



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, February 22, 2022

1. PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

2. CONSENT AGENDA

A. Approve minutes of the regular meeting of February 7, 2022

B. Acknowledge the following building permits:

Unhinged Pizza	2408 9 th St E	reface sign
Kyle Clunis	813 DeSota Ave N	replace windows
MNDot	101 8 th St E	reroof
Julie Lange	1611 Ford Ave N	replace patio door

C. Approve the following licenses:

Gamp (Pla-Mor)	On-Sale Wine, Sunday On-Sale
Mand Enterprises (Main Street)	On-Sale, Sunday On-Sale
VFW 5102	On-Sale, Sunday On-Sale

3. PUBLIC COMMENT (agenda items only)

4. PUBLIC HEARINGS

5. BIDS AND QUOTES

6. REQUESTS TO BE HEARD

A. Approve the Waiver of Statutory Tort Limits with the League of MN Cities Insurance Trust and Purchase Excess Liability Coverage – City Administrator

B. Approve Resolution 2022-003 to Adopt the McLeod County All-Hazard Mitigation Plan – Kevin Mathews, McLeod County

C. Approve Resolution 2022-006 Requesting municipal State Aid Advance for Armstrong Avenue Debt Service – John Rodeberg, SEH

D. Approve Resolution 2022-007 to Execute Agreement with MNDot Aeronautics for \$32,000 in ARPA Funding for the Glencoe Airport – City Administrator

E. Approve Resolution 2022-008 Cooperative Construction Agreement for TH 22 Mill and Overlay, ADA Improvements – City Administrator

7. ITEMS FOR DISCUSSION

- A. Sidewalk Funding Plan – City Administrator
- B. Ugly City Designation
- C. City / County Workshop

8. ROUTINE BUSINESS

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

9. ADJOURNMENT



GLENCOE CITY COUNCIL MEETING MINUTES
February 7, 2022 – 7:00pm

Attendees: Ryan Voss, John Schrupp, Sue Olson, Allen Robeck, Cory Neid, Paul Lemke

City Staff: City Administrator Mark Larson, City Attorney Mark Ostlund, Finance Director Todd Trippel, Public Works Director Gary Schreifels, Police Chief Tony Padilla, Deputy City Clerk Kelly Hayes, Assistant City Administrator Jon Jerabek, Public Works Director Jamie Voigt

1. PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

Meeting was called to order by Mayor Voss with all members present.

2. CONSENT AGENDA

A. Approve minutes of the regular meeting of January 18, 2022

B. Acknowledge the following building permits:

Tina Stifter	2051 10th St SE	signs
Jon LeDoux	620 16th St E	new egress window
Panther Heights Apts	2905 14th St E	fire sprinkler system
Kevin Pries	1323 Armstrong Ave	expand bedroom
First Lutheran	925 13th St E	reroof
Robert McBride	1222 Hennepin Avenue	new window
Ada Sanchez	1529 Greeley Avenue N	furnace
Daniel Perschau	325 Scout Hill Drive	replace water heater

C. Approve the following licenses:

Happy Hour: Liquor On-Sale, Liquor Sunday, Lazy Loon: Brew Pub and Brewer, Sunday

Motion: Lemke, Seconded Neid to approve the consent agenda.

City Administrator Larson noted that the Liquor License for Maria's Mexican Restaurant was received today and requested for it to be added.

Amended Motion: Lemke, Seconded Neid to approve the consent agenda with the addition of Maria's liquor license. All in favor, motion carried.

3. PUBLIC COMMENT (agenda items only)

Resident Jon Braband spoke in favor of the repair of the trail.

4. PUBLIC HEARINGS

A. 7:15pm, Public Hearing on 2022 Public Improvement Project – Justin Black, SEH

1) Approve Resolution 2022-002 Ordering Improvement And Preparation Of Plans

Mayor Voss opened the Public Hearing at 7:18pm.

Justin Black, SEH, presented the 2022 Public Improvement Plan which includes the following:

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

TOTAL BASE BID: \$997,000

Alternates:

§ Birch Avenue from 14th Street to 16th Street

§ 11th Street from McLeod Avenue to Pryor Avenue

§ Union Avenue from 10th Street to 11th Street

TOTAL BASE BID + Alternates = \$1,195,000

The project would be paid by: Neighborhood Assessments, General Tax Levy, Sanitary & Water Utility Fund, Sanitary Sewer Enterprise Fund, McLeod County Trail Matching Funds.

- o Resident Greg Troska brought a concern about a dip in the street on 14th/Ranger.
- o Councilor Schrupp asked if the trail portion of the project could be an alternate.
- o Resident Mike Drew gave his support for the trail and how it will be connecting to Morningside. He also mentioned the Comprehensive Plan and how people are requesting more trails.

Motion: Schrupp, Seconded Neid to close the Public Hearing at 7:41pm. All in favor, motion carried.

- o Councilor Lemke noted how completing the trail portion of the project is getting the City that much closer to having a safe trail around the city from Oak Leaf Park to the school.
- o Mr. Black said that the entire trail will need to be ground up; an overlay will not be sufficient. Also, all of the pedestrian ramps need to be made ADA complaint and there will need to be some drainage added.

Motion: Lemke, Seconded Olson to Approve Resolution 2022-002 Ordering Improvement and Preparation of Plans. All in favor, motion carried.

5. BIDS AND QUOTES

1) Sewer Cleaning and Televising Quote – Public Works Director Gary Schreifels

Motion: Olson, Seconded Lemke to approve the bid from Sewer Septic Grease Services for \$26,845.00.

Vote 4 – 1 with Robeck against, motion carried.

6. REQUESTS TO BE HEARD

A. Approve Amendment No 3 to Tower Equipment Lease with Verizon Wireless – City Attorney Mark Ostlund

Motion: Neid, Seconded Schrupp to Approve Amendment No 3 to Tower Equipment Lease with Verizon Wireless. All in favor, motion carried.

B. Request of McLeod County to Approve Resolution 2022-003 Adopting the McLeod County All Hazard Mitigation Plan

Motion: Robeck, Seconded Neid to table until receiving entire plan or have a presentation. All in favor, motion carried.

C. Staffing Recommendations

1) Appoint Mark Lemen Jr. to Public Works Direction Position – City Administrator Mark Larson

Motion: Olson, Seconded by Schrupp to appoint Mr. Lemen as the Public Works Director. Vote 4 – 1 with Robeck against, motion carried.

2) Appoint Morgan Attenberger to the Position of Police Officer with the City of Glencoe – Police Chief Tony Padilla

- o Councilor Robeck questioned cost sharing an Officer with the school. Chief Padilla said that is a different position and noted the need for another overnight officer.

Motion: Schrupp, Seconded Lemke to appoint hiring of Morgan Attenberger as a Police Officer. Vote 3 – 2 with Robeck and Neid against, motion carried.

- D. Approve Resolution 2022-004 A Resolution Supporting Housing And Local Decision Making Authority – City Attorney Mark Ostlund

Motion: Schrupp, Seconded Olson to Approve Resolution 2022-004 A Resolution Supporting Housing And Local Decision Making Authority. Vote 4 – 1 with Robeck against, motion carried.

- E. Approve Resolution 2022 – 005 A Resolution Supporting An Application For Safe Routes To School Infrastructure Funding – Assistant City Administrator Jon Jerebek
- o Councilor Robeck voiced concerns about the proposed route.
 - o Administrator Larson noted that it was part of the Safe Routes to School Plan that was previously approved.
 - o There would be a public hearing prior if the funds are awarded to the City.

Motion: Schrupp, Seconded Lemke to Approve Resolution 2022 – 005 A Resolution Supporting An Application For Safe Routes To School Infrastructure Funding. Vote 4 – 1 with Robeck against, motion carried.

- F. Appraisal of Shanahan / Nature Fresh Building for Possible Redevelopment – EDC Recommendation

Motion: Olson, Seconded Schrupp to approve appraisal of Shanahan / Nature Fresh Building for Possible Development. Vote 4 – 1 with Neid against, motion carried.

7. ITEMS FOR DISCUSSION

- A. February 14, 2022 – City Council Workshop - CANCELED
- B. February 15, 2022 – City Council / County Board Joint Workshop 10:30am
- C. February 22, 2022 – Next City Council Meeting at 7:00pm due to Presidents Day Holiday
- D. McLeod County Truck Station Update

8. ROUTINE BUSINESS

- A. Project Updates
- B. Economic Development
- C. Public Input
 - Councilor Neid asked who is liable if someone falls on the City park pocket if it isn't shoveled or maintained. City Attorney Ostlund will look into.
- D. Reports
- E. City Bills

Motion: Schrupp, Seconded Neid to approve paying the City bills. Vote 4 – 1 with Robeck against, motion carried.

Motion: Schrupp, Seconded Neid to close the regular meeting. Vote 4 – 1 with Robeck against, motion carried.

- F. Meeting shall be closed pursuant to Minn. Stat. 13D.05 to discuss attorney-client privileged matters related to ongoing/active, threatened, and pending litigation based upon the City's need for absolute confidentiality to consider litigation strategy related to substantive decisions affecting ongoing litigation.
- G. The meeting shall be closed pursuant to Minn. Stat. 13D.05, subd. 3(c)(3), to develop or consider offer or counteroffers for the purchase or sale of certain real property owned by the City legally described as Lot 1, Block 1 and Lot 1, Block 2, Glentech Park, McLeod County, Minnesota.

Motion: Schrupp, Seconded Neid to reopen the regular meeting at 9:28 PM. All in favor, motion carried.

Motion: Schrupp, Seconded Neid to enter into a purchase agreement, as presented by City Attorney Ostlund, with Miller Manufacturing for the Entire GlenTech Industrial Park Property for \$250,000, contingent upon the City acquiring the single parcel in GlenTech Park from BP Seeds. All in favor, motion carried.

9. ADJOURNMENT

Motion: Schrupp, Seconded Neid to adjourn at 9:30pm. All in favor, motion carried.

Ryan Voss, Mayor

Date

Mark D. Larson, City Administrator

Date



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

To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: February 18, 2022

Re: Item 6A – Request to Be Heard

Item 6A – It is recommended to approve the waiver of Statutory Tort Limits with the League of MN Cities Insurance Trust and Purchase Excess Liability Coverage.

LIABILITY COVERAGE – WAIVER FORM

Members who obtain liability coverage through the League of Minnesota Cities Insurance Trust (LMCIT) must complete and return this form to LMCIT before the member's effective date of coverage. Return completed form to your underwriter or email to psstech@lmc.org.

The decision to waive or not waive the statutory tort limits must be made annually by the member's governing body, in consultation with its attorney if necessary.

Members who obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. The decision has the following effects:

- *If the member does not waive the statutory tort limits, an individual claimant could recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether the member purchases the optional LMCIT excess liability coverage.*
- *If the member waives the statutory tort limits and does not purchase excess liability coverage, a single claimant could recover up to \$2,000,000 for a single occurrence (under the waive option, the tort cap liability limits are only waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2,000,000). The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.*
- *If the member waives the statutory tort limits and purchases excess liability coverage, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.*

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

LMCIT Member Name: _____

Check one:

☐ The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by [Minn. Stat. § 466.04](#).

☐ The member **WAIVES** the monetary limits on municipal tort liability established by [Minn. Stat. § 466.04](#), to the extent of the limits of the liability coverage obtained from LMCIT.

Date of member's governing body meeting: _____

Signature: _____ Position: _____

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

To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: February 18, 2022

Re: Item 6B – Approve Resolution 2022-003

Item 6B – It is recommended to approve Resolution 2022-003 to adopt the McLeod County All-Hazard Mitigation Plan. Kevin Mathews, Emergency Management Director with McLeod County will be available for any questions.

A Link to the All-Hazard Mitigation Plan was sent to the City Council last week.

RESOLUTION 2022-003

ADOPTION OF THE MCLEOD COUNTY ALL-HAZARD MITIGATION PLAN

WHEREAS, the City of Glencoe has participated in the hazard mitigation planning process as established under the Disaster Mitigation Act of 2000, and

WHEREAS, the Act establishes a framework for the development of a multi-jurisdictional County Hazard Mitigation Plan; and

WHEREAS, the Act as part of the planning process requires public involvement and local coordination among neighboring local units of government and businesses; and

WHEREAS, the McLeod County Plan includes a risk assessment including past hazards, hazards that threaten the County, an estimate of structures at risk, a general description of land uses and development trends; and

WHEREAS, the McLeod County Plan includes a mitigation strategy including goals and objectives and an action plan identifying specific mitigation projects and costs; and

WHEREAS, the McLeod County Plan includes a maintenance or implementation process including plan updates, integration of the plan into other planning documents and how McLeod County will maintain public participation and coordination; and

WHEREAS, the Plan has been shared with the Minnesota Division of Homeland Security and Emergency Management and the Federal Emergency Management Agency for review and comment; and

WHEREAS, the McLeod County All-Hazard Mitigation Plan will make the county and participating jurisdictions eligible to receive FEMA hazard mitigation assistance grants; and

WHEREAS, this is a multi-jurisdictional Plan and cities that participated in the planning process may choose to also adopt the County Plan.

NOW THEREFORE BE IT RESOLVED that the City of Glencoe supports the hazard mitigation planning effort and wishes to adopt the McLeod County All-Hazard Mitigation Plan.

This Resolution was declared duly passed and adopted and was signed by the Mayor and attested to by the City Administrator this 7th day of February, 2022.

Attest:

Ryan Voss, Mayor

Mark D. Larson, City Administrator

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

To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: February 18, 2022

Re: Item 6C – Approve Resolution 2022-006

Item 6C – It is recommended to approve Resolution 2022-006 which requests Municipal State Aid Advance funding for the Armstrong Avenue Debt Service Payment.

RESOLUTION 2022 - 006

MUNICIPAL STATE AID STREET FUNDS ADVANCE

WHEREAS, the Municipality of Glencoe constructed Municipal State Aid Street (MSAS) Project 226-115-01 in 2016 utilizing State Aid Bonds (issue date 05/18/2016) and the annual repayment of principal will require State Aid funds in excess of those available in its State Aid Construction Account, and

WHEREAS, said municipality utilized State Aid Advance Funding for completing CSAH 15 /Morningside Avenue Project in coordination with McLeod County, which includes SAP 043- 615-013 (CSAH 15) and 226-103-002 (16th Street MSA route), and

WHEREAS, said municipality proceeded with the construction of said Project 226-115-001 through the use of bonds and will now require an advance from the Municipal State Aid Street Fund to supplement the available funds in their State Aid Construction Account for the annual payment of bond principal, and

WHEREAS, the advance is based on the following determination of estimated expenditures:

Unencumbered Balance Available 12/31/2021	\$(655,282)
Advance Amount (amount in excess of acct balance)	\$ 100,000

WHEREAS, repayment of the funds so advanced will be made in accordance with the provisions of Minnesota Statutes 162.14, Subd. 6 and Minnesota Rules, Chapter 8820.1500, Subp. 106, and

WHEREAS, the Municipality acknowledges advance funds are released on a first-come-first-serve basis and this resolution does not guarantee the availability of funds.


NOW, THEREFORE, Be It Resolved: That the Commissioner of Transportation be and is hereby requested to approve this advance for financing approved Municipal State Aid Street Project of the Municipality of Glencoe in the amount of \$100,000. I hereby authorize repayments from subsequent accruals to the Municipal State Aid Street Construction Account of said Municipality from future year allocations until fully repaid.

I HEREBY CERTIFY that the above is a true and correct copy of a resolution presented to and adopted by the Municipality of Glencoe, County of McLeod, State of Minnesota, at a duly authorized Municipal Council Meeting held in the Municipality of Glencoe, Minnesota on the 6th day of December, 2021, as disclosed by the records of said Municipality on file and of record in the office.

Adopted and approved this 22nd day of February, 2022.

Municipality of Glencoe

Mayor



City Administrator



Building a Better World
for All of Us®

MEMORANDUM

TO: City of Glencoe Mayor and Council

FROM: John Rodeberg, PE (MN), City Engineer

DATE: February 14, 2022

RE: Resolution Requesting Municipal State Aid Funds Advance
SEH No. GLENC 165946 14.00

Attached is the Resolution required by the Minnesota Department of Transportation State Aid for Local Transportation (Municipal State Aid) in order to receive the funding to utilize towards the payment of the bonds for the Armstrong Avenue Project from 2016. As has been previously noted and approved, the City utilized State Aid Advance Funding for the Morningside Avenue/CSAH 15 project and so these yearly bond payments are classified as Advance Funding as well until the Morningside Advance funds are paid back, in approximately 2 years.

Glencoe's State Aid Allocation continues to increase due to its population growth and program funding increases. State Aid projects that the City's allocation will increase from \$308,777 in 2021 to \$356,723 in 2022 (an increase of \$47,946 or 15.5%).

Please let me know if you have any questions.

jpr
att: Resolution Requesting MSA Funds Advance for Armstrong Avenue Project
c: Justin Black, SEH

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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

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

To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: February 18, 2022

Re: Item 6D – Resolution 2022-007

Item 6D – It is recommended to approve Resolution 2022-007 to execute the agreement with MNDOT Aeronautics for \$32,000 in ARPA Funding for the Glencoe Airport. This funding will be used to pay for the City 5% match for the 2020 Airport Paving project.

RESOLUTION 2022 - 007

**AUTHORIZATION TO EXECUTE
MINNESOTA DEPARTMENT OF TRANSPORTATION
AGENCY AGREEMENT FOR FEDERAL AIRPORT
EXPENSES REIMBURSEMENT**

It is resolved by the **City of Glencoe** as follows:

1. That the state of Minnesota Agreement No. **1049562**,

"Grant Agreement for Federal Airport Expenses Reimbursement," for

State Project No. **A4301-C3** at the **Glencoe Municipal** is accepted.

2. That the Mayor and City Administrator are
(Title) (Title)

authorized to execute this Agreement and any amendments on behalf of the

City of Glencoe.

CERTIFICATION

STATE OF MINNESOTA

COUNTY OF McLeod

I certify that the above Resolution is a true and correct copy of the Resolution adopted by the

City of Glencoe

(Name of the Recipient)

at an authorized meeting held on the 22nd day of February, 20 22

as shown by the minutes of the meeting in my possession.

Signature: _____
(Clerk or Equivalent)

CORPORATE SEAL

/OR/

NOTARY PUBLIC

My Commission Expires: January 31, 2025

STATE OF MINNESOTA
AGENCY AGREEMENT for
FEDERAL AIRPORT EXPENSES REIMBURSEMENT

This agreement is entered into by and between the City of Glencoe ("Local Government") and the State of Minnesota, acting through its Commissioner of Transportation ("MnDOT").

RECITALS

1. Local Government has received an Airport Rescue Grant ("ARG") under the American Rescue Plan Act of 2021 (H.R. 1319, Public Law 117-2) ("ARPA") directly from the Federal Aviation Administration ("FAA") to reimburse eligible airport expenses at Local Government's airport.
2. This agreement is not a subgrant of the ARG funds. The FAA will be conducting oversight and monitoring the ARG funding (see ARPA FAQs for more information, at: https://www.faa.gov/airports/airport_rescue_grants/media/20211124_ARPA_FAQs.pdf).
3. Pursuant to Minnesota Statutes Sections 360.016 and 360.039, subd. 2, the Local Government desires MnDOT to act as the Local Government's agent in accepting the federal funds on the Local Government's behalf and disbursing the federal funds to the Local Government for expenses at the airport.

AGREEMENT TERMS

1. Term of Agreement

- 1.1. Effective Date: This agreement will be effective on the date the MnDOT obtains all required signatures under Minn. Stat. §16C.05, Subd. 2.
- 1.2. Expiration Date: This agreement will expire on September 30, 2024.

2. Local Government's Duties

- 2.1. The Local Government designates MnDOT to act as its agent in accepting the federal funds on its behalf and disbursing the federal funds to the Local Government for airport expenses deemed allowable by the FAA under the ARPA Act.
- 2.2. The Local Government will prepare reports, keep records, and perform work so as to meet federal requirements and to enable MnDOT to disburse the federal aid sought by the Local Government.
- 2.3. The Local Government will comply with all applicable Federal, State, and local laws, ordinances, and regulations. The Local Government will comply with all requirements and assurances in the ARG Grant, which is incorporated into this contract by reference.

3. MnDOT's Duties

- 3.1. MnDOT accepts designation as agent of the Local Government for the receipt of the federal funds and disbursement of the federal funds to the Local Government and will act in accordance herewith.
- 3.2. MnDOT will make the necessary requests to the FAA for authorization to disburse federal funds for airport expenses and for reimbursement of eligible costs under the ARPA Act.
- 3.3. MnDOT may withhold federal funds where the FAA determines that airport expenditures were not made in compliance with federal requirements.
- 3.4. MnDOT, the FAA, or duly authorized representatives of the state and federal government will have the right to audit the work performed under this agreement. The Local Government will make available all books, records, and documents pertaining to the work hereunder, for a minimum of six years following the closing of the contract.

4. Payment

- 4.1. **Eligibility.** Eligible expenses under the act include costs related to operations, personnel, cleaning, sanitization, janitorial services, combating the spread of pathogens at the airport, and debt service payments for the Glencoe Municipal. Eligible expenses will be determined by the Federal Aviation Administration. Eligible expenses will be determined in accordance with FAA's Policy and Procedures Concerning the Use of Airport Revenues, 64 Federal Register 7696 (64 FR 7696), as amended by 79 Federal Register 66282 (79 FR 66282), which is incorporated into this agreement by reference, and the ARPA Act.
 - 4.2. **Reimbursement.** Local Government has been awarded \$32,000 in Federal ARPA Act funding to reimburse federally-eligible expenses at airport(s) it operates. Local Government will be reimbursed for 100% of federally-eligible expenses not reimbursed by any other source. The Local Government will pay any part of the cost or expense that is not paid by federal, state, or other funds. MnDOT will receive the federal funds to be paid by the FAA for eligible expenses and will reimburse the Local Government from said federal funds for each payment request, subject to the limits of those funds.
 - 4.3. **Payment Requests.** The Local Government will prepare payment requests in accordance with the terms of the federal award.
 - 4.3.1. In the event MnDOT does not obtain funding from the Minnesota Legislature or other funding source, or funding cannot be continued at a sufficient level to allow for the processing of the federal aid reimbursement requests, the Local Government may work directly with FAA to receive the federal funds under the ARPA Act grant pursuant to any terms and conditions imposed by FAA.
 - 4.4. **Federal Funds.** Payments under this Agreement will be made from federal funds. The Local Government is responsible for compliance with all federal requirements imposed on these funds and accepts full financial responsibility for the Local Government's failure to comply with federal requirements. The Local Government agrees to pay any and all lawful claims arising out of or incidental to the performance of the work covered by this Agreement in the event the federal government does not pay the same.
 - 4.5. **Closeout.** The Local Government must liquidate all obligations incurred under this Agreement and submit all financial, performance, and other reports as required by the terms of the Federal award. The FAA will determine whether a closeout audit is required prior to final payment approval. If a closeout audit is required, final payment will be held until the audit has been completed.
5. **Conditions of Payment.** Local Government's use of federal funds disbursed under this agreement must be in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Local Government will not receive reimbursement under this Agreement for expenses that are not eligible as described in Section 4.1 above.

6. Authorized Representatives

- 6.1. MnDOT's Authorized Representative is:

Name: Jessica McBroom, or her successor or designee.

Title: Grants Specialist

Email: jessica.mcbroom@state.mn.us
- 6.2. The Local Government's Authorized Representative is:

Name: Mark Larson

Title: City Administrator

Email: mlarson@ci.glencoe.mn.us

If the Local Government's Authorized Representative changes at any time during this agreement, the Local Government will immediately notify MnDOT.

7. Assignment Amendments, Waiver, and Agreement Complete

- 7.1. **Assignment.** The Local Government may neither assign nor transfer any rights or obligations under this agreement without the prior written consent of MnDOT and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this agreement, or their successors in office.
- 7.2. **Amendments.** Any amendments to this agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original agreement, or their successors in office.
- 7.3. **Waiver.** If MnDOT fails to enforce any provision of this agreement, that failure does not waive the provision or MnDOT's right to subsequently enforce it.
- 7.4. **Agreement Complete.** This agreement contains all negotiations and agreements between MnDOT and the Local Government. No other understanding regarding this agreement, whether written or oral, may be used to bind either party.
- 7.5. **Severability.** If any provision of this Agreement or the application thereof is found invalid or unenforceable to any extent, the remainder of the Agreement, including all material provisions and the application of such provisions, will not be affected and will be enforceable to the greatest extent permitted by the law.
- 7.6. **Electronic Records and Signatures.** The parties agree to contract by electronic means. This includes using electronic signatures and converting original documents to electronic records.

8. Liability and Claims

- 8.1. **Tort Liability.** Each party is responsible for its own acts and omissions and the results thereof to the extent authorized by law and will not be responsible for the acts and omissions of any others and the results thereof. The Minnesota Tort Claims Act, Minnesota Statutes Section 3.736, governs MnDOT liability. Minnesota Statutes Section 466.04 governs Local Government Liability.
- 8.2. **Claims.** The Local Government acknowledges that MnDOT is acting only as the Local Government's agent for acceptance and disbursement of federal funds, and not as a principal or co-principal with respect to this agreement. The Local Government will indemnify, defend (to the extent permitted by the Minnesota Attorney General), and hold MnDOT harmless from any and all lawful claims or costs arising out of or incidental to Local Government's acts or omissions under this agreement and any *ultra vires* acts, including reasonable attorney fees incurred by MnDOT.

9. Audits

- 9.1. Under Minn. Stat. § 16C.05, Subd.5, the Local Government's books, records, documents, and accounting procedures and practices of the Local Government, or other party relevant to this agreement or transaction, are subject to examination by MnDOT and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later. The Local Government will take timely and appropriate action on all deficiencies identified by an audit.
- 9.2. All requests for reimbursement are subject to audit by FAA or MnDOT.

10. Government Data Practices. The Local Government and MnDOT must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by MnDOT under this agreement, and as it

applies to all data created, collected, received, stored, used, maintained, or disseminated by the Local Government under this agreement.

11. **Workers Compensation.** The Local Government certifies that it is in compliance with Minn. Stat. §176.181, Subd. 2, pertaining to workers' compensation insurance coverage. The Local Government's employees and agents will not be considered MnDOT employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way MnDOT's obligation or responsibility.
12. **Governing Law, Jurisdiction, and Venue.** Minnesota law, without regard to its choice-of-law provisions, governs this agreement. Venue for all legal proceedings out of this agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.
13. **Termination for Cause.** MnDOT may terminate this agreement if Local Government fails to observe or perform any of the terms, conditions, or covenants required to be observed or performed by it pursuant to this agreement and such failure continues for a period of 30 calendar days after MnDOT has given written notice to Local Government of such default or, in the event that such default shall be incapable of cure with reasonable diligence during said 30 day period, shall have failed to commence to cure said default within 30 days of the date of said notice and to diligently pursue the same to completion.
14. **Data Disclosure.** Under Minn. Stat. § 270C.65, Subd. 3, and other applicable law, the Local Government consents to disclosure of its federal employer tax identification number, and/or Minnesota tax identification number, already provided to MnDOT, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Local Government to file state tax returns and pay delinquent state tax liabilities, if any.
15. **Fund Use Prohibited.** The Local Government will not utilize any funds received pursuant to this Agreement to compensate, either directly or indirectly, any contractor, corporation, partnership, or business, however organized, which is disqualified or debarred from entering into or receiving a federal or state contract. This restriction applies regardless of whether the disqualified or debarred party acts in the capacity of a general contractor, a subcontractor, or as an equipment or material supplier. This restriction does not prevent the Local Government from utilizing these funds to pay any party who might be disqualified or debarred after the Local Government's contract award on this agreement.
16. **Discrimination Prohibited by Minnesota Statutes §181.59.** The Local Government will comply with the provisions of Minnesota Statutes §181.59, if applicable, which requires that every contract for or on behalf of the State of Minnesota, or any county, city, town, township, school, school district or any other district in the state, for materials, supplies or construction will contain provisions by which Contractor agrees: 1) That, in the hiring of common or skilled labor for the performance of any work under any contract, or any subcontract, no Contractor, material supplier or vendor, will, by reason of race, creed or color, discriminate against the person or persons who are citizens of the United States or resident aliens who are qualified and available to perform the work to which the employment relates; 2) That no Contractor, material supplier, or vendor, will, in any manner, discriminate against, or intimidate, or prevent the employment of any person or persons identified in clause 1 of this section, or on being hired, prevent or conspire to prevent, the person or persons from the performance of work under any contract on account of race, creed or color; 3) That a violation of this section is a misdemeanor; and 4) That this contract may be canceled or terminated by the state of Minnesota, or any county, city, town, township, school, school district or any other person authorized to contracts for employment, and all money due, or to become due under the contract, may be forfeited for a second or any subsequent violation of the terms or conditions of this Agreement.
17. **Limitation.** Under this contract, MnDOT is only responsible for disbursing funds. Nothing in this contract will be construed to make MnDOT a principal, co-principal, partner, or joint venturer with respect to this agreement.

MnDOT may provide technical advice and assistance as requested by the Local Government, however, the Local Government will remain responsible for all aspects of administering this agreement.

[THE REMAINDER OF THIS PAGE HAS INTENTIONALLY BEEN LEFT BLANK.]

LOCAL GOVERNMENT

Local Government certifies that the appropriate person(s) have executed the contract on behalf of the Local Government as required by applicable articles, bylaws, resolutions or ordinances

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

STATE ENCUMBRANCE VERIFICATION

The individual certifies funds have been encumbered as required by Minn. Stat. 16A.15 and 16C.05

By: _____

Date: _____

SWIFT Contract # _____

SWIFT Purchase Order # _____

DEPARTMENT OF TRANSPORTATION

By: _____

Title: _____

Date: _____

MnDOT CONTRACT MANAGEMENT

By: _____

Date: _____

MnDOT GRANT UNIT

By: _____

Date: _____

**This Page is Blank to
Separate Agenda Items**



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

To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: February 18, 2022

Re: Item 6E – Resolution 2022-008

Item 6E – It is recommended to approve Resolution 2022 -008 to enter into a Cooperative Agreement with MNDOT for the Mill and Overlay, and ADA improvements on Trunk Highway 22 this summer. This is for the City Share of the Utility costs.

The Breakdown is as follows:

Sanitary Sewer	\$ 22,301.88
Water Main	\$ 43,136.53
Storm Sewer	\$ 9,795.75
Light and Power	<u>\$106,123.59</u>
	\$181,357.75

CITY OF GLENCOE

RESOLUTION 2022-008

IT IS RESOLVED that the City of Glencoe enter into MnDOT Agreement No. 1048711 with the State of Minnesota, Department of Transportation for the following purposes:

To provide for payment by the City to the State of the City's share of the costs of the City utilities, storm sewer, and lighting construction and other associated construction to be performed upon, along, and adjacent to Trunk Highway No. 22 from Trunk Highway No. 212 to 385 feet west of Armstrong Avenue North within the corporate City limits under State Project No. 4307-47 (T.H. 22=022).

IT IS FURTHER RESOLVED that the Mayor and the City Administrator

(Title)

are authorized to execute the Agreement and any amendments to the Agreement.

CERTIFICATION

I certify that the above Resolution is an accurate copy of the Resolution adopted by the Council of the City of Glencoe at an authorized meeting held on the 22nd day of February, 2022, as shown by the minutes of the meeting in my possession.

Subscribed and sworn to me this _____ day of _____, 2022

Notary Public _____

My Commission Expires January 31, 2025

(Signature)

Mark D. Larson

(Type or Print Name)

City Administrator

(Title)

Mark Larson

From: Brody Bratsch <bbratsch@sehinc.com>
Sent: Friday, February 18, 2022 1:25 PM
To: Mark Larson; John Rodeberg
Cc: Justin Black
Subject: RE: DRAFT - Agreement 1048711 Glencoe SP 4307-47
Attachments: TH 22 ADA Project City Cost Breakdown.xlsx

Mark,

I have attached the spreadsheet after doing the calcs and separating the respective items.

Here is a summary:

Sanitary Sewer	\$22,301.88
Water Main	\$43,136.53
Storm Sewer	\$9,795.75
Light & Power	\$106,123.59
Total City Funds	\$181,357.75

As a side note, has Dave indicated that they would fund the Light items or is the City, or does that conversation need to happen still?

Brody Bratsch, PE (MN)
Project Engineer
320.204.0219 direct | 320.223.8418 mobile
Short Elliott Hendrickson, Inc.
Building a Better World for All of Us™

From: Mark Larson <mlarson@ci.glencoe.mn.us>
Sent: Friday, February 18, 2022 12:41 PM
To: Brody Bratsch <bbratsch@sehinc.com>; John Rodeberg <jrodeberg@sehinc.com>
Cc: Justin Black <jblack@sehinc.com>
Subject: RE: DRAFT - Agreement 1048711 Glencoe SP 4307-47

Great, then I will put it on the City Council Agenda. If the numbers look right.

Mark D. Larson
City Administrator

1107 11th Street East, Suite 107
City of Glencoe, MN 55336
320-864-6500 Direct Line
320-510-0350 Cell phone
mlarson@ci.glencoe.mn.us

From: Brody Bratsch <bbratsch@sehinc.com>
Sent: Friday, February 18, 2022 12:34 PM
To: Mark Larson <mlarson@ci.glencoe.mn.us>; John Rodeberg <jrodeberg@sehinc.com>

**STATE OF MINNESOTA
DEPARTMENT OF TRANSPORTATION
AND
CITY OF GLENCOE
COOPERATIVE CONSTRUCTION
AGREEMENT**

State Project Number (S.P.): Trunk Highway Number (T.H.): Federal Project Number: Lighting System Feed Point:	<u>4307-47</u> <u>22=022</u> <u>NHPP 0022(305)</u> <u>City</u>	Estimated Amount Receivable <u>\$187,368.48</u>
--	---	---

This Agreement is between the State of Minnesota, acting through its Commissioner of Transportation ("State") and the City of Glencoe, acting through its City Council ("City").

Recitals

1. The State will perform bituminous mill and overlay, ADA improvements, and lighting construction and other associated construction upon, along, and adjacent to Trunk Highway No. 22 from Trunk Highway No. 212 to 385 feet west of Armstrong Avenue North according to State-prepared plans, specifications, and special provisions designated by the State as State Project No. 4307-47 (T.H. 22=022) ("Project"); and
2. The City has requested the State include in its Project City utilities, storm sewer, and lighting construction; and
3. The City requests that it perform certain aspects of the construction engineering in connection with the City utilities, storm sewer, and lighting construction and the State concurs in that request; and
4. The City will participate in the costs of the City utilities, storm sewer, and lighting construction and associated construction engineering; and
5. Minnesota Statutes § 161.45, subdivision 2, allows for City-owned utility relocation to be included in a State construction contract, and payment by the City for such relocation according to applicable statutes and rules for utilities on trunk highways; and
6. Minnesota Statutes § 161.20, subdivision 2 authorizes the Commissioner of Transportation to make arrangements with and cooperate with any governmental authority for the purposes of constructing, maintaining, and improving the trunk highway system.

Agreement

1. Term of Agreement; Survival of Terms; Plans; Incorporation of Exhibits

- 1.1. **Effective Date.** This Agreement will be effective on the date the State obtains all signatures required by Minnesota Statutes § 16C.05, subdivision 2.
- 1.2. **Expiration Date.** This Agreement will expire when all obligations have been satisfactorily fulfilled.
- 1.3. **Survival of Terms.** All clauses which impose obligations continuing in their nature and which must survive in order to give effect to their meaning will survive the expiration or termination of this Agreement, including, without limitation, the following clauses: 3. Maintenance by the City; 8. Liability; Worker

Compensation Claims; 10. State Audits; 11. Government Data Practices; 12. Governing Law; Jurisdiction; Venue; and 14. Force Majeure.

1.4. Plans, Specifications, and Special Provisions. Plans, specifications, and special provisions designated by the State as State Project No. 4307-47 (T.H. 22=022) are on file in the office of the Commissioner of Transportation at St. Paul, Minnesota, and incorporated into this Agreement by reference ("Project Plans").

1.5. Exhibits. Preliminary Schedule "I" is on file in the office of the City Administrator and attached and incorporated into this Agreement.

2. Construction by the State

2.1. Contract Award. The State will advertise for bids and award a construction contract to the lowest responsible bidder according to the Project Plans.

2.2. Direction, Supervision, and Inspection of Construction.

A. Supervision and Inspection by the State. The State will direct and supervise all construction activities performed under the construction contract and, except as provided below, perform all construction engineering and inspection functions in connection with the contract construction. All contract construction will be performed according to the Project Plans.

A. Construction Engineering and Inspection by the City. The City will assign its City Engineer or other registered professional engineer to perform construction engineering in connection with the City utilities, storm sewer, and lighting construction. The engineer so assigned will act under the supervision and direction of the State and be responsible for construction inspection, surveys and staking, materials inspection, and associated documentation for said construction. The construction will be performed according to the Project Plans and recognized and accepted practices and procedures as set forth in various State manuals, including Specifications No. 1601 through and including No. 1609 in the State's current "Standard Specifications for Construction". The City will furnish other personnel, services, supplies, and equipment needed to properly carry on the construction.

i. Documentation of Construction Costs. At regular intervals after the State's contractor has started the City utilities, storm sewer, and lighting construction, the City will prepare partial estimates of the construction costs according to the terms of the construction contract and immediately submit the partial estimates to the State. The City will also prepare the final estimate data for said construction and submit the final estimate to the State. Quantities listed on the partial and final estimates will be documented according to guidelines in the applicable documentation manual.

ii. Final Inspection of Construction. Upon completion of the City utilities, storm sewer, and lighting construction, the City will advise the State whether or not said construction should be accepted by the State as being performed in a satisfactory manner. If the City recommends that the State not accept the construction, then the City will, as part of their recommendation, identify the specific defects in the construction and the reasons why it should not be accepted. Any recommendations made by the City are not binding on the State. The State will determine, after considering the City's recommendations, whether or not the construction has been properly performed and whether to accept or reject it.

iii. Inspection of Other City Participation Construction. The remainder of the City participation construction covered under this Agreement will be open to inspection by the City. If the City believes the City participation construction covered under this Agreement has not been properly

performed or that the construction is defective, the City will inform the State District Engineer's authorized representative in writing of those defects. Any recommendations made by the City are not binding on the State. The State will have the exclusive right to determine whether the State's contractor has satisfactorily performed the City participation construction covered under this Agreement.

2.3. Plan Changes, Additional Construction, Etc.

- A. The State will make changes in the Project Plans and contract construction, which may include the City participation construction covered under this Agreement, and will enter into any necessary addenda and change orders with the State's contractor that are necessary to cause the contract construction to be performed and completed in a satisfactory manner. The State District Engineer's authorized representative will inform the appropriate City official of any proposed addenda and change orders to the construction contract that will affect the City participation construction covered under this Agreement.
- B. The City may request additional work or changes to the work in the plans as part of the construction contract. Such request will be made by an exchange of letter(s) with the State. If the State determines that the requested additional work or plan changes are necessary or desirable and can be accommodated without undue disruption to the project, the State will cause the additional work or plan changes to be made.

2.4. Satisfactory Completion of Contract. The State will perform all other acts and functions necessary to cause the construction contract to be completed in a satisfactory manner.

2.5. Permits.

- A. The City will submit to the State's Utility Engineer an original permit application for all utilities owned by the City to be constructed hereunder that are upon and within the Trunk Highway Right-of-Way. Applications for permits will be made on State form "Application For Utility Permit On Trunk Highway Right-of-Way" (Form 2525).

2.6. Replacement of Castings. Adjustments to certain City-owned facilities, including but not limited to, valve boxes and frame and ring castings, may be performed by the State's contractor under the construction contract. The City will furnish the contractor with new units and/or parts for those in place City-owned facilities when replacements are required and not covered by a contract pay item, without cost or expense to the State or the contractor, except for replacement of units and/or parts broken or damaged by the contractor.

3. Maintenance by the City

Upon completion of the project, the City will provide the following without cost or expense to the State:

- 3.1. Storm Sewers.** Routine maintenance of any storm sewer facilities construction. Routine maintenance includes, but is not limited to, removal of sediment, debris, vegetation and ice from grates and catch basins, and any other maintenance activities necessary to preserve the facilities and to prevent conditions such as flooding, erosion, or sedimentation, this also includes informing the District Maintenance Engineer of any needed repairs.
- 3.2. Municipal Utilities.** Maintenance of any municipal-owned utilities construction, without cost or expense to the State.

- 3.3. Sidewalks.** Maintenance of any sidewalk construction, including stamped and colored concrete sidewalk (if any) and pedestrian ramps. Maintenance includes, but is not limited to, snow, ice, and debris removal, patching, crack repair, panel replacement, cross street pedestrian crosswalk markings, vegetation control of boulevards (if any) and any other maintenance activities necessary to perpetuate the sidewalks in a safe, useable, and aesthetically acceptable condition.
- 3.4. Lighting.** Maintenance and ownership of any lighting facilities construction. Maintenance of electrical lighting systems includes everything within the system, from the point of attachment to the power source or utility, to the last light on the feed point, including but not limited to re-lamping of lighting units or replacing of LED luminaires, repair or replacement of all damaged luminaire glassware, loose connections, luminaires when damaged or when ballasts fail, photoelectric control on luminaires, defective starter boards or drivers, damaged fuse holders, blown fuses, knocked down poles including wiring within the poles, damaged poles, pullboxes, underground wire, damaged foundations, equipment pad, installation of approved splices or replacement of wires, repair or extending of conduit, lighting cabinet maintenance including photoelectric cell, electrical distribution system, Gopher State One Call (GSOC) locates, and painting of poles and other equipment. The City will be responsible for the hook up cost and application to secure an adequate power supply to the service pad or pole and will pay all monthly electrical service expenses necessary to operate the lighting facility.
- 3.5. Additional Drainage.** No party to this Agreement will drain any additional drainage volume into the storm sewer facilities constructed under the construction contract that was not included in the drainage for which the storm sewer facilities were designed, without first obtaining written permission to do so from the other party.

4. Basis of City Cost

- 4.1. Schedule "I".** The Preliminary Schedule "I" includes all anticipated City participation construction items and the construction engineering cost share covered under this Agreement, and is based on engineer's estimated unit prices.
- 4.2. City Participation Construction.** The City will participate in the following at the percentages indicated. The construction includes the City's proportionate share of item costs for mobilization, combination field office-laboratory, and traffic control.
- A.** 100 Percent will be the City's rate of cost participation in all of the City utilities, storm sewer, and lighting construction. The construction includes, but is not limited to, those construction items tabulated on Sheet No. 3 of the Preliminary Schedule "I".
- 4.3. Construction Engineering Costs.** The City will pay a construction engineering charge equal to 3 percent of the total City participation in the City utilities, storm sewer, and lighting construction covered under Article 4.2.A. The City will pay a construction engineering charge equal to 8 percent of the remainder of the City participation construction covered under this Agreement.
- 4.4. Plan Changes, Additional Construction, Etc.** The City will share in the costs of construction contract addenda and change orders that are necessary to complete the City participation construction covered under this Agreement, including any City requested additional work and plan changes.

The State reserves the right to invoice the City for the cost of any additional City requested work and plan changes, construction contract addenda, change orders, and associated construction engineering before the completion of the contract construction.

4.5. **Liquidated Damages.** All liquidated damages assessed the State's contractor in connection with the construction contract will result in a credit shared by each party in the same proportion as their total construction cost share covered under this Agreement is to the total contract construction cost before any deduction for liquidated damages.

5. City Cost and Payment by the City

5.1. **City Cost. \$187,368.48** is the City's estimated share of the costs of the contract construction and the construction engineering cost share as shown in the Preliminary Schedule "I". The Preliminary Schedule "I" was prepared using estimated quantities and unit prices, and may include any credits or lump sum costs. Upon award of the construction contract, the State will prepare a Revised Schedule "I" based on construction contract unit prices, which will replace and supersede the Preliminary Schedule "I" as part of this Agreement.

5.2. **Conditions of Payment.** The City will pay the State the City's total estimated construction and construction engineering cost share, as shown in the Revised Schedule "I", after the following conditions have been met:

- A. Execution of this Agreement and transmittal to the City, including a copy of the Revised Schedule "I".
- B. The City's receipt of a written request from the State for the advancement of funds. Such request will occur after July 1, 2022.

5.3. **Acceptance of the City's Cost and Completed Construction.** The computation by the State of the amount due from the City will be final, binding, and conclusive. Acceptance by the State of the completed contract construction will be final, binding, and conclusive upon the City as to the satisfactory completion of the contract construction.

5.4. **Final Payment by the City.** Upon completion of all contract construction and upon computation of the final amount due the State's contractor, the State will prepare a Final Schedule "I" and submit a copy to the City. The Final Schedule "I" will be based on final quantities, and include all City participation construction items and the construction engineering cost share covered under this Agreement. If the final cost of the City participation construction exceeds the amount of funds advanced by the City, the City will pay the difference to the State without interest. If the final cost of the City participation construction is less than the amount of funds advanced by the City, the State will refund the difference to the City without interest.

The State and the City waive claims for any payments or refunds less than \$5.00 according to Minnesota Statutes § 15.415.

6. Authorized Representatives

Each party's Authorized Representative is responsible for administering this Agreement and is authorized to give and receive any notice or demand required or permitted by this Agreement.

6.1. The State's Authorized Representative will be:

Name, Title: Malaki Ruranika, Cooperative Agreements Engineer (or successor)
Address: 395 John Ireland Boulevard, Mailstop 682, St. Paul, MN 55155
Telephone: (651) 366-4634
E-Mail: malaki.ruranika@state.mn.us

6.2. The City's Authorized Representative will be:

Name, Title: Mark Larson, City Administrator (or successor)
Address: 1107 11th Street East, Glencoe, MN 55336
Telephone: (320) 864-5586
E-Mail: mlarson@ci.glencoe.mn.us

7. Assignment; Amendments; Waiver; Contract Complete

- 7.1. Assignment.** No party may assign or transfer any rights or obligations under this Agreement without the prior consent of the other party and a written assignment agreement, executed and approved by the same parties who executed and approved this Agreement, or their successors in office.
- 7.2. Amendments.** Any amendment to this Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original Agreement, or their successors in office.
- 7.3. Waiver.** If a party fails to enforce any provision of this Agreement, that failure does not waive the provision or the party's right to subsequently enforce it.
- 7.4. Contract Complete.** This Agreement contains all prior negotiations and agreements between the State and the City. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

8. Liability; Worker Compensation Claims

- 8.1.** Each party is responsible for its own acts, omissions, and the results thereof to the extent authorized by law and will not be responsible for the acts, omissions of others, and the results thereof. Minnesota Statutes § 3.736 and other applicable law govern liability of the State. Minnesota Statutes Chapter 466 and other applicable law govern liability of the City.
- 8.2.** Each party is responsible for its own employees for any claims arising under the Workers Compensation Act.

9. Nondiscrimination

Provisions of Minnesota Statutes § 181.59 and of any applicable law relating to civil rights and discrimination are considered part of this Agreement.

10. State Audits

Under Minnesota Statutes § 16C.05, subdivision 5, the City's books, records, documents, accounting procedures, and practices relevant to this Agreement are subject to examination by the State and the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Agreement.

11. Government Data Practices

The City and State must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the City under this Agreement. The civil remedies of Minnesota Statutes §13.08 apply to the release of the data referred to in this clause by either the City or the State.

12. Governing Law; Jurisdiction; Venue

Minnesota law governs the validity, interpretation, and enforcement of this Agreement. Venue for all legal proceedings arising out of this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

13. Termination; Suspension

13.1. By Mutual Agreement. This Agreement may be terminated by mutual agreement of the parties.

13.2. Termination for Insufficient Funding. The State may immediately terminate this Agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the performance of contract construction under the Project. Termination must be by written or fax notice to the City.

13.3. Suspension. In the event of a total or partial government shutdown, the State may suspend this Agreement and all work, activities and performance of work authorized through this Agreement.

14. Force Majeure

No party will be responsible to the other for a failure to perform under this Agreement (or a delay in performance), if such failure or delay is due to a force majeure event. A force majeure event is an event beyond a party's reasonable control, including but not limited to, unusually severe weather, fire, floods, other acts of God, labor disputes, acts of war or terrorism, or public health emergencies.

[The remainder of this page has been intentionally left blank]

CITY OF GLENCOE

The undersigned certify that they have lawfully executed this contract on behalf of the Governmental Unit as required by applicable charter provisions, resolutions, or ordinances.

By: DRAFT – DO NOT SIGN

Title: _____

Date: _____

By: DRAFT – DO NOT SIGN

Title: _____

Date: _____

DEPARTMENT OF TRANSPORTATION

Recommended for Approval:

By: DRAFT – DO NOT SIGN
(District Engineer)

Date: _____

Approved:

By: DRAFT – DO NOT SIGN
(State Design Engineer)

Date: _____

COMMISSIONER OF ADMINISTRATION

By: DRAFT – DO NOT SIGN
(With Delegated Authority)

Date: _____

INCLUDE COPY OF RESOLUTION APPROVING THE AGREEMENT AND AUTHORIZING ITS EXECUTION.

PRELIMINARY SCHEDULE "I"

Agreement No. 1048711

City of Glencoe

S.P. 4307-47 (T.H. 22=022)
Fed. Proj. NHPP 0022(305)

Preliminary: February 10, 2022

Bituminous mill and overlay, ADA improvements, and lighting construction to start approximately July 18, 2022 under
State Contract No. _____ with _____
located on T.H. 22 from T.H. 212 to 385 feet west of Armstrong Ave. N.

CITY COST PARTICIPATION

City Utilities, Storm Sewer, and Lighting Work Items From Sheet No. 3	169,957.75
Construction Engineering (3%)	5,098.73
Subtotal - City Performed Construction Engineering	175,056.48
Mobilization, Combination Field Office-Laboratory, and Traffic Control From Sheet No. 3	11,400.00
Construction Engineering (8%)	912.00
Subtotal - State Performed Construction Engineering	12,312.00
(1) Total City Cost	\$187,368.48

(1) Amount of advance payment as described in Article 5 of the Agreement (estimated amount)

(1) 100% CITY

1048711

ITEM NUMBER	S.P. 4307-47 WORK ITEM	UNIT	QUANTITY	UNIT PRICE	COST (1)
2021.501	MOBILIZATION	LUMP SUM	0.06	140,000.00	8,400.00
2031.502	COMBINATION FIELD LABORATORY-OFFICE	EACH	0.06	25,000.00	1,500.00
2104.502	* REMOVE BOLLARDS	EACH	1.00	250.00	250.00
2104.502	* REMOVE MANHOLE	EACH	1.00	1,000.00	1,000.00
2104.502	* REMOVE HANDHOLE	EACH	26.00	400.00	10,400.00
2104.502	* REMOVE LIGHT FOUNDATION	EACH	28.00	800.00	22,400.00
2104.502	* SALVAGE STEEL LIGHT FOUNDATION	EACH	2.00	500.00	1,000.00
2104.502	* SALVAGE LIGHTING UNIT	EACH	28.00	550.00	15,400.00
2104.503	* REMOVE WATER MAIN	LIN FT	5.00	15.00	75.00
2104.503	* REMOVE CABLES	LIN FT	520.00	0.80	416.00
2104.503	* REMOVE CONDUIT SYSTEM	LIN FT	1,850.00	5.00	9,250.00
2503.503	* 15" CAS PIPE SEWER	LIN FT	5.00	80.00	400.00
2503.503	* 18" RC PIPE SEWER DESIGN 3006 CLASS V	LIN FT	8.00	75.00	600.00
2503.503	* 24" RC PIPE SEWER DESIGN 3006 CLASS V	LIN FT	8.00	85.00	680.00
2503.602	* CONNECT TO EXISTING STORM SEWER	EACH	3.00	1,200.00	3,600.00
2504.602	* RELOCATE HYDRANT	EACH	1.00	5,000.00	5,000.00
2504.602	* VALVE BOX	EACH	1.00	600.00	600.00
2504.602	* ADJUST VALVE BOX-WATER	EACH	18.00	600.00	10,800.00
2504.602	* ADJUST CURB BOX	EACH	17.00	500.00	8,500.00
2506.502	* CASTING ASSEMBLY	EACH	1.00	900.00	900.00
2506.502	* ADJUST FRAME AND RING CASTING	EACH	26.00	600.00	15,600.00
2506.503	* CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020	LIN FT	5.00	600.00	3,000.00
2506.602	* SEAL MANHOLE	EACH	19.00	500.00	9,500.00
2506.602	* CASTING ASSEMBLY SPECIAL	EACH	12.00	500.00	6,000.00
2540.602	* BOLLARD	EACH	2.00	2,000.00	4,000.00
2545.503	* 1.5" NON-METALLIC CONDUIT	LIN FT	2,171.00	3.50	7,598.50
2545.503	* UNDERGROUND WIRE 1/C 4 AWG	LIN FT	4,479.00	1.75	7,838.25
2545.602	* ADJUST HANDHOLE	EACH	1.00	650.00	650.00
2545.602	* INSTALL LIGHTING UNIT	EACH	28.00	650.00	18,200.00
	[The remainder of this sheet has been intentionally left blank]				

1048711

[illegible]

TH 22 ADA PROJECT COST BREAKDOWN
2/18/2022

ITEM NUMBER	S.R. 4307-47 WORK ITEM	UNIT	QUANTITY	UNIT PRICE	COST (1)	SANITARY	WATER	STORM	LIGHT & POWER
2021.501	MOBILIZATION	LUMP SUM	0.06	\$140,000.00	\$8,400.00	\$1,032.96	\$1,997.97	\$453.71	\$4,915.36
2031.502	COMBINATION FIELD LABORATORY OFFICE	EACH	0.06	\$25,000.00	\$1,500.00	\$184.46	\$356.78	\$81.02	\$877.74
2104.502	* REMOVE BOLLARDS	EACH	1.00	\$250.00	\$250.00		\$250.00		
2104.502	* REMOVE MANHOLE	EACH	1.00	\$1,000.00	\$1,000.00		\$1,000.00		
2104.502	* REMOVE HANDHOLE	EACH	26.00	\$400.00	\$10,400.00				\$10,400.00
2104.502	* REMOVE LIGHT FOUNDATION	EACH	28.00	\$800.00	\$22,400.00				\$22,400.00
2104.502	* SALVAGE STEEL LIGHT FOUNDATION	EACH	2.00	\$500.00	\$1,000.00				\$1,000.00
2104.502	* SALVAGE LIGHTING UNIT	EACH	28.00	\$550.00	\$15,400.00				\$15,400.00
2104.503	* REMOVE WATER MAIN	LN FT	5.00	\$15.00	\$75.00		\$75.00		
2104.503	* REMOVE CABLES	LN FT	520.00	\$0.50	\$416.00				\$416.00
2104.503	* REMOVE CONDUIT SYSTEM	LN FT	1,850.00	\$5.00	\$9,250.00				\$9,250.00
2503.503	* 15" CAS PIPE SEWER	LN FT	8.00	\$75.00	\$600.00			\$400.00	
2503.503	* 18" RC PIPE SEWER DESIGN 3006 CLASS V	LN FT	8.00	\$85.00	\$680.00			\$600.00	
2503.602	* 24" RC PIPE SEWER DESIGN 3006 CLASS V	EACH	3.00	\$1,200.00	\$3,600.00			\$3,600.00	
2504.602	* RELOCATE TO EXISTING STORM SEWER	EACH	1.00	\$5,000.00	\$5,000.00				
2504.602	* VALVE BOX	EACH	1.00	\$600.00	\$600.00				
2504.602	* ADJUST VALVE BOX-WATER	EACH	18.00	\$600.00	\$10,800.00		\$10,800.00		
2504.602	* ADJUST CURB BOX	EACH	17.00	\$500.00	\$8,500.00		\$8,500.00		
2506.502	* CASTING ASSEMBLY	EACH	1.00	\$900.00	\$900.00			\$900.00	
2506.502	* ADJUST FRAME AND BING CASTING	EACH	26.00	\$600.00	\$15,600.00	\$11,400.00	\$4,200.00		
2506.503	* CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020	LN FT	5.00	\$600.00	\$3,000.00			\$3,000.00	
2506.602	* SEAL MANHOLE	EACH	19.00	\$500.00	\$9,500.00	\$9,500.00			
2540.602	* CASTING ASSEMBLY SPECIAL	EACH	12.00	\$500.00	\$6,000.00				
2540.602	* BOLLARD	EACH	2.00	\$2,000.00	\$4,000.00		\$4,000.00		
2545.503	* 1.5" NON-METALLIC CONDUIT	LN FT	2,171.00	\$1.50	\$7,598.50				\$7,598.50
2545.503	* UNDERGROUND WIRE 1/2" 4 AWG	LN FT	4,479.00	\$1.75	\$7,838.25				\$7,838.25
2545.602	* ADJUST HANDHOLE	EACH	1.00	\$650.00	\$650.00				\$650.00
2545.602	* INSTALL LIGHTING UNIT	EACH	28.00	\$650.00	\$18,200.00				\$18,200.00
2545.602	* INSTALL STEEL LIGHT FOUNDATION	EACH	28.00	\$225.00	\$6,300.00				\$6,300.00
2563.601	* TRAFFIC CONTROL	LUMP SUM	0.06	\$25,000.00	\$1,500.00	\$184.46	\$356.78	\$81.02	\$877.74
				TOTAL	\$181,557.75	\$22,301.88	\$48,136.53	\$9,795.75	\$106,123.59
	(1) 100% CITY FUNDS*			\$169,957.75					
	100% CITY FUNDS**			\$11,400.00					
	*5% CONSTRUCTION ENGINEERING					\$20,900.00	\$40,425.00	\$9,180.00	\$99,452.75
	**8% CONSTRUCTION ENGINEERING					0.12	0.24	0.05	0.59

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

To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: February 18, 2022

Re: Item 7A – Sidewalk Improvement Plan

Item 7A – It is recommended to discuss a proposed sidewalk improvement plan based upon the 2020 ADA Transition Plan that was prepared by the City of Glencoe. It is proposed to set an annual appropriation to improve non-compliant sidewalks in the City of Glencoe.

No ACTION is required on Tuesday night.



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Phone: (320) 864-5586

To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: February 18, 2022

Re: Sidewalk Funding and Improvement Program

Since the last City Council meeting, a couple of City Council members have contacted me and discussed the need for a sidewalk improvement plan. This plan will require an annual investment in the repair and replacement of the existing sidewalk system within the City of Glencoe. This memo reviews the background, current ordinance, and a proposal for the future.

BACKGROUND

The following is the definition of Sidewalk that is found in Ordinance 300 - SIDEWALKS that was adopted by the City Council on September 5, 1989.

300.01 Definitions:

- a. "Sidewalk" means an improved area made of concrete designed for pedestrian traffic and located upon the public boulevards within the dedicated street of the City of Glencoe.
- b. "Existing Sidewalk" means sidewalks which are presently in place even though they do not conform to the specifications hereinafter provided for.
- c. "Trunk Sidewalk" means specially designated sidewalks according to the provisions of this ordinance which are determined to be of greater importance by reason of the need of their use to gain access to various important locations within the City of Glencoe, including but not limited to the downtown area, the hospital, the schools and the

churches within the community. Trunk sidewalks shall also provide for adequate handicap access where appropriate to be phased in according to a plan of implementation as from time to time the City of Glencoe is able to develop and pay for within its budget constraints.

SIDEWALK REPAIR AND REPLACEMENT

According to City Code, **300.02** The City Council declares that the retention, repair and replacement of existing sidewalks within the City of Glencoe is in the public interest and that as far as possible the existing sidewalk system should be maintained, repair and replaced, except in such circumstances where the council determines it is unnecessary, unfair or not in the public interest to continue the sidewalk system.

INVENTORY OF SIDEWALK SYSTEM

City Code **300.3** requires the inventory of the City Sidewalk System.

300.03 The Superintendent of the Street Department is directed to forthwith make an inventory of all of the existing sidewalks within the City of Glencoe and as soon as possible thereafter report to the City of Glencoe his findings with particular reference to the following:

- a. The location of all existing sidewalks.
- b. Identify any obvious gaps in existing sidewalk systems.
- c. Identify any deteriorated condition upon any particular portion of any sidewalk causing it to be unsafe or otherwise unusable.

In March of 2020, the City Council of the City of Glencoe formally adopted an American with Disabilities Act (ADA) Transition Plan for the pedestrian corridors within the right of way of all the City Streets within the City limits of Glencoe. This Transition Plan inventoried the entire sidewalk and pedestrian system. All existing sidewalks were evaluated and measured based upon cross slope, and driveway and alley cross slopes, and



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vertical discontinuances; usually due to frost heaving, tree roots, and obstacles like utility poles, fire hydrants or street signs. The ADA Transition Plan is on the City's Google Drive.

Approximately 25,676 linear feet of sidewalk was evaluated and rate 1 to 3; with 3 being the worst condition. Nearly 12,000 linear feet of sidewalk or 47% as rated at 3, with cross slopes exceeding 3.1% and with gaps in the sidewalk. The gaps in the sidewalk included broken or cracked panels, or heaves, sunken panels and twists. Based upon replacement costs of approximately \$40 per linear foot, this equates to an investment of approximately \$500,000+.

CURRENT SIDEWALK ORDINANCE LANGUAGE – FUNDING

Currently City Code requires the abutting property owner to fund the installation, maintenance and repair of City Sidewalks.

Section **300.06** states that the cost of installation, maintenance and repair of sidewalks within the City of Glencoe shall be the responsibility of the abutting property owner. Such installation, maintenance and repair may be undertaken by such property owner, privately or through privately retained contractors, provided such installation, maintenance and repair is in strict conformity with the specifications adopted by the City Council, and during the course of such installation, maintenance and repair, the street superintendent or his designee inspects and supervises such installation to insure conformity with the specifications. The City Council shall have the authority to install sidewalks and to assess the costs as to the benefitted property owner in the mode and manner provided by Minnesota Statutes Chapter 429 as may be amended from time to time. The City Council shall have the authority to expend city funds towards the installation, maintenance and repair of sidewalks, in circumstances as the City Council determine fairness and justice requires in the sole and exclusive discretion of the City Council. Any costs associated with the implementation of a trunk sidewalk within the City of Glencoe which is in excess of the normal and customary costs of the installation of sidewalks within the City shall be an appropriate expenditure of city funds.



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PAST PRACTICE and PAST PROJECTS

Since 2014, the City of Glencoe has invested approximately \$25 Million in major street reconstruction projects that in many cases removed entire sidewalk areas. In those areas in which sidewalks were replaced, the cost was absorbed by the Project and individual property owners **were not** assessed for the cost of the sidewalk replacement.

In 2021, the City of Glencoe replaced ADA non-compliant sections of sidewalk on 10th Street from Hennepin Avenue to Morningside Avenue in Glencoe. The cost of the sidewalk replaced **was not** assessed to the abutting property owner.

In 2022, the Minnesota Department of Transportation is going to be replacing all of the ADA non-compliant sidewalk along the route of Trunk Highway 22 through the City of Glencoe. The cost of the sidewalk replace **will not** assessed to the abutting property owners.

There does not appear to be a definition of “Trail” in City Code. For the purposes of discussion, the definition of a trail in the City of Glencoe **is considered an off-street paved surface that is 8 feet minimum in width to allow for two-way bicycle and pedestrian use.** It should be noted that in the new MnDOT bike and ped manual the recommended width for two-way trails is now 10’. 8’ can still be used but it is not considered a minimum and should only be used when there are ROW constraints. At the present time, Trails in the City of Glencoe are installed at City cost, maintained by the City, and the snow removal is managed by the City.



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OTHER CITIES

We did talk to some of our neighboring Cities about their sidewalk programs. The City of Silver Lake has used a program in the past where the City budgeted a specific amount to assist in replacement of the worst sections of sidewalk. The City funded 50% of the cost of the replacement. No other Cities that we contacted had an active sidewalk replacement or improvement program.

One City responded with “Nope, seems like a no-win proposition”.

The Surveys conducted with the 2022 City of Glencoe Comprehensive Planning showed that the movement of pedestrians through the City of Glencoe was very important to its residents; either by hike, bike or walking. Trails and sidewalks were considered a priority to the residents of Glencoe.

PROPOSAL

It is proposed that the City of Glencoe establish a **Sidewalk Replacement and Improvement Plan** based upon the 2020 ADA Transition Plan Inventory. This will include the adoption of Pedestrian Transportation Plan to include off-road Trails, on-road Trails, and Sidewalks. This Plan may look at the removal of some segments of sidewalk that are not included the Pedestrian Plan that do not provide any sort of connectivity.

The Pedestrian Transportation Plan will also include a plan for Trail Maintenance, Replacement, and Installation

The Annual Pavement Management Public Improvement Projects will include the replacement of non-compliant ADA ramps that intersect trails and sidewalks with City Streets.



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It is further proposed that the City Council budget \$30,000 in 2022, \$50,000 in 2023, and \$75,000 in 2024 through 2028 to fund **100%** of the cost of most poorly rated (#3) sidewalks in the City. The program should be reviewed annually as part of the City of Glencoe Pavement Management Plan. This may require an amendment to the City Code 300 regarding sidewalk funding.

The City of Glencoe is anticipating that the cost of Trail Reconstruction on CSAH 33 and 15 will be approximately \$185,000 in 2022, and this number is currently included in the budget for the 2022 Public Improvement Project.

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FUND BALANCES

FUND #	2021 CASH BALANCES	MONTH OCTOBER	MONTH SEPTEMBER	MONTH AUGUST
101	General-Operating	\$ 1,063,637.74	\$ 1,260,308.04	\$ 1,735,746.66
101	General-Childhood Intervention	\$ 886.55	\$ 886.55	\$ 886.55
101	General-Crime Prevention	\$ 655.58	\$ 655.58	\$ 2,047.58
601	Water-Operating	\$ 2,634,193.29	\$ 2,565,530.20	\$ 2,498,678.16
601	Water-Water Availability Charge	\$ 557,206.45	\$ 557,197.31	\$ 546,532.23
601	Water-Trunk Water Charge	\$ 25,230.94	\$ 25,230.53	\$ 25,230.11
601	Water-Bonds	\$ (6,483.44)	\$ (10,683.26)	\$ (14,883.01)
601	Water-Construction	\$ -	\$ -	\$ -
602	W.W.T.P.-Operating	\$ 2,445,290.97	\$ 2,372,273.69	\$ 1,964,390.78
602	W.W.T.P.-Sewer Availability Charge	\$ 1,093,312.81	\$ 1,093,294.87	\$ 1,083,001.88
602	W.W.T.P.-Trunk Sewer Charge	\$ 128,689.88	\$ 128,687.77	\$ 128,685.63
602	W.W.T.P.-Bonds	\$ 21,787.45	\$ 15,687.19	\$ 9,587.03
602	W.W.T.P.-Construction	\$ -	\$ -	\$ -
603	Sanitation	\$ 28,276.49	\$ 29,311.08	\$ 28,788.62
604	City Center-Operating	\$ (48,116.32)	\$ (33,708.19)	\$ (24,604.64)
604	City Center-Bonds	\$ (536,439.68)	\$ (536,430.88)	\$ (536,421.97)
609	Liquor Store	\$ 252,028.43	\$ 213,069.56	\$ 201,999.68
612	Airport	\$ (120,783.10)	\$ (107,294.46)	\$ (42,286.44)
651	Storm Water Management	\$ 470,192.87	\$ 428,205.13	\$ 386,460.33
213	Park Improvement	\$ 128,709.07	\$ 128,706.96	\$ 127,904.84
223	Aquatic Center	\$ (262,321.53)	\$ (260,908.20)	\$ (149,053.94)
223	Aquatic Center-Lifeguard Training	\$ 1,702.43	\$ 1,702.43	\$ 1,702.43
225	Cable TV	\$ 36,220.50	\$ 29,384.91	\$ 29,484.42
226	Cemetery	\$ (18,124.39)	\$ (17,982.15)	\$ (15,764.11)
229	Municipal State Aid	\$ 1,897,453.01	\$ 1,834,868.24	\$ 1,734,942.42
230	Engineering/Inspection Services	\$ (165,292.25)	\$ (165,289.54)	\$ (165,286.79)
231	American Rescue Plan	\$ 282,310.59	\$ 293,324.79	\$ 293,324.79
300	City Sinking	\$ 124,134.11	\$ 124,132.07	\$ 124,130.01
382	2007 Tax Increment Bond-2007 Industrial Park	\$ (58,681.39)	\$ (58,680.43)	\$ (58,679.46)
383	2014 Tax Increment Bond-West Industrial Park	\$ (5,825.22)	\$ (5,825.12)	\$ (5,825.02)
384	2018 Tax Increment Bond-Panther Heights	\$ (50,098.90)	\$ (50,098.08)	\$ (50,097.25)
409	Tax Increment #4-Industrial Park	\$ 267,354.71	\$ 267,350.32	\$ 267,345.88
421	Tax Increment #14-Downtown Redevelopment	\$ 40,426.72	\$ 40,426.06	\$ 40,425.39
424	Tax Increment #17-Miller Manufacturing	\$ 12,044.91	\$ 12,044.71	\$ 12,044.51
425	Tax Increment #18-West Industrial Park	\$ 1,637.95	\$ 2,246.91	\$ 2,246.87
426	Tax Increment #19-Panther Heights	\$ 32,751.13	\$ 34,594.87	\$ 34,594.30
465	2021 Street Improvement-10th Street	\$ (259,327.06)	\$ 175,205.76	\$ 625,426.85
523	2008 11th Street/Morningside Bond	\$ (50,797.52)	\$ (50,796.69)	\$ (50,795.85)
524	2014 Street Improvement Bond	\$ (19,692.80)	\$ (19,692.48)	\$ (19,692.15)
525	2015 Street Improvement Bond-Lincoln Park	\$ (361,711.21)	\$ (361,705.27)	\$ (361,699.26)
526	2016 Street Improvement Bond-Armstrong Avenue	\$ (107,039.07)	\$ (107,037.31)	\$ (107,035.53)
527	2017 Street Improvement Bond-Baxter Avenue	\$ (46,116.55)	\$ (46,115.79)	\$ (46,115.02)
528	2018 Storm Water Improvement Bond-Central Storm Sewer	\$ (124,579.96)	\$ (124,577.92)	\$ (124,575.85)
529	2021 Street Improvement Bond-10th Street	\$ 110,024.34	\$ 36,358.00	\$ -
TOTALS		\$ 9,414,728.53	\$ 9,713,857.76	\$ 10,132,791.66

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

Department: Streets/Parks/Airport/Cemetery

Supervisor Name: Jamie Voigt

Month: January 2022

Week of 1/3/21

COVID detail break room, bathrooms, shop, trucks
Plowed snow (4) Haul snow (1) Airport (2) Cemetery (2)
Christmas tree pickup
Rinks Zamboni prep
Picnic table repairs
Cemetery mark (1)
Garbage route/Warming house
Equipment maintenance/repairs

Week of 1/10/21

COVID detail break room, bathrooms,
Plowed snow (2) Blow snow downtown (1) Haul snow (1) Airport (2) Cemetery (2)
Fire Extinguisher/Ladder inspections
Safety training
Christmas tree pickup
Picnic table repairs
Brine/Sludge trucks to Towmaster to install pretreat equipment
Garbage route/Warming house
Equipment maintenance/repairs

Week of 1/17/21

COVID detail break room, bathrooms, shop, trucks
Plowed snow (1) Airport (1) Haul snow (1) Blow snow Airport (1) Blow snow Cemetery (1)
Christmas tree pickup
Picnic table repairs
Rinks Zamboni
Cemetery mark (1)
Garbage route/Warming house
Equipment maintenance/repairs

Week of 1/24/21

COVID detail break room, bathrooms,
Plowed snow (3) Blow snow downtown (1) Haul snow (1) Airport (1) Cemetery (1)
Rinks Zamboni
Picnic table repairs
Cemetery burial (1) cremation (1) mark (1)
Garbage route/Warming house
Equipment maintenance/repairs/Winter prep

Signature: 

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

(Due by 10th of each month)

Department: Waste Water Treatment Plant (WWTP)

Supervisor Name: Ron VonBerge Month :January 2022

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 1/3/22

Cleaned plant lift station

Working on lock out tag out (LOTO)

Painting Garage area

Meter installing with WTP

Week of 1/10/22

Meter installing with WTP

Working on LOTO

Painting garage and blower room

Snow removal

Jar testing with Hawkins

Week of 1/17/22

Cleaned plant lift station

Snow removal

Test run generator

Oil change blower #4

Meter installing with WTP

Computer training

Week of 1/24/22

Check in large order lab supplies

Cleaned south disc filter

Working on LOTO

Snow removal

Cleaned polymer pump for DAF

Lab WP testing

Other departmental concerns to be addressed by City Council

Signature: Ron VonBerge

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

Department: Water Department (WTP)

Supervisor Name: Steve Schmitt

Month: January 2022

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

Gopher locates (35X)
Well draw downs, water samples.
Rereads (5X)
Litzau Exca. And Ken P. digs (1X)
Water Off/On at properties (1X)
Sewer/Storm/Water inspections (1X)
Televised properties (8X)
Installed a lot of water meters.
New customer list.
Handed out high 10 water notices from daily leak report
Worked on end of year water reports
Removed snow from hydrants
GIS meeting
Attended Safety meeting
Removed brine pump, brought it to A & K for repairs
Meeting with MN Dept of Health, did survey of Water treatment Plant
Fixed sump pump line in South Tower
Installed new 200-foot cable on camera
Kunkle Electrical worked on well # 2 mercury switch
Did annual maintenance on air blower and Stihl saw

Other departmental concerns to be addressed by City Council.

Signature: Steve Schmitt

March 2022

March 2022							April 2022						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
6	7	1	2	3	4	5	3	4	5	6	7	1	2
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Feb 27	28	Mar 1	2	3	4	5
			6:00pm Fire Relief (Fire Hall)			
6	7	8	9	10	11	12
	7:00pm City Council Meeting (City Hall)	8:30am Department Head (City Hall) 9:00am Safety Committee (City Hall West Conf)		7:00pm Planning Commission (City Hall)		
13	14	15	16	17	18	19
	5:30pm City Council Workshop (City Hall)			4:30pm Airport Commission (City Hall)		
20	21	22	23	24	25	26
	7:00pm City Council (City Hall)	8:30am Department Head (City Hall)	12:00pm Economic Development Comm Meeting (City Hall) 6:30pm Park Board (City Hall)			
27	28	29	30	31	Apr 1	2
	7:00pm Library Board (Library) 7:00pm Light & Power (Light Plant)					

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SMALL CITY & BIG FUTURE

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

To: City Council

Date: 02/08/2022

From: Jon VanDamme

Re: Monthly Sales Summary – Glencoe Wine & Spirits

	<u>Monthly (January) Sales</u>	<u>Year-to-date Sales (1/1-1/31)</u>
2022	\$165,715.18 (GP 25.8%)	\$165,715.18
<u>2021</u>	<u>\$186,549.14</u>	<u>\$186,549.14</u>
	-11.17%	-11.17%

January was down significantly from last year, but still up \$13.6k (+9.0%) from 2020 and up \$36.6k (+28.4%) from 2019. We had 1 less Friday in January this year so that negatively impacted sales, as well as bars were still restricted for a portion of January last year. Customer counts were down 771 transactions. Average transaction size was up: \$27.55 compared to \$27.49 last year – we started to see some cost/price increases over the month.

- Beer sales were down -12.1%, with no categories showing increases. Domestic were down the smallest percentage (-8.9%). Anheiser Busch products took a price increase at the middle of the month, while Miller/Coors is going up 2/1.
- Liquor sales were down -7.9%, with increases in Bourbon (+8.3%), Brandy (+19.7%), Irish Whiskey (+26.8%), and Tequila (+14.8%). Significant decreases in Canadian (-27.4%), Rum (-14.7%), and other whiskeys were notable. We had some out of stocks on McMasters and a few other items due to supplier shortages. We are expecting to see some cost increases in February.
- Wine sales were down -14.8%, so they are again trending softer than the other departments. We had good showings from Cabernets (+10.5%), Minnesota (+4.1%), Sauv Blanc (+70.6%). Moscatos, Sweet Reds, and Red Blends were the most concerning areas with all being down 30% or more.
- For promotions in January, we used some Facebook posts for new items along with some promotion of price with our “of the month” items.

- **YTD Quantity Sold – Product Count (1/1-1/31)**

2022	11,487	(-15.2%)
<u>2021</u>	<u>13,550</u>	

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

CUSTOMER COUNT: 6015

	TYPE	COUNT	AMOUNT
Totals			
	Net Subtotal		150904.35
	Tax 1		14646.27
	Tax 2		164.56
	Total Sales		165715.18
Tax Info			
	Taxable 1		148312.22
	Non-Taxable 1		2592.13
	Taxable 2		2234.12
	Non-Taxable 2		148670.23
Tax Exempt			
Paid Out by Media			
	PO TOTAL	0	0.00
Gift Certificates			
	Gift Sale	10	290.00
Received by Account			
	RA TOTAL	0	0.00
Media			
	Cash	2168	46712.04
	Check	19	442.03
	Gift	39	882.49
	Credit Card	3852	117968.62
Grand Totals			
	Reg. 1		166005.18

27.55

CUSTOMER COUNT: 6786

	TYPE	COUNT	AMOUNT
Totals			
	Net Subtotal		169888.15
	Tax 1		16442.58
	Tax 2		218.41
	Total Sales		186549.14
Tax Info			
	Taxable 1		166507.03
	Non-Taxable 1		3381.12
	Taxable 2		2964.72
	Non-Taxable 2		166923.43
Tax Exempt			
Paid Out by Media			
	PO TOTAL	0	0.00
Gift Certificates			
	Gift Sale	8	205.00
Received by Account			
	RA TOTAL	0	0.00
Media			
	Cash	2357	49676.69
	Check	23	635.57
	Gift	47	967.90
	Credit Card	4437	135473.98
Grand Totals			
	Reg. 1		186619.82
	Reg. 2		134.32

27.49

CUSTOMER COUNT: 6217

	TYPE	COUNT	AMOUNT
Totals			
	Net Subtotal		138472.88
	Tax 1		13466.26
	Tax 2		133.66
	Total Sales		152072.80
Tax Info			
	Taxable 1		136355.18
	Non-Taxable 1		2117.70
	Taxable 2		1816.62
	Non-Taxable 2		136656.26
Tax Exempt			
Paid Out by Media			
	PO TOTAL	0	0.00
Gift Certificates			
	Gift Sale	16	360.00
Received by Account			
	RA TOTAL	0	0.00
Media			
	Cash	2577	50340.81
	Check	18	627.99
	Gift	25	447.87
	Credit Card	3644	101016.13
Grand Totals			
	Reg. 1		152432.80

CUSTOMER COUNT: 5478

	TYPE	COUNT	AMOUNT
Totals			
	Net Subtotal		118099.21
	Tax 1		10869.55
	Tax 2		126.66
	Total Sales		129095.42
Tax Info			
	Taxable 1		115907.01
	Non-Taxable 1		2192.20
	Taxable 2		1845.76
	Non-Taxable 2		116253.45
Tax Exempt			
Paid Out by Media			
	PO TOTAL	0	0.00
Gift Certificates			
	Gift Sale	7	156.00
Received by Account			
	RA TOTAL	0	0.00
Media			
	Cash	2358	44871.97
	Check	9	314.18
	Gift	20	557.83
	Credit Card	3144	83507.44
Grand Totals			
	Reg. 1		129251.42

Sales Item Report

1/1/2022 - 1/31/2022

Glencoe Municipal Liquor

Sorts: Department Description, Description 1

2/1/2022 9:25:49 AM

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Description 1		Description 2		Class Desc		Item #		Manufacturer		Size		Style		Color	
Avg Cost	Price 1	GP %	SaleQty	Ext Cost	Ext Disc	Sales	Gross Profit	GP %	Min Qty	On Order	QoH	PID Qty	MTD Qty	YTD Qty	PY Qty
Dept Desc: BEER - 10															
Subtotal 503	Dept Desc: BEER - 10	5182.00		60152.72	101.47	78199.73	18048.77	23.1			6290.00	118.00	3.00	5185.00	83944.00
Dept Desc: LIQUOR - 20															
Subtotal 588	Dept Desc: LIQUOR - 20	4291.00		39868.85	153.85	54442.46	14574.80	26.8			12960.00	95.00	2.00	4293.00	53573.00
Dept Desc: MISC 7.375% TAX															
Subtotal 83	Dept Desc: MISC 7.375% TAX	602.00		1599.42	0.00	2294.99	695.71	30.3			990.00	13.00	0.00	602.00	8905.00
Dept Desc: MISC BEER															
Subtotal 1	Dept Desc: MISC BEER	3.00		0.00	0.00	26.67	26.67	100.0			0.00	0.00	0.00	3.00	40.00
Dept Desc: MISC LIQUOR															
Subtotal 1	Dept Desc: MISC LIQUOR	0.00		0.00	0.00	5.31	5.31	100.0			0.00	0.00	0.00	0.00	14.00
Dept Desc: MISC NONTAX															
Subtotal 3	Dept Desc: MISC NONTAX	104.00		187.45	0.00	312.14	124.69	39.9			-63.00	0.00	0.00	104.00	3832.00
Dept Desc: MISC WINE															
Subtotal 1	Dept Desc: MISC WINE	1.00		0.00	0.00	4.99	4.99	100.0			0.00	0.00	0.00	1.00	4.00
Dept Desc: WINE - 30															
Subtotal 427	Dept Desc: WINE - 30	1304.00		10098.83	127.90	15618.06	5519.27	35.3			7673.00	24.00	1.00	1305.00	15811.00
Total 1607		11487.00		111907.27	383.22	150904.35	39000.21	25.8			27850.00	250.00	6.00	11493.00	166123.0

Sales Item Report

Glencoe Municipal Liquor

Sorts: Department Description, Description 1

1/1/2021 - 1/31/2021

2/1/2022 9:25:34 AM

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Description 1		Description 2		Class Desc		Item #		Manufacturer		Size		Style		Color	
Avg Cost	Price 1	GP %	SaleQty	Ext Cost	Ext Disc	Sales	Gross Profit	GP %	Min Qty	On Order	QoH	PTD Qty	MTD Qty	YTD Qty	PY Qty
Dept Desc: BEER - 10															
Subtotal 530	Dept Desc: BEER - 10		6320.00	70317.54	142.69	88966.33	18650.72	21.0		5485.00	106.00	3.00	4588.00	83903.00	
Dept Desc: LIQUOR - 20															
Subtotal 622	Dept Desc: LIQUOR - 20		4794.00	43607.35	97.08	59125.98	15519.35	26.2		12291.00	74.00	2.00	3631.00	54133.00	
Dept Desc: MISC 7.375% TAX															
Subtotal 96	Dept Desc: MISC 7.375% TAX		732.00	2322.27	22.18	3013.15	691.02	22.9		1024.00	9.00	0.00	546.00	9144.00	
Dept Desc: MISC BEER															
Subtotal 1	Dept Desc: MISC BEER		1.00	0.00	0.00	16.98	16.98	100.0		0.00	0.00	0.00	3.00	40.00	
Dept Desc: MISC LIQUOR															
Subtotal 1	Dept Desc: MISC LIQUOR		1.00	0.00	0.00	23.99	23.99	100.0		0.00	0.00	0.00	0.00	14.00	
Dept Desc: MISC NONTAX															
Subtotal 2	Dept Desc: MISC NONTAX		144.00	268.20	0.00	404.46	136.26	33.7		-63.00	0.00	0.00	105.00	3830.00	
Dept Desc: WINE - 30															
Subtotal 471	Dept Desc: WINE - 30		1558.00	11925.64	99.16	18337.26	6411.67	35.0		7810.00	18.00	1.00	994.00	16716.00	
Total 1723															
			13550.00	128441.00	361.11	169888.15	41449.99	24.4		26547.00	207.00	6.00	9867.00	167780.0	

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Separate Agenda Items**

CITY OF GLENCOE BILLS

FEBRUARY 22, 2022

** PREPAID PAYROLL & WIRE TRANSFER BILLS **

VENDOR	DEPARTMENT: DESCRIPTION	TOTAL
CITY OF GLENCOE EMPLOYEES	MULTIPLE DEPTS.: CITY OF GLENCOE PAYROLL 12-15-21	\$59,705.89
WIRE TRANSFER	MULT DEPTS:EMP/CITY PAYROLL TAX,HSA,PERA,D COMP,CAFE,SALES TAX	\$64,483.42
TOTAL PREPAID BILLS ----->		<u><u>\$124,189.31</u></u>

INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

FEB 22, 2022 - PREPAID BILLS

Date: 02/18/2022

Time: 12:44 pm

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City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
BREAKTHRU BEVERAGE	0513	LIQUOR STORE: MERCH FOR RESALE	172125	12/10/2021	1,680.92
				Vendor Total:	1,680.92
CITY OF GLENCOE	0035	LIQUOR STORE: CITY CENTER BAR PETTY CASH	172126	12/10/2021	109.75
				Vendor Total:	109.75
JOHNSON BROS - ST PAUL	0504	LIQUOR STORE: MERCH FOR RESALE	172127	12/10/2021	9,361.92
				Vendor Total:	9,361.92
PAUSTIS WINE COMPANY	0916	LIQUOR STORE: MERCH FOR RESALE	172128	12/10/2021	1,290.25
				Vendor Total:	1,290.25
PHILLIPS WINE & SPIRITS, INC.	1010	LIQUOR STORE: MERCH FOR RESALE	172129	12/10/2021	6,653.68
				Vendor Total:	6,653.68
VINOCOPIA, INC.	1353	LIQUOR STORE: MERCH FOR RESALE	172130	12/10/2021	319.50
				Vendor Total:	319.50
VISA	0350	MULT DEPT: RE-ISSUE VOIDED CHECK - CHECK LOST IN THE MAIL	172131	12/10/2021	4,744.15
				Vendor Total:	4,744.15
				Grand Total:	24,160.17
				Less Credit Memos:	0.00
				Net Total:	24,160.17
				Less Hand Check Total:	0.00
				Outstanding Invoice Total :	24,160.17
Total Invoices:	7				

INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

FEB 22, 2022 - PREPAID BILLS

Date: 02/18/2022

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City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
A.H. HERMEL CO.	0573	LIQUOR STORE: MERCH FOR RESALE	172182	12/17/2021	525.01
				Vendor Total:	525.01
ARCTIC GLACIER USA, INC	0495	LIQUOR STORE: MERCH FOR RESALE	172183	12/17/2021	376.35
				Vendor Total:	376.35
ARTISAN BEER COMPANY	1258	LIQUOR STORE: MERCH FOR RESALE	172184	12/17/2021	172.30
				Vendor Total:	172.30
BREAKTHRU BEVERAGE	0513	LIQUOR STORE: MERCH FOR RESALE	172193	12/17/2021	3,141.84
				Vendor Total:	3,141.84
C & L DISTRIBUTING	0492	LIQUOR STORE: MERCH FOR RESALE	172185	12/17/2021	20,568.84
				Vendor Total:	20,568.84
COLONIAL LIFE	0735	MULT DEPTS: INS PREMIUMS	172194	12/17/2021	263.70
				Vendor Total:	263.70
JOHNSON BROS - ST PAUL	0504	LIQUOR STORE: MERCH FOR RESALE	172186	12/17/2021	1,684.65
JOHNSON BROS - ST PAUL	0504	LIQUOR STORE: MERCH FOR RESALE	172195	12/17/2021	7,800.75
				Vendor Total:	9,485.40
LOCHER BROS., INCORPORATED	0503	LIQUOR STORE: MERCH FOR RESALE	172187	12/17/2021	15,295.45
				Vendor Total:	15,295.45
MARLIN'S TRUCKING	1387	LIQUOR STORE: MERCH FOR RESALE	172188	12/17/2021	516.45
				Vendor Total:	516.45
MILLNER HERITAGE	0935	LIQUOR STORE: MERCH FOR RESALE	172189	12/17/2021	277.20
				Vendor Total:	277.20
MINNESOTA PUBLIC EMPLOYEE	1439	POLICE: UNIONI DUES	172196	12/17/2021	108.00
				Vendor Total:	108.00
PHILLIPS WINE & SPIRITS, INC.	1010	LIQUOR STORE: MERCH FOR RESALE	172190	12/17/2021	4,350.55
PHILLIPS WINE & SPIRITS, INC.	1010	LIQUOR STORE: MERCH FOR RESALE	172197	12/17/2021	10,591.55
				Vendor Total:	14,942.10
SOUTHERN GLAZER'S WINE &	1429	LIQUOR STORE: MERCH FOR RESALE	172198	12/17/2021	8,402.78
				Vendor Total:	8,402.78
VIKING BEVERAGES	0973	LIQUOR STORE: MERCH FOR RESALE	172191	12/17/2021	9,341.75
				Vendor Total:	9,341.75
VIKING COCA-COLA BOTTLING CO.	0494	LIQUOR STORE: MERCH FOR RESALE	172192	12/17/2021	717.10
				Vendor Total:	717.10
WRS IMPORTS	1241	LIQUOR STORE: MERCH FOR RESALE	172199	12/17/2021	936.00
				Vendor Total:	936.00
				Grand Total:	85,070.27
				Less Credit Memos:	0.00
				Net Total:	85,070.27
				Less Hand Check Total:	0.00
				Outstanding Invoice Total :	85,070.27
Total Invoices:	18				

INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

FEB 22, 2022 - REGULAR BILLS

Date: 02/18/2022

Time: 12:39 pm

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City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
4-SQUARE BUILDERS, INC.	0071	PARK: LUMBER FOR PICNIC TABLE REPAIRS	0	00/00/0000	175.50
				Vendor Total:	175.50
A & K REPAIR	0001	WATER, LIQUOR STORE: PUMP REPAIR, BELTS	0	00/00/0000	239.75
				Vendor Total:	239.75
AKO ELECTRIC INC	1468	CITY CENTER, LIQUOR STORE: ADD RECEPTACLES, REPAIR FAN	0	00/00/0000	1,226.25
				Vendor Total:	1,226.25
ALBERS INDUSTRIAL LININGS	0619	WWTP: SANDBLAST & COAT BIOSOLIDS TRUCK	0	00/00/0000	5,742.00
				Vendor Total:	5,742.00
ANDOVER ARMS LLC	2273	POLICE: TRAINING SUPPLIES	0	00/00/0000	410.00
				Vendor Total:	410.00
ARNOLD'S OF GLENCOE, INC.	1449	STREET, PARK: PTO SHAFT, LAWN MOWER REPLACEMENT	0	00/00/0000	1,364.75
				Vendor Total:	1,364.75
AT&T MOBILITY	1205	MULT DEPTS: CELL PHONE BILL	0	00/00/0000	584.82
				Vendor Total:	584.82
BORDER STATES INDUSTRIES INC	0852	WATER, LIQUOR STORE: BULBS, ELECTRICAL SUPPLIES	0	00/00/0000	207.80
				Vendor Total:	207.80
BRADLEY SECURITY, LLC	0209	STREET: DOOR REPAIR	0	00/00/0000	208.00
				Vendor Total:	208.00
BRAUN INTERTEC CORPORATION	0796	WATER, WWTP, STORM WATER: 16TH ST IMPROVE. EVALUATIONS	0	00/00/0000	1,627.50
				Vendor Total:	1,627.50
CARD SERVICES	0330	WATER, WWTP: OPERATING SUPPLIES	0	00/00/0000	103.69
				Vendor Total:	103.69
CENGAGE LEARNING INC-GALE	1828	LIBRARY: BOOKS	0	00/00/0000	96.71
				Vendor Total:	96.71
CENTER POINT LARGE PRINT	1349	LIBRARY: BOOKS	0	00/00/0000	142.62
				Vendor Total:	142.62
CENTERPOINT ENERGY	0204	MULT DEPTS: NATURAL GAS BILLS	0	00/00/0000	17,903.92
				Vendor Total:	17,903.92
CINTAS	1351	CITY CENTER: CLEANING SUPPLIES	0	00/00/0000	168.64
				Vendor Total:	168.64
CITY OF GLENCOE	0035	WWTP: LICENSES, SUPPLIES, FUEL	0	00/00/0000	114.54
				Vendor Total:	114.54
CORE & MAIN LP	1741	WATER: METER ADAPTER, COUPLING	0	00/00/0000	247.89
				Vendor Total:	247.89
FASHION INTERIORS	1673	WWTP: PAINT & SUPPLIES	0	00/00/0000	2,234.56
				Vendor Total:	2,234.56
FIRST SYSTEMS TECHNOLOGY	1729	WWTP: EFFLUENT FLOW METER INSPECTIONS	0	00/00/0000	2,800.00
				Vendor Total:	2,800.00
FOSTER MECHANICAL, INC.	0647	ADMIN, LIQUOR STORE: BOILER REPAIRS	0	00/00/0000	3,603.79
				Vendor Total:	3,603.79
FRANKLIN PRINTING INC.	0085	ADMIN, WWTP: OFFICE SUPPLIES	0	00/00/0000	525.34
				Vendor Total:	525.34
GLENCOE CO-OP ASSN.	1842	STREET, PARK, WATER: FUEL, TIRE REPAIR	0	00/00/0000	6,654.11

INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

FEB 22, 2022 - REGULAR BILLS

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City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
				Vendor Total:	6,654.11
GLENCOE FLEET SUPPLY	2074	MULT DEPTS: REPAIR & MAINT, SM TOOLS, UNIFORMS, SAFETY EQ	0	00/00/0000	838.75
				Vendor Total:	838.75
GOLDEN TONGUE CONSULTANTS, INC	1305	POLICE: TRANSLATION SERVICES	0	00/00/0000	160.00
				Vendor Total:	160.00
HAWKINS, INC.	1133	WWTP: CHEMICALS	0	00/00/0000	6,656.56
				Vendor Total:	6,656.56
HUEMOELLER, GONTAREK &	1800	ADMIN, WATER: LEGAL SERVICES	0	00/00/0000	7,307.25
				Vendor Total:	7,307.25
HY-VEE ACCOUNTS RECEIVABLE	1996	WWTP: OPERATING SUPPLIES	0	00/00/0000	34.20
				Vendor Total:	34.20
JOHN DEERE FINANCIAL	1299	STREET: EQUIPMENT PARTS, LOADER REPAIR	0	00/00/0000	5,031.09
				Vendor Total:	5,031.09
JOHNSON CONTROLS FIRE	0874	WWTP: ANNUAL FIRE EXT & EMERGENCY LIGHTS INSPECTIONS	0	00/00/0000	190.99
				Vendor Total:	190.99
KDUZ - KARP - KGLB	2248	LIQUOR STORE: ADVERTISING	0	00/00/0000	287.00
				Vendor Total:	287.00
KONE CHICAGO	0800	ADMIN, LIBRARY, CITY CENTER: QUARTERLY MAINTENANCE	0	00/00/0000	1,020.51
				Vendor Total:	1,020.51
LEAGUE OF MN CITIES	1323	STORM WATER: COALITION CONTRIBUTIONS	0	00/00/0000	530.00
				Vendor Total:	530.00
LEEDSTONE	1541	WWTP: CLEANING PRODUCTS, DRUM PUMP	0	00/00/0000	305.83
				Vendor Total:	305.83
LIGHT & POWER COMMISSION	1484	MULT DEPTS:ELECTRICITY, CREDIT CARD, BILLING & SOFTWARE FEES	0	00/00/0000	29,493.24
				Vendor Total:	29,493.24
LITZAU EXCAVATING	0380	MUNI STATE AID: UNION AVE RAILROAD CROSSING CLOSURE	0	00/00/0000	12,279.75
				Vendor Total:	12,279.75
MCLEOD CO. AUDITOR-TREASURER	0428	MULT DEPTS: LICENSE TABS	0	00/00/0000	500.50
				Vendor Total:	500.50
MCLEOD COOP. POWER ASS'N.	0201	ADMIN, AIRPORT: ELECTRICITY	0	00/00/0000	982.77
				Vendor Total:	982.77
MCLEOD PUBLISHING, INC.	0339	ADMIN, CITY CENTER: PUBLISHING & ADVERTISING	0	00/00/0000	442.39
				Vendor Total:	442.39
MERCHANTS BANK EQUIP FINANCE	1189	FIRE: ROSENBAUER FIRE TRUCK PAYMENT	0	00/00/0000	90,267.00
				Vendor Total:	90,267.00
METRO SALES, INC.	1733	LIBRARY: OFFICE EQUIPMENT LEASE	0	00/00/0000	175.62
				Vendor Total:	175.62
MINI BIFF	0177	PARK: WASTE REMOVAL	0	00/00/0000	102.51
				Vendor Total:	102.51
MVTL , INC.	0353	WATER, WWTP: LAB TESTING	0	00/00/0000	154.60
				Vendor Total:	154.60
OFFICE OF MN. IT SERVICES	1423	POLICE: INTERNET SERVICE	0	00/00/0000	120.92

INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

FEB 22, 2022 - REGULAR BILLS

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City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
				Vendor Total:	120.92
OXYGEN SERVICE COMPANY	0653	STREET: WELDING SUPPLIES	0	00/00/0000	14.26
				Vendor Total:	14.26
PREMIUM WATERS, INC.	1081	MULT DEPTS: WATER	0	00/00/0000	190.15
				Vendor Total:	190.15
PRINCIPAL LIFE INSURANCE CO	1167	MULT DEPTS: INS PREMIUMS	0	00/00/0000	4,799.41
				Vendor Total:	4,799.41
PRO AUTO GLENCOE, INC	0527	WATER: VEHICLE REPAIR - WATER PUMP	0	00/00/0000	583.40
				Vendor Total:	583.40
PURCHASE POWER	0271	ADMIN: POSTAGE	0	00/00/0000	503.50
				Vendor Total:	503.50
QUILL LLC	1691	LIBRARY: OFFICE & OPERATING SUPPLIES	0	00/00/0000	61.20
				Vendor Total:	61.20
SCHMITT, STEVE	1696	WATER: SAFETY BOOTS	0	00/00/0000	158.00
				Vendor Total:	158.00
SEH	1757	WATER, WWTP: PROFESSIONAL SERVICES	0	00/00/0000	11,974.12
				Vendor Total:	11,974.12
STAR TRIBUNE	0263	ADMIN: SUBSCRIPTION	0	00/00/0000	633.78
				Vendor Total:	633.78
THOMSON REUTERS	1260	POLICE: INVESTIGATION MATERIALS	0	00/00/0000	171.55
				Vendor Total:	171.55
TRI-COUNTY WATER	1016	STREET, REIMB: WATER	0	00/00/0000	39.25
				Vendor Total:	39.25
UNIQUE PAVING MATERIALS	0462	STREET: BLACKTOP	0	00/00/0000	213.30
				Vendor Total:	213.30
				Grand Total:	222,605.58
				Less Credit Memos:	0.00
				Net Total:	222,605.58
				Less Hand Check Total:	0.00
				Outstanding Invoice Total :	222,605.58
Total Invoices:	55				