e. MISDEMEANOR. Unless otherwise stated herein, nothing in this Article shall prohibit the City of Glencoe from seeking prosecution as a misdemeanor for any violation of this ordinance.

625.14 Nothing in this ordinance shall prevent the providing of tobacco, tobacco products, or tobacco-related devices to a minor as part of a lawfully recognized religious, spiritual, or cultural ceremony. It shall be an affirmative defense to the violation of this ordinance for a person to have reasonably relied on proof of age as described by State law.



625.15 If any session or portion of this ordinance shall be found unconstitutional or otherwise invalid or unenforceable by a court of competent jurisdiction, that finding shall not serve as an invalidation or effect the validity and enforceability of any other Article or provision of this ordinance.

Section 2: Effective Date and Repeal. City code sections 625 shall be worded as contained herein in Section 1 effective upon the date herein, publication and service upon applicable license holders, per state statute.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

**CITY OF GLENCOE**

By \_\_\_\_\_  
Ryan Voss, Mayor

Attest:

By \_\_\_\_\_  
Mark D. Larson, City Administrator

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*City of Glencoe ♦ 1107 11<sup>th</sup> Street East, Suite 107 ♦ Glencoe, Minnesota 55336*  
*Phone: (320) 864-5586*

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To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: January 14, 2022

Re: **Item 5** – Bids and Quotes

**Item 5A** – Water Engineer Kevin Young with SEH made a presentation at the City Council workshop on January 10<sup>th</sup> regarding a update to the Comprehensive Water Master Plan.

It is recommended to approve the attached Supplemental Letter Agreement (SLA) with SEH to update the Comprehensive Water Master Plan for \$34,000.



Building a Better World  
for All of Us®

January 7, 2022

RE: City of Glencoe, Minnesota  
Proposal for Comprehensive Water Master Plan  
SEH No. GLENC P-XXXXXX 10.03

Mr. Gary Schreifels  
Public Works Director  
City of Glencoe  
1107 11<sup>th</sup> Street East, Suite 107  
Glencoe, MN 55336

Dear Gary:

## BACKGROUND

Glencoe's most recent water system master plan was completed 26 years ago in 1995. Short Elliott Hendrickson Inc. (SEH®) understands that the City desires to prepare a new water system master plan and update the existing water distribution model. The development of this plan will allow the City to prioritize, plan, fund, and compliment various water system improvements so that future growth of residential, commercial, and industrial water users can be accommodated. Furthermore, the City is wrapping up a city-wide comprehensive plan and is working through a geographical information system (GIS) mapping project. These City projects pair well with a water system master plan, as planned land use from the comprehensive plan can be used for projecting future water demands, and GIS mapping data is helpful to better integrate the water system data with modern modeling software. For reference, since the 1995 Comprehensive Water Distribution System Improvement Plan was completed the following smaller studies/reports/system improvements have been completed:

- **1999 Water Storage System Study** was completed to identify a proposed site for a replacement tower for the existing West Water Tower.
- **2011 Oak Leaf Park Sprinkler System Evaluation** was completed to identify a solution to low pressures experienced when the irrigation system at park/fields was operated.
- **2014-2019 Water Distribution Improvements** were completed to improve water distribution into the system from the City's water treatment plant and to replace aged or undersized water main.
- **2017 DNR Water Supply Plan** was completed to meet requirements of the Minnesota Department of Natural Resources.
- **2021 East Industrial Park Expansion Feasibility Study** was completed to evaluate the feasibility of expanding the East Industrial Park, including vetting options for water supply.

## WORK PLAN

For this Comprehensive Water System Plan, we will divide the project into three (3) tasks that will deliver the comprehensive water plan within the proposed schedule. The following provides a description of the tasks we will perform. Accompanying the Work Plan discussion is a detailed breakdown of project tasks, project staff, and the total cost.

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 2351 Connecticut Avenue, Suite 300, Sartell, MN 56377

320.229.4300 | 800.572.0617 | 888.908.8166 fax

SEH is 100% employee-owned | Affirmative Action–Equal Opportunity Employer

### **Task 1 – Water Demand Analysis and Planning**

As part of the water system evaluation, historical water demands will be analyzed to determine average per capita water use and analyze peak water system demands. Historical water use will then be paired with future land use and population projections to make an estimate of future water system demands through approximately 2040. Then, these future demands will be compared with the existing water system supply, distribution, and storage capacities.

This task will be foundational in developing population-based future water use projections. Through careful analysis of the City's latest land use mapping, SEH will be able to provide an estimate of the ultimate water use potential to serve full development. This will aid in the sizing of system components to incrementally plan for future system needs.

Key components of Task 1 will include:

- **Performing a Water Needs Analysis:**
  - Review current and develop future water demand projections over the planning period. We will use the City's population projections and land use data established by the City Comprehensive Plan to provide consistency between planning documents.
  - Collect available current demographic data and planning forecasts for the identified service areas.
  - Collect and review water demand data information including billing, pumping records, DNR annual reports, DNR Water Supply Plan, and other historical water system reports.
- **Conducting a Demand Analysis.** SEH will develop unit demands (gallons/day/unit) to be used for projecting future water requirements.
- **Forecasting future average day demands** in incremental units through the year 2040.
- **Forecasting ultimate water use potential** based on future land use.
  - Include a detailed look at the system within the existing City limits.
  - Analyze the impact of adding areas targeted for potential development or annexation into the City. Specifically, it is understood that the City has identified the northwest area of the City as a possible area of development.
  - This subtask will be coordinated with the City's current comprehensive plan.
- **Developing peaking factors** for maximum day (MD), maximum hours (MH), average day (AD), average summer day (ASD), and average winter day (AWD) water use.
- **Projecting water use** based on the most recent land use data. SEH understands the City has recently completed a full comprehensive master plan update that will be used for this subtask.

### **Task 2 – Water Distribution System Modeling and System Evaluation**

The first step in the water system evaluation process will be to modernize, update, and calibrate the existing water system model. For these efforts, SEH will utilize Bentley WaterGEMS (WaterCAD) software. The model will serve as a tool to evaluate existing system deficiencies and improvement alternatives related to water supply (well capacity), system pressures, pipe flow and transmission capacities, system reliability and resiliency. Updating the existing model to ensure it is reflective of the City's current water system will instill confidence in the results of the system modeling and allow it to become a reliable tool for continued water system planning in the future.

### ***Model Update***

We will work with the City's mapping data to import any new water infrastructure information into a modernized water system model. SEH recommends using GIS data to update the water model, as modern water modeling softwares are designed to integrate with GIS. The current water distribution piping, elevated storage tanks, high service pump curves, and operational data will be reviewed to assure the model represents current conditions. Historical usage data (from billing records) will be analyzed and updated in the model to closely represent current water system demands.

In addition, SEH will complete a model verification process to confirm the accuracy of the model is within industry-recommended calibration tolerances. This will involve conducting 10 to 15 hydrant flow tests throughout the water system and real-time pressure monitoring. This data will be compared to similar model simulations. If needed, the model will be adjusted to match field conditions.

### ***Model Evaluation***

Using the updated, verified model, SEH will examine the distribution system adequacy and recommend improvements. The model will simulate the operation of the Glencoe water system during average day, maximum day, and fire flow events. Water system operational flow capacities and system pressures will be examined to assure that the water system can deliver an effective level of service. System resiliency will be tested to determine if redundant water lines are needed.

### ***Overall Water System Evaluation***

As part of Task 2, the future demands calculated in Task 1 will be compared with existing water supply, treatment, distribution, and storage capacities. If water system deficiencies are identified as part of this effort, SEH will provide alternatives for water system improvements.

Key components of Task 2 will include:

- **Updating and modernizing the City's existing water model** using available GIS sources for water infrastructure.
- **Associating demands to water users** (model junction nodes) spatially throughout the water system, assigning each demand to the correct location. GIS geocoding will be used to locate meters based on addresses from billing records; a demand allocator tool will automatically assign demands based on the GIS fields.
- **Allocating updated water demands** throughout the water system.
- **Developing diurnal curves** for the full water system representing maximum day conditions.
- **Creating hydraulic profile drawings** of the complete water system.
- **Conducting operational data review to complete an extended period calibration** of system facilities. SEH will request data for one (1) historical maximum demand week including system demand, tank levels, and pumping flow rates on an hourly basis (minimum).
- **Performing an evaluation of the full distribution system** using the updated and calibrated water model.
  - A combination of steady state and 10-day extended period simulations (EPS) will be used for scenario evaluations.
  - Time periods for consideration will include the current system (2021 data) and 20-year (2040) for long range planning.

- **Developing a hydraulic analysis plan** to include the following:
  - System configuration and pressure management.
  - Water supply capacity analysis.
  - Storage volume capacity analysis.
  - Storage operation analysis
  - Fire flow capacity analysis.
  - Emergency operations analysis.
  - Scenarios required to analyze the system to identify deficiencies and necessary improvements. Future areas of development will need to be identified as part of this step.
  - Analysis evaluation criteria and methodology.
  - Draft plan provided to project team for review and comment.
  - Upon approval of the plan, perform hydraulic analysis of the water system.
- **Performing a system deficiency analysis.** Any deficiencies found will be discussed with City staff.
- **Creating a Hydraulic Analysis report to include the following:**
  - Hydraulic Analysis summary. A draft summary will be provided to the project team for review and comment. The project team's comments will be incorporated into the final analysis.
  - Incorporate hydraulic analysis into the Water Master Plan.

### **Task 3 – Comprehensive Water Master Plan Summary**

The goal of these efforts is to develop a sustainable Comprehensive Water System Master Plan. To achieve this, we will leverage previous planning work throughout the development of the water system improvements. Below is a summary of the tasks proposed to achieve this goal.

#### ***Water System Improvements Alternatives Analysis***

We will utilize input from the project team to identify water system improvement alternatives that will best remedy any deficiencies identified Task 2. The hydraulic model will be used to simulate potential solutions for any deficiencies, and to evaluate means to adequately serve proposed development areas. The analysis performed in this task will focus on the entire water system but will also consider anticipated development areas based on feedback received from the City on long-range planning efforts.

As we work with the project team to develop improvement alternatives, those that best mitigate identified deficiencies will help formulate the ultimate water system plan. We will also verify benefits of recommended improvements projects with the hydraulic model as appropriate. Recommended improvement project alternatives will be illustrated and identified in Master Plan report figures or maps.

As part of this effort, **SEH will analyze alternatives for replacing the 150,000 gallon West Water Tower** which was constructed in 1951 to serve as an update the 1999 Water Storage System Study. The analysis will include reviewing up to three (3) sites for a new tower, as well as a review of tower styles.

We will prepare a preliminary schedule for projects considering financial, siting, permitting, staffing capacity, and goals. The most effective projects will be recommended and scheduled to assure the water system will meet the demands of the City of Glencoe.

### ***Capital Improvements Planning (CIP)***

The work described in Tasks 1 and 3 will develop and identify the most cost-effective solutions for improving and maintaining the existing water system. We will work with the project team to select the appropriate capital improvements projects and schedule the implementation according to projected water system needs. The development of the CIP will provide the City with a water system planning roadmap through the 2040 design year. The final CIP will include phased benchmarks for implementation of each project, related budget and cost estimates as well as recommended funding plans for the CIP activities.

### ***Water Master Plan***

A primary deliverable will be a future water system "vision map," which will recommend sizes and locations of future trunk transmission mains and water system facilities. All maps developed for the project will be available as digital deliverables that will be able to be incorporated into the City's GIS system when it is completed. The development of a future water system planning map will define recommended replacements as well as the size for such replacements to accommodate future growth. The CIP data generated for this effort will be provided to the City for the purposes of rate analysis and other financial planning (which is not included in SEH proposed scope).

Key components of Task 3 will include:

- **Reviewing system improvement recommendations** and additional modeling results by meeting with the project team and City stakeholders.
- **Developing improvement alternatives** to mitigate identified deficiencies. The entire project team will be involved with this effort.
- **Classifying system improvement projects** as addressing the following primary improvement categories:
  - Water supply
  - Water treatment
  - Hydraulic capacity
  - Fire flow
  - Storage
  - Growth
  - System optimization
  - Pipeline repair, upgrade, or replacement
  - Trunk transmission main expansion
- **Verifying the benefits of the recommended improvements** with the updated water model (as appropriate). Projects will be described and justified with reference to an identified deficiency and benefit to the City.
- **Illustrating and identifying recommended improvement project alternatives** in Master Plan figures and/or maps. SEH will deliver maps indicating available fire flow and static pressures throughout the system as part of this effort.
- **Prioritizing and scheduling improvements projects** based on criticality and category by working with City stakeholders and the project team. A preliminary schedule for projects will be developed considering financial, siting, permitting, staffing capacity, and goals.
- **Preparing opinions of probable cost** for each recommended improvement project.
- **Finalizing a recommended water system improvement project list** working closely with the project team to refine the list. A draft project list/map will be provided to the project team for review and comment. The project teams comments will be incorporated into the finalized project list.



- **Developing a potential capital improvement project list** to assist City stakeholders with development of a final water system CIP. The CIP lists will be listed in two major categories:
  - Facilities (water supply wells, treatment, pumping, storage, other)
  - Pipelines (hydraulic capacity, replacement, rehabilitation)
- **Delivering anticipated project needs** to the City with budgetary cost estimates.
- **Refining project cost estimates** for identified projects after the City selects preferred CIP alternatives.
- **Preparing the final Master plan** by incorporating findings and intermediate reports and/or summaries (as appropriate).

## PROJECT TEAM

Staff from the City and SEH will come together to form the project team, which will work closely to develop a model and plan that is clear, concise, and useful. For this project, we have focused on what we can do to bring value to the City of Glencoe. We have a deep bench of water professionals who have completed hundreds of water master plans for communities of varying populations and sizes. Selected individuals who will complete most of the work for the project are identified below.

- **Kevin Young, PE** (Lic. MN, VA), who will serve as the project manager has worked with numerous communities throughout the country on water systems issues. Kevin's experience as a water treatment plant operator and plant supervisor gives him a unique perspective into the water system planning process.
- **Chad Katzenberger, PE** (Lic. MN), is SEH's water distribution system modeling technical leader who has assisted more than 70 communities with their water distribution system modeling and planning needs. For this project, Chad will draw on this experience to oversee the technical development and quality control from start to finish.
- **Heather Schumacher (Yelle), EIT**, is an innovative water modeling expert who will drive the overall water system analysis and planning tasks. She has developed unique set of skills as a talented water system modeling and planning expert, linking her knowledge of hydraulics with her digital data processing talents to efficiently develop high functioning water models for a diverse client base.

## PROPOSED FEE

Based on the scope of work presented in our project approach, we propose to complete the work on an hourly basis, not-to-exceed the total project cost, in accordance with the table below. The tasks breakdowns below are estimates. If the City does not move forward with completing the water system GIS the fee for Task 2 will need to be re-evaluated, as it will take additional effort to update and modernize the water model without GIS data.

Task 1 – Water Demand Analysis and Planning	\$ 8,300
Task 2 – Water Distribution System Modeling and System Evaluation	\$ 15,300
Task 3 – Comprehensive Water Master Plan Summary	\$ 10,400
<b>Total</b>	<b>\$ 34,000</b>

## SCHEDULE

Setting and attaining a timely schedule is beneficial because it sets expectations from the onset that progress is expected. It also keeps the project at the forefront of everyone's priority list and drives an enhanced level of responsiveness to the stakeholders involved in the process. Setting and sticking to recurring team meetings is an essential element in maintaining accountability and meeting deadlines.

The tasks for this project were developed with completion dates that ensure a final report and project closeout in 2022. The project schedule is heavily dependent upon the City's GIS project progress and will need to be adjusted if the GIS work is not completed. Assuming the GIS system is completed in March 2022, SEH estimates the schedule below will be followed.

Task	Month (2022)					
	Feb	Mar	Apr	May	Jun	Jul
Task 1 - Demand Analysis						
Task 2 - Water Distribution System Modeling & System Eval			x			
Task 3 - Water Master Plan Summary						

X Flow testing is planned for April 18, 2022

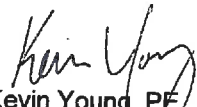
Our collective staff capacity and the availability of our assembled team will enable us to meet this project's technical and documentation demands. Our team is available to initiate the work upon execution of the contract.

## CLOSING

Thank you for the continued opportunity to work with the City of Glencoe. Should you have any questions or need additional information, please do not hesitate to contact me at 320.229.4306 or [kbyoung@sehinc.com](mailto:kbyoung@sehinc.com). If this proposal is acceptable, please sign the Supplemental Letter Agreement and return to me or John Rodeberg.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.

  
Kevin Young, PE  
Project Manager  
(Lic. MN, VA)

  
John P. Rodeberg, PE  
Principal, Client Service Manager  
(Lic. MN)

kby/mrb

[https://sehincazure-my.sharepoint.com/personal/mblommel\\_sehinc\\_com/documents/2022.01.07 glenc water comp plan proposal.docx](https://sehincazure-my.sharepoint.com/personal/mblommel_sehinc_com/documents/2022.01.07%20glenc%20water%20comp%20plan%20proposal.docx)

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## Supplemental Letter Agreement

In accordance with the Master Agreement for Professional Services between City of Glencoe, Minnesota ("Client"), and Short Elliott Hendrickson Inc. ("Consultant"), effective January 1, 2020, this Supplemental Letter Agreement dated January 7, 2022 authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: **Comprehensive Water Master Plan**.

**Client's Authorized Representative:** Mark Larson  
**Address:** 1107 11<sup>th</sup> Street East, Suite 107  
Glencoe, MN 55336  
**Telephone:** 320.864.5586 **email:** mlarson@glencoe.mn.us

**Project Manager:** Kevin Young  
**Address:** 1390 Highway 15 South, Suite 200, PO Box 308  
Hutchinson, MN 55350  
**Telephone:** 320.229.4306 **email:** kbyoung@sehinc.com

**Scope:** The Basic Services to be provided by Consultant:

See attached SEH Proposal Letter dated January 7, 2022.

**Schedule:** See attached SEH Proposal Letter dated January 7, 2022.

**Payment:** See attached SEH Proposal Letter dated January 7, 2022.

The fee is hourly estimated to be **\$34,000** including expenses and equipment.

The payment method, basis, frequency, and other special conditions are set forth in attached Exhibit A-1.

**Other Terms and Conditions:** Other or additional terms contrary to the Master Agreement for Professional Services that apply solely to this project as specifically agreed to by signature of the Parties and set forth herein: None.

[https://sehincazure-my.sharepoint.com/personal/mblommel\\_sehinc\\_com/documents/suppl ltr agreement\\_water master plan.docx](https://sehincazure-my.sharepoint.com/personal/mblommel_sehinc_com/documents/suppl%20l%20tr%20agreement_water%20master%20plan.docx)

**Short Elliott Hendrickson Inc.**

**City of Glencoe, Minnesota**

By:   
Title: John Rodeberg  
Principal

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

**Exhibit A-1**  
**to Supplemental Letter Agreement**  
**Between City of Glencoe, Minnesota (Client)**  
**and**  
**Short Elliott Hendrickson Inc. (Consultant)**  
**Dated January 7, 2022**

**Payments to Consultant for Services and Expenses**  
**Using the Hourly Basis Option**

The Agreement for Professional Services is amended and supplemented to include the following agreement of the parties:

**A. Hourly Basis Option**

The Client and Consultant select the hourly basis for payment for services provided by Consultant. Consultant shall be compensated monthly. Monthly charges for services shall be based on Consultant's current billing rates for applicable employees plus charges for expenses and equipment.

Consultant will provide an estimate of the costs for services in this Agreement. It is agreed that after 90% of the estimated compensation has been earned and if it appears that completion of the services cannot be accomplished within the remaining 10% of the estimated compensation, Consultant will notify the Client and confer with representatives of the Client to determine the basis for completing the work.

Compensation to Consultant based on the rates is conditioned on completion of the work within the effective period of the rates. Should the time required to complete the work be extended beyond this period, the rates shall be appropriately adjusted.

**B. Expenses**

The following items involve expenditures made by Consultant employees or professional consultants on behalf of the Client. Their costs are not included in the hourly charges made for services and shall be paid for as described in this Agreement but instead are reimbursable expenses required in addition to hourly charges for services:

1. Transportation and travel expenses.
2. Long distance services, dedicated data and communication services, teleconferences, Project Web sites, and extranets.
3. Lodging and meal expense connected with the Project.
4. Fees paid, in the name of the Client, for securing approval of authorities having jurisdiction over the Project.
5. Plots, Reports, plan and specification reproduction expenses.
6. Postage, handling and delivery.
7. Expense of overtime work requiring higher than regular rates, if authorized in advance by the Client.
8. Renderings, models, mock-ups, professional photography, and presentation materials requested by the Client.
9. All taxes levied on professional services and on reimbursable expenses.
10. Other special expenses required in connection with the Project.
11. The cost of special consultants or technical services as required. The cost of subconsultant services shall include actual expenditure plus 10% markup for the cost of administration and insurance.

The Client shall pay Consultant monthly for expenses.

### **C. Equipment Utilization**

The utilization of specialized equipment, including automation equipment, is recognized as benefiting the Client. The Client, therefore, agrees to pay the cost for the use of such specialized equipment on the project. Consultant invoices to the Client will contain detailed information regarding the use of specialized equipment on the project and charges will be based on the standard rates for the equipment published by Consultant.

The Client shall pay Consultant monthly for equipment utilization.

[https://sehincazure-my.sharepoint.com/personal/mblommel\\_sehinc\\_com/documents/exhibit a1.docx](https://sehincazure-my.sharepoint.com/personal/mblommel_sehinc_com/documents/exhibit%20a1.docx)

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*City of Glencoe ♦ 1107 11<sup>th</sup> Street East, Suite 107 ♦ Glencoe, Minnesota 55336*  
*Phone: (320) 864-5586*

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To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: January 14, 2022

Re: **Item 5B** – Geospatial Information System (GIS) Proposal

**Item 5B** – Engineer Adam Knorr with SEH will review the proposed to update the City Autocad Mapping with GIS mapping. The City of Glencoe has been working with Houston Engineering (McLeod County GIS Engineer) on this endeavor for the past few years. As our Autocad system will soon be obsolete and unsupported, it is suggested to update our mapping system at the same time that the City is updating the comprehensive water master plan. This GIS Mapping will include the location of all utilities by Global Positioning System (GPS) coordinates. This mapping will utilize the GIS base map that has been generated by Houston Engineering for McLeod County.

The City Council requested at the last Workshop that SEH and City Staff introduce this proposal forward at this time. I have attached the SLA with SEH for the upgrade of the GIS Mapping at a cost of \$34,400.





Building a Better World  
for All of Us®

January 13, 2022

RE: City of Glencoe  
Water Master Plan and GIS Services  
Proposals  
SEH No. 139835 14.00

Mayor and City Council  
City of Glencoe  
1107 11th Street East  
Glencoe, MN 55336

Dear Mayor and Council:

At the City Council Workshop on Monday, January 10th the Water Master Plan and Geospatial Information Systems (GIS) Development initiatives and projects were presented and discussed. It was noted that the projects are interlinked and have significant synergies, and direction was provided to consider both items for approval at the same time. Attached are the Supplemental Letter Agreements (SLA) for the two projects for your consideration.

I will be at the meeting to provide an overview of the work, as outlined in the attachments. The estimated costs for the projects are:

Comprehensive Water Master Plan	\$34,000
GIS System Development	\$34,400

Both projects are proposed to be invoiced on an hourly basis plus expenses. As is typical with our projects, we will provide invoices that present a detailed overview of the work completed each month.

Please let us know if you have any questions or comments. Thanks for your consideration!

Sincerely,

John Rodeberg, PE (MN)  
Principal

jpr

att: Comprehensive Water System Plan SLA  
GIS System Development SLA

c: City of Glencoe: Mark Larson and Jon Jerabek  
SEH: Justin Black, Kevin Young and Adam Knorr

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Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 1390 Highway 15 South, Suite 200, P.O. Box 308, Hutchinson, MN 55350-0308

320.587.7341 | 800.838.8666 | 888.908.8166 fax | [sehinc.com](http://sehinc.com)

SEH is 100% employee-owned | Affirmative Action—Equal Opportunity Employer

## Supplemental Letter Agreement

In accordance with the Master Agreement for Professional Services between City of Glencoe, Minnesota ("Client"), and Short Elliott Hendrickson Inc. ("Consultant"), effective January 1, 2020, this Supplemental Letter Agreement dated January 18, 2022, authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: GIS System Development.

**Client's Authorized Representative:** Mark Larson  
**Address:** 1107 11th Street E, Suite 107  
Glencoe, MN 55336  
**Telephone:** 320.864.5586 **email:** mlarson@glencoe.mn.us

**Project Manager:** John Rodeberg  
**Address:** 1390 Hwy 15 S, Suite 200, PO Box 308  
Hutchinson, MN 55350  
**Telephone:** 651.470.2448 **email:** jrodeberg@sehinc.com

**Scope:** The Basic Services to be provided by Consultant:

The City of Glencoe has requested a proposal to complete the next steps in the development of a working GIS System, which would include the migration of its existing CAD data to a web-based mapping application for use by staff. This process was initiated by the City under a contract with Houston Engineering, and a portion of work has been completed, including GPS location of many structures and the inclusion of information provided by SEH regarding projects completed in McLeod County coordinates over the last decade or so. However, the work was not completed and needs substantial additional effort to become usable by the City. In addition, the previous work was in an outdated format, and is now proposed to be moved to ArcGIS Online, the industry standard.

ArcGIS Online is a web-based GIS service offering that will allow city staff to visualize, analyze, and manage their GIS. Whether in the field or in the office, Glencoe staff can use a computer or mobile device, internet connection, and internet browser to access their GIS via ArcGIS Online. This system is also utilized by McLeod County and is compatible with the systems used by many agencies, including Glencoe Light & Power, which will allow for easy integration with other databases.

We understand the importance of providing a comprehensive mapping system to access critical city and utility information within a GIS Online Mapping system. Below are a few advantages of the ArcGIS Online cloud-based technology.

**Gather and centralize real-time data**

Because ArcGIS Online uses cloud-based technology, it helps improve the quality, accuracy and speed of data collection. The data you gather is real-time, secure, reliable, and centralized which means your GIS data can be accessed and updated in the office or in the field using a computer, tablet or smart phone.

**Collaborate and share real-time data**

The use of ArcGIS Online promotes data sharing and enhances collaboration between Public Works and Administration staff.

**Analyze real-time data/make informed decisions**

ArcGIS Online allows users to easily manipulate and analyze GIS data, conduct spatial analysis, overlay data layers, produce custom reports and integrate a host of additional data, systems and solutions. This

integrated approach to managing real-time data improves your ability to make informed decisions, prioritize your projects, and develop and implement plans of action.

#### **Save money, time, and increase staff efficiency**

City data is hosted in a secure cloud-based system which provides access to staff from a computer, laptop or supported mobile device with internet connection. No need for the City to purchase additional hardware, software or budget for additional staff. Quick and easy access to information increases staff efficiency. The GIS application is easily expandable so that additional assets (utility maintenance tasks, water curb boxes, etc.) or additional data (asset condition, photos, as-built records) can be added in the future as desired.

#### **Work Plan**

With the initial development of a GIS system, there is a wide range of levels to which the system can be created. These vary in range of spatial accuracy, connectivity, complexity and usability for Glencoe staff. We understand that at a minimum the City would like to convert their existing CAD information to GIS with pipe size and material information to allow viewing for all staff from mobile devices.

Based on this understanding, we are providing the following scope for the initial GIS setup. The GIS setup would utilize the existing GPS data from Houston Engineering and the conversion of AutoCAD information with further refinement of the water, sanitary, and storm sewer systems. The available aerial imagery, parcels, and right of way information from Mcleod County would also be integrated into the GIS model. The project tasks are further described below:

#### **Project Tasks**

We propose the following tasks to set up the City of Glencoe's GIS and provide City staff access to their GIS data via ArcGIS Online.

1. Project Planning and Kick-off
  - a. Review source data
  - b. Discussions with City staff as needed to document where existing source data into SEH GIS Data Model
2. GIS Conversion
  - a. Water Distribution System CAD files to GIS
    - i. Utilize GPS locations of water features where appropriate
    - ii. Attribute system facilities with associated CAD annotation
    - iii. Verify geometric connectivity of GIS features
  - b. Sanitary Sewer System CAD files to GIS
    - i. Utilize GPS locations of water features where appropriate
    - ii. Attribute system facilities with associated CAD annotation
    - iii. Verify geometric connectivity of GIS features
  - c. Storm Sewer System CAD files to GIS
    - i. Utilize GPS locations of water features where appropriate
    - ii. Attribute system facilities with associated CAD annotation
    - iii. Verify geometric connectivity of GIS features
  - d. Redlines
  - e. Obtain available County data for parcels, roads, and city boundary GIS layers
  - f. Load existing source data into SEH GIS Data Model
3. ArcGIS Online Set up
4. Training and Support

Work would be led by SEH GIS Specialist **Adam Knorr**, GISP with technical support from Eric Hause and Brody Bratsch.

It is understood that the City of Glencoe and other potential users, like Glencoe Light & Power, would purchase their ArcGIS subscriptions separately, directly from ESRI. As previously discussed, there are several options for various staff, depending on the level of access and usability desired. Annual ArcGIS Subscription Options: Fees for the annual subscription options are as follows:

- Administrator Account - **\$500.00 annually**
- Field Editor Account - **\$350.00 annually**
- Viewer Account - **\$100.00 annually**

**Schedule:** Work would commence upon receipt of a signed copy of this Agreement, and continue through 2022 and potentially into 2023, based on City priorities and a schedule approved by City Staff.

**Payment:** The fee is hourly estimated to be **\$34,400** including expenses and equipment.

The payment method, basis, frequency and other special conditions are set forth in attached Exhibit A-1.

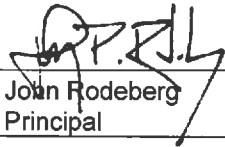
**Other Terms and Conditions:** Other or additional terms contrary to the Master Agreement for Professional Services that apply solely to this project as specifically agreed to by signature of the Parties and set forth herein: Subconsultant services shall be contracted directly with the Client when possible, and otherwise the Consultant cost shall include actual expenditures but not the 10% markup for the cost of administration and insurance as noted, unless otherwise approved by the Client.

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**Short Elliott Hendrickson Inc.**

**City of Glencoe, Minnesota**

By:

  
John Rodeberg  
Principal

Title:

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

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

**Exhibit A-1**  
**to Supplemental Letter Agreement**  
**Between City of Glencoe, Minnesota (Client)**  
**and**  
**Short Elliott Hendrickson Inc. (Consultant)**  
**Dated January 18, 2022**

**Payments to Consultant for Services and Expenses**  
**Using the Hourly Basis Option**

The Agreement for Professional Services is amended and supplemented to include the following agreement of the parties:

**A. Hourly Basis Option**

The Client and Consultant select the hourly basis for payment for services provided by Consultant. Consultant shall be compensated monthly. Monthly charges for services shall be based on Consultant's current billing rates for applicable employees plus charges for expenses and equipment.

Consultant will provide an estimate of the costs for services in this Agreement. It is agreed that after 90% of the estimated compensation has been earned and if it appears that completion of the services cannot be accomplished within the remaining 10% of the estimated compensation, Consultant will notify the Client and confer with representatives of the Client to determine the basis for completing the work.

Compensation to Consultant based on the rates is conditioned on completion of the work within the effective period of the rates. Should the time required to complete the work be extended beyond this period, the rates shall be appropriately adjusted.

**B. Expenses**

The following items involve expenditures made by Consultant employees or professional consultants on behalf of the Client. Their costs are not included in the hourly charges made for services and shall be paid for as described in this Agreement but instead are reimbursable expenses required in addition to hourly charges for services:

1. Transportation and travel expenses.
2. Long distance services, dedicated data and communication services, teleconferences, Project Web sites, and extranets.
3. Lodging and meal expense connected with the Project.
4. Fees paid, in the name of the Client, for securing approval of authorities having jurisdiction over the Project.
5. Plots, Reports, plan and specification reproduction expenses.
6. Postage, handling and delivery.
7. Expense of overtime work requiring higher than regular rates, if authorized in advance by the Client.
8. Renderings, models, mock-ups, professional photography, and presentation materials requested by the Client.
9. All taxes levied on professional services and on reimbursable expenses.
10. Other special expenses required in connection with the Project.
11. ~~The cost of special consultants or technical services as required. The cost of subconsultant services shall include actual expenditure plus 10% markup for the cost of administration and insurance.~~  
Subconsultant services shall be contracted directly with the Client when possible, and otherwise the Consultant cost shall include actual expenditures but not the 10% markup for the cost of administration and insurance as noted, unless otherwise approved by the Client.

The Client shall pay Consultant monthly for expenses.

### **C. Equipment Utilization**

The utilization of specialized equipment, including automation equipment, is recognized as benefiting the Client. The Client, therefore, agrees to pay the cost for the use of such specialized equipment on the project. Consultant invoices to the Client will contain detailed information regarding the use of specialized equipment on the project and charges will be based on the standard rates for the equipment published by Consultant.

The Client shall pay Consultant monthly for equipment utilization.

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Separate Agenda Items**

**City of Glencoe**  
**Planning and Industrial Commission Minutes**

**Thursday, January 13, 2022**

**Glencoe City Center**

**Senior Room**

**7:00 PM**

The meeting was called to order by Chairperson Wes Olson at 1901 hours. Other Commissioners present were Dave Stark and Kevin Dietz. Also present: City Administrator Mark Larson, Assistant City Administrator Jon Jerebek, City Council Member Allen Robeck and Mayor Voss. Absent were Planning Commission member Bob Senst and City Council Liaison member Paul Lemke.

Other members of the community present were:

- Travis Stradtmann and Justin Black of SEH
- John Mueller of the Mcleod County Chronicle
- Kendall and Zach Picha of 1627 Ford Av N
- Ron Koester of 205 16<sup>th</sup> St E
- Jerome Ide of 911 Mitchell Ct
- Nancy Eleffson of 1619 Ford Av N
- Dan Peterson of 1528 Elliott Av N
- Joe and Jody Schrempp of 511 16<sup>th</sup> St E
- Chuck Shamlala of 1724 Ford Av N
- 
- **Planning Commission Item One: Approve the Minutes of November 10, 2021 Meeting.**

Approve the minutes with one correction from Item #4. The Minutes should read Justin Black is from SEH and not from SHE.

Stark Motioned to Approve, Dietz seconded. Motion passed 3-0



- **Planning Commission Item Two: Organizational Meeting – Appoint chairperson, vice chairperson and Secretary.**

It was recommended that Wes Olson stay the Chairperson, Dave Stark stay the Vice Chair, and Kevin Dietz become the Secretary.

Olson Motioned to Approve, Stark seconded. Motion passed 3-0

- **Planning Commission Item three: 7:05 Public Hearing – Preliminary Plat Helen Baker Estates – Travis Stradtmann, Developer and Justin Black SEH.**

Public Hearing opened at 1905 hours with a short presentation from Justin Black of SEH.

Several items were talked about

- This would be the first addition of 6 lots along 16<sup>th</sup> St E, the rest of the property would be considered Outlot B.
- There would be 6 Twin Homes consisting of 12 total units.
- The lots would be 84' by 90', Twin home, Slab on Grade with no Basements.
- There would be three Rain Gardens, one between lot 2 and 3. one between lot 5 and 6 and the final one would be by Outlot A.
- Street access would be off 16<sup>th</sup> St.
- Sanitary sewer and Water would be accessed at 16<sup>th</sup> St and Elliott Av.
- Each home would have their own water and sewer hookup and the units would be owner occupied.

The area residents had a number of concerns.

- Joe Schrempp was asking about putting up a fence along the west side of his property, how deep were the driveways were for parking and about traffic issues.
- Dan Peterson was wondering about the number of cars that would be there.
- Kendell Picha was wondering about the elevation of the property after the city used the area to store extra material during recent road projects. Kendell thought the area was 2 feet higher. He also had issues with water runoff and concerns about the Power lines in the area.
- Wes Olson said that some of these concerns would be handled in the next phase.
- Jon Jerebek was asked about the Sidewalks they wanted to take out. He explained that the City was going to be sending in a Grant for the Safe Routes to School Program, this would be 100% funded and allow to have sidewalk put in from 16<sup>th</sup> St and Desoto Av all the way to the west.

- Mayor Voss was wondering about Dual Ownership of the units and if it would be 12 separate owners. Mayor Voss also wondered if this would be a Planned Unit Development.
- There were numerous questions about water runoff.
- Justin Black said the majority of those questions would be answered as the project moves on.

At 1947 hours it was motioned by Stark to close the Public Meeting. Dietz seconded the Motion. Motion passed 3-0

There was a motion from Stark to have this Preliminary Plat move up to the City Council. Dietz seconded the Motion. Motion passed 3-0

- **Planning Commission Item four: Preliminary Plat comments requested by McLeod County for 16 lot garage condo – Fox Addition Two**

This was presented to the city for comment. The property is not in the Glencoe City Limits but was within one mile of the city limits.

There were no comments that were expressed from the public and there was no action needed on this item.

- **Planning Commission Item five: New Member Application – Barb Jenneke.**

After looking at the application Olson made a motion to accept the application of Barb Jenneke, Stark seconded the motion. Motion passed 3-0. It will be forwarded to the City Council for final approval.

- **Planning Commission Item six; Adjourn**

Dietz motioned to Adjourn, and Olson seconded. Motion passed 3-0

Planning Commission Secretary Kevin Dietz



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City of Glencoe ♦ 1107 11<sup>th</sup> Street East, Suite 107 ♦ Glencoe, Minnesota 55336  
Phone: (320) 864-5586

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To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: January 14, 2022

Re: **Item 6** – Request to Be Heard – Planning Commission

**Item 6A1** – It is recommended to appoint Barbara Jenneke to the Planning and Industrial Commission.

**Item 6A2** – The Planning Commission held a public hearing on January 13, 2022 on the proposed preliminary plat of the Helen Baker Estates – First Addition. Justin Black with SEH Engineering has been contracted by the developer Travis Stradtman to design the improvements to the property. Phase One will include 6 lots on 16<sup>th</sup> street to accommodate the construction of twin homes. A couple of neighboring property owners were concerned about drainage on the property. I have attached the minutes from the Planning Commission meeting on January 13<sup>th</sup>.

It is recommended to approve the approval of the preliminary plat for Helen Baker Estates First Addition.

# CITY OF GLENCOE

## INTEREST FORM

### FOR SERVING ON BOARDS/COMMISSIONS

Glencoe City Center, 1107 11<sup>th</sup> St E, Glencoe, MN 55336 (320) 864-5586

Fax: 320-864-6405

\*\*\*\*\*

Name: Barbara Janniche  
Address: 1811 Tuco Avenue N.

Home Phone: 864-5761 Work Phone \_\_\_\_\_  
Cell Phone: 612-418-5688 E-Mail Address: rhubarbj70@gmail.com  
Occupation: retired  
Place of Employment: HTE, TSE, Plato Woodward  
Education Background: High School, technical HR Training  
Number of years as Glencoe Resident: 68

I am interested in serving on the following City Board or Commission:

- ☐ Airport Commission (3 yr. term)
- ☐ Cemetery Board (3 yr. term)
- ☐ City Center Board (3 yr. term)
- ☐ Library Board (3 yr. term)
- ☐ Light and Power Commission (5 yr. term)
- ☐ Park Board (3 yr. term)
- ☒ Planning and Industrial Commission (3 yr. term)
- ☐ Charter Commission

**Description of Boards/Commissions**

**Airport Commission:** The Airport Commission meets at 6:30 p.m. the 3<sup>rd</sup> Thursday/monthly at the airport. The Commission consists of five members, shall be residents of the City and serve staggered five (3) year terms and one of whom shall be a member of the City Council. The Commission shall advise the City Council in all matters dealing with the airport and its operations.

**Charter Commission:** The Charter Commission members serve a two or four year term and meet as statutorily required.

**Cemetery Board:** The Cemetery Board meets quarterly on a Wednesday at 10:00 a.m. at the City Center. The board consists of 5 members. One said board member may be a member of the City Council or the Mayor. The board sets rules for governing the operation and use and maintenance of the municipal cemetery.

**City Center Board:** The City Center Board meets monthly at 7:30 a.m. at the City Center. The board consists of 5 members who are either residents of the City of Glencoe or one individual who is a business owner who owns property within the city limits of Glencoe and who resides within 10 miles of the City of Glencoe. One of said board members may be a member of the City Council or the Mayor. The City Center Board shall make recommendations regarding the administration, maintenance and control of the City Center, including the Event Center, and available space within the building.

**Library Board:** The Library Board meets at 7:00 p.m. the 2<sup>nd</sup> Tuesday at the Library. The board consists of 5 members who are residents of the City of Glencoe and one such member at the option of the City Council, may be a legal voter, not residing in the City of Glencoe but shall reside within 10 miles of the City of Glencoe. One said board member may be a member of the City Council or the Mayor. The Library Board is an advisory board to the City of Glencoe regarding administration, maintenance and control of the library.

**Park Board:** The Park Board meets at 6:30 p.m. the 4<sup>th</sup> Wednesday/monthly at the City Center. The commission consists of 6 members and are residents of the City of Glencoe or one individual who is a business owner who owns property within the city limits of Glencoe and who resides within 10 miles of the City of Glencoe. One board member may be a member of the City Council or the Mayor. Members serve staggered 3 year terms.

**Planning Commission:** The Planning and Industrial Commission meets the 2<sup>nd</sup> Thursday at 7:00 p.m. at the City Center. The commission consists of 5 members. The City Council may select one member of the commission from among its members. The Planning Commission shall have all the powers and duties defined or granted in the statutes and the City Code relating to planning, zoning and subdivision regulation and shall act in an advisory capacity to the City Council.

**Light and Power Commission:** The Light and Power Commission meets the 4<sup>th</sup> Monday at 7:30 p.m. at the Light Plant. The commission consists of 5 members all of whom shall be qualified voters of the City of Glencoe and be appointed by the City Council. The commission has control and management of the generation, acquisition and distribution of electric energy in the City of Glencoe.

Explain why you are interested in this

board/commission: *I ran for Mayor + heard from our residents about their needs for the city. I have skills in management + getting things done and I want to be part of making Glencoe a great place to live.*

Please describe any prior/current experience that may relate to serving on this

board/commission:

HR Manager for TSE. Training Development Manager  
President of the Board of Directors for the PC Lead Emergency Food Shelf.  
Coordinator for Abundant Table Community Meals. Board member  
of McLean Homeless Task Force. Worked at Chamber of  
Commerce  
Taught Team Building + 7 Habits of Highly Effective people

Please list other municipal boards and/or commissions you may have served.

- 1.) \_\_\_\_\_ years served \_\_\_\_\_ to \_\_\_\_\_
- 2.) \_\_\_\_\_ years served \_\_\_\_\_ to \_\_\_\_\_
- 3.) \_\_\_\_\_ years served \_\_\_\_\_ to \_\_\_\_\_
- 4.) \_\_\_\_\_ years served \_\_\_\_\_ to \_\_\_\_\_

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## Mark Larson

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**From:** Justin Black <jblack@sehinc.com>  
**Sent:** Tuesday, January 4, 2022 7:36 AM  
**To:** Mark Larson  
**Cc:** tls21372@gmail.com; Gary Schreifels; Jamie Voigt; Brody Bratsch; John Rodeberg; Pete Wyffels; Dave Meyer 0  
**Subject:** Prelim Plat Helen Baker Estates Phase I  
**Attachments:** HA 163366 Preliminary Plat 1.03.22.pdf

Mark,

Attached is the preliminary plat for the public hearing.

Here are my notes from the meeting yesterday:

- The 6 lots will be twin home lots (12 units total)
- The PUD will have restrictive building convenance. It was suggested that Travis bring samples to the public haring of the type of Twin homes that would be built.
- The sidewalk will be removed. There is still a sidewalk along the south side of the street.
- Most if not all of the boulevard trees will be removed.
- Curb will be removed along 16<sup>th</sup> street to provide for driveway openings.
- BCWD will not require a storm pond if all of the remaining bituminous pavement is removed as part of Phase I. This results in a net reduction of impervious surface for Phase I even after the homes are built. However the owner must construct infiltration basins to provide water quality treatment.
- The infiltration basins are approx. 2 feet deep with a 2 ft sand base and drain tile below. They will be grass.
- The basins are shown in the backyard area and east of the entrance road. These basin locations and sizes will require approval from BCWD as part of the final design and permitting.
- The existing drain tile / storm sewer going through the lots will be removed. This old system served the previous school site.
- The sanitary sewer and water main will be extended from 16<sup>th</sup> street to the backyard area and will be privately owned. The city has a practice of cleaning the sewer mainline and flushing hydrants on these larger private systems.
- The emergency siren will be moved by GL&P west across the entrance road.
- GL&P will coordinate directly with owner on the installation of electric. It will be in the backyard easement.

During the meeting the sketch plan was reviewed for Outlot B. The sketch plan showed future lot and utility layout for Phase II and III along with construction of two storm ponds.

Justin Black, PE (MN)  
Principal, Project Manager  
Short Elliott Hendrickson Inc.  
952.913.0702 cell  
Building a Better World for All of Us®

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*City of Glencoe ♦ 1107 11<sup>th</sup> Street East, Suite 107 ♦ Glencoe, Minnesota 55336*  
*Phone: (320) 864-5586*

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To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: January 14, 2022

Re: **Item 6B** – Waste Water Treatment Rebates from Light and Power  
Commission

**Item 6B** – David Meyer, General Manager with the Glencoe Light and Power Commission will update the City Council on the rebates for the energy improvements at the Glencoe Wastewater Treatment Facility.

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*City of Glencoe ♦ 1107 11<sup>th</sup> Street East, Suite 107 ♦ Glencoe, Minnesota 55336*  
*Phone: (320) 864-5586*

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To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: January 14, 2022

Re: **Item 7B** – Public Works Director Position

The City of Glencoe Received 3 applications for the position of Public Works Director. All three candidates were interviewed and qualifications reviewed.

A Second Interview was held on January 10<sup>th</sup> with candidate Mark Lemen Jr. of Buffalo MN. The interview committee consisted of Mayor Ryan Voss, City Councilor Cory Neid, Police Chief Padilla, Finance Director Trippel, Assistant City Administrator Jerabek, Operations Supervisor at the Light and Power Pete Wyffels, and myself. Mr. Lemen is currently a utilities supervisor with the City of Plymouth. He was previously with the City of Becker, Buffalo, and Orono in the State of Minnesota and the City of Sharonville, Ohio. He has a Bachelor of Science Degree in Environmental Science and is working on completion of his MBA Degree in Public Administration.

Mr. Lemen than toured the Water Treatment Plant and the Wastewater Treatment Facility and met with Public Works Staff.

I have attached a copy of Mark Lemen Jr's Resume for your review.

At this time, it is my recommendation to appoint Mark Lemen Jr. to the position of Public Works Director – Water and Wastewater with the City of Glencoe pending completion of his background investigation, physical, drug and alcohol testing and an agreeable compensation package.

**Mayor:** Ryan Voss      **City Administrator:** Mark D. Larson  
**Council Members:** Allen Robeck – Sue Olson – John Schrupp – Paul Lemke - Cory Neid

# MARK LEMEN JR

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Buffalo, MN 55313 • (513) 238-0144 • lemen.mark@gmail.com

November 29, 2021

Jon Jerabek  
City of Glencoe  
Glencoe, MN 55336

RE: Public Works Director

Dear Mr. Jerabek

As an experienced Utilities Supervisor, the advertisement for Public Works Director with the City of Glencoe sparked my interest. When reviewing the position requirements and your organization's website, I was excited to find that my qualifications and personal strengths align with your needs and mission.

I bring a comprehensive set of skills that I believe will be valuable to the City of Glencoe. In my Utilities Supervisor role, I honed my abilities in organization and leadership, providing a firm foundation for the Public Works Director position. My communication, people-centric nature, and compassion have afforded me excellent customer service skills.

I am excited to contribute my talents and proficiency in leadership toward your team efforts. As an engaging communicator with a proven track record in team building, my focus on building strong professional relationships has been a beneficial asset throughout my career.

Please review my enclosed resume for a more in-depth illustration of my work history and accomplishments. I would appreciate the opportunity to interview at your earliest convenience. I'm eager to discuss how my personality and background fit the Public Works Director role.

Thank you for your time and consideration of my candidacy.

Sincerely,  
Mark Lemen Jr

# MARK LEMEN JR

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## PROFESSIONAL SUMMARY

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Efficiency-driven city leader skilled at leading departments, improving transparency in government and building positive relationships with government agencies, community organizations and members of the public. Exceptional planning, program management and team development skills gained during 12-year career supporting cities with more than 90,000 residents.

## WORK HISTORY

---

### **Utilities Supervisor, 12/2020 - Current**

#### **City of Plymouth, Plymouth, MN**

- Responsible for oversight of operations, budget, and personnel of water distribution system, sanitary sewer collections systems, and water resources (storm water) collection system Oversight of 2 water filtration plants distributing approximately 27 MGD at peak Assign work and duties through asset management system (Cartegraph) Coordination of capital improvement projects with City Administration and City Council Coordinate, plan, and implement employee training and certification processes Perform performance evaluations of utility department personnel Responsible for interviewing and hiring utility department personnel Respond to general public inquiries.

### **Wastewater Biosolids Operations Lead, 12/2018 - 12/2020**

#### **City of Becker, Becker, MN**

- Responsible for coordination and operation of Biosolids division including being the signatory for mandatory annual reporting to the MPCA and the EPA.

### **Wastewater/Water Operator, 11/2016 - 12/2018**

#### **City of Buffalo, Buffalo, MN**

- Responsible for operations of wastewater treatment facility including signatory duties on mandatory state and federal reporting.

### **Public Works Maintenance Worker, 08/2015 - 10/2016**

#### **City Of Orono, Orono, MN**



Buffalo, MN 55313



(513) 238-0144



lemen.mark@gmail.com

## SKILLS

- Planning and scheduling
- Treatment facility inspections
- Leadership and supervision
- Operations oversight
- Conflict resolution
- Service contracts management
- Performance evaluations

## CERTIFICATIONS

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MN DOH Class B Water Operator

MPCA Class C Wastewater Operator

MPCA Type 40 Waste Disposal  
Facility Operator

Hamline University Midwest Regional  
Water Utility Management Institute  
Certificate



- Performed public works duties including water treatment plant operations, sanitary sewer operations, and street and playground maintenance

**Senior Operator, 05/2009 - 08/2015**

**City of Sharonville, Sharonville, OH**

- Responsible for coordinating grounds maintenance schedule, equipment maintenance and purchasing.

**Fleet and Facility Manager**

**United Landscape Contractors, Cincinnati, OH**

- Led facility management staff and consultants in producing business plan that focused on facility operations
- Evaluated facility operations and personnel for safety and health regulations compliance
- Supervised staff of 25 in day-to-day activities
- Oversaw finances and made recommendations to reach or exceed budget in unforeseen circumstances

## **EDUCATION**

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**MBA, Public Administration, Expected in 12/2022**

**Ohio University - Athens, OH**

**Bachelor of Science, Environmental Science, 03/2001**

**Southern New Hampshire University - Manchester, NH**

**High School Diploma, 05/1995**

**Archbishop Moeller High School - Cincinnati, OH**

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Separate Agenda Items**

# CITY OF GLENCOE BILLS

JANUARY 18, 2022

## **\*\* PREPAID PAYROLL & WIRE TRANSFER BILLS \*\***

VENDOR	DEPARTMENT: DESCRIPTION	TOTAL
WIRE TRANSFER	MULTIPLE DEPTS: SALES TAX	\$20,127.00
TOTAL PREPAID BILLS ----->		<u>\$20,127.00</u>

## INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

JAN 18, 2022 - PREPAID BILLS

Date: 01/13/2022

Time: 8:39 am

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	171886	11/17/2021	<b>604.55</b>
				<b>Vendor Total:</b>	<b>604.55</b>
ARCTIC GLACIER USA, INC	0495	LIQUOR STORE: MERCH FOR RESALE	171887	11/17/2021	<b>589.35</b>
				<b>Vendor Total:</b>	<b>589.35</b>
ARTISAN BEER COMPANY	1258	LIQUOR STORE: MERCH FOR RESALE	171888	11/17/2021	<b>388.00</b>
				<b>Vendor Total:</b>	<b>388.00</b>
C & L DISTRIBUTING	0492	LIQUOR STORE: MERCH FOR RESALE	171889	11/17/2021	<b>16,175.80</b>
				<b>Vendor Total:</b>	<b>16,175.80</b>
LOCHER BROS., INCORPORATED	0503	LIQUOR STORE: MERCH FOR RESALE	171890	11/17/2021	<b>11,126.38</b>
				<b>Vendor Total:</b>	<b>11,126.38</b>
MARLIN'S TRUCKING	1387	LIQUOR STORE: MERCH FOR RESALE	171891	11/17/2021	<b>592.35</b>
				<b>Vendor Total:</b>	<b>592.35</b>
VIKING BEVERAGES	0973	LIQUOR STORE: MERCH FOR RESALE	171892	11/17/2021	<b>4,539.95</b>
				<b>Vendor Total:</b>	<b>4,539.95</b>
VIKING COCA-COLA BOTTLING CC	0494	LIQUOR STORE: MERCH FOR RESALE	171893	11/17/2021	<b>508.00</b>
				<b>Vendor Total:</b>	<b>508.00</b>
				<b>Grand Total:</b>	<b>34,524.38</b>
				<b>Less Credit Memos:</b>	<b>0.00</b>
				<b>Net Total:</b>	<b>34,524.38</b>
				<b>Less Hand Check Total:</b>	<b>0.00</b>
				<b>Outstanding Invoice Total :</b>	<b>34,524.38</b>
<b>Total Invoices:</b>	<b>8</b>				

## INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

JAN 18, 2022 - 2021 REG BILLS

Date: 01/14/2022

Time: 12:28 pm

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City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
A.H. HERMEL CO.	0573	AQUATIC CENTER: WARMING HOUSE MERCH FOR RESALE	0	00/00/0000	83.74
				Vendor Total:	83.74
ALPHA TRAINING & TACTICS LLC	0976	POLICE: VEST & UNIFORM ACCESSORIES	0	00/00/0000	1,076.55
				Vendor Total:	1,076.55
ARNOLD'S OF GLENCOE, INC.	1449	STREET: EQUIPMENT REPAIR	0	00/00/0000	319.06
				Vendor Total:	319.06
ASPEN MILLS	1527	FIRE: UNIFORMS	0	00/00/0000	2,505.71
				Vendor Total:	2,505.71
AT&T MOBILITY	1205	MULT DEPTS: CELL PHONE BILL	0	00/00/0000	585.74
				Vendor Total:	585.74
AUL, GARY	1544	WWTP: INTERIOR PAINTING	0	00/00/0000	915.00
				Vendor Total:	915.00
AUTO VALUE GLENCOE	0214	STREET: WINDSHIED WASHER FLUID	0	00/00/0000	28.96
				Vendor Total:	28.96
BORDER STATES INDUSTRIES INC	0852	ADMIN, LIQUOR STORE: BULBS & ELECTRICAL SUPPLIES	0	00/00/0000	344.86
				Vendor Total:	344.86
BRAUN INTERTEC CORPORATION	0796	WATER, WWTP: GEOTECHNICAL EVALUATION - 16TH ST IMPROVE.	0	00/00/0000	2,585.00
				Vendor Total:	2,585.00
BRINKMANN, TOM	1230	FIRE: REIMB FOR HALL SUPPLIES- SHOPVAC, BROOMS	0	00/00/0000	226.51
				Vendor Total:	226.51
BUREAU OF CRIM. APPREHENSIO	1067	POLICE: CONNECTION & OPERATION CHARGES	0	00/00/0000	270.00
				Vendor Total:	270.00
CARD SERVICES	0330	PARK, LIQUOR STORE: OPERATING SUPPLIES, MERCH FOR RESALE	0	00/00/0000	34.20
				Vendor Total:	34.20
CENGAGE LEARNING INC-GALE	1828	LIBRARY: BOOKS	0	00/00/0000	46.48
				Vendor Total:	46.48
CENTER POINT LARGE PRINT	1349	LIBRARY: BOOKS	0	00/00/0000	142.62
				Vendor Total:	142.62
CENTERPOINT ENERGY	0204	MULT DEPTS: NATURAL GAS	0	00/00/0000	17,648.27
				Vendor Total:	17,648.27
CLAREY'S SAFETY EQUIPMENT IN	0333	FIRE: TURNOUT GEAR	0	00/00/0000	14,445.00
				Vendor Total:	14,445.00
CREEKSIDO SOILS	0938	SANITATION: COMPOST SITE CLEAN OUT SERVICE	0	00/00/0000	7,505.00
				Vendor Total:	7,505.00
DUININCK INC.	0317	'21 ST IMPROVE: 10TH ST PROJECT PAYMENT	0	00/00/0000	83,322.48
				Vendor Total:	83,322.48
EVERYDAY SIGN AND GRAPHICS	0894	REIMB: HENNEPIN AVE POCKET PARK SIGN	0	00/00/0000	348.00
				Vendor Total:	348.00
GACC TOURISM	0168	REIMB: LODGING TAX	0	00/00/0000	270.69
				Vendor Total:	270.69
GILLETTE PEPSI COMPANIES, INC	0496	CITY CENTER: MERCH FOR RESALE	0	00/00/0000	823.60
				Vendor Total:	823.60

# INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

JAN 18, 2022 - 2021 REG BILLS

Date: 01/14/2022

Time: 12:28 pm

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City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
GLENCOE CO-OP ASSN.	1842	MULT DEPTS: FUEL, LEAF VAC & TRACTOR TIRES, ICE MELT	0	00/00/0000	9,560.94
				Vendor Total:	9,560.94
GLENCOE FLEET SUPPLY	2074	MULT DEPTS: HANDHELD BLOWERS, REPAIR & MAINT SUPPLIES, PAINT	0	00/00/0000	1,392.83
				Vendor Total:	1,392.83
GLENCOE REGIONAL HEALTH	0099	FIRE: EMPLOYEE TESTING	0	00/00/0000	1,236.75
				Vendor Total:	1,236.75
GOPHER STATE ONE CALL	0482	WATER, WWTP, STORM WATER: LOCATE TICKETS	0	00/00/0000	27.00
				Vendor Total:	27.00
HAWKINS, INC.	1133	WWTP: CHEMICAL FEED PUMP	0	00/00/0000	1,974.25
				Vendor Total:	1,974.25
HAYES, KELLY	1716	ADMIN: CLOTHING ALLOWANCE	0	00/00/0000	198.60
				Vendor Total:	198.60
HOME SOLUTIONS OF GLENCOE	1947	WWTP: WASHER & DRYER	0	00/00/0000	2,069.96
				Vendor Total:	2,069.96
HUEMOELLER, GONTAREK &	1800	ADMIN, WATER: LEGAL SERVICES	0	00/00/0000	9,337.25
				Vendor Total:	9,337.25
HY-VEE ACCOUNTS RECEIVABLE	1996	WWTP: OPERATING SUPPLIES	0	00/00/0000	23.06
				Vendor Total:	23.06
JOHN DEERE FINANCIAL	1299	STREET, PARK, WWTP: EQUIPMENT REPAIR PARTS, BEARINGS	0	00/00/0000	2,197.51
				Vendor Total:	2,197.51
K & M DIESEL	0768	FIRE: DOT INSPECTIONS & MAINTENANCE	0	00/00/0000	709.96
				Vendor Total:	709.96
KDUZ - KARP - KGLB	2248	WATER, CITY CENTER, LIQUOR STORE: ADVERTISING	0	00/00/0000	1,468.00
				Vendor Total:	1,468.00
KEN'S EXCAVATION	0144	WWTP: I & I PROGRAM	0	00/00/0000	38,321.00
				Vendor Total:	38,321.00
KWIK TRIP	1653	POLICE: FUEL	0	00/00/0000	2,094.33
				Vendor Total:	2,094.33
LEAGUE OF MN CITIES	1323	ADMIN: SOFTWARE ANNUAL FEE	0	00/00/0000	81.43
				Vendor Total:	81.43
LIGHT & POWER COMMISSION	1484	MULT DEPTS: ELECTRICITY, CREDIT CARD & BILLING FEES	0	00/00/0000	27,961.41
				Vendor Total:	27,961.41
LITZAU EXCAVATING	0380	MULT DEPTS: MANHOLE, CATCH BASIN, WATERMAIN REPAIR, I & I	0	00/00/0000	71,820.00
				Vendor Total:	71,820.00
MCLEOD PUBLISHING, INC.	0339	ADMIN, CITY CENTER, LIQUOR STORE: ADVERTISING, PUBLISHING	0	00/00/0000	783.02
				Vendor Total:	783.02
METRO SALES, INC.	1733	POLICE, LIBRARY: OFFICE EQUIPMENT LEASE	0	00/00/0000	425.73
				Vendor Total:	425.73
MN DEPT. OF LABOR & INDUSTRY	2002	REIMB: STATE SURCHARGE	0	00/00/0000	434.03
				Vendor Total:	434.03
MNSPECT	0722	CODE ENFORCE: INSPECTIONS	0	00/00/0000	8,612.85
				Vendor Total:	8,612.85

## INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

JAN 18, 2022 - 2021 REG BILLS

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City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
MVTL , INC.	0353	WWTP: LAB TESTING	0	00/00/0000	115.20
				<b>Vendor Total:</b>	<b>115.20</b>
MY COMPUTER TUTOR	0612	WWTP: COMPUTER TRAINING	0	00/00/0000	75.00
				<b>Vendor Total:</b>	<b>75.00</b>
NORTH AMERICAN SAFETY INC	0903	STREET: UNIFORMS & SAFETY EQUIPMENT	0	00/00/0000	386.50
				<b>Vendor Total:</b>	<b>386.50</b>
OFFICE OF MN. IT SERVICES	1423	POLICE: INTERNET SERVICE	0	00/00/0000	120.92
				<b>Vendor Total:</b>	<b>120.92</b>
OXYGEN SERVICE COMPANY	0653	STREET: WELDING SUPPLIES	0	00/00/0000	14.26
				<b>Vendor Total:</b>	<b>14.26</b>
PIONEERLAND LIBRARY SYSTEMS	0227	REIMB: CARDS & FINES	0	00/00/0000	55.80
				<b>Vendor Total:</b>	<b>55.80</b>
PLUNKETT'S PEST CONTROL, INC	0446	WWTP: PEST CONTROL	0	00/00/0000	88.05
				<b>Vendor Total:</b>	<b>88.05</b>
PRO AUTO GLENCOE, INC	0527	STREET, PARK: WATER PUMP REPLACEMENT,TIRES, MAINTENANCE	0	00/00/0000	1,304.42
				<b>Vendor Total:</b>	<b>1,304.42</b>
RUNNING'S SUPPLY, INC.	1616	STREET, PARK: SAFETY BOOTS, UNIFORMS	0	00/00/0000	396.95
				<b>Vendor Total:</b>	<b>396.95</b>
SAM'S TIRE SERVICE INC.	0250	FIRE, STREET:EQUIPMENT REPAIR, TIRE REPLACEMENTS	0	00/00/0000	3,492.01
				<b>Vendor Total:</b>	<b>3,492.01</b>
SANDRY FIRE SUPPLY	0322	FIRE: RECUE EQUIPMENT - CUTTER & SPREADER	0	00/00/0000	26,759.00
				<b>Vendor Total:</b>	<b>26,759.00</b>
SCHMITT, STEVE	1696	WATER: DRIVER'S LICENSE REIMB	0	00/00/0000	60.00
				<b>Vendor Total:</b>	<b>60.00</b>
SEH	1757	WWTP: ENGINEERING SERVICES	0	00/00/0000	27,474.59
				<b>Vendor Total:</b>	<b>27,474.59</b>
SHRED-N-GO, INC	0032	FINANCE, POLICE: PAPER SHREDDING SERVICE	0	00/00/0000	59.75
				<b>Vendor Total:</b>	<b>59.75</b>
STAR GROUP, L.L.C.	0972	FIRE, STREET, PARK:LUBRICANTS, FILTERS, FLOOR DRY,TOOLS,PARTS	0	00/00/0000	980.00
				<b>Vendor Total:</b>	<b>980.00</b>
THOMSON REUTERS	1260	POLICE: INVESTIGATION SERVICES	0	00/00/0000	163.38
				<b>Vendor Total:</b>	<b>163.38</b>
UTILITY CONSULTANTS, INC.	0734	WWTP: LAB TESTING	0	00/00/0000	139.00
				<b>Vendor Total:</b>	<b>139.00</b>
VISA	0350	MULT DEPTS:TRAINING & TRAVEL EXP, SPILL KIT,SUPPLIES, TOOLS	0	00/00/0000	3,971.78
				<b>Vendor Total:</b>	<b>3,971.78</b>
WEX BANK	1240	WATER, WWTP, CITY CENTER: FUEL	0	00/00/0000	462.76
				<b>Vendor Total:</b>	<b>462.76</b>
WILO'S CONSTRUCTION	0860	STORM WATER: POURED CURB	0	00/00/0000	1,350.00
				<b>Vendor Total:</b>	<b>1,350.00</b>
WM. MUELLER & SONS, INC.	0206	MULT DEPTS: BITUMINOUS PATCHING, BLACKTOP	0	00/00/0000	33,728.61
				<b>Vendor Total:</b>	<b>33,728.61</b>
ZARNOTH BRUSH WORKS, INC.	1910	PARK: BOBCAT BROOM REFILL	0	00/00/0000	502.00
				<b>Vendor Total:</b>	<b>502.00</b>

# INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

JAN 18, 2022 - 2021 REG BILLS

Date: 01/14/2022

Time: 12:28 pm

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City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
Grand Total:					<b>415,957.36</b>
Less Credit Memos:					<b>0.00</b>
Net Total:					<b>415,957.36</b>
Less Hand Check Total:					<b>0.00</b>
Outstanding Invoice Total :					<b>415,957.36</b>
Total Invoices:	<b>64</b>				



## INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

JAN 18, 2022 - 2022 REG BILLS

Date: 01/14/2022

Time: 12:36 pm

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City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
ANDOVER ARMS LLC	2273	POLICE: TRAINING SUPPLIES	0	00/00/0000	400.00
				<b>Vendor Total:</b>	<b>400.00</b>
FRANKLIN PRINTING INC.	0085	ADMIN: OFFICE SUPPLIES	0	00/00/0000	18.99
				<b>Vendor Total:</b>	<b>18.99</b>
GOPHER STATE ONE CALL	0482	WATER, WWTP, STORM WATER: ANNUAL OPERATOR FEE	0	00/00/0000	50.00
				<b>Vendor Total:</b>	<b>50.00</b>
HILLYARD HUTCHINSON	0122	CITY CENTER: OUTDOOR GARBAGE CANS	0	00/00/0000	384.21
				<b>Vendor Total:</b>	<b>384.21</b>
INDEPENDENT EMERGENCY SER\	0969	POLICE: ANNUAL 911 SERVICE	0	00/00/0000	129.24
				<b>Vendor Total:</b>	<b>129.24</b>
JOHNSON CONTROLS FIRE	0874	MULT DEPTS: ANNUAL FIRE EXT & EMERGENCY LIGHTS INSPECTIONS	0	00/00/0000	1,789.96
				<b>Vendor Total:</b>	<b>1,789.96</b>
MARCO TECHNOLOGIES LLC	1441	ADMIN: COPIER LEASE	0	00/00/0000	351.66
				<b>Vendor Total:</b>	<b>351.66</b>
MID-STATES ORGANIZED CRIME	1217	POLICE: MEMBERSHIP DUES	0	00/00/0000	100.00
				<b>Vendor Total:</b>	<b>100.00</b>
MN. RURAL WATER ASSOC.	0175	WWTP: ANNUAL CONFERENCE FEES	0	00/00/0000	500.00
				<b>Vendor Total:</b>	<b>500.00</b>
MN. STATE FIRE CHIEFS ASSOC.	0191	FIRE: MEMBERSHIP DUES, CONFERENCE REGISTRATIONS	0	00/00/0000	1,540.00
				<b>Vendor Total:</b>	<b>1,540.00</b>
MPCA - FISCAL 6TH	0717	WWTP: CERTIFICATION EXAMS	0	00/00/0000	110.00
				<b>Vendor Total:</b>	<b>110.00</b>
MPCA	1680	WWTP: LAB CERTIFICATION RENEWAL	0	00/00/0000	1,644.00
				<b>Vendor Total:</b>	<b>1,644.00</b>
MVTL , INC.	0353	WATER, WWTP: LAB TESTING	0	00/00/0000	154.18
				<b>Vendor Total:</b>	<b>154.18</b>
NUVERA	2120	MULT DEPTS: INTERNET, PHONE, IT SUPPORT	0	00/00/0000	4,620.66
				<b>Vendor Total:</b>	<b>4,620.66</b>
SAFEASSURE CONSULTANTS INC	0865	MUTL DEPTS: SAFETY MANAGEMENT PROGRAM	0	00/00/0000	4,099.23
				<b>Vendor Total:</b>	<b>4,099.23</b>
STARRY'S EMBROIDERY	1868	WWTP, CITY CENTER: SHIRTS	0	00/00/0000	119.00
				<b>Vendor Total:</b>	<b>119.00</b>
TRI-COUNTY WATER	1016	STREET, REIMB, AIRPORT: WATER, SOFTNER RENTAL	0	00/00/0000	161.50
				<b>Vendor Total:</b>	<b>161.50</b>
UTILITY SERVICE CO., INC	1989	WATER: TOWER MAINENANCE AGREEMENT	0	00/00/0000	19,265.29
				<b>Vendor Total:</b>	<b>19,265.29</b>
VERIZON WIRELESS	1110	POLICE: SQUAD CAR PHONES	0	00/00/0000	200.05
				<b>Vendor Total:</b>	<b>200.05</b>
VIVID IMAGE, INC.	0436	LIQUOR STORE: WEBSITE HOSTING	0	00/00/0000	780.00
				<b>Vendor Total:</b>	<b>780.00</b>

# INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

JAN 18, 2022 - 2022 REG BILLS

Date: 01/14/2022

Time: 12:36 pm

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City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
					Grand Total: 36,417.97
Total Invoices: 20					Less Credit Memos: 0.00
					Net Total: 36,417.97
					Less Hand Check Total: 0.00
					Outstanding Invoice Total : 36,417.97

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Separate Agenda Items**

**CITY OF GLENCOE  
DEPARTMENT SUPERVISOR  
MONTHLY SUMMARY REPORT  
(Due by 10<sup>th</sup> of each month)**

**Department: Water Department (WTP)**

**Supervisor Name: Steve Schmitt**

**Month: December 2021**

**Below is a review of tasks completed during the previous month...**

Gopher locates (52X)  
Well draw downs, water samples.  
Rereads (3X)  
Litzau Exca. And Ken P. digs (0X)  
Water Off/On at properties (1X)  
Sewer/Storm/Water inspections (0X)  
Televised properties (9X)  
Installed a lot of water meters.  
New customer list.  
Handed out water notices for residents on our daily high-water leak report.  
Fixed bird holes on side of Water Plant  
Checked tar list, made sure they were done  
Removed snow from wells and towers  
Worked on year end reports  
Worked on bubbler system in East water tower pit  
Fixed tracer wire locating box at 8<sup>th</sup> and DeSoto Ave.  
Truck #41 in for oil change

**Other departmental concerns to be addressed by City Council.**

Signature: \_\_\_\_\_



**CITY OF GLENCOE  
DEPARTMENT SUPERVISOR  
MONTHLY SUMMARY REPORT**

(Due by 10<sup>th</sup> of each month)

**Department: Waste Water Treatment Plant (WWTP)**

**Supervisor Name: Ron VonBerge      Month :December 2021**

**Below is a review of tasks completed during the previous month...**

**Weekly check of Glen Knoll lift station (4 X)    I/I inspections**

**Weekly plant maintenance task (4 X)    DMR and QA/QC data entry**

Week of 12/6/2021

Painting Garage area of 04 building

Received 300 gallon tote of polymer

Snow removal

Shut down boilers for hydro test

Meeting for computer training

Try to run DAF at 30GPM

Week of 12/13//2021

Cleaned plant lift station

Gave plant tour

Installing water meters

Painting garage area

Shut down DAF

Week of 12/20/2021

Clean both disc filters

Install water meters

Bio solids truck to Red Wing for coating

Painting garage area

Started CDC lab test

Week of 12/27/21

Installing water meters

Snow removal

Exercised all slide gates

Finished lab CDC / started IDC for 604

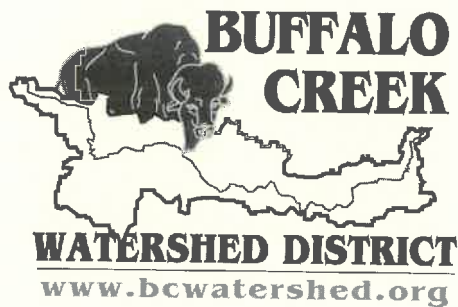
SEH onsite for punch list items

Reviewed pricing for lab supplies

Bradley security onsite for gate repairs

**Other departmental concerns to be addressed by City Council**

Signature: Ron VonBerge



December 28, 2021

Attention Landowners along Buffalo Creek:

At the last regular meeting of the Buffalo Creek Watershed District, the Board of Managers decided to clean out the Buffalo Creek. We plan on a creek clean out of the channel in your area. At this time of the year, the water levels are low and the ice is acceptable.

We have hired Castle Rock Contracting, Perry Collins, to do the work. Perry and his crew have done other cleanouts of Buffalo Creek in past years. Castle Rock Contracting and crew will be removing any trees and brush that have fallen in the creek, and any trees that are hanging over the channel that may soon fall in, and also any natural dams or beaver dams in the creek.

Aaron or Nate may be contacting you as to an appropriate area to pile wood. Also, if you would like the wood, please contact one of them as they work through your area. If you have any special concerns, contact either Aaron or Nate, or myself in regards to driving in certain areas, and saving any of the trees, etc. They will also be contacting some landowners looking for an easier access to the creek and secure areas to leave his equipment overnight and weekends.

Costs incurred in this cleanout project will be paid for by the Buffalo Creek Watershed District. This cleanout project will start on or about January 3, 2022 and, weather permitting, will be completed in approximately 30 days.

Any additional information or concerns you may have, please contact one of our contractors at Castle Rock Contracting.

**Aaron at 952-807-5559**

**Nate at 651-233-3186**

**Perry at 612-867-9134**

We thank you for your cooperation

Buffalo Creek Watershed District

Larry Phillips, representative for BCWD **320-510-0504** (cell)

**GARY'S REPORT**  
**WATER & W.W.T.P.**  
**OVERTIME HOURS - 2021**

Pay Date	Collection System	W.W.T.P. Work	Biosolids Hauling	Heavy Rain Falls	Distribution System	Wells/Towers	W.T.P. Work	Flood Control	Street/ Park Work	Total Hours
1/13/2021		21.30			2.00					23.30
1/27/2021		39.80					5.33			45.13
2/10/2021		34.00								34.00
2/24/2021	3.00	42.30			4.00		5.33			54.63
3/10/2021		26.50			2.00					28.50
3/24/2021		23.50			2.00		2.00			27.50
4/7/2021		20.00			0.50					20.50
4/21/2021		7.00			2.00					9.00
5/5/2021		11.00			2.00					13.00
5/19/2021		25.25			1.00					26.25
6/2/2021	1.00	16.83								17.83
6/16/2021		19.97			2.50		5.33			27.80
6/30/2021		4.00			13.50					17.50
7/14/2021	0.50	9.30			2.00		5.33			17.13
7/28/2021	2.00	2.00								4.00
8/11/2021		7.00			6.25					13.25
8/25/2021		4.0			3.25					7.25
9/8/2021	2.00	2.00			6.50		4.00			14.50
9/22/2021		9.33					5.33			14.66
10/6/2021	4.00	8.50								12.50
10/20/2021		6.00								6.00
11/3/2021	0.50	4.00	8.25		4.50		5.33			17.25
11/17/2021		7.30			1.00					13.63
12/1/2021		10.60					10.66			21.26
12/15/2021	3.00									3.00
12/29/2021		5.30					6.33			11.63
<b>2021</b>										<b>0.00</b>
<b>OVERTIME HOURS</b>	<b>16.00</b>	<b>366.78</b>	<b>8.25</b>	<b>0.00</b>	<b>55.00</b>	<b>0.00</b>	<b>54.97</b>	<b>0.00</b>	<b>0.00</b>	<b>501.00</b>
<b>2020</b>										
<b>OVERTIME HOURS</b>	<b>22.00</b>	<b>155.56</b>	<b>32.50</b>	<b>0.00</b>	<b>16.00</b>	<b>4.00</b>	<b>49.47</b>	<b>0.00</b>	<b>0.00</b>	<b>279.53</b>
<b>DIFFERENCE (+/-)</b>	<b>-6.00</b>	<b>211.22</b>	<b>-24.25</b>	<b>0.00</b>	<b>39.00</b>	<b>-4.00</b>	<b>5.50</b>	<b>0.00</b>	<b>0.00</b>	<b>221.47</b>

**CITY OF GLENCOE**  
**DEPARTMENT SUPERVISOR**  
**MONTHLY SUMMARY REPORT**  
(Due by 10th of each month)

**Department:** Streets/Parks/Airport/Cemetery

**Supervisor Name:** Jamie Voigt

**Month:** December 2021

**Week of 12/6/21**

COVID detail break room, bathrooms, shop  
Plowed snow (4) Blow snow downtown (2) Airport (2) Cemetery (2)  
Review plow routes  
Safety meeting  
Stake plow routes  
Garbage route  
Equipment maintenance/repairs

**Week of 12/13/21**

COVID detail break room, bathrooms  
Plowed snow (1) Haul snow (1) Airport (1) Cemetery (1)  
Storm wind clear down trees  
Branch clean up town  
Flood rinks  
Overhead door repair  
Toolcat new sander prep  
Garbage route  
Equipment maintenance/repairs

**Week of 12/20/21**

COVID detail break room, bathrooms, shop, trucks  
Picnic table repairs  
Fire Extinguisher/Ladder inspections  
Chipper box prep from dodge to F550  
Tar trailer clean up  
Garbage route  
Equipment maintenance/repairs

**Week of 12/27/21**

COVID detail break room, bathrooms,  
Plowed snow (3) Blow snow downtown (2) Airport (2) Cemetery (2)  
Picnic table repairs  
Flood rinks  
Warming house prep/open  
Garbage route  
Equipment maintenance/repairs/Winter prep

Signature: 



