



## 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

**Monday, March 7, 2022**

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

### 2. CONSENT AGENDA

- A. Approve minutes of the regular meeting of February 22, 2022
- B. Acknowledge the following building permits:  
Sam's Tire    1231 Ford Avenue    furnace
- C. Approve the following licenses:  
Glencoe Country Club    Club/Sunday Liquor License

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

### 4. PUBLIC HEARINGS

### 5. BIDS AND QUOTES

- A. Approve quote for 2022 manhole rehabilitation – Mark Lemen, Public Works Director

### 6. REQUESTS TO BE HEARD

- A. Approve Resolution 2022-009 Setting Polling Place for Elections in the City Center Grand Ballroom for 2022
- B. Adopt Resolution 2022-10 to Approve Plans and Specifications and Set Bid Opening for 2022 Pavement Improvement Project – Brody Bratsch, SEH
- C. Approve Cooperative Construction Agreement with McLeod County for Trail Rehabilitation – Mark Larson, City Administrator
- D. Authorize MNDot to Install Rumble Strips at the Intersection of US Highway 212 and Morningside Avenue

### 7. ITEMS FOR DISCUSSION

- A. Sidewalk Funding and Improvement Program
- B. 2022 CGMC Legislative Action Day
- C. Commission and Board Openings
- D. Authorized Streets for UTVs/ATVs to Travel Within the City of Glencoe

**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 22, 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 Captain Jamey Retzer, 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 at 7:00pm with all members present.

**2. CONSENT AGENDA**

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

B. Acknowledge the following building permits:

Unhinged Pizza 2408 9<sup>th</sup> St E - reface sign, Kyle Clunis 813 DeSota Ave N - replace windows,  
MNDot 101 8<sup>th</sup> St E – reroof, Julie Lange 1611 Ford Ave N - replace patio door

C. Approve the following licenses:

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

*Motion: Robeck, Seconded Schrupp to approve the consent agenda. All in favor, motion carried.*

**3. PUBLIC COMMENT (agenda items only) - None**

**4. PUBLIC HEARINGS - None**

**5. BIDS AND QUOTES - None**

**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

*Motion: Schrupp, Seconded Olson to Approve the Waiver of Statutory Tort Limits with the League of MN Cities Insurance Trust and Purchase Excess Liability Coverage. All in favor, motion carried.*

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

*Motion: Schrupp, Seconded Robeck to Approve Resolution 2022-003 to Adopt the McLeod County All-Hazard Mitigation Plan. All in favor, motion carried.*

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

*Motion: Lemke, Seconded Schrupp to Approve Resolution 2022-006 Requesting municipal State Aid Advance for Armstrong Avenue Debt Service. All in favor, motion carried.*

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

*Motion: Olson, Seconded Schrupp to Approve Resolution 2022-007 to Execute Agreement with MNDot Aeronautics for \$32,000 in ARPA Funding for the Glencoe Airport. Vote 4 – 1 with Robeck against. Motion carried.*

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

*Motion: Neid, Seconded Schrupp to Approve Resolution 2022-008 Cooperative Construction Agreement for TH 22 Mill and Overlay, ADA Improvements. Vote 4 – 1 with Robeck against. Motion carried.*

## 7. ITEMS FOR DISCUSSION

- A. Sidewalk Funding Plan – City Administrator

In 2020 an inventory was taken of the sidewalks throughout the city. Sidewalks were graded on a scale of 1 – 3, 3 being in the worst shape and approximately 40% of the sidewalks in the City were given a grade of 3. City Administrator Larson recommends putting money aside in the budget for sidewalk improvement.

- B. Ugly City Designation

An internet site named the City of Glencoe as the “Ugliest City in Minnesota”. The City is using this as an opportunity to showcase the City.

- C. City / County Workshop

Discussed putting in rumble strips for Highway 212 and Morningside. Since the workshop, MNDot has said that they will install rumble strips but it will need City Council approval since it is within city limits.

## 8. ROUTINE BUSINESS

- A. Project Updates - none

- B. Economic Development - none

- C. Public Input

Resident Rich Glennie asked if the city was considering shifting precincts. Larson noted that the City just received information from the County on this and at this time does not believe precincts would need to be changed.

- D. Reports

Councilor Neid requested to get the budget online.

- E. City Bills

*Motion Schrupp, Seconded by Lemke to approve the City bills. All in favor, motion carried.*

Thank you to Gary Schreifels, Public Works Director, for nearly 25 years of service. He is retiring and his last day will be February 28. We welcome Mark Lemen who will be taking over the Public Works Director position.

## 9. ADJOURNMENT

*Motion: Robeck, Seconded b Olson to adjourn at 7:39pm. All in favor, motion carried.*

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Ryan Voss, Mayor

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Date

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Mark D. Larson, City Administrator

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Date





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

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To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: March 3, 2022

Re: Item 5A – Manhole Rehabilitation

Item 5A – Public Works Director Lemen will review the attached quotes for manhole rehabilitation in Glencoe in 2022.



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

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To: Mark Larson, City Administrator  
From: Mark Lemen, Public Works Director  
Date: March 3, 2022  
Re: Quotes for sanitary sewer manhole lining repair

The city received two quotes for the repair of nine sanitary sewer manholes. There is a 10-year warranty associated with both quotes deeming the quotes a final price for repair. The City of Glencoe has used Innovative Coatings in prior years, however, the difference in mils of material used is significantly lower than the material used by Hiperline Performance Lining.

Attached are both quotes listing the product specifications, warranty, and application processes. There is a **\$6069 difference** in the two quotes. Being as the quotes are similar in costs, I would like to **discuss** further with the council in regards to proceeding with the higher cost Hiperline due to the thicker mil in material used and the higher visibility for ease of inspection.

**Hiperline High Performance: \$41,719.70**

10-year warranty

**500 -1000 mils of material**

**High visibility color (allows for easier inspection)**

**Innovative: \$35,650**

**(\$6069 difference)**

10-year warranty

**125-130 mils of material**

In closing, both companies are reputable and produce a quality product. The City of Glencoe would be providing quality service utilizing either company.

**Mayor:** Randy Wilson    **City Administrator:** Mark Larson  
**Council Members:** Allen Robeck – Paul Lemke – Cory Neld – John Schrupp – Milan Alexander



**HIPERLINE**  
HIGH PERFORMANCE LINING

# Manhole Quote

Sold To Mark Lemen

Date 3/3/2022

Glencoe, Minnesota  
mlmen@ci.glencoe.mn.us  
[513-238-0144](tel:513-238-0144)

PO No.

				Mobilization:	\$800.00
Manhole	Location	Depth (ft)	Description of Repair	Cost	
1	14th st E & Desoto Ave N	9.70	SpectraShield, Brick / Block, Grout Low leaks	4,820.90	
2	14th St E & Elliot Ave N	12.30	SpectraShield, Brick / Block, None leaks	5,682.60	
3	16th Street East & Ives Ave N	8.00	SpectraShield, Brick / Block, None leaks	3,696.00	
4	13th Street East and Elliot Ave North	9.00	SpectraShield, Brick / Block, None leaks, R.O.W. Permit	4,736.00	
5	507 16th Street	4.00	SpectraShield, Brick / Block, None leaks	1,848.00	
6	14th Street East and Greeley Ave North	10.50	SpectraShield, Brick / Block, None leaks	4,851.00	
7	18th Street East and Greeley Ave North	9.60	SpectraShield, Brick / Block, Grout Low leaks	4,771.20	
8	15th Street East and DeSoto Ave North	10.00	SpectraShield, Brick / Block, Grout Low leaks	4,970.00	
9	15th Street East and Chandler Ave North	12.00	SpectraShield, Brick / Block, None leaks	5,544.00	
Total				\$41,719.70	

**Notes:**

- A site visit is agreed upon prior to mobilization if deemed necessary by HIPERLINE.
- Owner shall be responsible for providing a disposal site for all debris during the installation of the SpectraShield Liner System. This debris shall include, but not be limited to sand, chipped concrete, old linings, effluents, etc.
- Invoice(s) will be based upon field measurements and may increase or decrease the actual invoice/contract/purchase order amount accordingly.
- Our invoices are NET 30 DAYS, no retainage. A 1.5% interest charge per month for invoices over 30 days will apply.
- Sanitary sewer manholes include our industry leading 10 year warranty; storm sewer structures come with a standard 1 year warranty
- Removing manhole steps is part of the standard process unless noted otherwise
- If excessive grouting/leak-stopping is required (more than 1 workday), we will notify customer before proceeding. Additional grouting rates are \$300 per hour for the truck and crew, \$100 per gallon of grout, and \$25 per tube of grout

Customer Name \_\_\_\_\_

Customer Signature \_\_\_\_\_

Send Invoice To \_\_\_\_\_

Additional Notes: Would recommend a \$900 add for invert rebuild at 14th and DeSoto

Thanks for the Opportunity to Serve You!

HIPERLINE 15725 US HWY 12 SW Cokato, MN 55321 320.286.2471

MIN 500 MIN - 1/2 to 1"   
 - 1000

<a href="http://www.HIPERLINE.com">www.HIPERLINE.com</a>	 <b>HIPERLINE</b> HIGH PERFORMANCE LINING	15725 US Hwy 12 SW Cokato, MN 55321
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## SpectraShield Liner Systems

### TEN YEAR LIMITED WARRANTY

CCI Spectrum, Inc. (manufacturer) and HIPERLINE (applicator) warrant the SPECTRASHIELD lining system against failure for a period of 10 years in sanitary sewer installations. Storm sewer installations come with a standard 1 year warranty. "Failure" will be deemed to have occurred if the protective liner fails to (a) prevent the internal deterioration or corrosion of the structure (b) protect the substrate and environment from contamination by effluent or (c) prevent groundwater infiltration. If any such failure occurs within 10 years of initial completion of work by HIPERLINE on a structure, HIPERLINE will repair liner at no cost to the Owner within 60 days after written notification of the failure. "Failure" does not include damage resulting from mechanical or chemical abuse or by an act of God. Mechanical or chemical abuse means exposing the coated surfaces of the structure to any mechanical force or chemical substance not customarily present or used in connection with structures of the type involved.

#### WARRANTY DISCLAIMER:

CCI Spectrum, Inc. and HIPERLINE make no warranties express or implied other than those specifically stated in this Ten Year Warranty.



# Innovative

## High Performance Coatings

Innovative High Performance Coatings  
 "A Service Disabled Veteran Owned Small Business"  
 1325 S. Frandsen, Rush City, MN 55069  
 Contact: Christian Westbrook  
 Cell: 612-499-1855  
 Fax: 320-629-3950  
 www.innovativehpc.com

Prepared For: Gary Schreifels  
 Company Name: City of Glencoe  
 Address: 1107 11<sup>th</sup> Street East  
 Glencoe, MN 55336  
 Suite 107

Phone Number: 320-864-6954  
 320-510-0366 cell

Email: gschreifels@ci.glencoe.mn.us

### BID SUMMARY

Project Name: City of Glencoe

Project Location: Multiple Locations - 9 Manholes

Bid Date: 02-03-2022

### BID AMOUNT

**\$35,650.00**

### SCOPE OF WORK

This proposal is based on site observations by Christian Westbrook from IHPC for the above - mentioned project. The above pricing includes necessary substrate prep. work/removal of all oil, grease, rust, scale, deposits and other debris or contaminants, and coating of 125 mils of Zebtron 386. Five gallons of chem grout are included for each manhole (9 Manholes = 45 gallons). Any additional Chem grout used shall incur additional costs. The City of Glencoe will be advised as to the quantity used daily, until project completion. Should a vac truck be needed it shall be provided by others. This proposal does not include by-passing or traffic control.

14th/Desota	Brick	10'	\$ 3,917.50
14th/Elliott	Brick	13'	\$ 5,092.75
16th/Ives	Block	8'	\$ 3,134.00
13th/Elliott	Brick	9'	\$ 3,525.75
507 16th St.	Block	4'	\$ 1,567.75
14th/Greeley	Brick	13'	\$ 5,092.75
18th/Greeley	Brick	12'	\$ 4,701.00
15th/DeSota	Brick	10'	\$ 3,917.50
15th/Chandler	Brick	12'	\$ 4,701.00

Handwritten calculations:  
 $35,650 \div 91 \text{ ft} = 391.76/\text{ft}$   
 $35,650 \div 101 \text{ ft} = 352.97/\text{ft}$   
 $35,650 \div 101 \text{ ft} = 352.97/\text{ft}$   
 O/D Price

### INSTALLATION

#### Zebtron

- Wash area with 5000 PSI water blaster to ensure substrate is in clean, sound condition.
- Rehab concrete as is necessary. Five gallons of chemical grout are included for each structure to control water infiltration. Additional use of foam stop or chemical grout to control water infiltration may be an additional cost.
- Prime all concrete with 3-5 mils of Zebtron prime coat.
- Spray Zebtron, the original, proven, 100% solids polyurethane to desired thickness (125 mils), in one spray application. Crews will be using proper protective clothing as well as respirators to limit exposure, although Zebtron has NO VOC.
- Spark test with 15000 volts to ensure no pinholes or imperfections in the coating exist. Fix any pinholes or imperfections following the manufacturers standards and in line with standard operations.

Warranty -  
 10 years

# Innovative

High Performance Coatings

Innovative High Performance Coatings  
"A Service Disabled Veteran Owned Small Business"  
1325 S. Frandsen, Rush City, MN 55069  
Contact: Christian Westbrook  
Cell: 612-499-1855  
Fax: 320-629-3950  
www.innovativeHPC.com

## QUALIFICATIONS

### Zebtron

- Crews on site will be led by trained and certified Zebtron installers only. Product has highly specific application techniques that must be always adhered to.
- Innovative High Performance Coatings will mobilize a dedicated truck capable of spraying this two-part polyurethane, at a specific mix rate of 3-1, per the MSDS/Tech Data provided on Zebtron 386 with 9000 series activator.

### Other Qualifications

- The general contractor/owners representative is responsible for providing proper access for Innovative High Performance Coatings "A Service Disabled Veteran Owned Small Business's" installation equipment.
- This bid includes one mobilization to the work site. Additional mobilizations will cost an additional \$1000 per trip.
- Innovative High Performance Coatings is not responsible for coordinating or scheduling any required inspections. That is the responsibility of the General Contractor.
- As much equipment as possible should be removed from the vaults before the arrival of Innovative High Performance Coatings on site. Innovative will tape off the equipment left in the vaults but cannot guarantee it will be protected from any over-spray.

## EXCLUSIONS

- Damage to underground utilities or mechanical and electrical ductwork/conduits.
- Any excavation and/or disposal of excavated materials.
- Purchase, placement, and compaction of fill soils.
- Lighting necessary to provide crew visibility during installation.
- Additional insurance coverage beyond Innovative High Performance Coatings standard coverage.
- Bonding. If required, please add 2% to contract amount.
- Structural or cosmetic damages due to the installation process.
- Providing traffic control services (if applicable).
- Bypass pumping done by others.
- Prevailing wage not included in this proposal.

Innovative High Performance Coatings  
"A Service Disabled Veteran Owned Small Business"

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Acceptance of Proposal - The prices proposed, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. We jointly and severally agree to pay you upon completion of the job and will further pay your service charge of 1-1/3% per month (10% annum) if our account is 30 or more days past due, and your attorney's fees and costs to collect or enforce this contract. "My signature indicates that I accept the terms of this Proposal.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

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Separate Agenda Items**



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

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To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: March 3, 2022

Re: Item 6A – Polling Place

Item 6A – Due to the redistricting, it is recommended that the City Council approve Resolution 2022-09 setting the Poling Place for Elections at the City Center Ballroom in 2022. The City Council did this previously, but the County Auditor is requesting the new attached resolution.



## RESOLUTION 2022 - 009

### RESOLUTION SETTING POLLING PLACE FOR ELECTIONS IN THE CITY CENTER GRAND BALLROOM FOR 2022

WHEREAS, the election laws of the State of Minnesota providing that the governing body of the municipality must set the polling place for elections for the following year by resolution.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GLENCOE, MINNESOTA, That the following polling places will be used during elections for 2022: Glencoe City Center, 1107 11<sup>th</sup> Street East; Suite 112, Grand Ballroom.

Precinct One in the City Center Grand Ballroom  
Precinct Two in the City Center Grand Ballroom  
Precinct Three in the City Center Grand Ballroom  
Precinct Four in the City Center Grand Ballroom

Adopted and approved this 7th day of March, 2022.

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Ryan Voss, Mayor

ATTEST:

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Mark D. Larson, City Administrator

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Separate Agenda Items**

# CITY OF GLENCOE, MINNESOTA

## CONSTRUCTION PLANS FOR

REMOVALS, FULL DEPTH RECLAMATION, MILLING, BITUMINOUS  
PATCHING, BITUMINOUS UNDERSEAL, BITUMINOUS PAVEMENT,  
CONCRETE CURB AND GUTTER, DRAIN TILE WITH SUMP PUMP  
SERVICES.

## 2022 PAVEMENT IMPROVEMENT PROJECT

GLENC 164352



NOTE:  
THE SUBSURFACE UTILITY QUALITY INFORMATION IN THIS PLAN IS LEVEL D.  
THIS UTILITY QUALITY LEVEL WAS DETERMINED ACCORDING TO THE  
GUIDELINES OF C/ASCE 38-02 ENTITLED "STANDARD GUIDELINES FOR THE  
COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA."

THE CONTRACTOR SHALL CALL THE GOPHER STATE ONE CALL SYSTEM AT  
811 BEFORE COMMENCING EXCAVATION.



Know what's below.  
Call before you dig.

### GOVERNING SPECIFICATIONS

THE 2020 EDITION OF THE MINNESOTA DEPARTMENT OF  
TRANSPORTATION "STANDARD SPECIFICATIONS FOR CONSTRUCTION"  
SHALL GOVERN EXCEPT AS MODIFIED BY THE SPECIFICATIONS FOR THIS PROJECT.

ALL TRAFFIC CONTROL DEVICES SHALL CONFORM TO THE LATEST EDITION OF THE  
MINNESOTA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES, INCLUDING THE LATEST  
FIELD MANUAL FOR TEMPORARY TRAFFIC CONTROL ZONE LAYOUTS.

### INDEX

SHEET NO.	DESCRIPTION
1	TITLE SHEET
2	STATEMENT OF ESTIMATED QUANTITIES
3	NOTES
4-5	DETAILS
6	TYPICAL SECTIONS
7-12	ADA DETAILS
13-22	REMOVALS
23-32	PROPOSED IMPROVEMENTS
33-35	PED RAMP IMPROVEMENT PLAN
36-47	SWPPP

THIS PLAN CONTAINS 47 SHEETS.

### PROJECT LOCATION



APPROVED:

CITY ENGINEER OF

GLENCOE, MINNESOTA



PHONE: 800.838.8666  
1390 HWY. 15 S.  
SUITE 200, PO BOX 308  
HUTCHINSON, MN 55350  
www.sehinc.com

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY  
DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL  
ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

Signature: Justin Black, PE  
Date: 3/7/22 Lic. No. 43373

FILE NO.

164352

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STATEMENT OF ESTIMATED QUANTITIES																							
Item No.	Item Description	Unit	BASE BID TOTAL		BASE BID												ALTERNATE 1		ALTERNATE 2		ALTERNATE 3		Comments
					HORSESHOE		CSAH 33/15 TRAIL		IVES AVE		7TH ST (WWTF)		15TH ST		16TH ST RRFB		11TH STREET		BIRCH AVE		UNION AVE		
			Est. Qty.	Qty. To Date	Est. Qty.	Qty. To Date	Est. Qty.	Qty. To Date	Est. Qty.	Qty. To Date	Est. Qty.	Qty. To Date	Est. Qty.	Qty. To Date	Est. Qty.	Qty. To Date	Est. Qty.	Qty. To Date	Est. Qty.	Qty. To Date	Est. Qty.	Qty. To Date	
STREET, CURB AND GUTTER, DRAINAGE PIPE, SIDEWALKS																							
2021.501	MOBILIZATION	LUMP SUM	1.0		0.0		0.4		0.1		0.2		0.1		0.1		0.0		0.0		0.0		
2104.503	REMOVE CONCRETE CURB AND GUTTER	LIN FT	750.0		32.0		265.0		280.0		0.0		0.0		0.0		100.0		70.0		32.0		
2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	1,916.0		92.0		420.0		82.0		24.0		0.0		80.0		2,500.0		1,200.0		92.0		
2104.503	SAWING CONCRETE PAVEMENT (FULL DEPTH)	LIN FT	122.0		0.0		60.0		60.0		0.0		0.0		2.0		0.0		0.0		0.0		
2104.504	REMOVE BITUMINOUS PAVEMENT	SQ YD	1,575.0		0.0		265.0		0.0		20.0		0.0		70.0		500.0		150.0		0.0		
2104.504	REMOVE CONCRETE WALK	SQ YD	227.0		0.0		72.0		120.0		0.0		0.0		0.0		0.0		0.0		0.0		
2104.504	REMOVE CONCRETE DRIVEWAY PAVEMENT	SQ YD	21.0		0.0		0.0		21.0		0.0		0.0		0.0		0.0		0.0		0.0		
2105.504	GEOTEXTILE FABRIC, TYPE 5	SQ YD	860.0		0.0		0.0		0.0		860.0		0.0		0.0		0.0		0.0		0.0		
2105.507	COMMON EXCAVATION (EV)	CU YD	860.0		0.0		0.0		0.0		860.0		0.0		0.0		0.0		0.0		0.0		
2105.507	SELECT (GRANULAR) BACKFILL (CV)	CU YD	550.0		0.0		0.0		0.0		550.0		0.0		0.0		0.0		0.0		0.0		
2105.604	GEOGRID (TENSAR TX-7)	SQ YD	200.0		0.0		0.0		0.0		200.0		0.0		0.0		0.0		0.0		0.0		
2106.601	CONSTRUCT TEMPORARY ACCESS ROAD	LUMP SUM	1.0		0.0		0.0		0.0		1.0		0.0		0.0		0.0		0.0		0.0		
2123.610	STREET SWEEPER (WITH BROOM PICKUP)	HOURL	23.0		2.0		10.0		2.0		2.0		0.0		1.0		4.0		2.0		2.0		
2211.507	AGGREGATE BASE, CLASS 5 (CV)	CU YD	200.0		0.0		0.0		0.0		200.0		0.0		0.0		0.0		0.0		0.0		
2215.504	FULL DEPTH RECLAMATION (STREETS)	SQ YD	1,080.0		1,270.0		0.0		1,080.0		0.0		0.0		0.0		0.0		0.0		1,270.0		
2215.504	FULL DEPTH RECLAMATION (TRAIL)	SQ YD	7,400.0		0.0		7,400.0		0.0		0.0		0.0		0.0		0.0		0.0		0.0		
2232.504	MILL BITUMINOUS SURFACE (1")	SQ YD	90.0		0.0		0.0		0.0		0.0		0.0		0.0		380.0		150.0		0.0		SIDE STREET MATCH
2232.504	MILL BITUMINOUS SURFACE (2")	SQ YD	6,260.0		0.0		0.0		0.0		0.0		0.0		0.0		0.0		0.0		0.0		
2301.602	DRILL AND GROUT DOWEL BAR (EPOXY COATED)	EACH	136.0		8.0		100.0		20.0		0.0		0.0		8.0		16.0		0.0		8.0		CURBS AND SIDEWALK
2331.603	JOINT ADHESIVE (MASTIC)	LIN FT	4,650.0		610.0		0.0		480.0		1,210.0		0.0		0.0		0.0		0.0		610.0		
2356.504	BITUMINOUS SEAL COAT	SQ YD	6,260.0		0.0		0.0		0.0		0.0		0.0		0.0		0.0		0.0		0.0		
2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GAL	905.0		70.0		50.0		60.0		40.0		0.0		5.0		600.0		330.0		70.0		
2360.509	TYPE SP 4.75 WEARING COURSE MIX (2,B) (SPWED230B)	TON	380.0		0.0		0.0		0.0		0.0		0.0		0.0		390.0		210.0		0.0		1" OVERLAY
2360.509	TYPE SP 9.5 WEARING COURSE MIX (2,B) (SPWEA240B)	TON	970.0		0.0		1,380.0		0.0		0.0		120.0		30.0		0.0		0.0		0.0		2" OVERLAY
2360.509	TYPE SP 9.5 WEARING COURSE MIX (TRAIL) (2,B) (SPWEA240B)	TON	1,380.0		0.0		0.0		0.0		0.0		0.0		0.0		0.0		0.0		0.0		TRAIL
2360.509	TYPE SP 9.5 WEARING COURSE MIX (2,C) (SPWEA240C)	TON	180.0		130.0		0.0		110.0		70.0		0.0		0.0		0.0		0.0		130.0		RECLAIM STREETS
2360.509	TYPE SP 9.5 WEARING COURSE MIX (2,B) (SPWEA240B) (PATCHING)	TON	160.0		0.0		20.0		0.0		0.0		0.0		10.0		50.0		20.0		0.0		
2360.509	TYPE SP 12.5 NON-WEARING COURSE MIX (2,C) (SPNWB230C)	TON	410.0		210.0		70.0		180.0		160.0		0.0		0.0		0.0		0.0		210.0		RECLAIM STREETS
2502.602	SUMP PUMP SERVICE LINE	EACH	1.0		1.0		0.0		1.0		0.0		0.0		0.0		0.0		0.0		1.0		
2504.602	ADJUST GATE VALVE BOX OR MANHOLE CASTING (WATER MAIN)	EACH	17.0		0.0		0.0		0.0		1.0		0.0		0.0		1.0		1.0		0.0		
2505.503	6" PVC SDR 35 PIPE DRAIN W/ SOCK & AGG. MATERIAL	LIN FT	960.0		608.0		0.0		480.0		480.0		0.0		0.0		0.0		0.0		608.0		
2521.518	4" CONCRETE WALK W/ 4" AGGREGATE BASE	SQ FT	1,400.0		0.0		0.0		1,400.0		0.0		0.0		0.0		0.0		0.0		0.0		
2521.518	6" CONCRETE WALK W/ 4" AGGREGATE BASE	SQ FT	2,025.0		0.0		1,625.0		0.0		0.0		0.0		400.0		0.0		0.0		0.0		
2531.503	CONCRETE CURB & GUTTER B618	LIN FT	1,020.0		32.0		265.0		280.0		225.0		0.0		45.0		100.0		70.0		32.0		
2531.503	SURMOUNTABLE CONCRETE CURB AND GUTTER	LIN FT	235.0		0.0		0.0		0.0		235.0		0.0		0.0		0.0		0.0		0.0		
2531.504	7" CONCRETE DRIVEWAY PAVEMENT W/12" AGGREGATE BASE	SQ YD	105.0		0.0		0.0		40.0		65.0		0.0		0.0		0.0		0.0		0.0		
2531.604	8" CONCRETE VALLEY GUTTER	SQ YD	40.0		0.0		0.0		0.0		0.0		0.0		0.0		0.0		0.0		0.0		
2531.618	TRUNCATED DOMES	SQ FT	270.0		0.0		230.0		0.0		0.0		0.0		40.0		0.0		0.0		0.0		
2563.601	TRAFFIC CONTROL	LUMP SUM	1.0		0.0		0.4		0.1		0.2		0.1		0.1		0.0		0.0		0.0		
2565.616	INSTALL PEDESTRIAN CROSSWALK FLASHER SYSTEM	LUMP SUM	1.0		0.0		0.0		0.0		0.0		0.0		1.0		0.0		0.0		0.0		
2575.604	TURF RESTORATION	SQ YD	3,820.0		20.0		3,000.0		100.0		650.0		0.0		0.0		40.0		40.0		20.0		
2575.607	SELECT TOPSOIL BORROW (LV)	CU YD	320.0		2.0		250.0		9.0		55.0		0.0		0.0		4.0		4.0		2.0		
STORM SEWER																							
2405.502	ADJUST FRAME AND RING CASTING (STORM)	EACH	2.0		0.0		0.0		0.0		1.0		0.0		0.0		0.0		0.0		0.0		
2405.502	ADJUSTING METAL RING FOR MANHOLE CASTING (STORM)	EACH	2.0		0.0		0.0		0.0		1.0		0.0		0.0		1.0		1.0		0.0		
2502.602	6" PVC CLEAN OUT (DRAIN TILE)	EACH	6.0		0.0		0.0		2.0		4.0		0.0		0.0		0.0		0.0		0.0		
2503.503	12" RC PIPE SEWER DESIGN 3006 CL V	LIN FT	28.0		0.0		0.0		0.0		28.0		0.0		0.0		0.0		0.0		0.0		
2503.602	CONNECT TO EXISTING STORM SEWER MANHOLE	EACH	2.0		0.0		0.0		0.0		2.0		0.0		0.0		0.0		0.0		0.0		
2506.502	CASTING ASSEMBLY, NEENAH 3067-V	EACH	1.0		0.0		0.0		0.0		1.0		0.0		0.0		0.0		0.0		0.0		
2506.502	CASTING ASSEMBLY, NEENAH R-3501-TB	EACH	1.0		0.0		0.0		0.0		1.0		0.0		0.0		0.0		0.0		0.0		
2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN TYPE 2	LIN FT	8.0		0.0		0.0		0.0		8.0		0.0		0.0		0.0		0.0		0.0		
2506.602	CONNECT TO EXISTING SUMP PUMP SERVICE LINE	EACH	1.0		0.0		0.0		1.0														

GENERAL NOTES

CONTRACTOR SHALL PROVIDE TRAFFIC CONTROL.

PROTECT ALL FACILITIES NOT SPECIFIED FOR REMOVAL.

INSTALL STORM DRAIN INLET PROTECTION AT ALL STORM STRUCTURES PER SWPPP OR AS DIRECTED BY ENGINEER PRIOR TO START OF WORK,

ALL EXCESS AGGREGATE BASE MATERIAL (EXCESS RECLAMATION MATERIAL CONSISTING OF AGGREGATE BASE AND BITUMINOUS BLEND) TO BECOME PROPERTY OF CONTRACTOR AND DISPOSED OF OFF SITE OR USED, AT THE CONTRACTORS DISCRETION, FOR AGGREGATE MATERIAL PER MNDOT SECTION 3138 ON OTHER AREAS OF THE PROJECT.

CONCRETE CURB AND GUTTER, CONCRETE WALK AND CONCRETE DRIVEWAY PANELS REMOVED BY CONSTRUCTION SHALL BE DELIVERED BY THE CONTRACTOR TO THE CITY YARD WASTE SITE. THESE ITEMS SHALL BE STOCK PILED AT THE DIRECTION OF THE OWNER AND SHALL BECOME PROPERTY OF THE OWNER. THE DELIVERY AND STOCK PILING SHALL BE INCIDENTAL.

SAWCUT BITUMINOUS AND CONCRETE AS DIRECTED BY THE ENGINEER IN THE FIELD.CONCRETE REMOVAL IN FIELD SHOULD BE DONE TO NEAREST JOINT. IF A SAWCUT IS REQUIRED TO PRESERVE ADJACENT CONCRETE IT SHALL BE INCIDENTAL.

DURING THE CONSTRUCTION OPERATIONS, IF ANY MATERIAL IS DEPOSITED IN THE FLOW LINE OF ANY GUTTERS OR DRAINAGE STRUCTURE, SUCH THAT THE FLOW OF WATER IS OBSTRUCTED, IT SHALL BE REMOVED AT THE CLOSE OF EVERY WORKING DAY. AT THE CONCLUSION OF OPERATIONS, ALL DRAINAGE FACILITIES SHALL BE CLEAN AND FREE OF ANY OBSTRUCTIONS. THE COST OF THIS WORK SHALL BE INCIDENTAL.

QUALITY CONTROL INCLUDING COMPACTION TESTING SHALL BE IN ACCORDANCE WITH THE PROJECT MANUAL. ALL COMPACTION SHALL MEET THE RECOMMENDATIONS CONTAINED IN THE MATERIAL TESTING SOILS REPORTS.

WARNING NOTE

THE LOCATIONS OF ALL EXISTING UTILITY INSTALLATIONS AS SHOWN ON THE PLAN ARE APPROXIMATE. THERE MAY BE OTHER UTILITY INSTALLATIONS AND RELOCATIONS WITHIN THE PROJECT AREA NOT SHOWN ON THE PLANS.

THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D. THIS QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CI/ASCE 38-02, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA."

CONTRACTOR SHALL CONTACT "GOPHER ONE" FOR LOCATION OF ALL UNDERGROUND WIRES, CABLES, CONDUITS, PIPES, VALVES, MANHOLES, OR OTHER BURIED STRUCTURE BEFORE DIGGING (1.800.252.1166).

CONTRACTOR SHALL REPAIR ANY OF THE ABOVE WHICH ARE REMOVED OR DAMAGED DURING CONSTRUCTION AT NO COST TO THE OWNER.

GRADING NOTES

ONLY SUITABLE MATERIAL AS APPROVED BY THE GEOTECHNICAL ENGINEER SHALL BE USED FOR STRUCTURE FOUNDATION MATERIAL AND STREET CONSTRUCTION.

UNSUITABLE AND UNSTABLE MATERIAL SHALL BE REMOVED FROM STREET AREAS.

THE UPPER 3 FEET OF THE EMBANKMENT IN THE STREET AREAS SHALL BE COMPACTED TO 100 PERCENT OF THE STANDARD PROCTOR DENSITY.

TURF RESTORATION

ALL EROSION AND SEDIMENT CONTROL MEASURES SHALL BE INSTALLED PRIOR TO DISTURBANCE COMMENCING.

ALL DISTURBED AREAS BEHIND THE CURB SHALL BE RESTORED WITH TURF RESTORATION (SY).

AS AREAS OUTSIDE THE STREETS ARE GRADED, PROVIDE 4 INCHES BOULEVARD TOP SOIL TURF RESTORATION.

TO MINIMIZE EROSION ON ALL OTHER AREAS, THE CONTRACTOR SHALL PROCEED WITH TURF RESTORATION ( SEED AND MULCH) WITHIN ONE WEEK OF COMPLETION OF ALL FINAL GRADES.

RATES OF APPLICATION  
APPLY 20-0-10 (PHOSPHORUS FREE) FERTILIZER ON ALL TURF RESTORATION AREAS AT THE RATE OF 10 POUNDS PER 1000 SQUARE FEET.

STANDARD PLATES	
PLATE NO.	DESCRIPTION
7038 A	DETECTABLE WARNING SURFACE
7100 H	CONCRETE CURB AND GUTTER (DESIGN B)
8000 I	STANDARD BARRICADES

THE ABOVE STANDARD PLATES, APPROVED BY THE FEDERAL HIGHWAY ADMINISTRATION, SHALL APPLY ON THIS PROJECT.

BASIS FOR ESTIMATED QUANTITIES

BITUMINOUS MATERIAL:  
NON-WEAR COURSE = 118 LB PER SY PER IN  
WEAR COURSE = 118 LB PER SY PER IN

TACK COAT:  
0.05 GAL PER SY - NEW PAVEMENT  
0.10 GAL PER SY - OVERLAY

FERTILIZER ANALYSIS 20-0-10 (PHOSPHORUS FREE):  
10 POUNDS PER 1000 SQUARE FEET

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SEH Project  
GLENC 164352  
Drawn By  
BLB  
Designed By  
BLB  
Checked By  
JLB

Rev.#  
Revision Issue  
Description  
Date

Rev.#  
Revision Issue  
Description  
Date



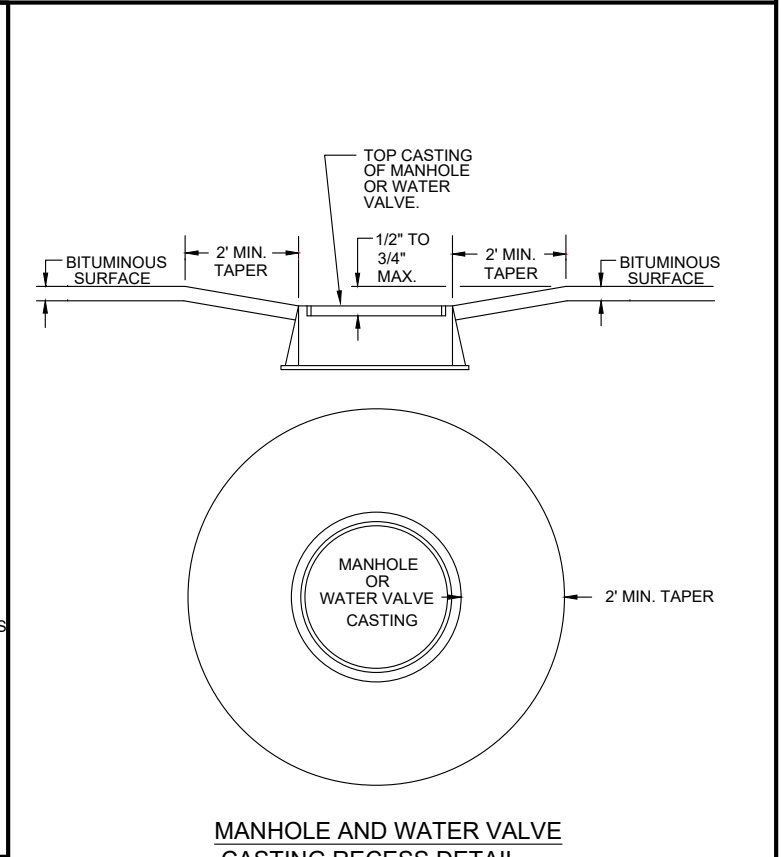
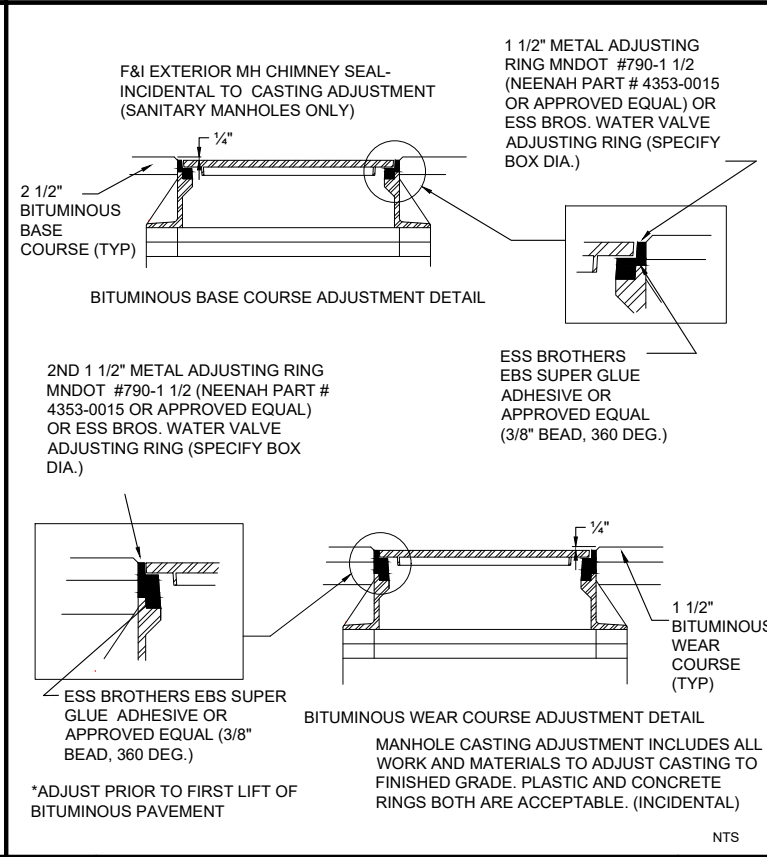
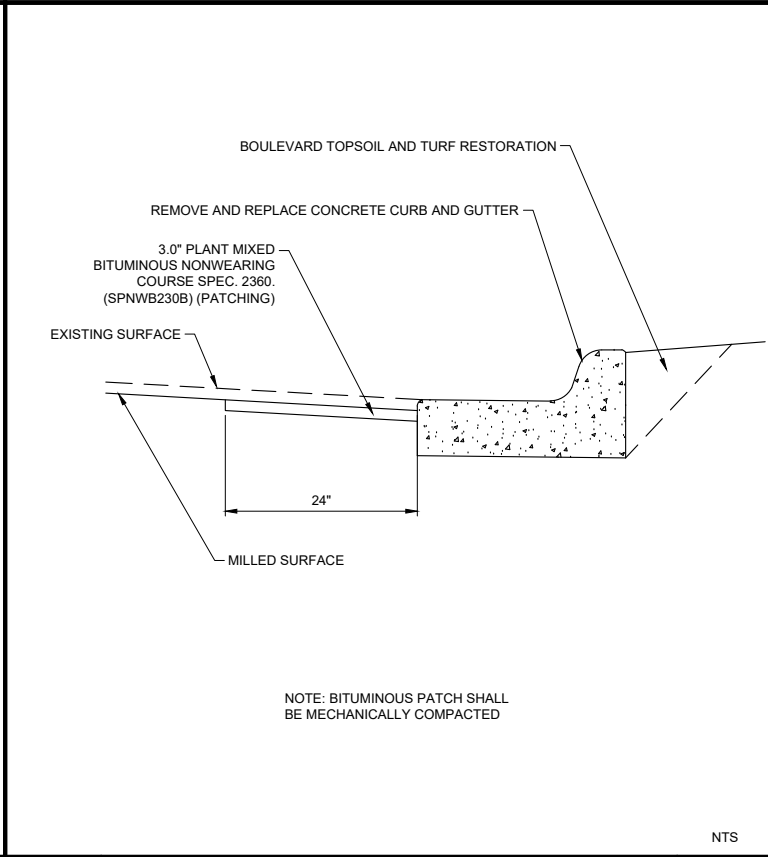
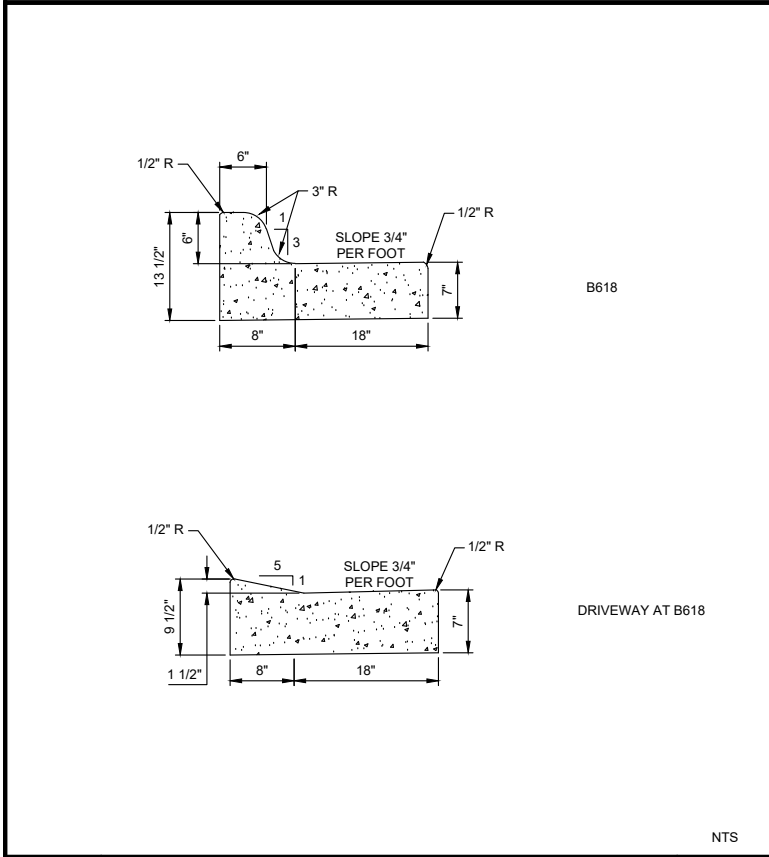
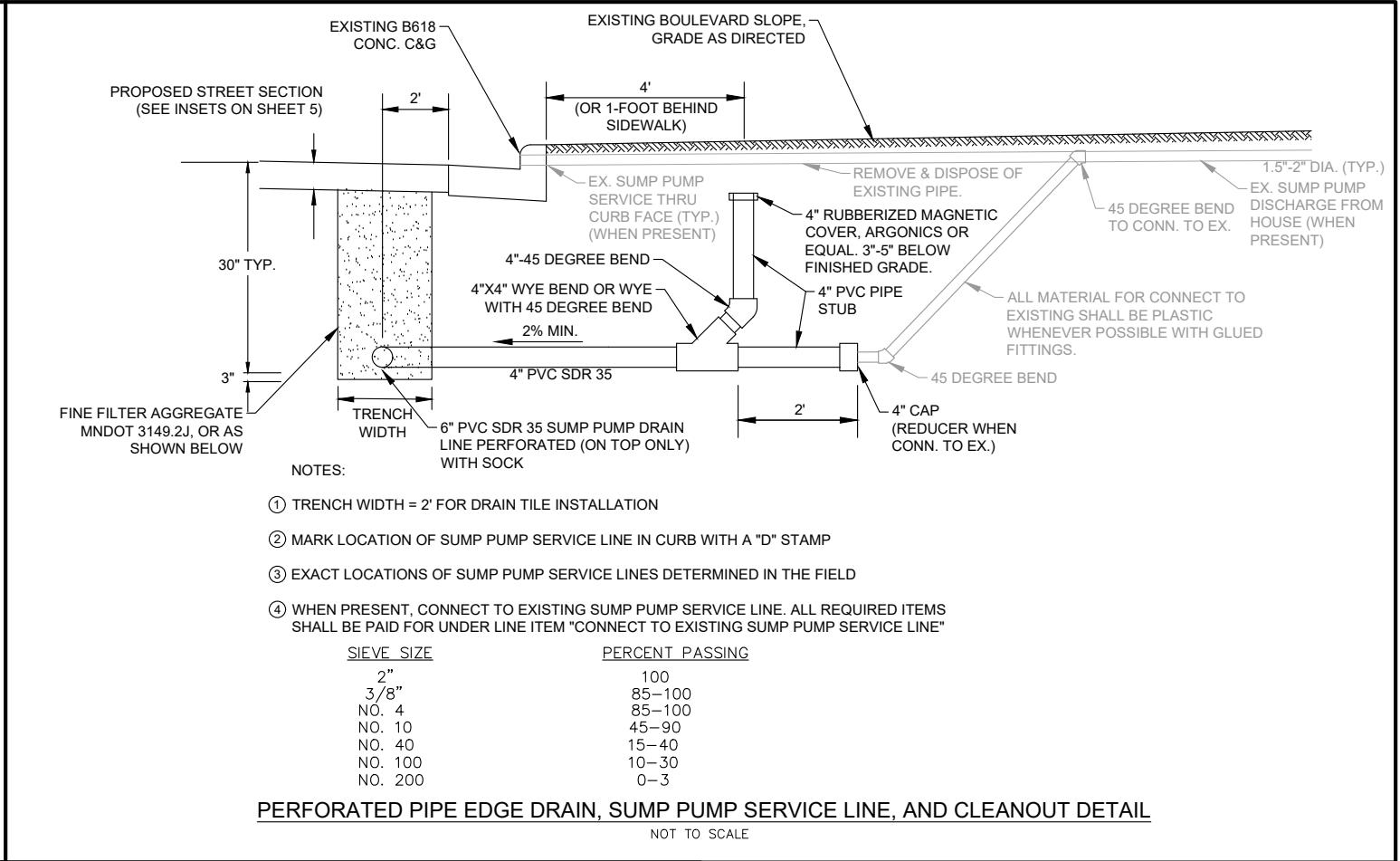
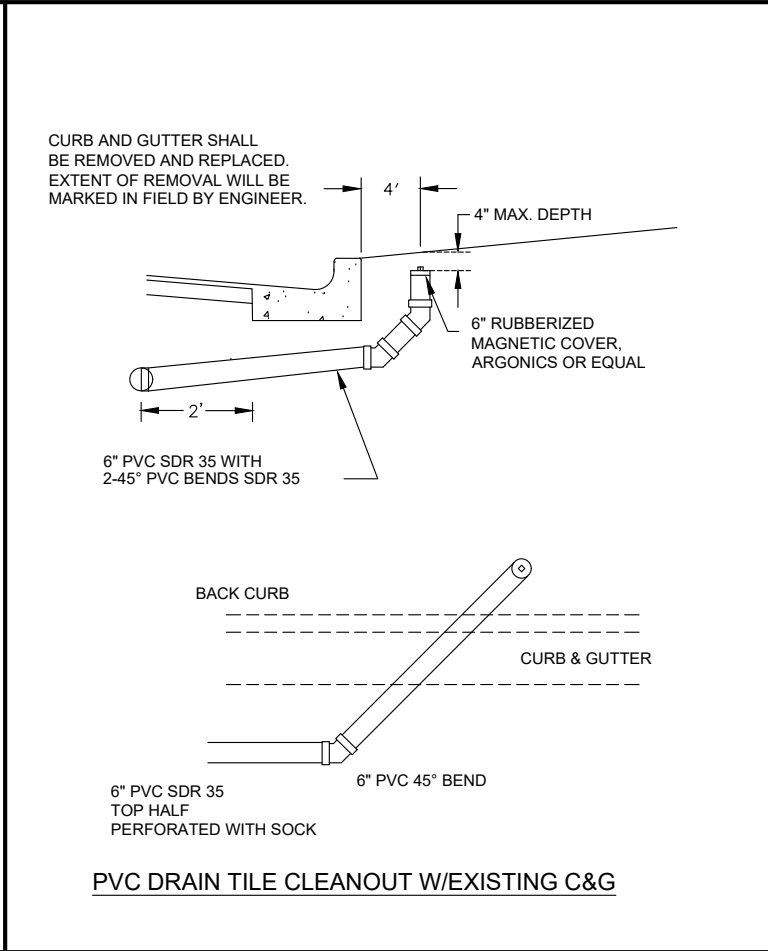
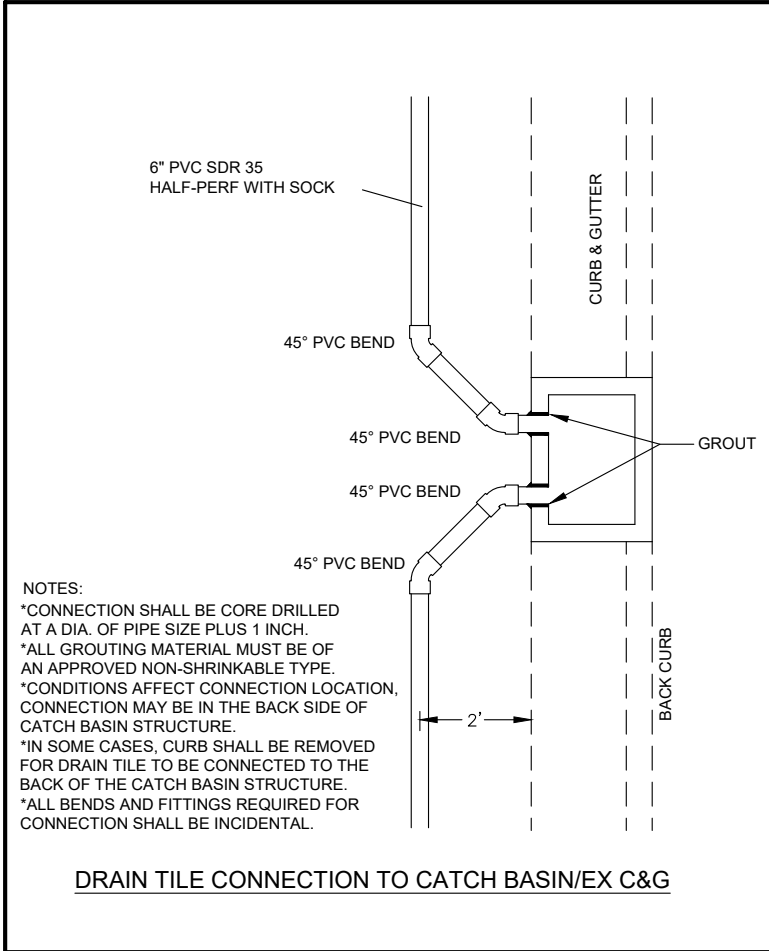
I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA  
JUSTIN BLACK, PE  
DATE 3/7/22  
LICENSE NO. 43373

2022 PAVEMENT  
IMPROVEMENT PROJECT  
GLENCOE, MINNESOTA

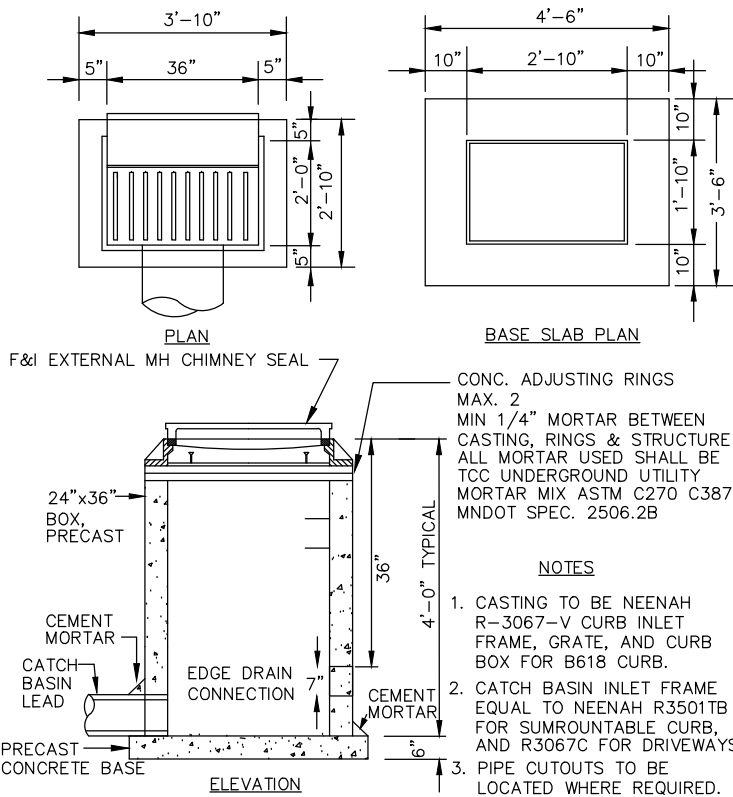
NOTES



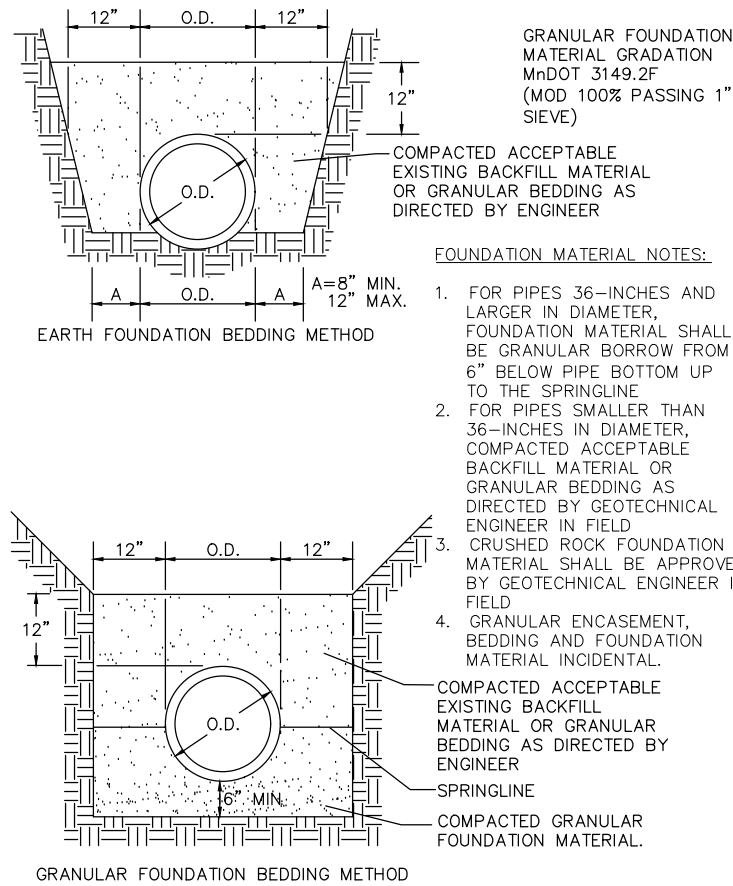
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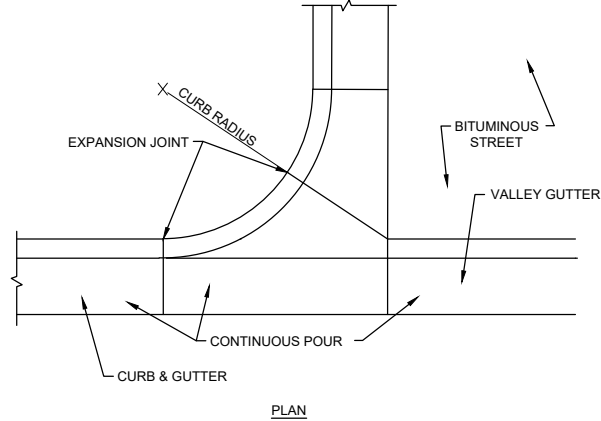
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24"x 36" CATCH BASIN (TYPE 2)



RCP BEDDING DETAILS



NTS

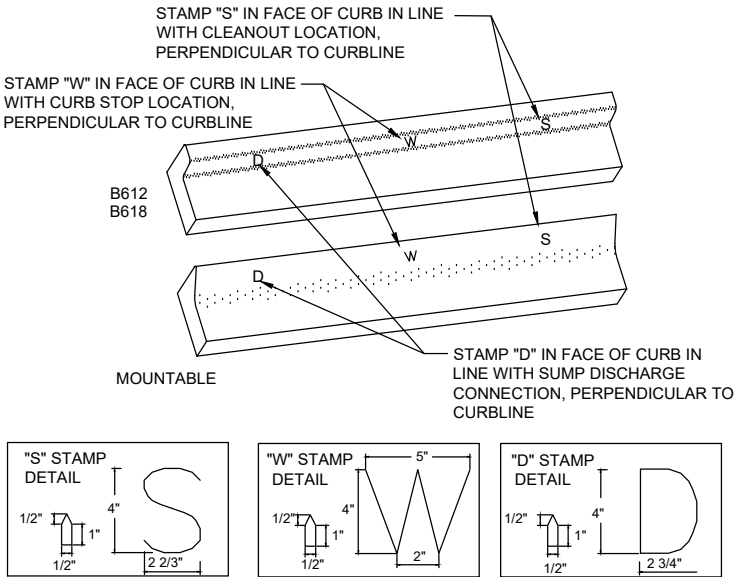


CONCRETE VALLEY GUTTER

Revised:  
Jan. 2013  
SEH Plate No.  
STR-21

NOTES:

1. ALL NEW AND EXISTING WATER, SEWER AND SUMP DISCHARGE SERVICE LOCATIONS SHALL BE MARKED IN CURB AS SHOWN. STAMPING OF SERVICE LOCATIONS SHALL BE CONSIDERED INCIDENTAL TO THE PRICE OF THE CURB.
2. STAMPS TO BE PROVIDED BY CONTRACTOR TO CITY AT END OF PROJECT.
3. W'S, S'S AND D'S NOT PLACED BY SPECIFIED STAMP WILL NOT BE ACCEPTED AND THAT SECTION OF CURB MUST BE REMOVED AND REPLACED.



WATER, SEWER, AND SUMP DISCHARGE SERVICE  
LOCATION STAMP IN CURB

Revised:  
Dec. 2017  
SEH Plate No.  
N/A

SEH Project	GLENC 164352	Rev.#	Revision Issue Description	Date	Rev.#	Revision Issue Description	Date
Drawn By	BLB						
Designed By	BLB						
Checked By	JLB						

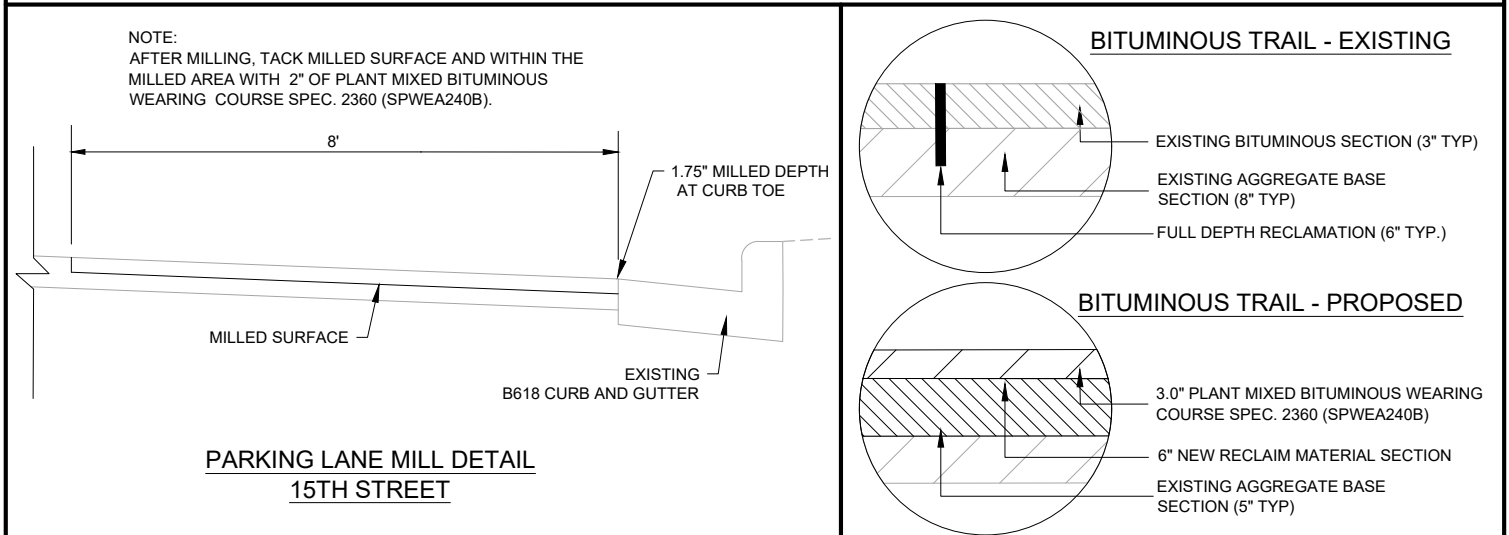
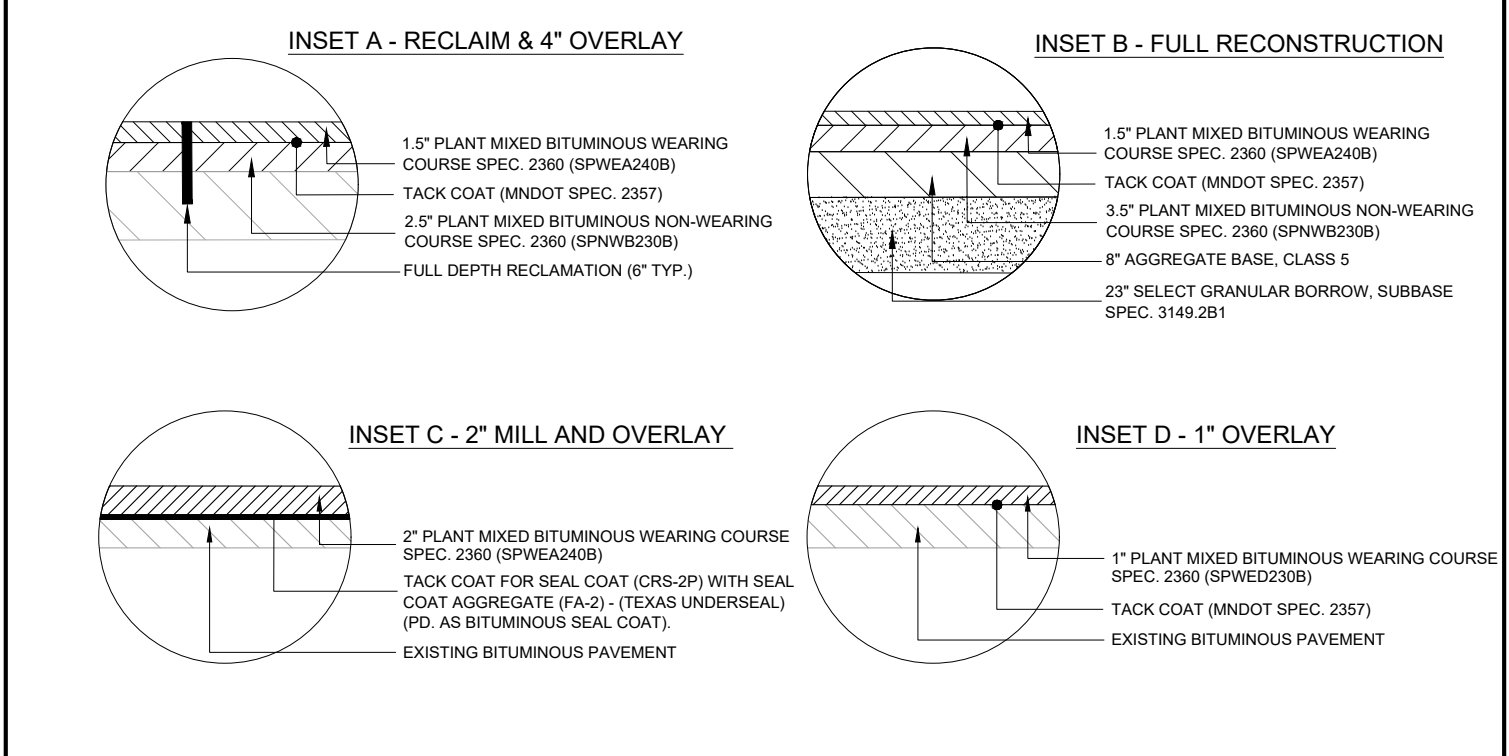
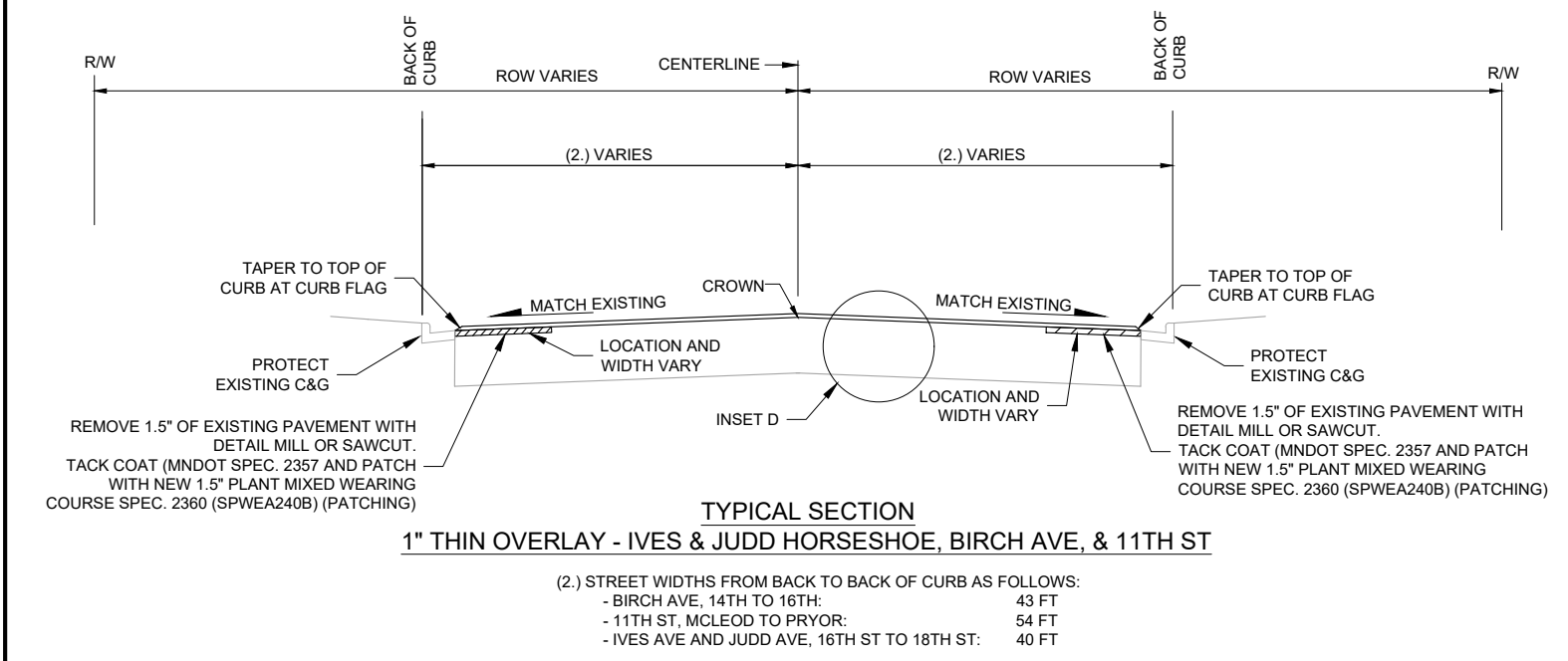
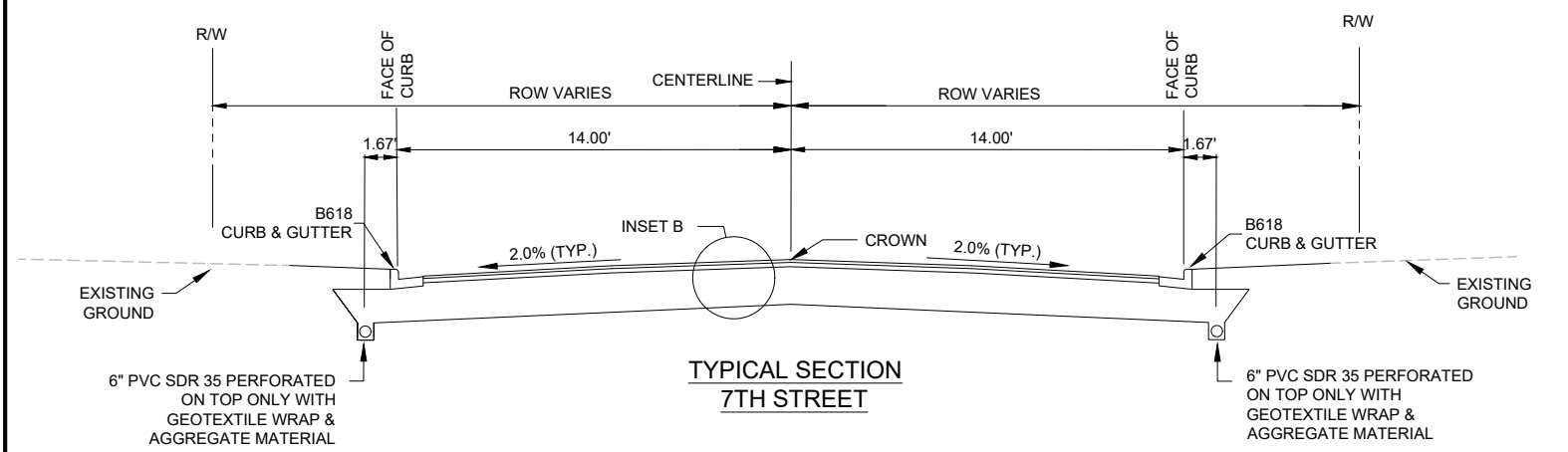
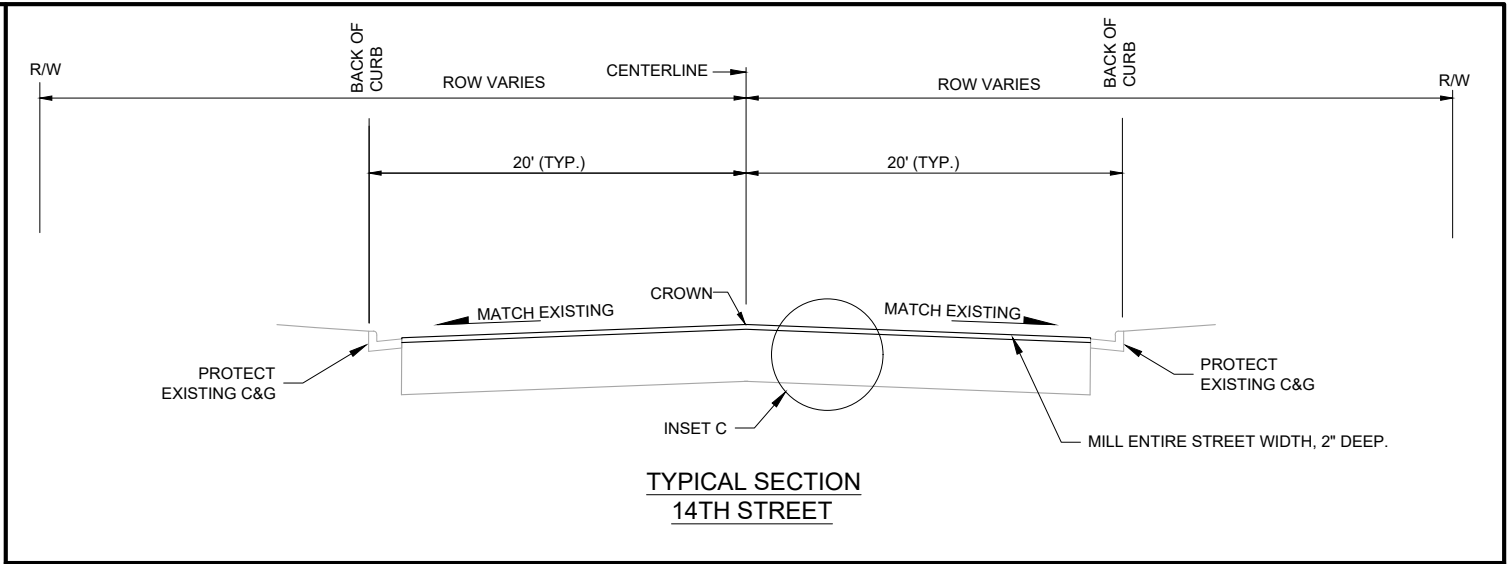
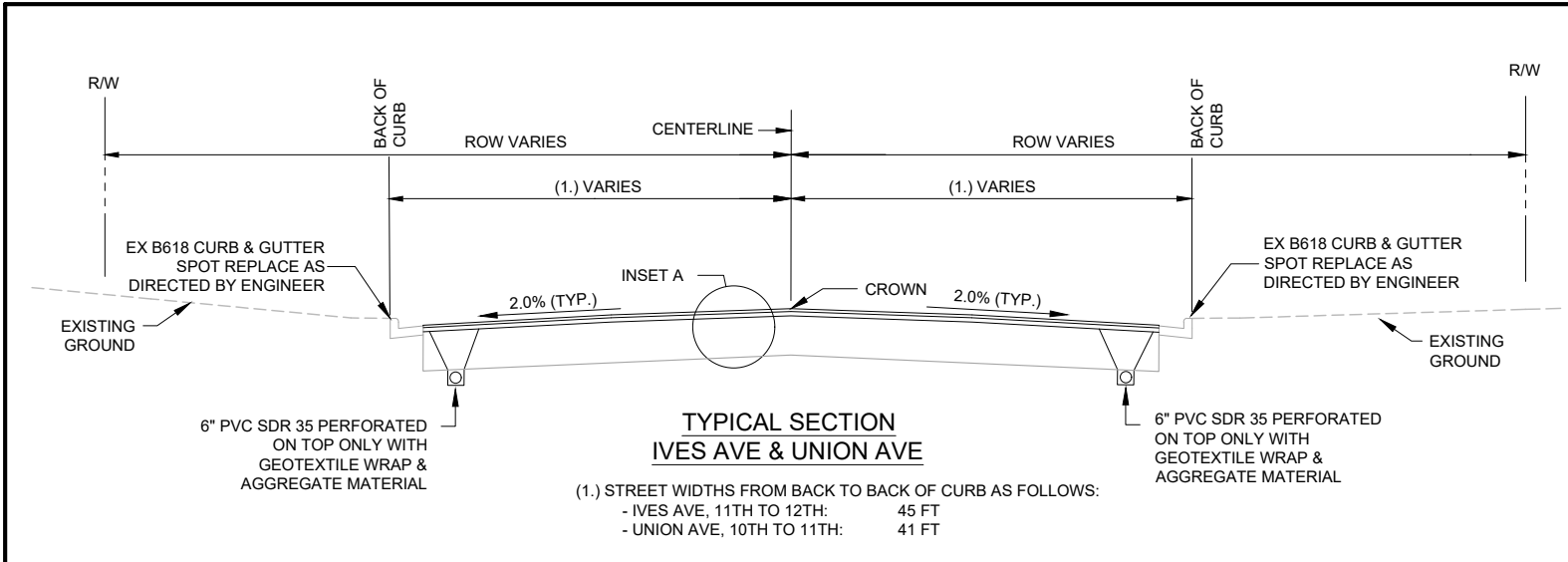


I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

JUSTIN BLACK, PE  
DATE 3/7/22 LICENSE NO. 43373

2022 PAVEMENT  
IMPROVEMENT PROJECT  
GLENCOE, MINNESOTA

DETAILS

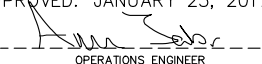


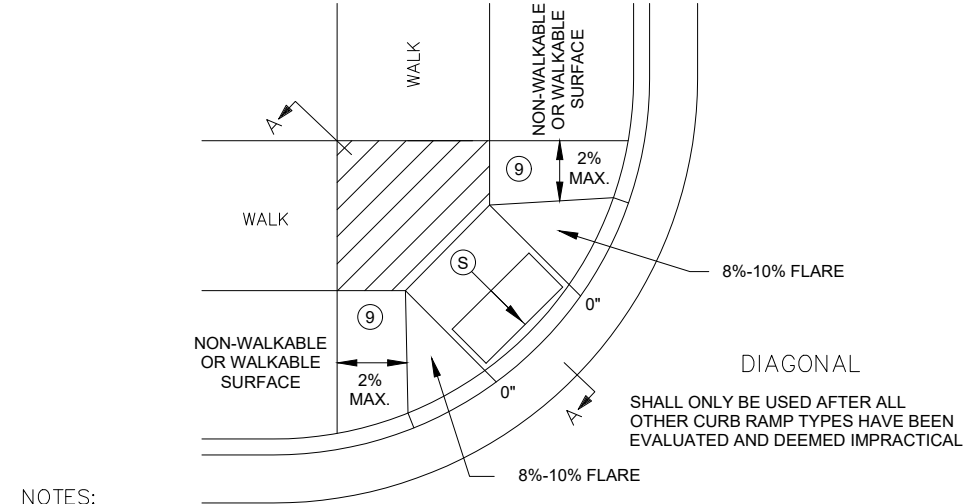
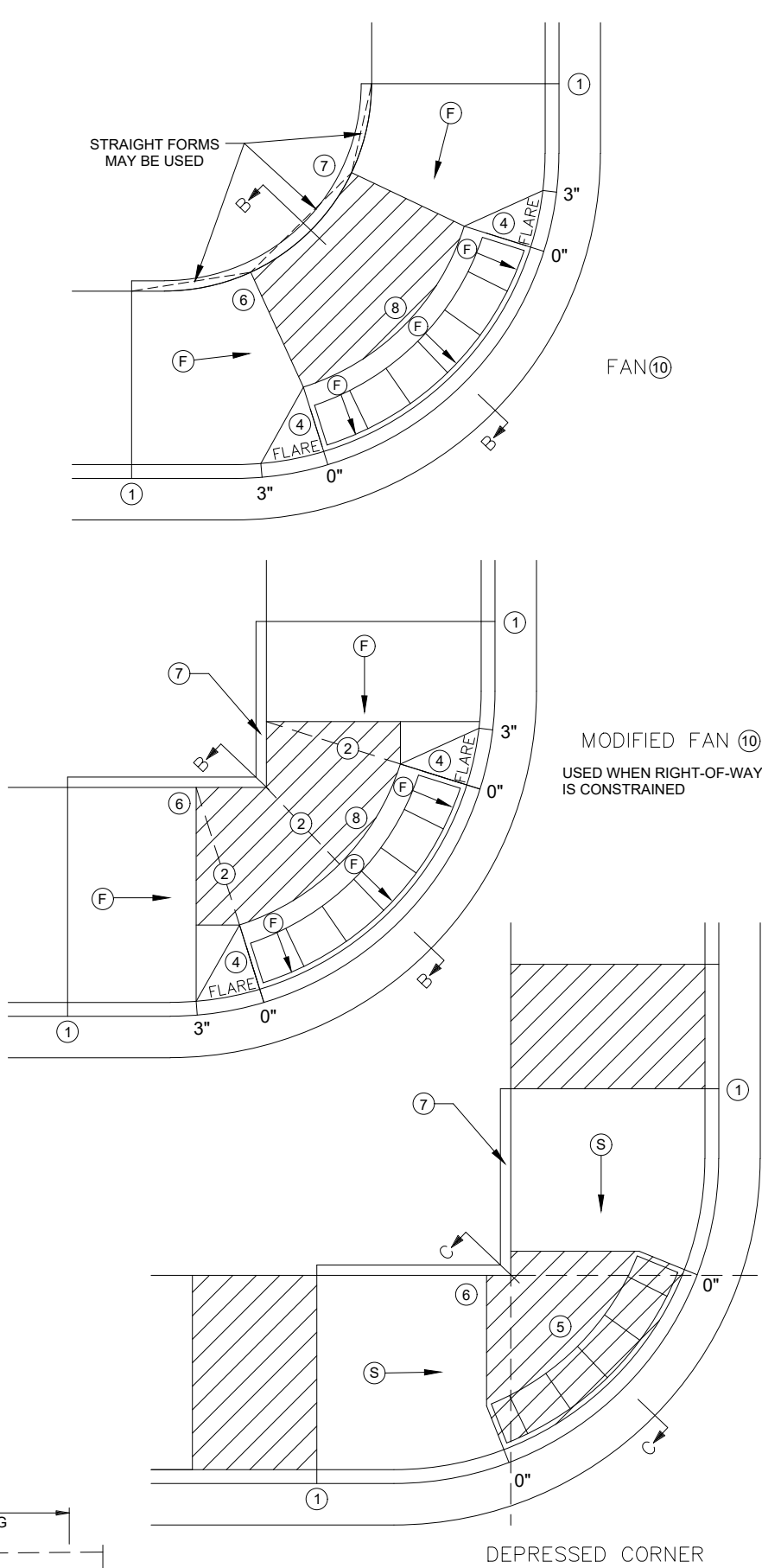
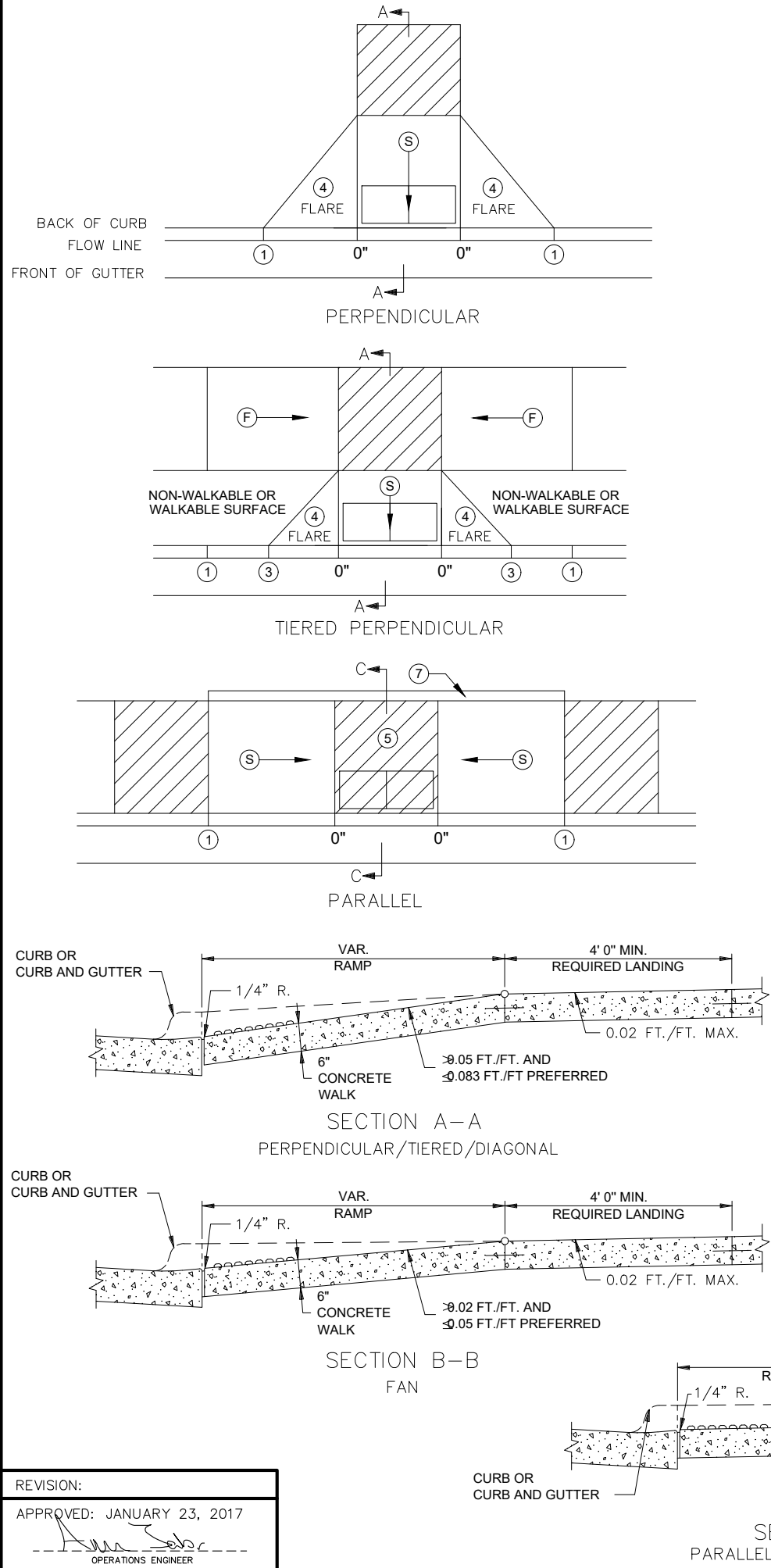


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REVISION:

APPROVED: JANUARY 23, 2017

  
OPERATIONS ENGINEER



- NOTES:
- LANDINGS SHALL BE LOCATED ANYWHERE THE PEDESTRIAN ACCESS ROUTE (PAR) CHANGES DIRECTION, AT THE TOP OF RAMPS THAT HAVE RUNNING SLOPES GREATER THAN 5.0%, AND IF THE APPROACHING WALK IS INVERSE GRADE GREATER THAN 2%.
- INITIAL CURB RAMP LANDINGS SHALL BE CONSTRUCTED WITHIN 15' FROM THE BACK OF CURB, WITH 6' FROM THE BACK OF CURB BEING THE PREFERRED DISTANCE, ONLY APPLICABLE WHEN THE INITIAL RAMP RUNNING SLOPE IS OVER 5.0%.
- SECONDARY CURB RAMP LANDINGS ARE REQUIRED FOR EVERY 30' OF VERTICAL RISE WHEN THE LONGITUDINAL RUNNING SLOPE IS GREATER THAN 5.0%.
- CONTRACTION JOINTS SHALL BE CONSTRUCTED ALONG ALL GRADE BREAKS WITHIN THE PAR. 1/4" DEEP VISUAL JOINTS SHALL BE USED AT THE TOPS OF CONCRETE FLARES ADJACENT TO WALKABLE SURFACES.
- ALL GRADE BREAKS WITHIN THE PAR SHALL BE PERPENDICULAR TO THE PATH OF TRAVEL. THUS BOTH SIDES OF A SLOPED WALKING SURFACE MUST BE EQUAL LENGTH. (EXCEPT AS STATED IN 6)
- TO ENSURE INITIAL RAMPS AND INITIAL LANDINGS ARE PROPERLY CONSTRUCTED, LANDINGS SHALL BE CAST SEPARATELY. FOLLOW SIDEWALK REINFORCEMENT DETAILS ON SHEET 6 AND THE ADA SPECIAL PROVISIONS - PROSECUTION OF WORK (ADA).
- TOP OF CURB SHALL MATCH PROPOSED ADJACENT WALK GRADE.
- WHEN THE BOULEVARD IS 4' WIDE OR LESS, THE TOP OF CURB TAPER SHALL MATCH THE RAMP SLOPES TO REDUCE NEGATIVE BOULEVARD SLOPES FROM THE TOP BACK OF CURB TO THE PAR.
- ALL RAMP TYPES SHOULD HAVE A MINIMUM 3' LONG RAMP LENGTH.
- 4' MINIMUM WIDTH OF DETECTABLE WARNING IS REQUIRED FOR ALL RAMPS. DETECTABLE WARNINGS SHALL CONTINUOUSLY EXTEND FOR A MIN. OF 24" IN THE PATH OF TRAVEL. DETECTABLE WARNING TO COVER ENTIRE WIDTH OF SHARED-USE PATHS AND THE ENTIRE PAR WIDTH OF THE WALK. DETECTABLE WARNING SHOULD BE 6" LESS THAN THE PAR/TRAIL WIDTH. ARC LENGTH OF RADIAL DETECTABLE WARNINGS SHOULD NOT BE GREATER THAN 20 FEET.
- RECTANGULAR DETECTABLE WARNINGS SHALL BE SETBACK 3" FROM THE BACK OF CURB. RADIAL DETECTABLE WARNINGS SHALL BE SETBACK 3" MINIMUM TO 6" MAXIMUM FROM THE BACK OF CURB.
- 1 MATCH FULL HEIGHT CURB.
  - 2 4' MINIMUM DEPTH LANDING REQUIRED ACROSS TOP OF RAMP.
  - 3 3" HIGH CURB WHEN USING A 3' LONG RAMP, 4" HIGH CURB WHEN USING A 4' LONG RAMP.
  - 4 SEE SHEET 4 OF 6, TYPICAL SIDE TREATMENT OPTIONS, FOR DETAILS ON FLARES AND RETURNED CURBS, WHEN INITIAL LANDING IS AT FULL CURB HEIGHT.
  - 5 DETECTABLE WARNINGS MAY BE PART OF THE 4' X 4' MIN. LANDING AREA IF IT IS NOT FEASIBLE TO CONSTRUCT THE LANDING OUTSIDE OF THE DETECTABLE WARNING AREA.
  - 6 THE GRADE BREAK SHALL BE PERPENDICULAR TO THE BACK OF WALK. THIS WILL ENSURE THAT THE GRADE BREAK IS PERPENDICULAR TO THE DIRECTION OF TRAVEL. (TYPICAL FOR ALL)
  - 7 WHEN ADJACENT TO GRASS, GRADING SHALL ALWAYS BE USED WHEN FEASIBLE. V CURB, IF USED, SHALL BE PLACED OUTSIDE THE SIDEWALK LIMITS WHEN RIGHT OF WAY ALLOWS. WHEN ADJACENT TO PARKING LOTS, CONCRETE OR BITUMINOUS TAPERS SHOULD BE USED OVER V CURB TO REDUCE TRIPPING HAZARDS AND FACILITATE SNOW & ICE REMOVAL.
  - 8 A 7' MIN TOP RADIUS GRADE BREAK REQUIRED TO BE CONSTRUCTIBLE.
  - 9 PAVE FULL WALK WIDTH.
  - 10 "S" SLOPES ON FANS SHALL ONLY BE USED WHEN ALL OTHER FEASIBLE OPTIONS HAVE BEEN EVALUATED AND DEEMED IMPRACTICAL.

LEGEND


THESE LONGITUDINAL SLOPE RANGES SHALL BE THE STARTING POINT. IF SITE CONDITIONS WARRANT, LONGITUDINAL SLOPES UP TO 8.3% OR FLATTER ARE ALLOWED.

S

INDICATES PEDESTRIAN RAMP - SLOPE SHALL BE BETWEEN 5.0% MINIMUM AND 8.3% MAXIMUM IN THE DIRECTION SHOWN AND THE CROSS SLOPE SHALL NOT EXCEED 2.0%.

F


INDICATES PEDESTRIAN RAMP - SLOPE SHALL BE GREATER THAN 2.0% AND LESS THAN 5.0% IN THE DIRECTION SHOWN AND CROSS SLOPE SHALL NOT EXCEED 2.0%.




LANDING AREA - 4' X 4' MIN. (5' X 5' MIN. PREFERRED) DIMENSIONS AND MAX 2.0% SLOPE IN ALL DIRECTIONS. LANDING SHALL BE FULL WIDTH OF INCOMING PAR.

X"

CURB HEIGHT

  
MINNESOTA  
DEPARTMENT OF TRANSPORTATION

  
STATE DESIGN ENGINEER

REVISD:  
APPROVED:  
1-23-2017

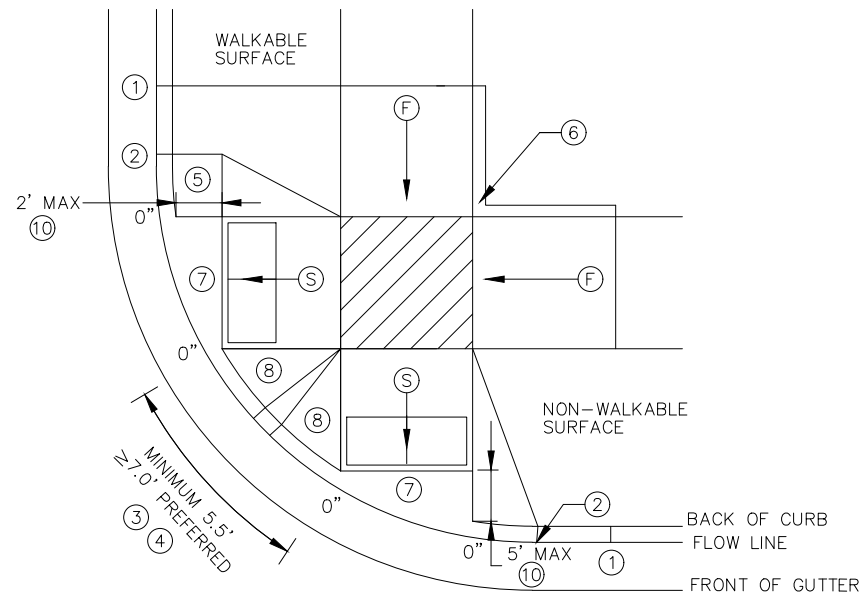
PEDESTRIAN CURB RAMP DETAILS

SHEET NO. 7 OF 47

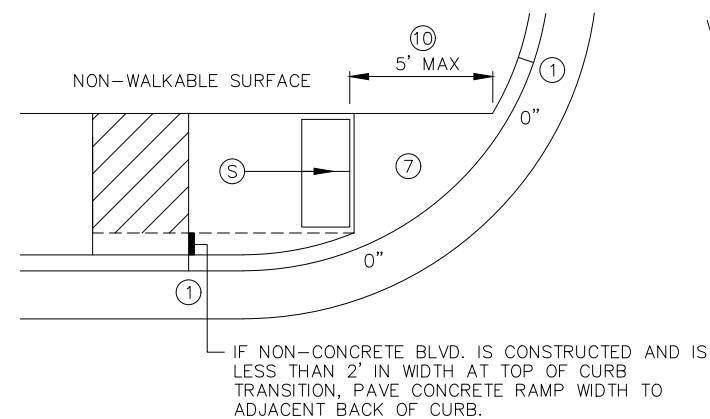
STANDARD PLAN 5-297.250

1 OF 6

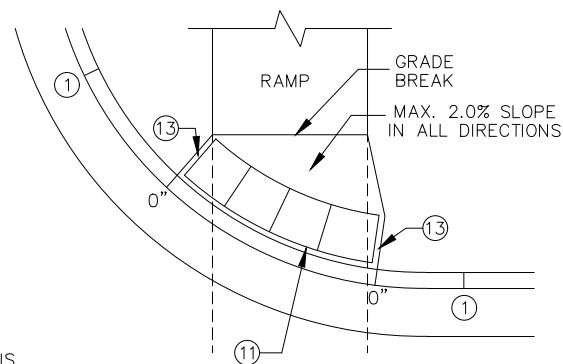
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COMBINED DIRECTIONAL ⑨

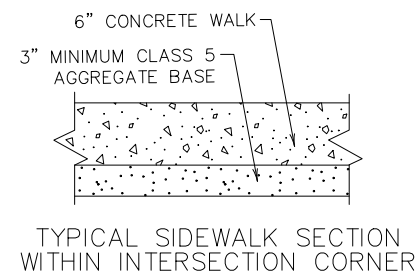
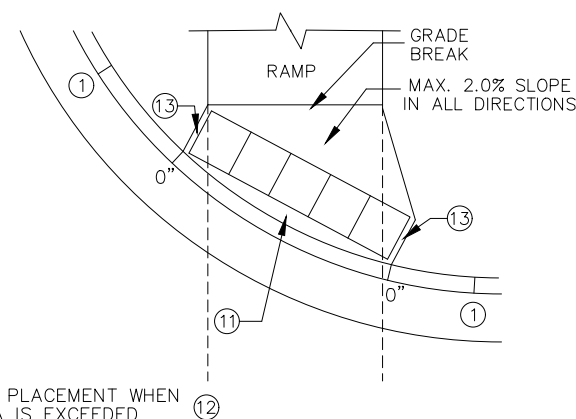


STANDARD ONE-WAY DIRECTIONAL ⑨

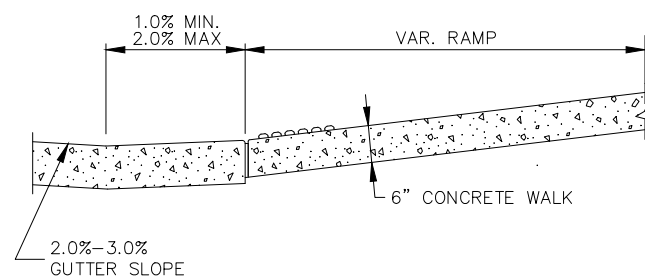


DETECTABLE WARNING PLACEMENT WHEN SETBACK CRITERIA IS EXCEEDED

ONE-WAY DIRECTIONAL WITH DETECTABLE WARNING AT BACK OF CURB



TYPICAL SIDEWALK SECTION WITHIN INTERSECTION CORNER



SECTION D-D

CURB FOR DIRECTIONAL RAMPS ⑭

NOTES:

LANDINGS SHALL BE LOCATED ANYWHERE THE PEDESTRIAN ACCESS ROUTE (PAR) CHANGES DIRECTION, AT THE TOP OF RAMPS THAT HAVE RUNNING SLOPES GREATER THAN 5.0%, AND IF THE APPROACHING WALK IS INVERSE GRADE.

INITIAL CURB RAMP LANDINGS SHALL BE CONSTRUCTED WITHIN 15' FROM THE BACK OF CURB, WITH 6' FROM THE BACK OF CURB BEING THE PREFERRED DISTANCE, ONLY APPLICABLE WHEN THE INITIAL RAMP RUNNING SLOPE IS OVER 5.0%.

SECONDARY CURB RAMP LANDINGS ARE REQUIRED FOR EVERY 30' OF VERTICAL RISE WHEN THE LONGITUDINAL SLOPE IS GREATER THAN 5.0%.

CONTRACTION JOINTS SHALL BE CONSTRUCTED ALONG ALL GRADE BREAKS WITHIN THE PAR. 1/4" DEEP VISUAL JOINTS SHALL BE USED AT THE TOP GRADE BREAK OF CONCRETE FLARES ADJACENT TO WALKABLE SURFACES.

ALL GRADE BREAKS WITHIN THE PAR SHALL BE PERPENDICULAR TO THE PATH OF TRAVEL. THUS BOTH SIDES OF A SLOPED WALKING SURFACE MUST BE EQUAL LENGTH.

TO ENSURE INITIAL RAMPS AND INITIAL LANDINGS ARE PROPERLY CONSTRUCTED, LANDINGS SHALL BE CAST SEPARATELY. FOLLOW SIDEWALK REINFORCEMENT DETAILS ON SHEET 6 AND THE ADA SPECIAL PROVISION (PROSECUTION OF WORK).

TOP OF CURB SHALL MATCH PROPOSED ADJACENT WALK GRADE.

WHEN THE BOULEVARD IS 4' WIDE OR LESS, THE TOP OF CURB TAPER SHALL MATCH THE RAMP SLOPES TO REDUCE NEGATIVE BOULEVARD SLOPES FROM THE TOP BACK OF CURB TO THE PAR.

ALL RAMP TYPES SHOULD HAVE A MINIMUM 3' LONG RAMP LENGTH.

4' MINIMUM WIDTH OF DETECTABLE WARNING IS REQUIRED FOR ALL RAMPS. DETECTABLE WARNINGS SHALL CONTINUOUSLY EXTEND FOR A MIN. OF 24" IN THE PATH OF TRAVEL. DETECTABLE WARNING TO COVER ENTIRE WIDTH OF SHARED-USE PATH AND THE ENTIRE PAR WIDTH OF THE WALK. DETECTABLE WARNING SHOULD BE 6" LESS THAN THE PAR/PATH WIDTH. ARC LENGTH OF RADIAL DETECTABLE WARNINGS SHOULD NOT BE GREATER THAN 20 FEET.

RADIAL DETECTABLE WARNINGS SHALL BE SETBACK 3" MINIMUM TO 6" MAXIMUM FROM THE BACK OF CURB. SEE NOTES ⑩ & ⑪ FOR INFORMATION REGARDING RECTANGULAR DETECTABLE WARNING PLACEMENT.

- ① MATCH FULL CURB HEIGHT.
- ② 3" HIGH CURB WHEN USING A 3' LONG RAMP  
4" HIGH CURB WHEN USING A 4' LONG RAMP.
- ③ 3" MINIMUM CURB HEIGHT (5.5' MIN. DISTANCE REQUIRED BETWEEN DOMES)  
4" PREFERRED (7' MIN. DISTANCE REQUIRED BETWEEN DOMES).
- ④ THE "BUMP" IN BETWEEN THE RAMPS SHOULD NOT BE IN THE PATH OF TRAVEL FOR COMBINED DIRECTIONAL RAMPS. IF THIS OCCURS MODIFY THE RAMP LOCATION OR SWITCH RAMP TO A FAN/DEPRESSED CORNER.
- ⑤ WHEN USING CONCRETE PAVED FLARES ON THE OUTSIDE OF DIRECTIONAL RAMPS, AND ADJACENT TO A WALKABLE SURFACE, DIRECTIONAL RAMP FLARES SHOULD BE USED. SEE THE DETAIL ON THIS SHEET.
- ⑥ GRADING SHALL ALWAYS BE USED WHEN FEASIBLE. V CURB, IF USED, SHALL BE PLACED OUTSIDE THE SIDEWALK LIMITS WHEN RIGHT OF WAY ALLOWS. WHEN ADJACENT TO PARKING LOTS, CONCRETE OR BITUMINOUS TAPERS SHOULD BE USED OVER V CURB TO REDUCE TRIPPING HAZARDS AND FACILITATE SNOW & ICE REMOVAL.
- ⑦ MAX. 2.0% SLOPE IN ALL DIRECTIONS IN FRONT OF GRADE BREAK AND DRAIN TO FLOW LINE. SHALL BE CONSTRUCTED INTEGRAL WITH CURB AND GUTTER.
- ⑧ 8% TO 10% WALKABLE FLARE.
- ⑨ PLACE DOMES AT THE BACK OF CURB WHEN ALLOWABLE SETBACK CRITERIA IS EXCEEDED.
- ⑩ FRONT EDGE OF DETECTABLE WARNING SHALL BE SET BACK 2' MAXIMUM WHEN ADJACENT TO WALKABLE SURFACE, AND 5' MAXIMUM WHEN ADJACENT TO NON-WALKABLE SURFACE WITH ONE CORNER SET 3" FROM BACK OF CURB. A WALKABLE SURFACE IS DEFINED AS A PAVED SURFACE ADJACENT TO A CURB RAMP WITHOUT RAISED OBSTACLES THAT COULD MISTAKENLY BE TRAVERSED BY A USER WHO IS VISUALLY IMPAIRED.
- ⑪ RECTANGULAR DETECTABLE WARNINGS MAY BE SETBACK UP TO 9" FROM THE BACK OF CURB WITH CORNERS SET 3" FROM BACK OF CURB. IF 9" SETBACK IS EXCEEDED USE RADIAL DETECTABLE WARNINGS.
- ⑫ FOR DIRECTIONAL RAMPS WITH THE DETECTABLE WARNINGS PLACED AT THE BACK OF CURB, THE DETECTABLE WARNINGS SHALL COVER THE ENTIRE WIDTH OF THE WALK/PATH. THIS ENSURES A DETECTABLE EDGE AND HELPS ELIMINATE THE CURB TAPER OBSTRUCTING THE PATH OF PEDESTRIAN TRAVEL.
- ⑬ THE CONCRETE WALK SHALL BE FORMED AND CONSTRUCTED PERPENDICULAR TO THE BACK OF CURB. MAINTAIN 3" BETWEEN EDGE OF DOMES AND EDGE OF CONCRETE.
- ⑭ TO BE USED FOR ALL DIRECTIONAL RAMPS, EXCEPT WHERE DOMES ARE PLACED ALONG THE BACK OF CURB.

LEGEND

THESE LONGITUDINAL SLOPE RANGES SHALL BE THE STARTING POINT. IF SITE CONDITIONS WARRANT, LONGITUDINAL SLOPES UP TO 8.3% OR FLATTER ARE ALLOWED.

- ⑤ INDICATES PEDESTRIAN RAMP - SLOPE SHALL BE BETWEEN 5.0% MINIMUM AND 8.3% MAXIMUM IN THE DIRECTION SHOWN AND THE CROSS SLOPE SHALL NOT EXCEED 2.0%.
- ⑥ INDICATES PEDESTRIAN RAMP - SLOPE SHALL BE GREATER THAN 2.0% AND LESS THAN 5.0% IN THE DIRECTION SHOWN AND CROSS SLOPE SHALL NOT EXCEED 2.0%.
- ⑦ LANDING AREA - 4' X 4' MIN. (5' X 5' MIN. PREFERRED) DIMENSIONS AND MAX. 2.0% SLOPE IN ALL DIRECTIONS. LANDING SHALL BE FULL WIDTH OF INCOMING PAR.
- X" CURB HEIGHT

REVISION:  
APPROVED: JANUARY 23, 2017  
OPERATIONS ENGINEER

MINNESOTA  
DEPARTMENT OF TRANSPORTATION  
Tom Gilman  
STATE DESIGN ENGINEER

REVISED:

APPROVED:

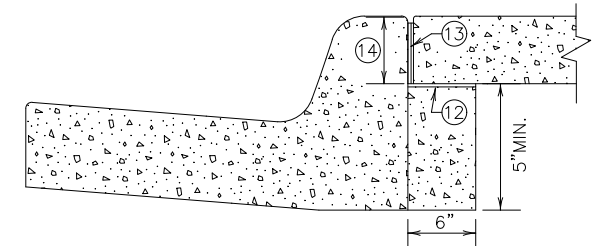
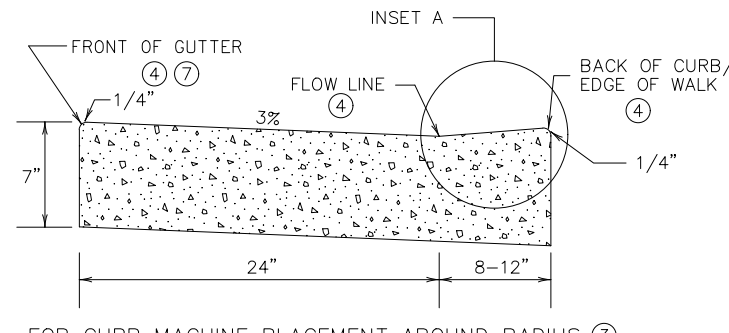
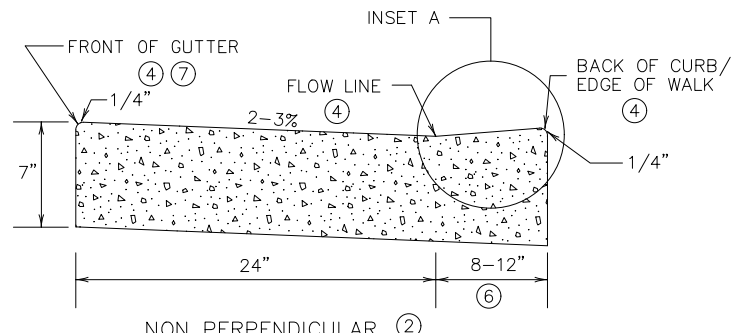
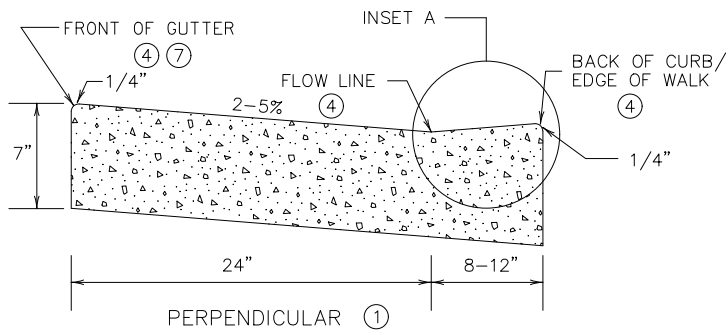
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PEDESTRIAN CURB RAMP DETAILS

SHEET NO. 8 OF 47

STANDARD PLAN 5-297.250

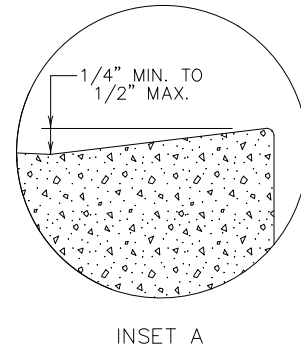
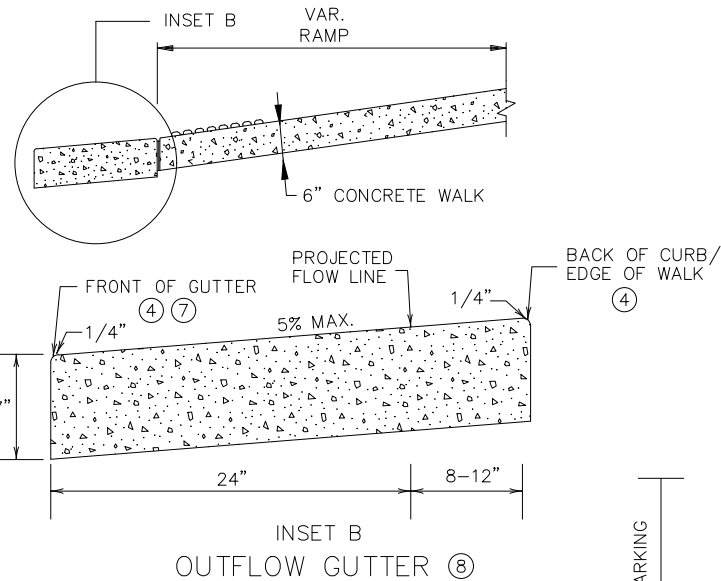
2 OF 6



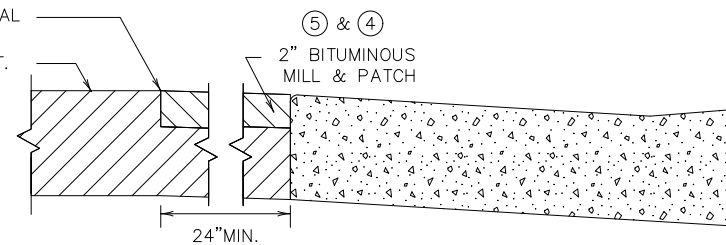
OPTIONAL SILL CURB WHEN SIDEWALK  
IS AT BACK OF CURB

CONCRETE SILL TO BE USED ONLY WHEN  
SPECIFIED IN THE PLAN.

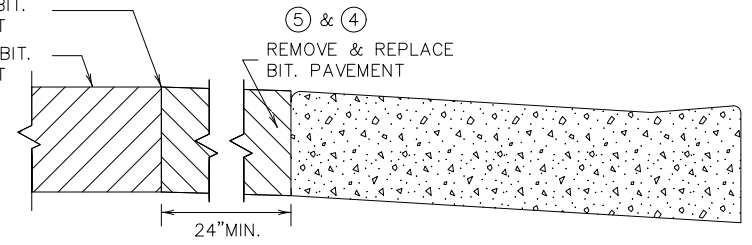
## PEDESTRIAN ACCESS ROUTE CURB & GUTTER DETAIL



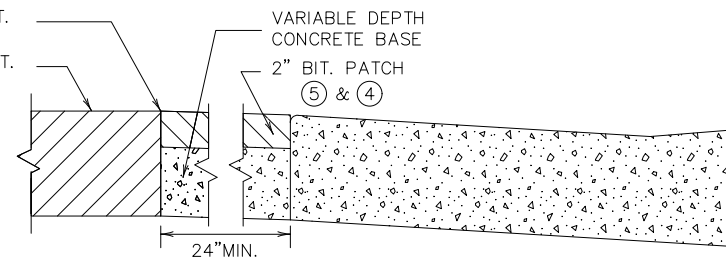
MILL VERTICAL  
EDGE  
EXISTING BIT.  
PAVEMENT



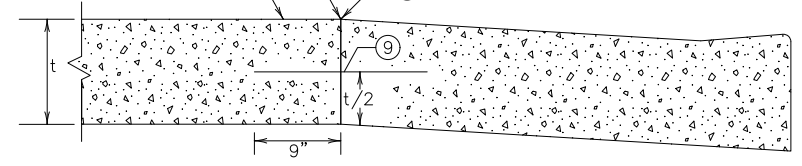
SAWCUT BIT.  
PAVEMENT  
EXISTING BIT.  
PAVEMENT



SAWCUT BIT.  
PAVEMENT  
EXISTING BIT.  
PAVEMENT



SAWCUT  
CONCRETE PAVEMENT  
EXISTING  
CONCRETE PAVEMENT



ONLY ALLOWED PER ENGINEER'S APPROVAL

## PAVEMENT TREATMENT OPTIONS IN FRONT OF CURB & GUTTER FOR USE ON CURB RAMP RETROFITS

### NOTES:

POSITIVE FLOW LINE DRAINAGE SHALL BE MAINTAINED THROUGH THE PEDESTRIAN ACCESS ROUTE (PAR) AT A 2% MAXIMUM.  
NO PONDING SHALL BE PRESENT IN THE PAR.  
ANY VERTICAL LIP THAT OCCURS AT THE FLOW LINE SHALL NOT BE GREATER THAN 1/4 INCH.

① FOR USE AT CURB CUTS WHERE THE PEDESTRIAN'S PATH OF TRAVEL IS ASSUMED PERPENDICULAR TO THE GUTTER FLOW LINE. RAMP TYPES INCLUDE: PERPENDICULAR, TIERED PERPENDICULAR, PARALLEL, AND DIAGONAL RAMP.

② FOR USE AT CURB RAMPS WHERE THE PEDESTRIAN'S PATH OF TRAVEL IS ASSUMED NON PERPENDICULAR TO THE GUTTER FLOW LINE. RAMP TYPES INCLUDE: FANS & DEPRESSED CORNERS.

③ BEGIN GUTTER SLOPE TRANSITION 10' OUTSIDE OF ALL CURB RAMPS.

④ THERE SHALL BE NO VERTICAL DISCONTINUITIES GREATER THAN 1/4".

⑤ ELEVATION CHANGE TAKES PLACE FROM THE EXISTING TO NEW FRONT OF GUTTER. PATCH IS USED TO MATCH THE NEW GUTTER FACE INTO THE EXISTING ROADWAY.

⑥ VARIABLE WIDTH FOR DIRECTIONAL CURB APPLICATIONS. SEE SHEET 2 FOR DIRECTIONAL CURB SLOPE REQUIREMENTS.

⑦ TOP FRONT OF GUTTER SHALL BE CONSTRUCTED FLUSH WITH PROPOSED ADJACENT PAVEMENT ELEVATION. TOP 1.5" OF THE GUTTER FACE MUST BE A FORMED EDGE. PAR GUTTER SHALL NOT BE OVERLAID.

⑧ SHOULD BE USED AT VERTICALLY CONSTRAINED AREAS WHEN AT A DRAINAGE HIGH POINT OR SUPER ELEVATED ROADWAY SEGMENTS

⑨ DRILL AND GROUT NO. 4 EPOXY-COATED 18" LONG TIE BARS AT 30" CENTER TO CENTER INTO EXISTING CONCRETE PAVEMENT 1' MINIMUM FROM ALL JOINTS.

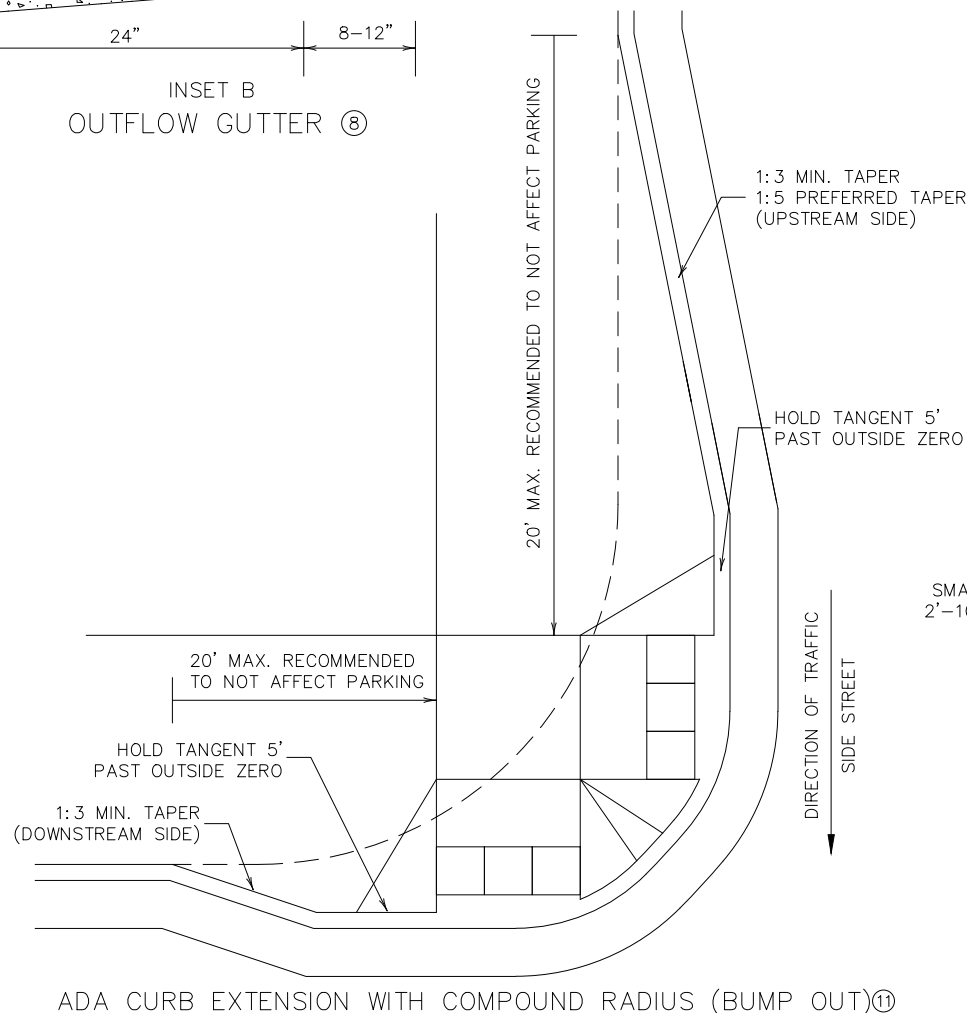
⑩ HELPS PROVIDE TWO SEPARATE RAMPS, REDUCES THE DOME SETBACK LENGTH AND MINIMIZES DIRECTIONAL CURB. THIS RADIUS DESIGN CLOSELY FOLLOWS THE TURNING VEHICLE PATH WHILE OPTIMIZING CURB RAMP LENGTH.

⑪ CURB EXTENSIONS SHOULD BE USED IN VERTICALLY CONSTRAINED AREAS, USUALLY IN DOWNTOWN ROADWAY SEGMENTS WHERE ON-STREET PARKING IS AVAILABLE. CURB EXTENSIONS SHOULD BE CONSIDERED FOR APS INTERSECTIONS WHERE SPACE IS LIMITED. PUSH BUTTONS MUST MEET APS CRITERIA AS DESCRIBED IN THE PUSH BUTTON LOCATION DETAIL SHEET.

⑫ PLACE BOND BREAKER BETWEEN WALK AND TOP OF SILL.

⑬ 1/2" PREFORMED JOINT FILLER PER MNDOT SPEC. 3702.

⑭ DIMENSION TO BE SAME AS SIDEWALK THICKNESS, 4" MIN.



SMALL RADIUS  
2'-10' TYPICAL

LARGE RADIUS  
20'-40' TYPICAL

SMALL RADIUS  
2'-10' TYPICAL

## COMBINED DIRECTIONAL ⑩ (COMPOUND RADIUS)

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MINNESOTA  
DEPARTMENT OF TRANSPORTATION  
Tom G. H. STATE DESIGN ENGINEER

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APPROVED:

1-23-2017

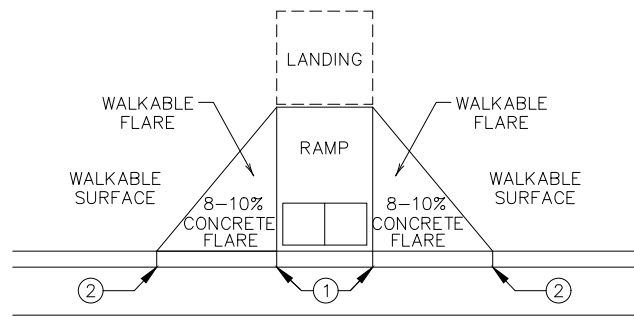
## PEDESTRIAN CURB RAMP DETAILS

SHEET NO. 9 OF 47

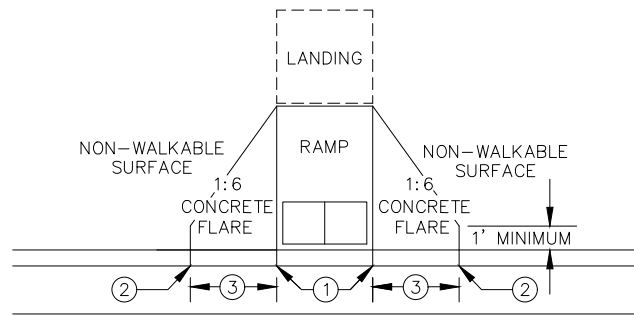
STANDARD PLAN 5-297.250

3 OF 6

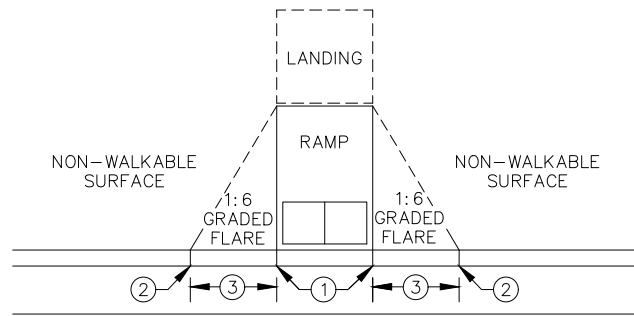




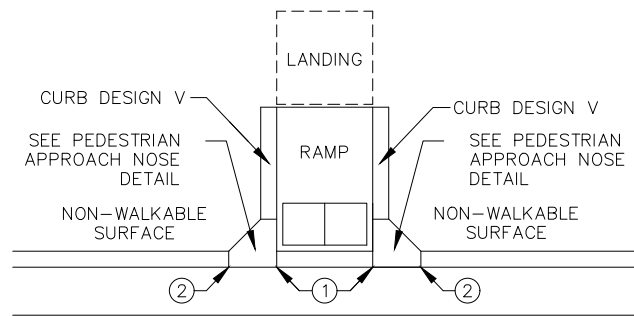
PAVED FLARES  
ADJACENT TO WALKABLE SURFACE



PAVED FLARES  
ADJACENT TO NON-WALKABLE SURFACE

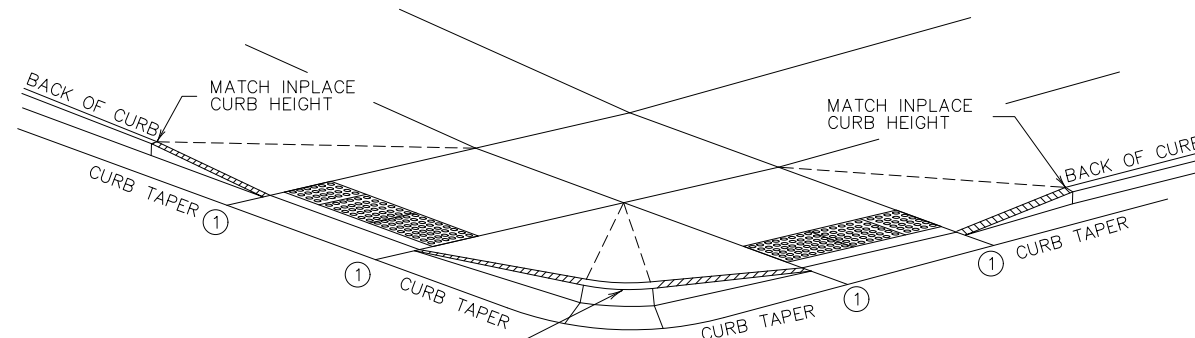


GRADED FLARES



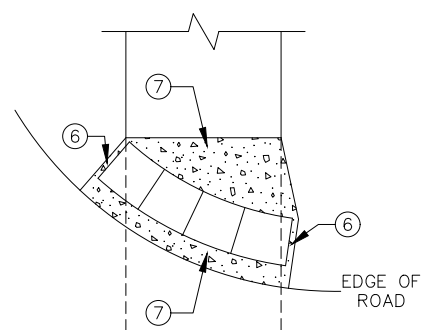
RETURNED CURB

TYPICAL SIDE TREATMENT OPTIONS

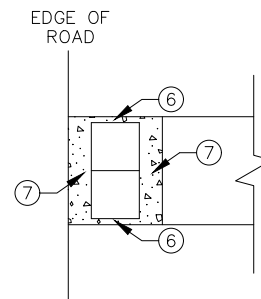


3" MINIMUM CURB HEIGHT, 4" PREFERRED  
(MEASURED AT FRONT FACE OF CURB)  
FOR A MIN. 6" LENGTH (MEASURED ALONG FLOW LINE)

DETECTABLE EDGE WITH  
CURB AND GUTTER

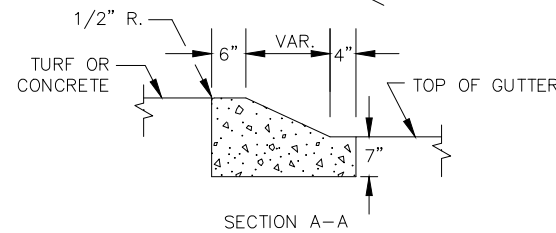
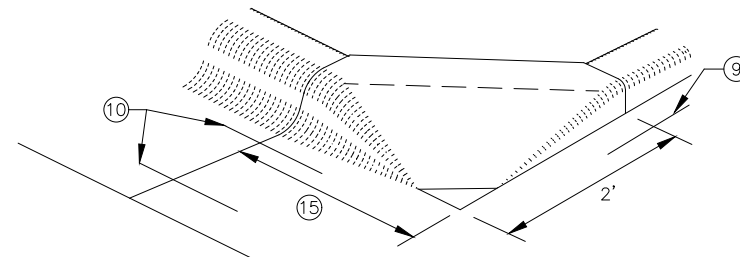


RADIAL DETECTABLE WARNING

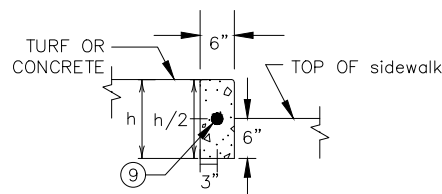


RECTANGULAR DETECTABLE WARNING

DETECTABLE EDGE WITHOUT CURB AND GUTTER

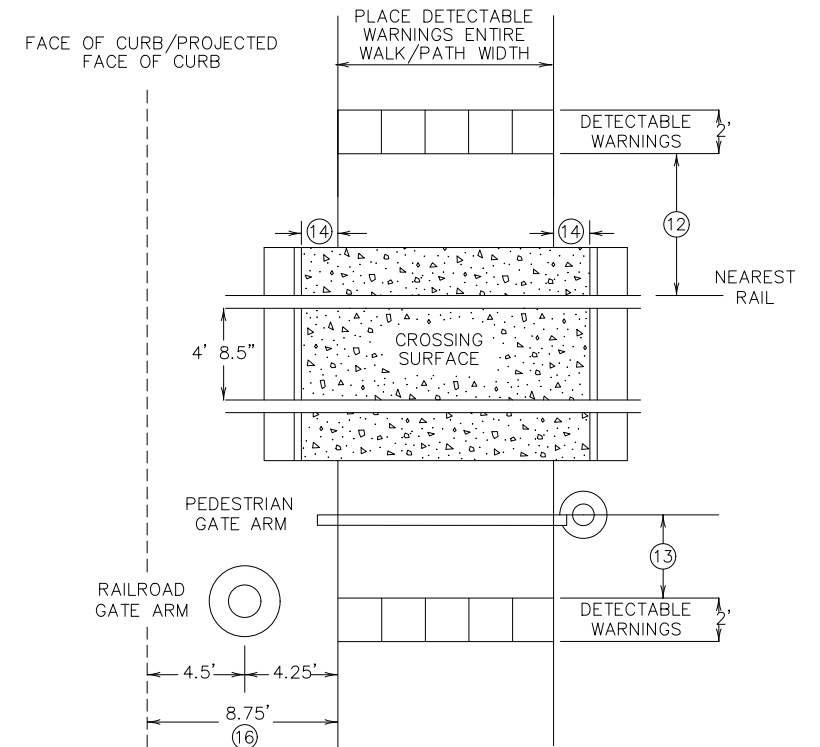


SECTION A-A



SECTION B-B

PEDESTRIAN APPROACH  
NOSE DETAIL  
(FOR RETURNED CURB  
SIDE TREATMENT)



RAILROAD CROSSING  
PLAN VIEW

#### NOTES:

SEE STANDARD PLATE 7038 AND THIS SHEET FOR ADDITIONAL DETAILS ON DETECTABLE WARNING.

A WALKABLE SURFACE IS DEFINED AS A PAVED SURFACE ADJACENT TO A CURB RAMP WITHOUT RAISED OBSTACLES THAT COULD MISTAKENLY BE TRAVERSED BY A USER WHO IS VISUALLY IMPAIRED. CONCRETE FLARE LENGTHS ADJACENT TO NON-WALKABLE SURFACES SHOULD BE LESS THAN 8' LONG MEASURED ALONG THE RAMP FROM THE BACK OF CURB.

- ① 0" CURB HEIGHT.
- ② FULL CURB HEIGHT.
- ③ 2' FOR 4" HIGH CURB AND 3' FOR 6" HIGH CURB.
- ④ SIDE TREATMENTS ARE APPLICABLE TO ALL RAMP TYPES AND SHOULD BE IMPLEMENTED AS NEEDED AS FIELD CONDITIONS DICTATE. THE ENGINEER SHALL DETERMINE THE RAMP SIDE TREATMENTS BASED ON MAINTENANCE OF BOTH ROADWAY AND SIDEWALK, ADJACENT PROPERTY CONSIDERATIONS, AND MITIGATING CONSTRUCTION IMPACTS.
- ⑤ TYPICALLY USED FOR MEDIANS AND ISLANDS.
- ⑥ WHEN NO CONCRETE FLARES ARE PROPOSED, THE CONCRETE WALK SHALL BE FORMED AND CONSTRUCTED PERPENDICULAR TO THE EDGE OF ROADWAY. MAINTAIN 3" MAX. BETWEEN EDGE OF DOMES AND EDGE OF CONCRETE.
- ⑦ IF NO CURB AND GUTTER IS PLACED IN RURAL SECTIONS, DETECTABLE WARNINGS SHALL BE PLACED 1' FROM THE EDGE OF BITUMINOUS ROADWAY AND/OR BITUMINOUS SHARED-USE PATH TO PROVIDE VISUAL CONTRAST.
- ⑧ ALL CONSTRUCTED CURBS MUST HAVE A CONTINUOUS DETECTABLE EDGE FOR THE VISUALLY IMPAIRED. THIS DETECTABLE EDGE REQUIRES DETECTABLE WARNINGS WHEREVER THERE IS ZERO-INCH HIGH CURB. CURB TAPERS ARE CONSIDERED A DETECTABLE EDGE WHEN THE TAPER STARTS WITHIN 3" OF THE EDGE OF THE DETECTABLE WARNINGS AND UNIFORMLY RISES TO A 3-INCH MINIMUM CURB HEIGHT. ANY CURB NOT PART OF A CURB TAPER AND LESS THAN 3 INCHES IN HEIGHT IS NOT CONSIDERED A DETECTABLE EDGE AND THEREFORE IS NOT COMPLIANT WITH ACCESSIBILITY STANDARDS.
- ⑨ DRILL AND GROUT 1 - NO. 4 12" LONG REINFORCEMENT BAR (EPOXY COATED) WITH 3" MIN. COVER. REINFORCEMENT BARS ARE NOT NEEDED IF THE APPROACH NOSE IS POURED INTEGRAL WITH THE V CURB.
- ⑩ DRILL AND GROUT 2 - NO. 4 12" LONG REINFORCEMENT BARS (EPOXY COATED) WITH 3" MIN. COVER. REINFORCEMENT BARS ARE NOT NEEDED IF THE APPROACH NOSE IS POURED INTEGRAL WITH THE CURB AND GUTTER.
- ⑪ SIDE TREATMENT EXAMPLES SHOWN ARE WHEN THE INITIAL LANDING IS APPROXIMATELY LEVEL WITH THE FULL HEIGHT CURB (I.E. 6' LONG RAMP FOR 6" HIGH CURB). WHEN THE INITIAL LANDING IS MORE THAN 1" BELOW FULL HEIGHT CURB REFER TO SHEETS 1 & 2 TO MODIFY THE CURB HEIGHT TAPERS AND MAINTAIN POSITIVE BOULEVARD DRAINAGE.
- ⑫ NEAREST EDGE OF DETECTABLE WARNING SURFACES SHALL BE PLACED 12' MINIMUM TO 15' MAXIMUM FROM THE NEAREST RAIL. FOR SKEWED RAILWAYS IN NO INSTANCE SHALL THE DETECTABLE WARNING BE CLOSER THAN 12' MEASURED PERPENDICULAR TO THE NEAREST RAIL.
- ⑬ WHEN PEDESTRIAN GATES ARE PROVIDED, DETECTABLE WARNING SURFACES SHALL BE PLACED ON THE SIDE OF THE GATES OPPOSITE THE RAIL, 2' FROM THE APPROACHING SIDE OF THE GATE ARM. THIS CRITERIA GOVERNS OVER NOTE ⑫
- ⑭ CROSSING SURFACE SHALL EXTEND 2' MINIMUM PAST THE OUTSIDE EDGE OF WALK OR SHARED-USE PATH.
- ⑮ 3' FOR MEDIANS AND SPLITTER ISLANDS. NOSE CAN BE REDUCED TO 2' ON FREE RIGHT ISLANDS.
- ⑯ SIDEWALK TO BE PLACED 8.75' MIN. FROM THE FACE OF CURB/PROJECTED FACE OF CURB. THIS ENSURES MIN. CLEARANCE BETWEEN THE SIDEWALK AND GATE ARM COUNTERWEIGHT SUPPORTS.

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STATE DESIGN ENGINEER

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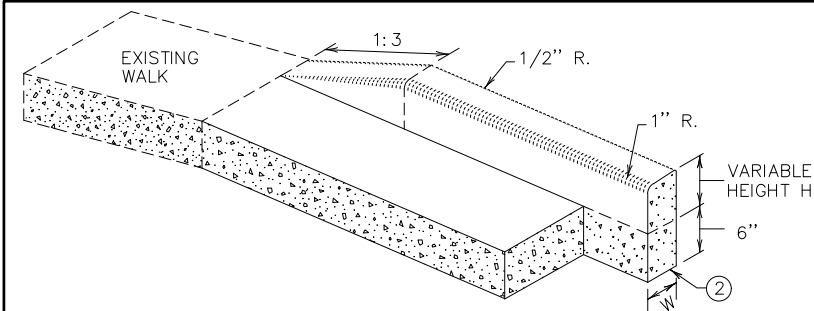
PEDESTRIAN CURB RAMP DETAILS

SHEET NO. 10 OF 47

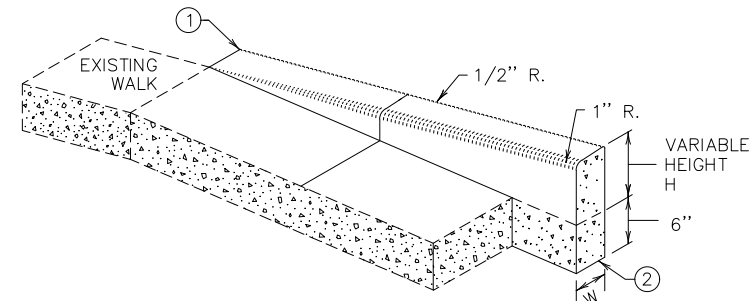
STANDARD PLAN 5-297.250

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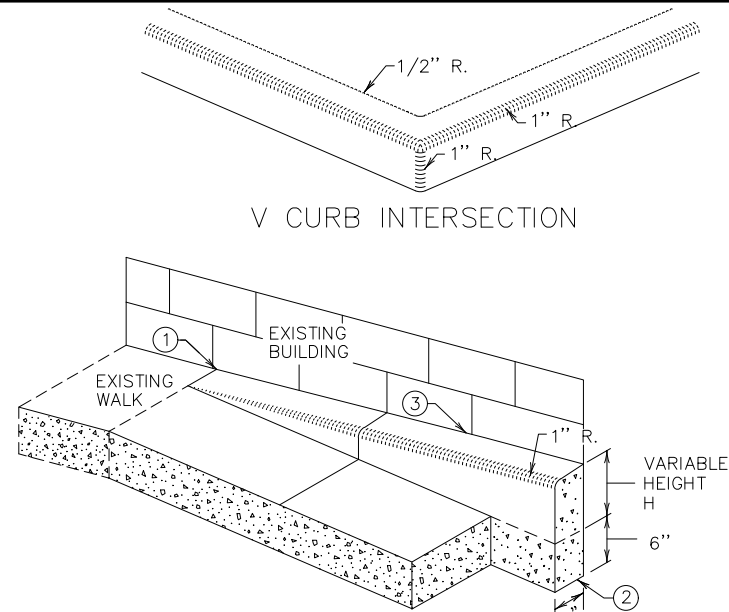
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V CURB ADJACENT TO LANDSCAPE  
CURB WITHIN SIDEWALK LIMITS

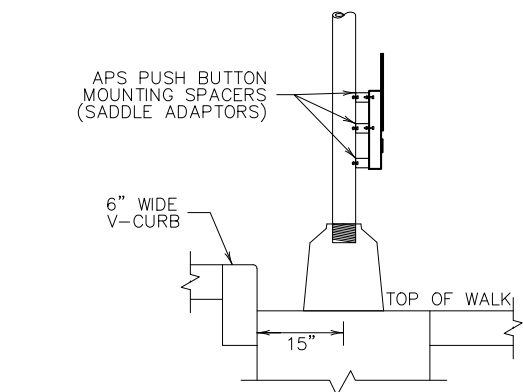
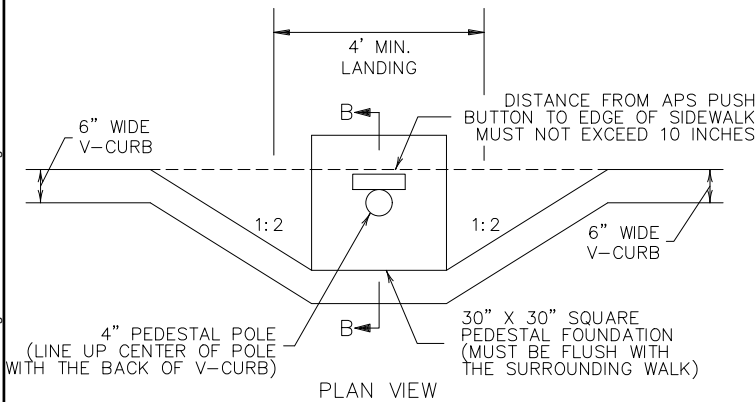


V CURB ADJACENT TO LANDSCAPE  
CURB OUTSIDE SIDEWALK LIMITS

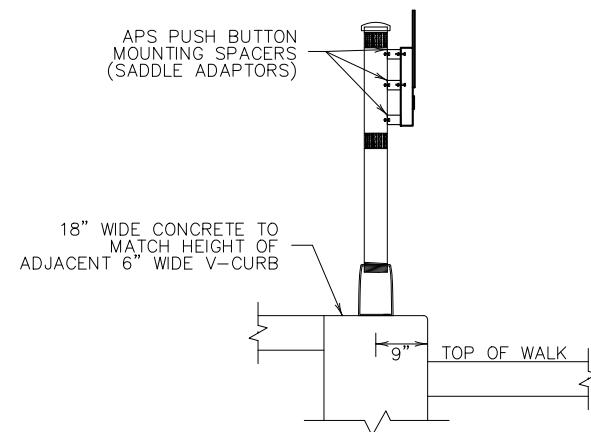
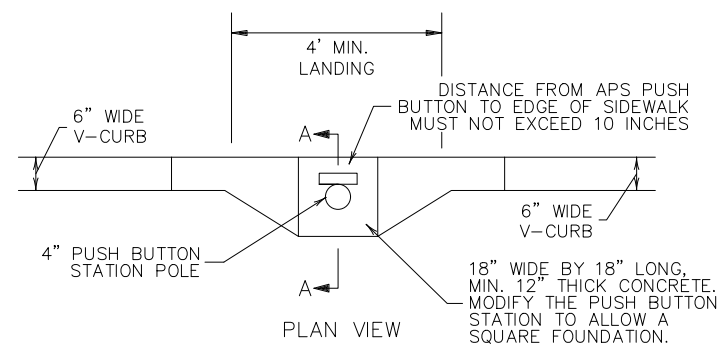


V CURB ADJACENT TO BUILDING  
OR BARRIER

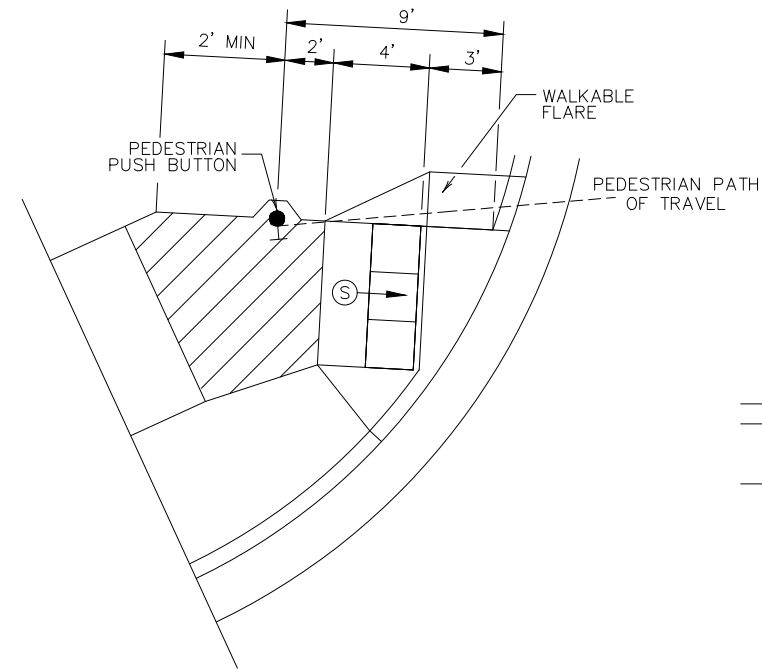
CONCRETE CURB DESIGN V	
CURB HEIGHT H	CURB WIDTH W
< 6"	4"
≥ 6"	6"



SECTION B-B  
SIGNAL PEDESTAL & PUSH BUTTON (V-CURB)

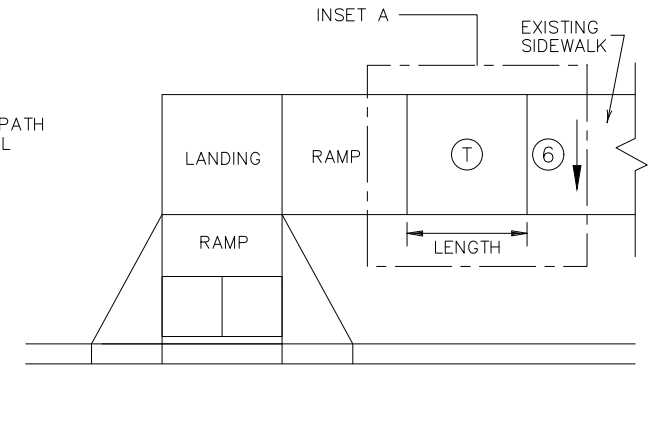


SECTION A-A  
PUSH BUTTON STATION (V-CURB)



SEMI-DIRECTIONAL RAMP (3,4,9)  
3' DOME SETBACK, 4' LONG RAMP AND  
PUSH BUTTON 9' FROM THE BACK OF CURB

PRIMARYLY USED FOR APS APPLICATIONS  
WHERE THE PAR DOES NOT CONTINUE PAST  
THE PUSH BUTTON (DEAD-END SIDEWALK)



INSET A  
TRANSITION PANEL ④ ⑤

#### NOTES:

A WALKABLE FLARE IS AN 8-10% CONCRETE FLARE THAT IS REQUIRED WHEN THE FLARE IS ADJACENT TO A WALKABLE SURFACE, OR WHEN THE PEDESTRIAN PATH OF TRAVEL OF A PUSH BUTTON TRAVERSES THE FLARE.

ALL V CURB CONTRACTION JOINTS SHALL MATCH CONCRETE WALK JOINTS.

WHERE RIGHT-OF-WAY ALLOWS, USE OF V CURB SHOULD BE MINIMIZED. GRADING ADJACENT TURF OR SLOPING ADJACENT PAVEMENT IS PREFERRED.

V CURB SHALL BE PLACED OUTSIDE THE SIDEWALK LIMITS WHEN RIGHT OF WAY ALLOWS.

V CURB NEXT TO BUILDING SHALL BE A 4" WIDTH AND SHALL MATCH PREVIOUS TOP OF SIDEWALK ELEVATIONS.

- ① END TAPERS AT TRANSITION SECTION SHALL MATCH INPLACE SIDEWALK GRADES.
- ② ALL V CURB SHALL MATCH BOTTOM OF ADJACENT WALK.
- ③ EDGE BETWEEN NEW V CURB AND INPLACE STRUCTURE SHALL BE SEALED AND BOND BREAKER SHALL BE USED BETWEEN EXISTING STRUCTURE AND PLACED V-CURB.
- ④ THE MAX. RATE OF CROSS SLOPE TRANSITIONING IS 1' LINEAR FOOT OF SIDEWALK PER HALF PERCENT CROSS SLOPE. WHEN PAR WIDTH IS GREATER THAN 6' OR THE RUNNING SLOPE IS GREATER THAN 5%, DOUBLE THE CALCULATED TRANSITION LENGTH.
- ⑤ TRANSITION PANELS ARE TO ONLY BE USED AFTER THE RAMP, OR IF NEEDED, LANDING ARE AT THE FULL CURB HEIGHT (TYPICAL SECTION).
- ⑥ EXISTING CROSS SLOPE GREATER THAN 2.0%.

#### LEGEND

THESE LONGITUDINAL SLOPE RANGES SHALL BE THE STARTING POINT. IF SITE CONDITIONS WARRANT, LONGITUDINAL SLOPES UP TO 8.3% OR FLATTER ARE ALLOWED.

- ⑤ INDICATES PEDESTRIAN RAMP - SLOPE SHALL BE BETWEEN 5.0% MINIMUM AND 8.3% MAXIMUM IN THE DIRECTION SHOWN AND THE CROSS SLOPE SHALL NOT EXCEED 2.0%.
- LANDING AREA - 4' X 4' MIN. (5' X 5' MIN. PREFERRED) DIMENSIONS AND MAX 2.0% SLOPE IN ALL DIRECTIONS. LANDING SHALL BE FULL WIDTH OF INCOMING PAR.
- ⑤ TRANSITION PANEL(S) - TO BE USED FOR TRANSITIONING THE CROSS-SLOPE OF A RAMP TO THE EXISTING WALK CROSS-SLOPE. RATE OF TRANSITION SHOULD BE 0.5% PER 1 LINEAR FOOT OF WALK. SEE THIS SHEET FOR ADDITIONAL INFORMATION.



STATE DESIGN ENGINEER

REVISED:

APPROVED:

1-23-2017

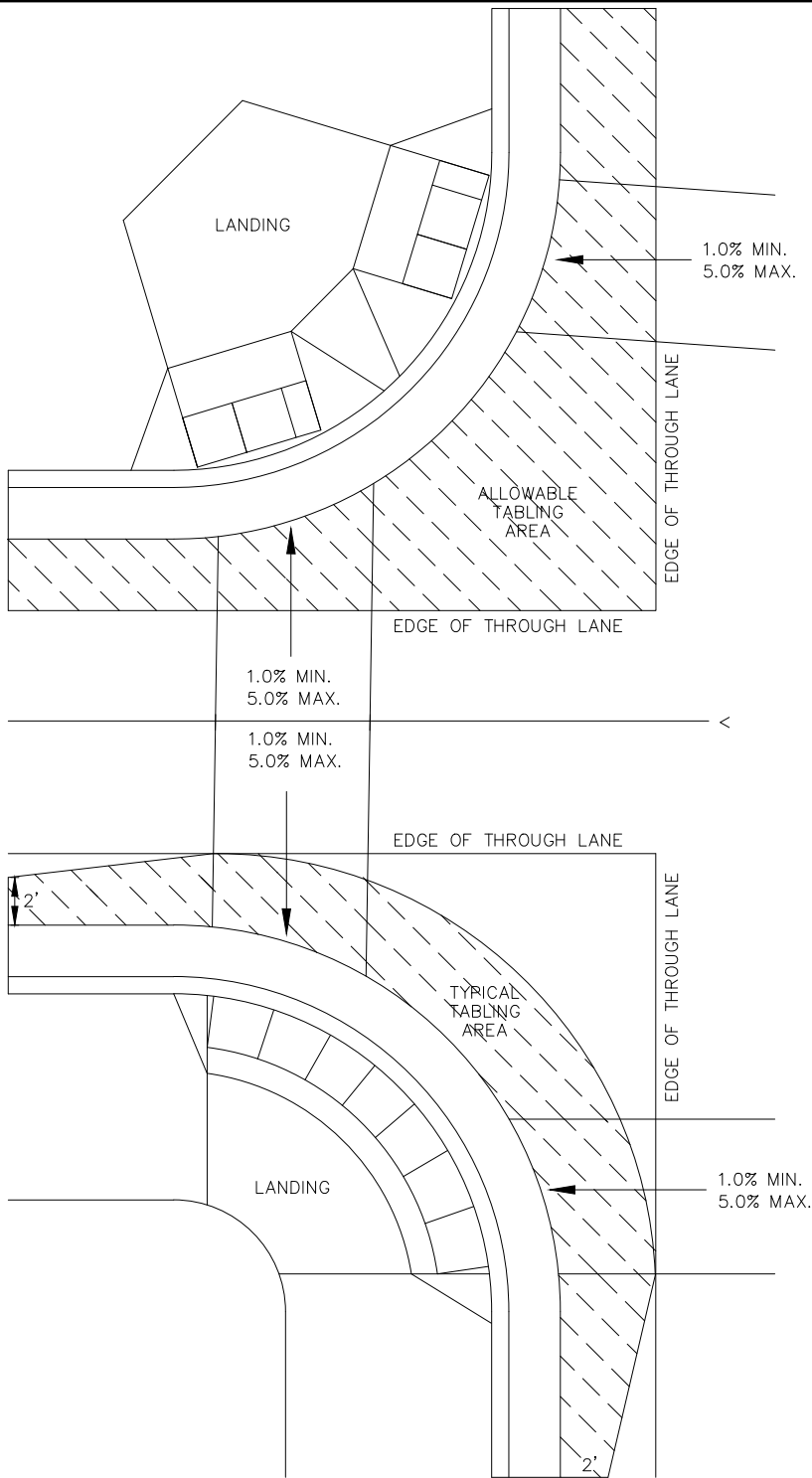
PEDESTRIAN CURB RAMP DETAILS

SHEET NO. 11 OF 47

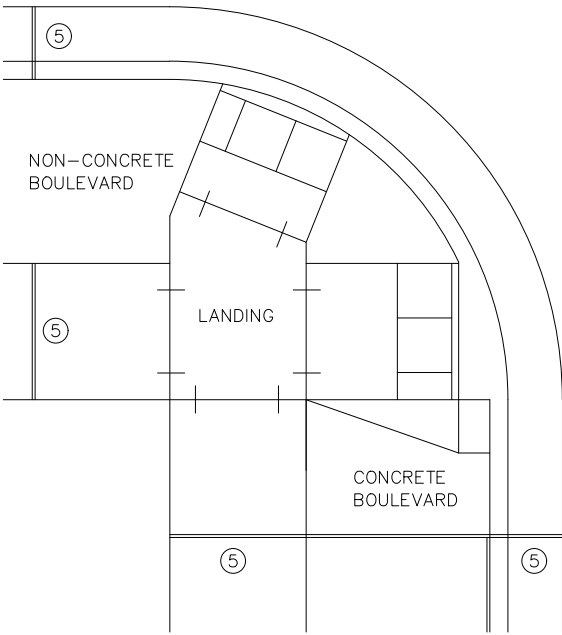
STANDARD PLAN 5-297.250

5 OF 6

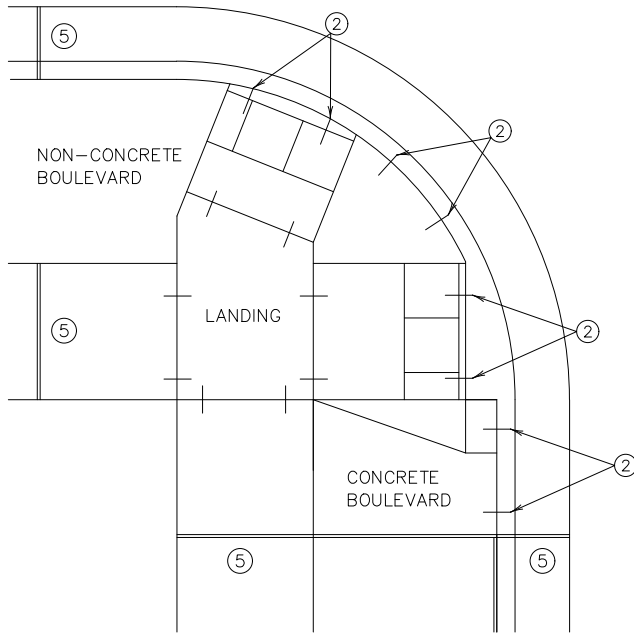
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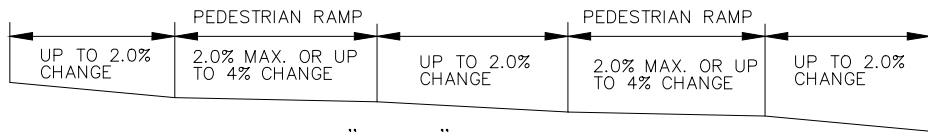
CURB LINE AND ROAD CROSSING ADJUSTMENTS



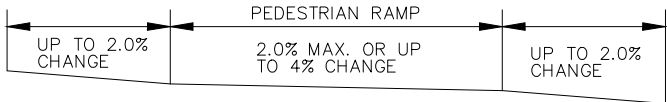
EXPANSION MATERIAL PLACEMENT FOR CONCRETE AND BITUMINOUS ROADWAYS



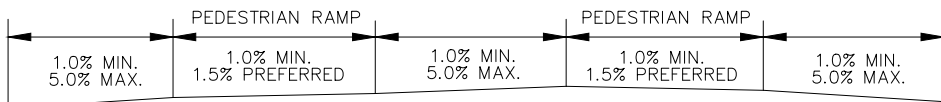
OPTIONAL CURB LINE REINFORCEMENT PLACEMENT ON BITUMINOUS ROADWAYS ④



FLOW LINE PROFILE "TABLE" - TWIN PERPENDICULARS



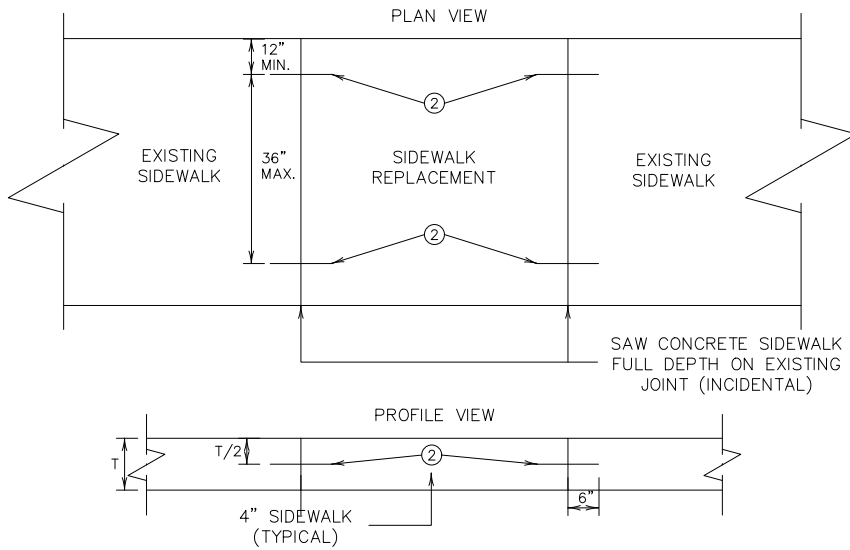
FLOW LINE PROFILE "TABLE" - FAN



FLOW LINE PROFILE RAISE - TWIN PERPENDICULARS

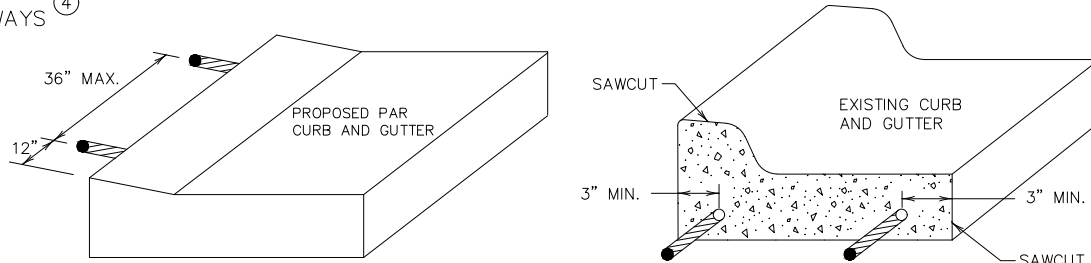


FLOW LINE PROFILE RAISE - FAN



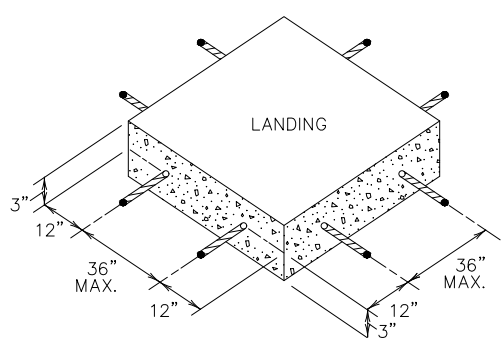
OPTIONAL SIDEWALK REINFORCEMENT

SIDEWALK REINFORCEMENT TO BE USED ONLY WHEN SPECIFIED IN THE PLAN.

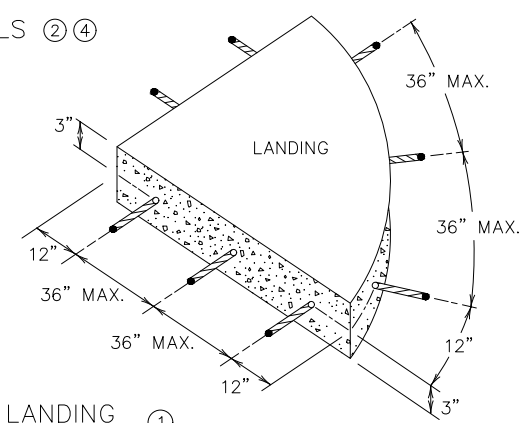


OPTIONAL CURB LINE REINFORCEMENT DETAILS ②④

CURB AND GUTTER REINFORCEMENT ③



SEPARATE LANDING POUR REINFORCEMENT ①



"TABLING" OF CROSSWALKS MEANS MAINTAINING LESS THAN 2% CROSS SLOPE WITHIN A CROSSWALK, IS REQUIRED WHEN A ROADWAY IS IN A STOP OR YIELD CONDITION AND THE PROJECT SCOPE ALLOWS.

RECONSTRUCTION PROJECTS: ON FULL PAVEMENT REPLACEMENT PROJECTS "TABLING" OF ENTIRE CROSSWALK SHALL OCCUR WHEN FEASIBLE.

MILL & OVERLAY PROJECTS: "TABLING" OF FLOW LINES, IN FRONT OF THE PEDESTRIAN RAMP, IS REQUIRED WHEN THE EXISTING FLOW LINE IS GREATER THAN 2%. WARPING OF THE BITUMINOUS PAVEMENT CAN NOT EXTEND INTO THE THROUGH LANE. TABLE THE FLOW LINE TO 2% OR AS MUCH AS POSSIBLE WHILE ADHERING TO THE FOLLOWING CRITERIA;

- 1) 1.0% MIN. CROSS-SLOPE OF THE ROAD
- 2) 5.0% MAX. CROSS-SLOPE OF THE ROAD
- 3) "TABLE" FLOW LINE UP TO 4% CHANGE FROM EXISTING SLOPE IN FRONT OF PEDESTRIAN RAMP
- 4) UP TO 2% CHANGE IN FLOW LINE FROM EXISTING SLOPE BEYOND THE PEDESTRIAN CURB RAMP

STAND-ALONE ADA RETROFITS: FOLLOW MILL & OVERLAY CRITERIA ABOVE HOWEVER ALL PAVEMENT WARPING IS DONE WITH BITUMINOUS PATCHING ON BITUMINOUS ROADWAYS AND FULL-DEPTH APRON REPLACEMENT ON CONCRETE ROADWAYS.

RAISING OF CURB LINES SHOULD OCCUR IN VERTICALLY CONSTRAINED AREAS. RAISE THE CURB LINES ENOUGH TO ALLOW COMPLIANT RAMPS OR AS MUCH AS POSSIBLE WHILE ADHERING TO THE FOLLOWING CRITERIA;

- 1) 1.0% MIN. AND 5.0% MAXIMUM CROSS-SLOPE OF THE ROAD
- 2) 1.0% MIN. FLOW LINE (ON EITHER SIDE OF PEDESTRIAN RAMP) TO MAINTAIN POSITIVE DRAINAGE
- 3) 5.0% RECOMMENDED MAX. FLOW LINE
- 4) LONGITUDINAL THROUGH LANE ROADWAY TAPERS SHOULD BE 1" VERTICAL PER 15' HORIZONTAL

NOTES:

- ① TO ENSURE RAMPS AND LANDINGS ARE PROPERLY CONSTRUCTED, ALL INITIAL LANDINGS AT A TOP OF A RAMPED SURFACE (RUNNING SLOPE GREATER THAN 2%) SHALL BE FORMED AND PLACED SEPARATELY IN AN INDEPENDENT CONCRETE POUR. FOLLOW SIDEWALK REINFORCEMENT DETAILS ON THIS SHEET FOR ALL SEPARATELY POURED INITIAL LANDINGS.
- ② DRILL AND GROUT NO. 4 12" LONG REINFORCEMENT BARS AT 36" MAXIMUM CENTER TO CENTER (EPOXY COATED). BARS TO BE ADJUSTED TO MATCH RAMP GRADE.
- ③ DRILL AND GROUT 2 - NO. 4 X 12" LONG REINFORCEMENT BARS (EPOXY COATED). REINFORCEMENT REQUIRED FOR ALL CONSTRUCTION JOINTS WITHIN RADIUS.
- ④ THIS OPTIONAL CURB LINE REINFORCEMENT DETAIL SHOULD ONLY BE USED ON BITUMINOUS ROADWAYS WHEN SPECIFIED IN THE PLAN.
- ⑤ 1/2 IN. PREFORMED JOINT FILLER MATERIAL PER MNDOT SPEC. 3702.

REVISION:  
APPROVED: JANUARY 23, 2017  
OPERATIONS ENGINEER

MINNESOTA  
DEPARTMENT OF TRANSPORTATION  
STATE DESIGN ENGINEER

REVISED:

APPROVED:

1-23-2017

PEDESTRIAN CURB RAMP DETAILS

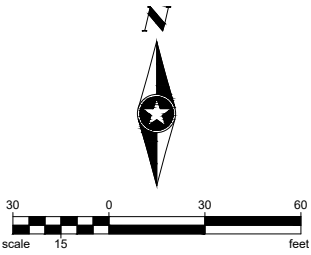
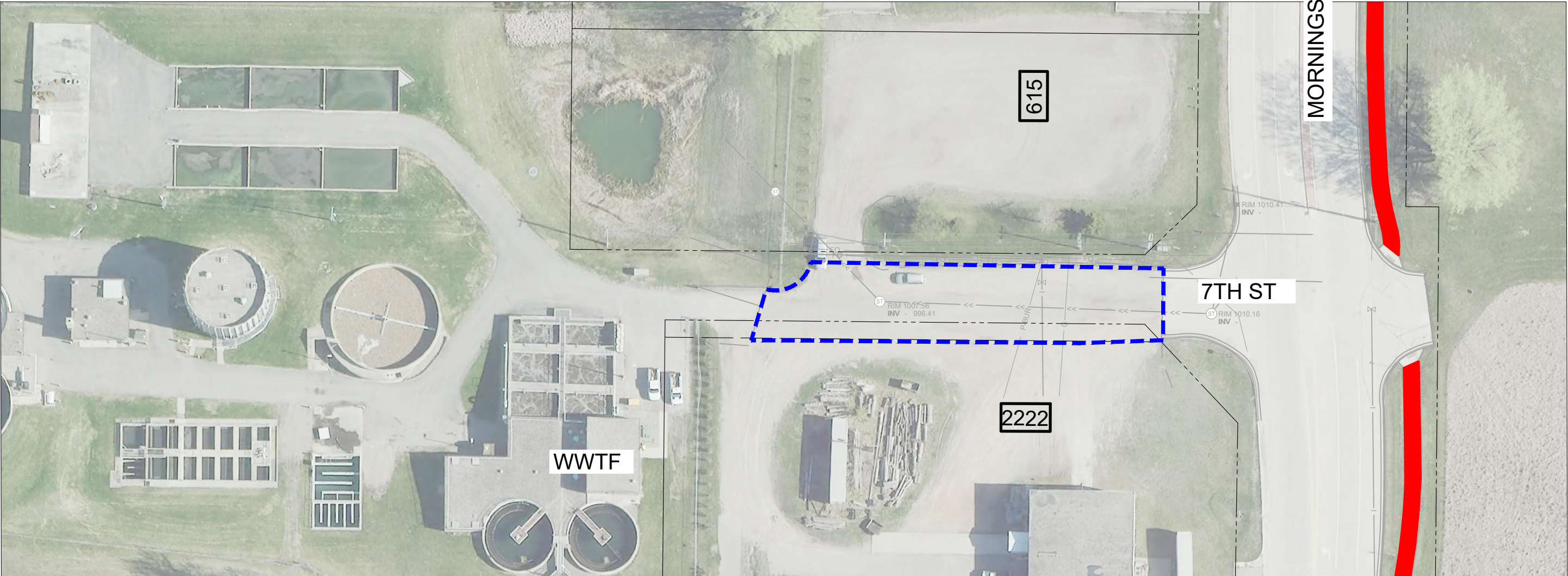
SHEET NO. 12 OF 47

STANDARD PLAN 5-297.250

6 OF 6



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**REMOVAL LEGEND:**

- RECLAIM BITUMINOUS TRAIL
- STREET RECONSTRUCTION LIMITS

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Designed By	BLB						
Checked By	JLB						

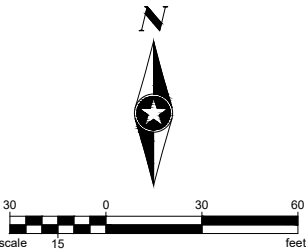


I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA

JUSTIN BLACK, PE  
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LICENSE NO. 43373

2022 PAVEMENT  
IMPROVEMENT PROJECT  
GLENCOE, MINNESOTA

REMOVALS



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*Justin Black*

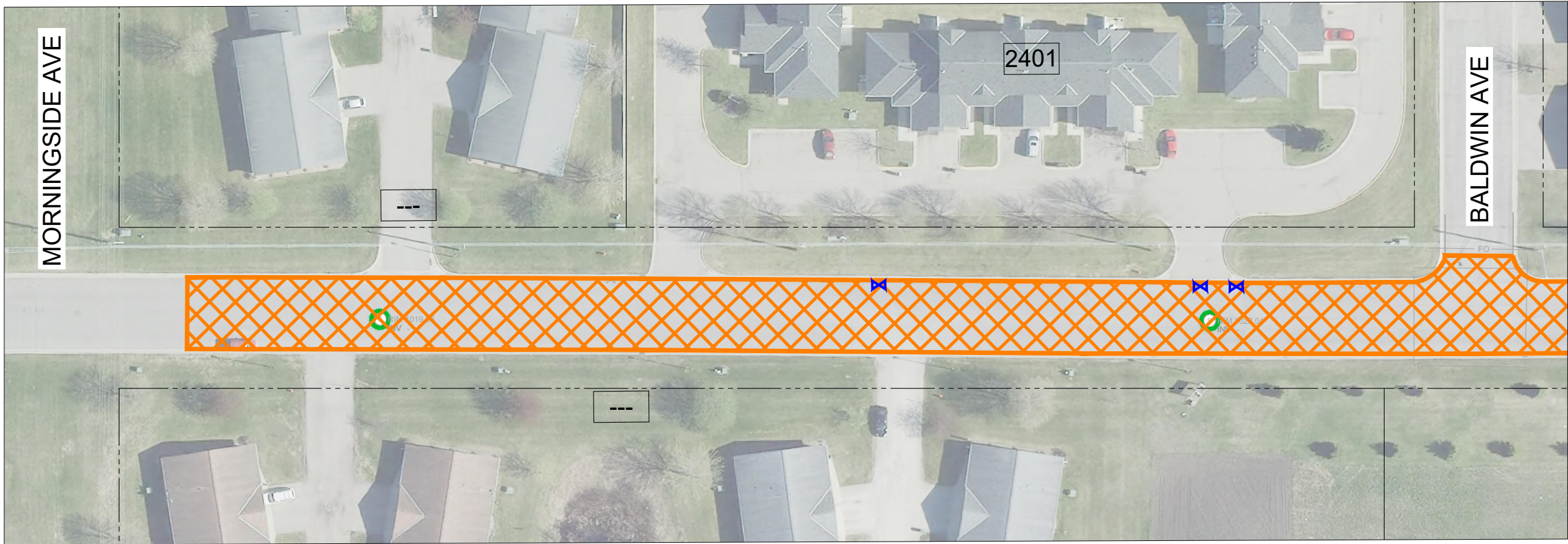
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GLENCOE, MINNESOTA

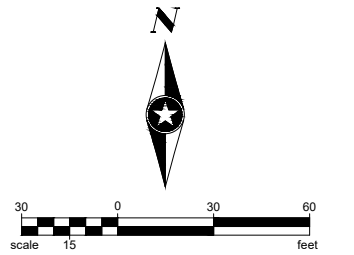
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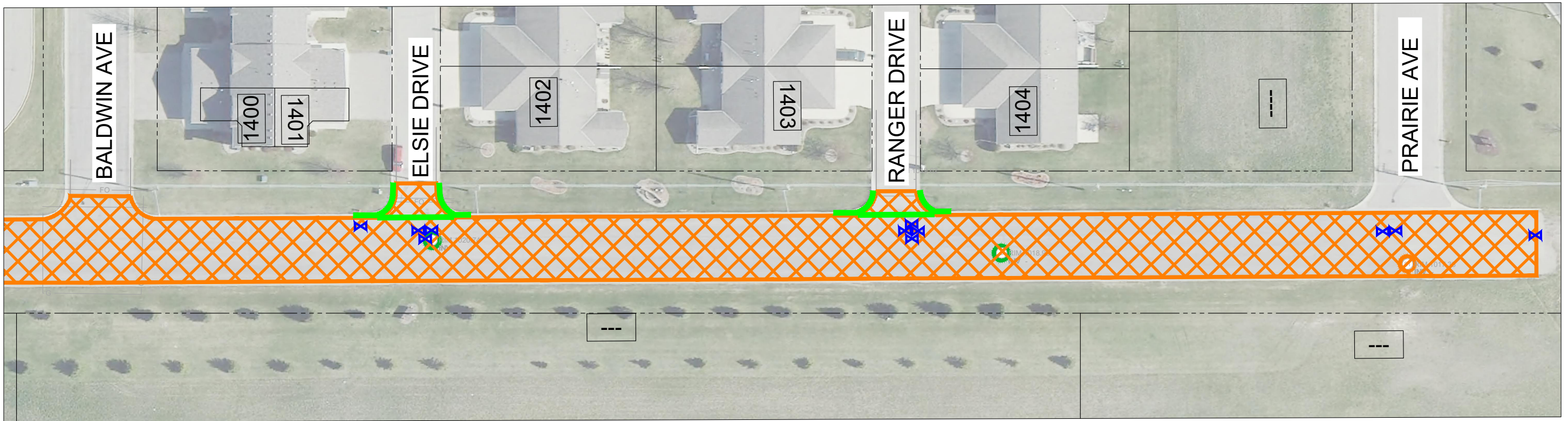
## 14TH STREET



### REMOVAL LEGEND:

- MILL BITUMINOUS SURFACE (SEE SHEET 5 FOR DETAIL)
- ADJUST GATE VALVE BOX
- ADJUST MANHOLE (STORM)
- ADJUST MANHOLE (SANITARY)
- REMOVE CURB AND GUTTER

NOTE:  
SPOT REPLACEMENT OF CURB AND GUTTER  
WILL BE MARKED IN FIELD BY ENGINEER



SEH Project	GLENC 164352	Rev.#	Revision Issue Description	Date	Rev.#	Revision Issue Description	Date
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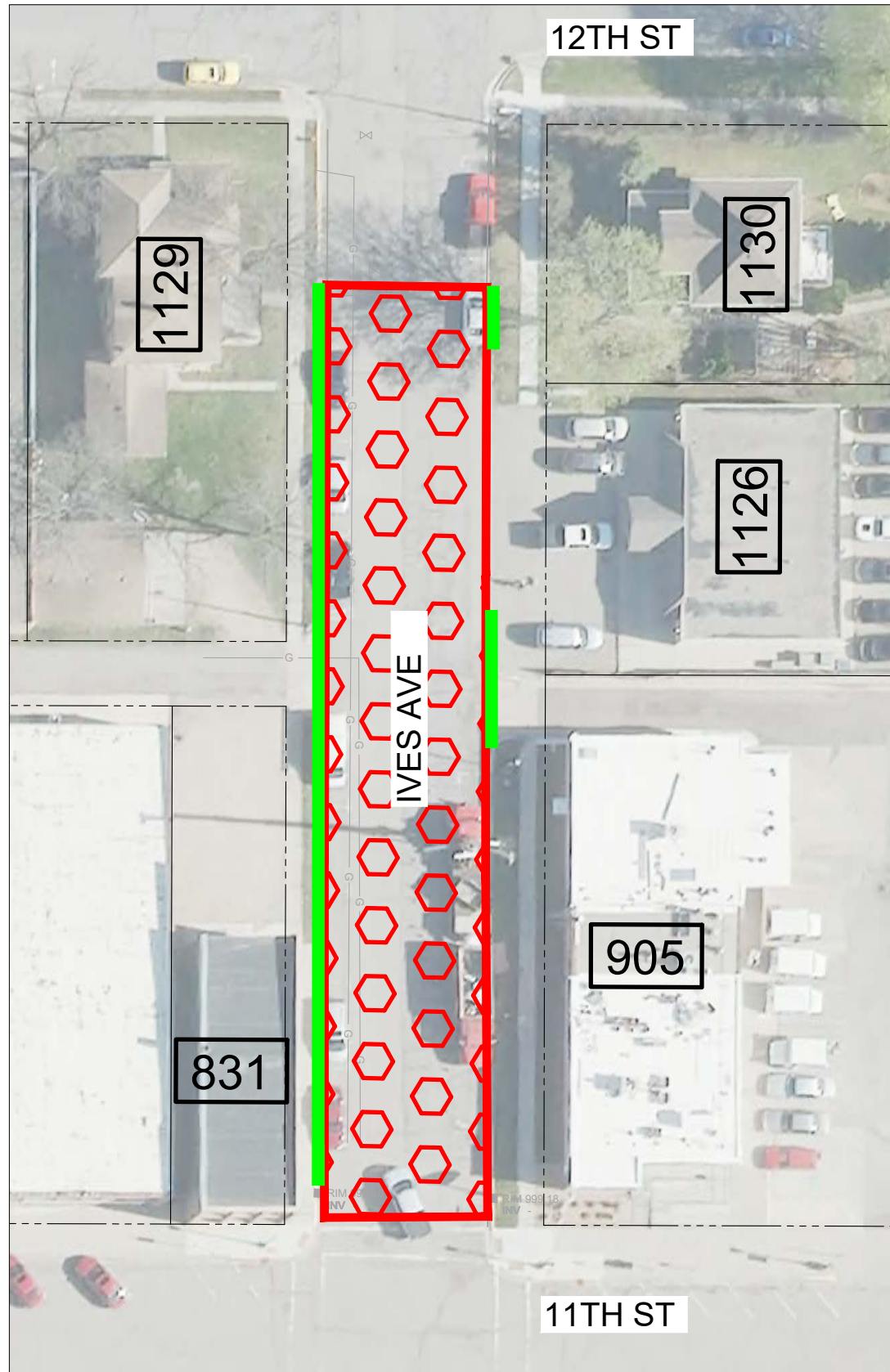
JUSTIN BLACK, PE  
DATE 3/7/22  
LICENSE NO. 43373

2022 PAVEMENT  
IMPROVEMENT PROJECT  
GLENCOE, MINNESOTA

REMOVALS



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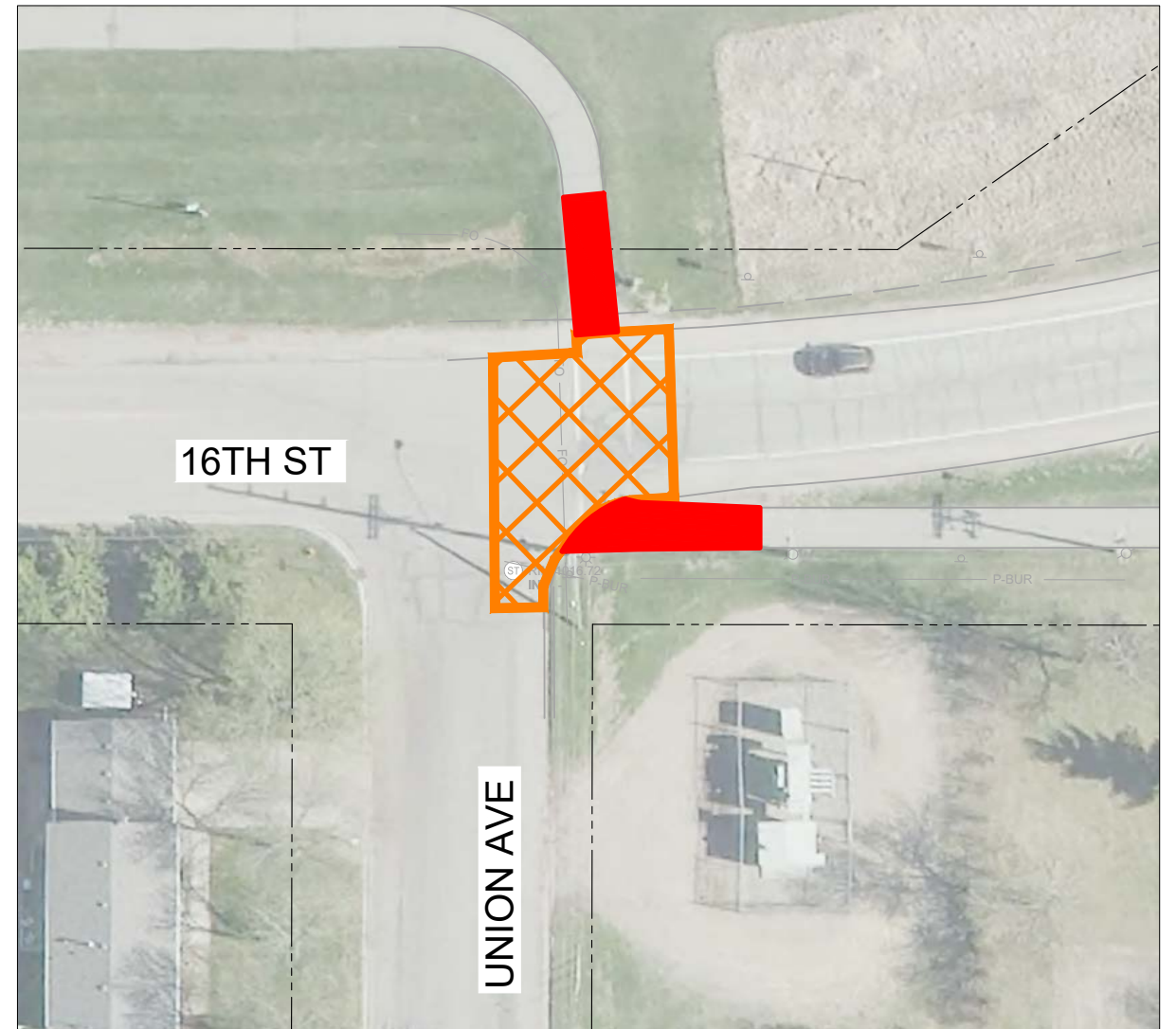
IVES AVE

North arrow pointing up and a scale bar showing 0, 20, and 40 feet.

**REMOVAL LEGEND:**

- FULL DEPTH RECLAMATION (SEE SHEET 5 FOR INSETS)
- MILL BITUMINOUS SURFACE (SEE SHEET 5 FOR DETAIL)
- REMOVE BITUMINOUS PAVEMENT
- ADJUST GATE VALVE BOX
- ADJUST MANHOLE (STORM)
- ADJUST MANHOLE (SANITARY)
- REMOVE CURB AND GUTTER

NOTE:  
SPOT REPLACEMENT OF CURB AND GUTTER  
WILL BE MARKED IN FIELD BY ENGINEER



16TH ST RRFB

SEH Project	GLENC 164352	Rev.#	Revision Issue Description	Date	Rev.#	Revision Issue Description	Date
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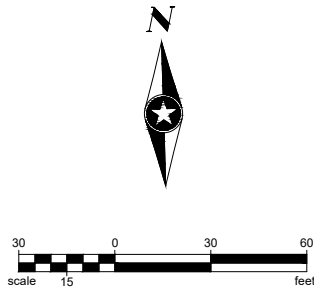
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DATE 3/7/22  
LICENSE NO. 43373

2022 PAVEMENT  
IMPROVEMENT PROJECT  
GLENCOE, MINNESOTA


REMOVALS



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**REMOVAL LEGEND:**

 MILL BITUMINOUS SURFACE  
(SEE SHEET 6 FOR DETAIL)



15TH STREET

SEH Project	GLENC 164352	Rev.#	Revision Issue Description	Date	Rev.#	Revision Issue Description	Date
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Designed By	BLB						
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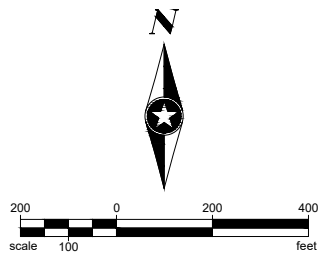
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DATE 3/7/22 LICENSE NO. 43373

2022 PAVEMENT  
IMPROVEMENT PROJECT  
GLENCOE, MINNESOTA

REMOVALS





**REMOVAL LEGEND:**

- RECLAIM BITUMINOUS TRAIL
- REMOVE BITUMINOUS PAVEMENT
- REMOVE CONCRETE SIDEWALK
- REMOVE CURB AND GUTTER

- NOTE:
- REPLACEMENT OF CURB AND GUTTER AND BITUMINOUS PATCH LOCATIONS WILL BE MARKED IN FIELD BY ENGINEER
  - BITUMINOUS RECLAIM MATERIAL IS EXPECTED TO REMAIN IN PLACE AFTER THE RECLAMATION PROCESS AS NEW CLASS 5 BASE FOR TRAIL BITUMINOUS PAVING



FIRST STREET (CSAH 33) & MORNINGSIDE AVENUE (CSAH 15) TRAIL

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IMPROVEMENT PROJECT  
GLENCOE, MINNESOTA

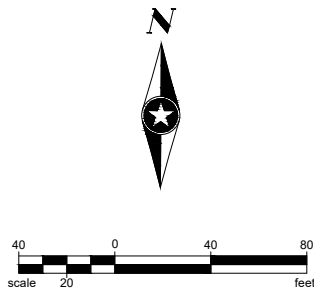
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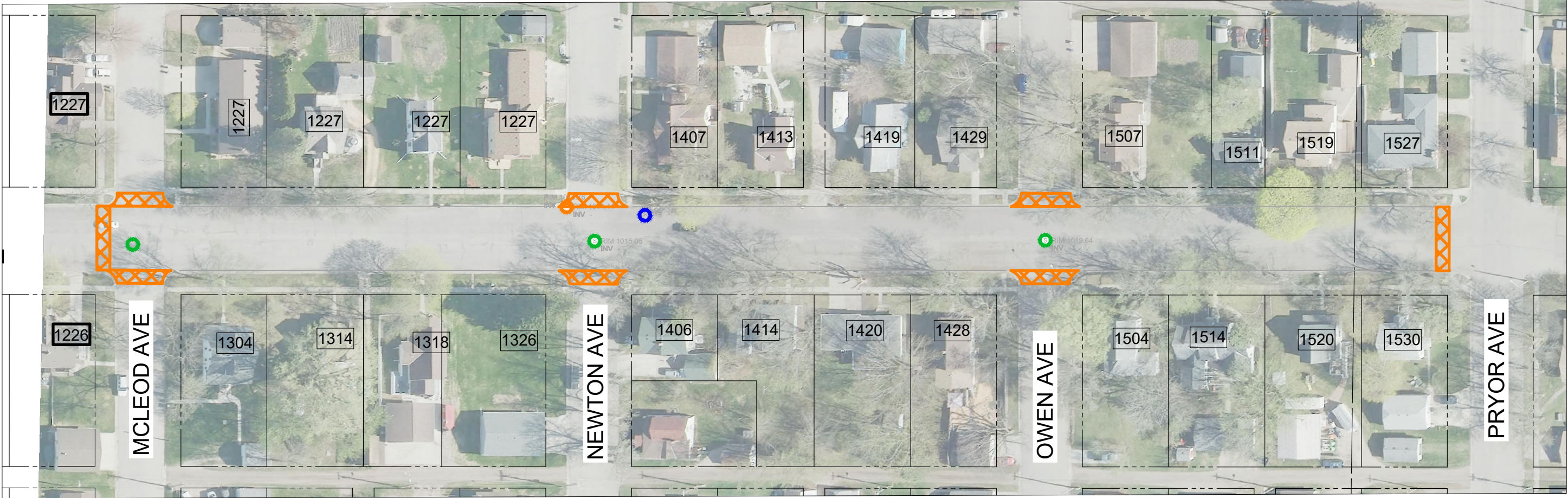
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**REMOVAL LEGEND:**

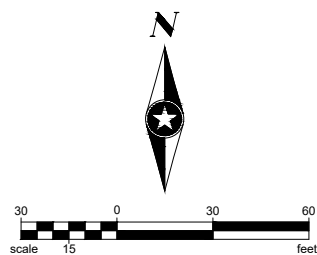
- REMOVE BITUMINOUS PAVEMENT  
1.5" DEPTH
- MILL BITUMINOUS PAVEMENT  
(1" DEPTH)
- REMOVE CURB AND GUTTER

NOTE:  
SPOT REPLACEMENT OF CURB AND GUTTER  
AND BITUMINOUS PATCH LOCATIONS  
WILL BE MARKED IN FIELD BY ENGINEER



11TH STREET

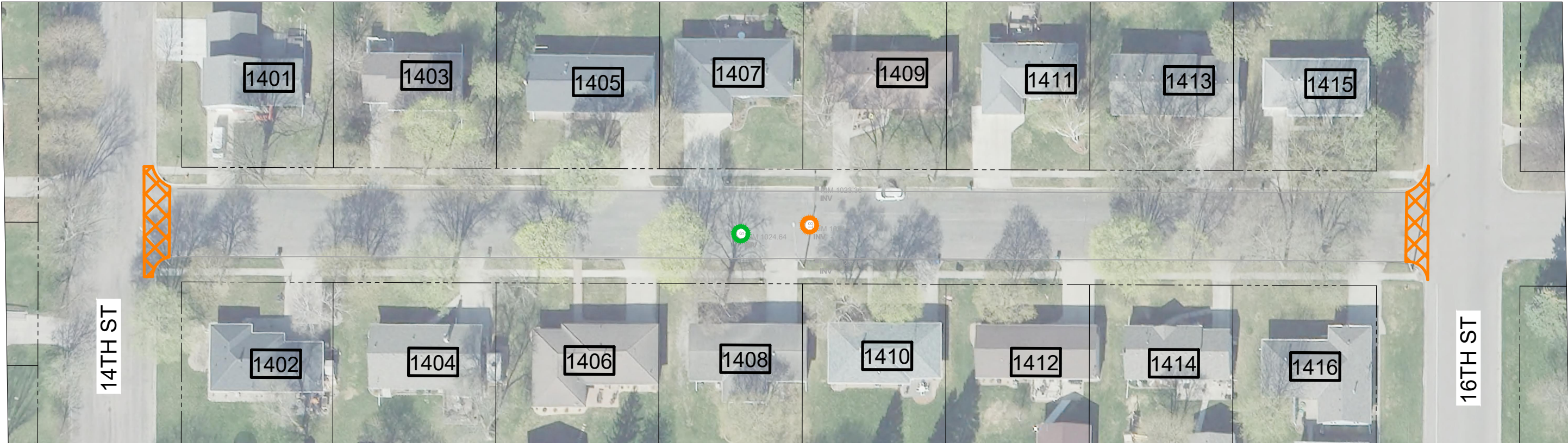




**REMOVAL LEGEND:**

- REMOVE BITUMINOUS PAVEMENT  
1.5" DEPTH
- MILL BITUMINOUS PAVEMENT  
(1" DEPTH)
- REMOVE CURB AND GUTTER

NOTE:  
SPOT REPLACEMENT OF CURB AND GUTTER  
AND BITUMINOUS PATCH LOCATIONS  
WILL BE MARKED IN FIELD BY ENGINEER



BIRCH AVENUE

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Description

Date

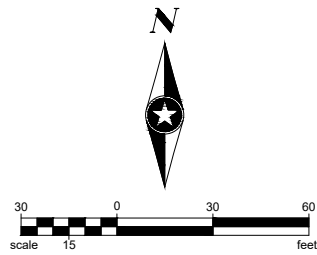


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DATE 3/7/22 LICENSE NO. 43373

2022 PAVEMENT  
IMPROVEMENT PROJECT  
GLENCOE, MINNESOTA

PROPOSED IMPROVEMENTS  
ALTERNATE 2 - BIRCH AVENUE

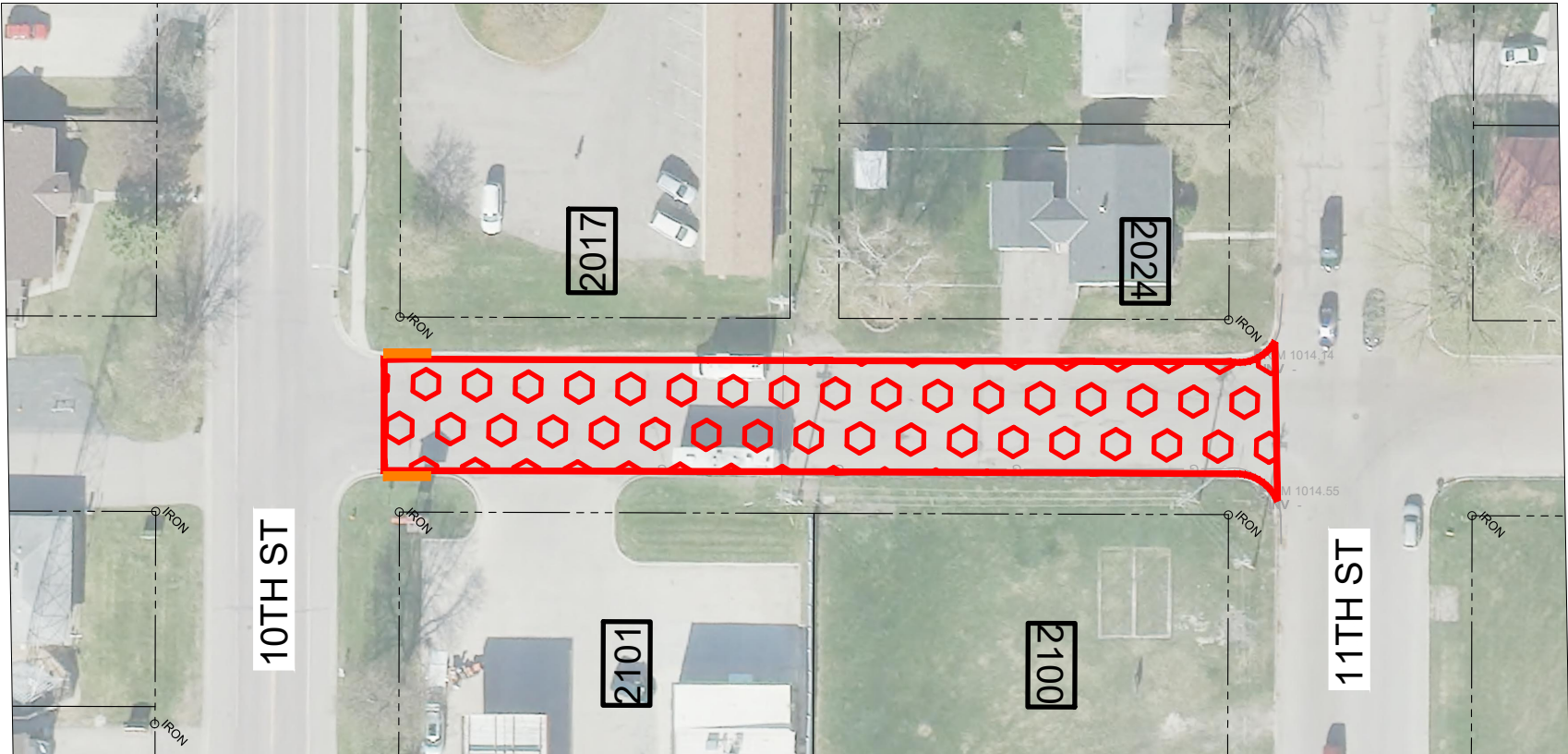
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**REMOVAL LEGEND:**

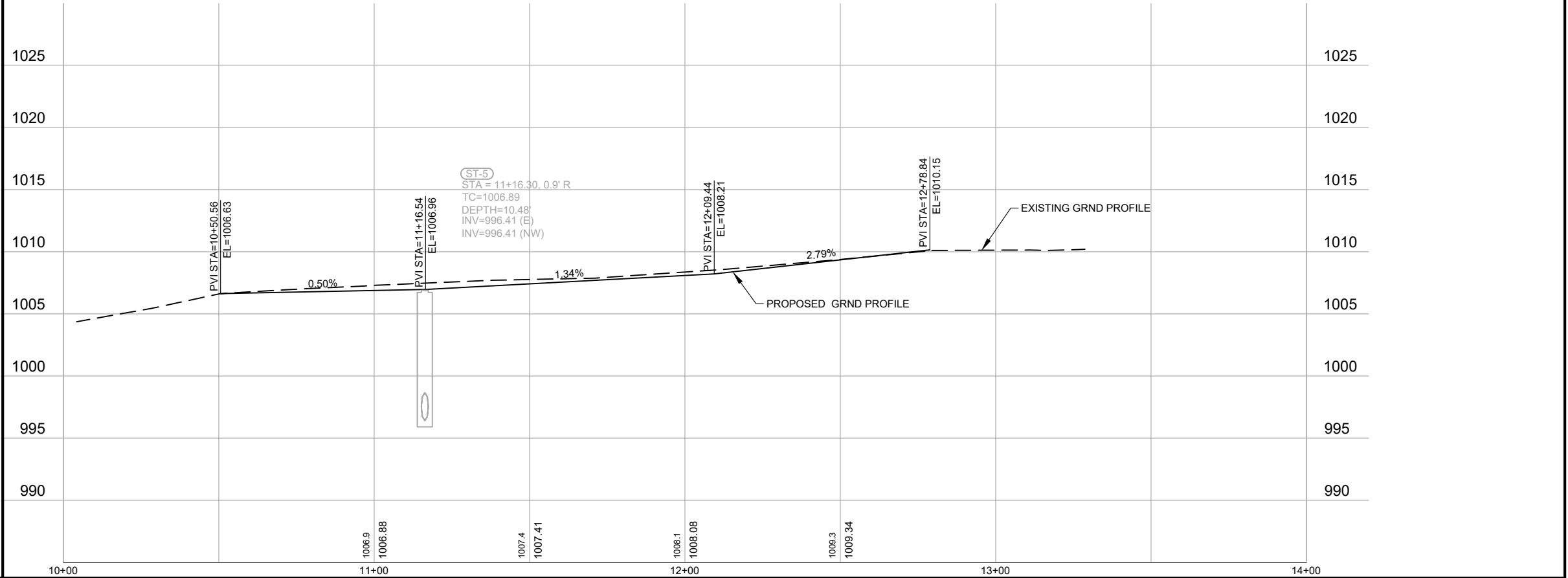
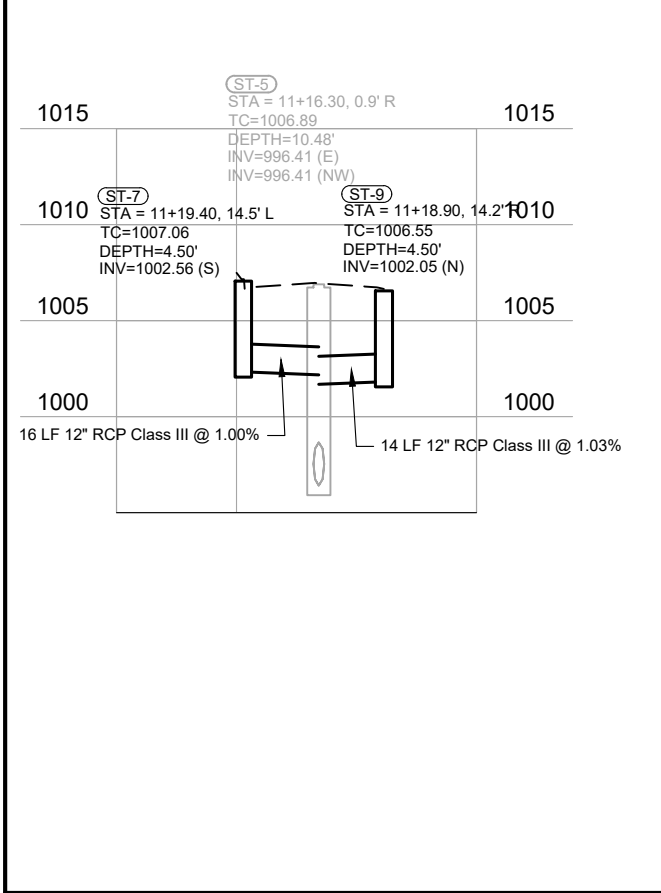
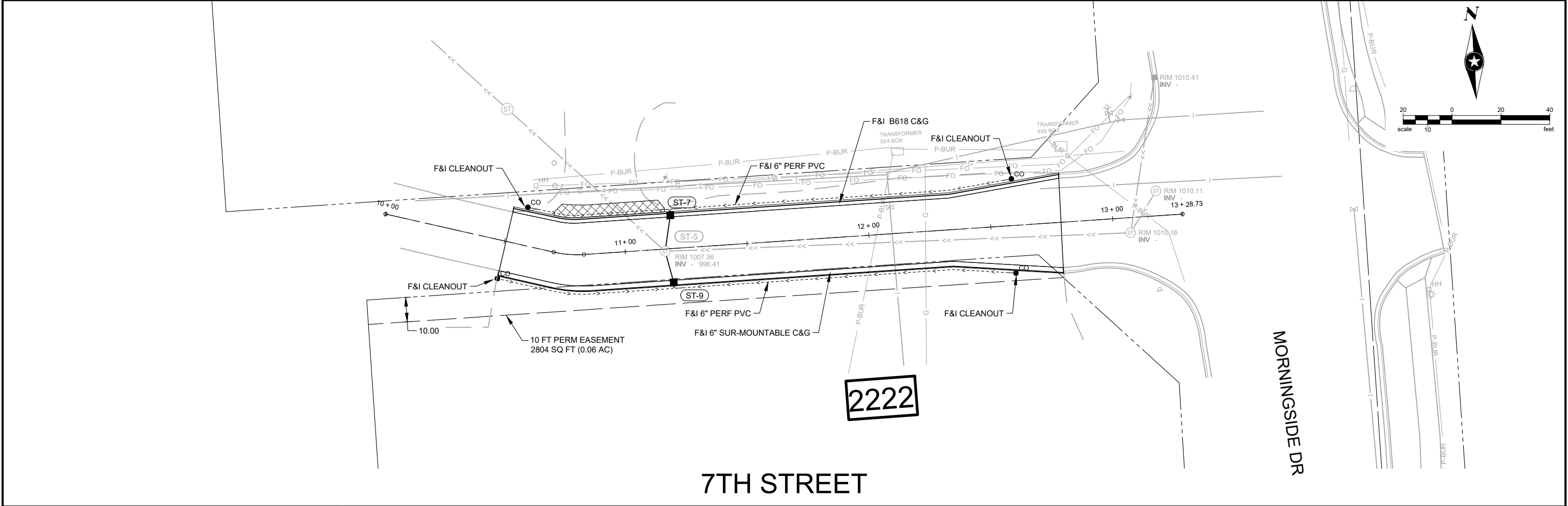
- FULL DEPTH RECLAMATION (SEE SHEET 6 FOR INSETS)
- ADJUST GATE VALVE BOX
- ADJUST MANHOLE (STORM)
- ADJUST MANHOLE (SANITARY)
- REMOVE CURB AND GUTTER

NOTE:  
SPOT REPLACEMENT OF CURB AND GUTTER  
WILL BE MARKED IN FIELD BY ENGINEER



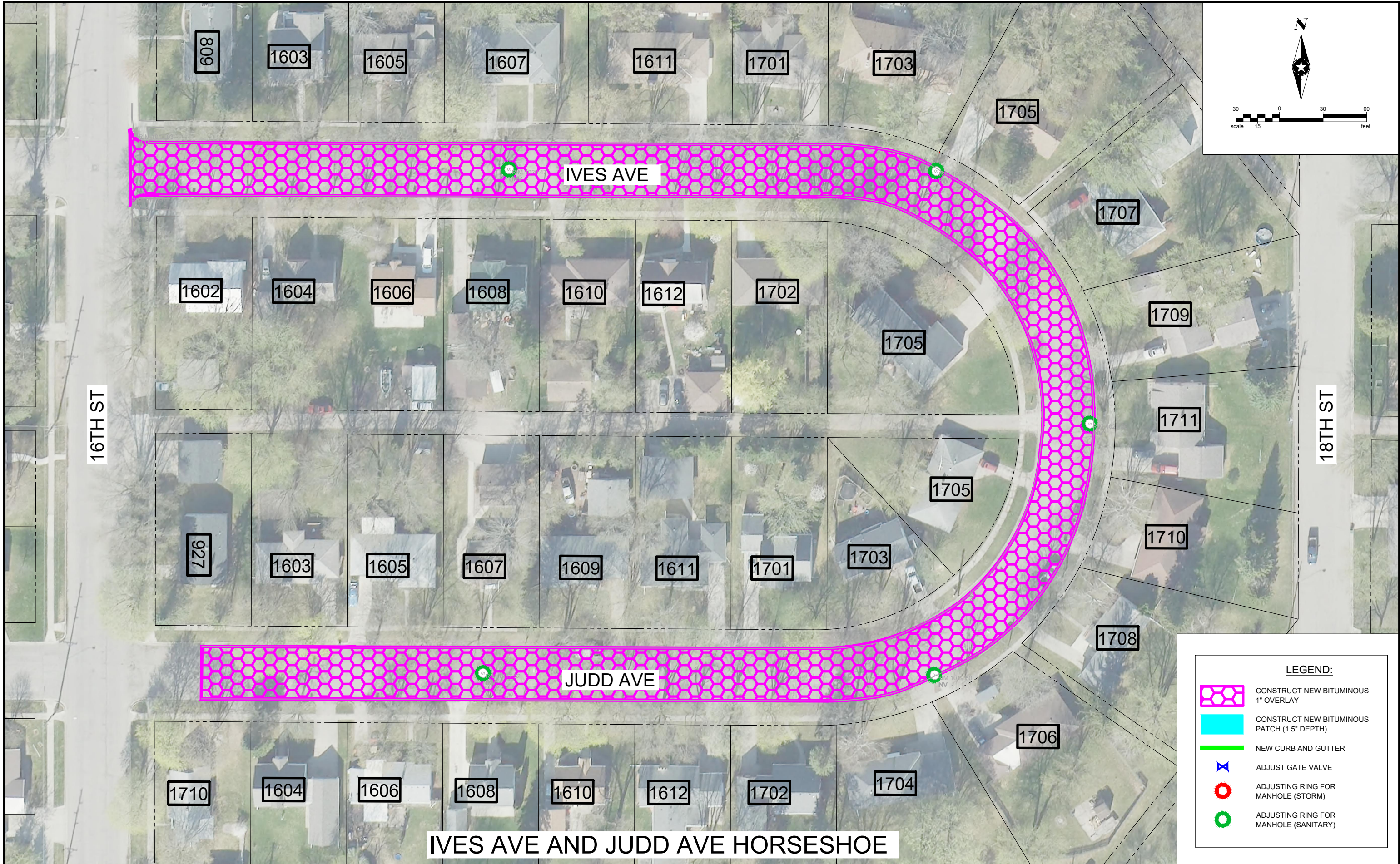
UNION AVENUE





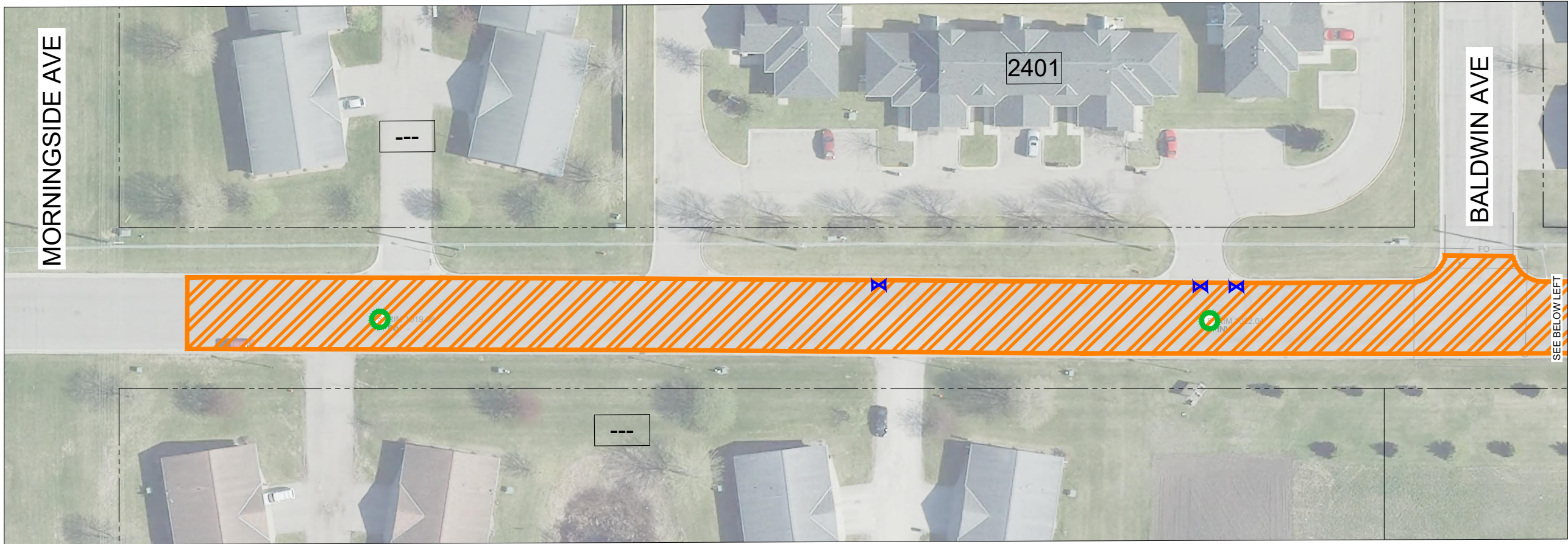


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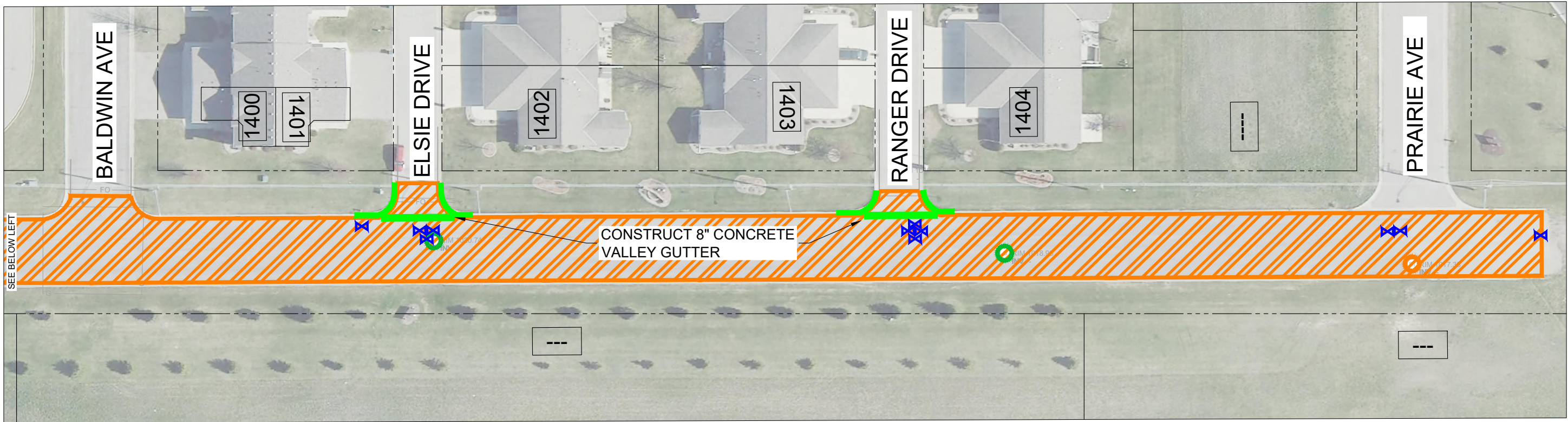


**LEGEND:**

- CONSTRUCT NEW BITUMINOUS OVERLAY (SEE SHEET 6)
- NEW CURB AND GUTTER
- ADJUST GATE VALVE
- ADJUST MANHOLE (STORM)
- ADJUST MANHOLE (SANITARY)

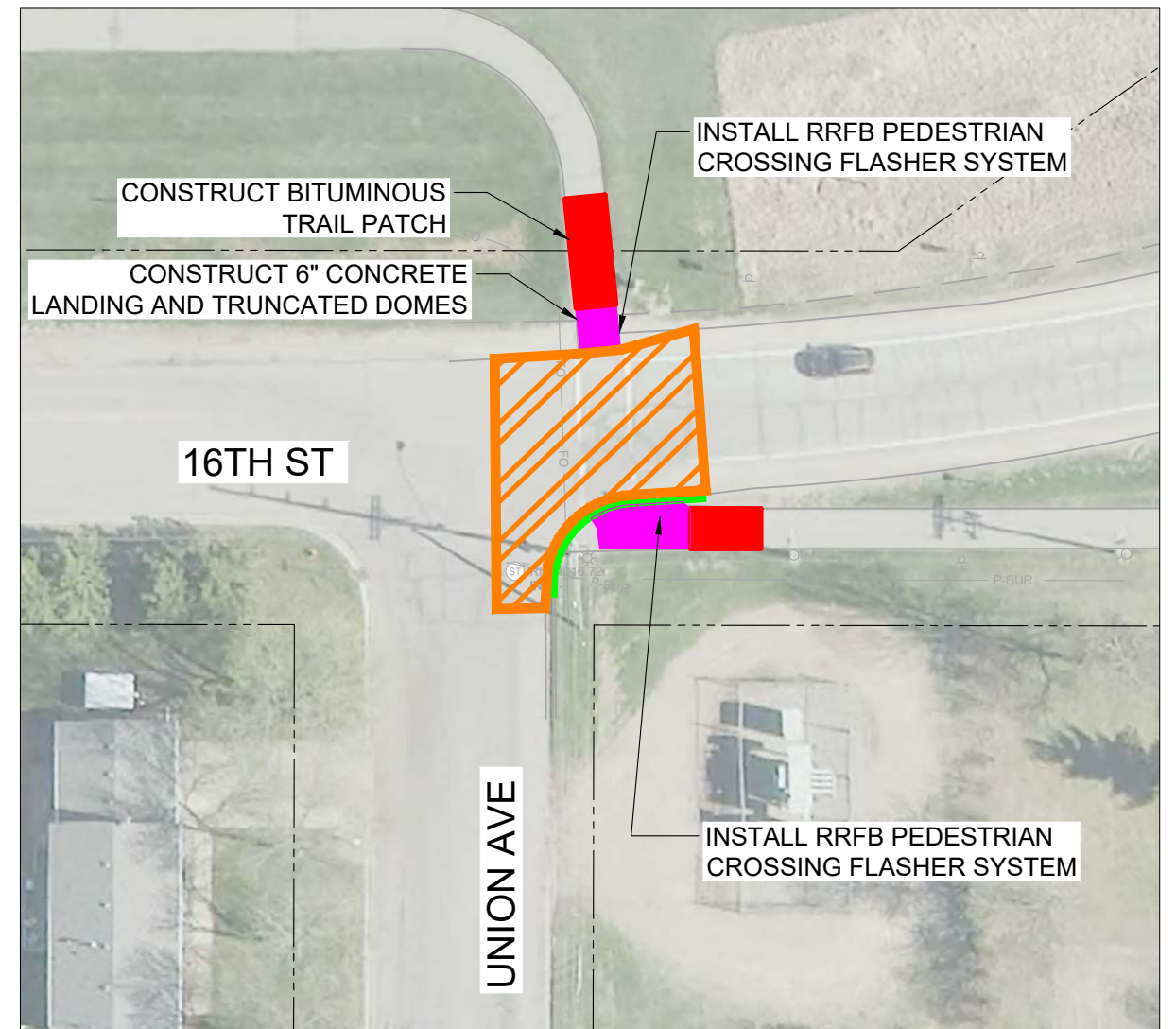
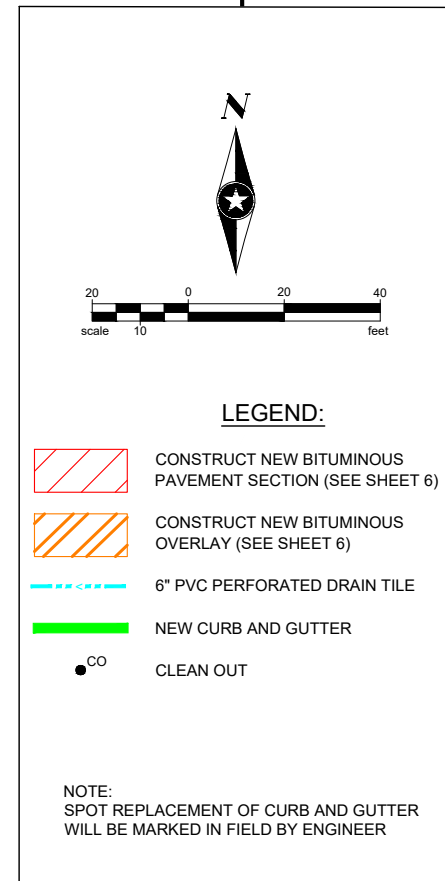
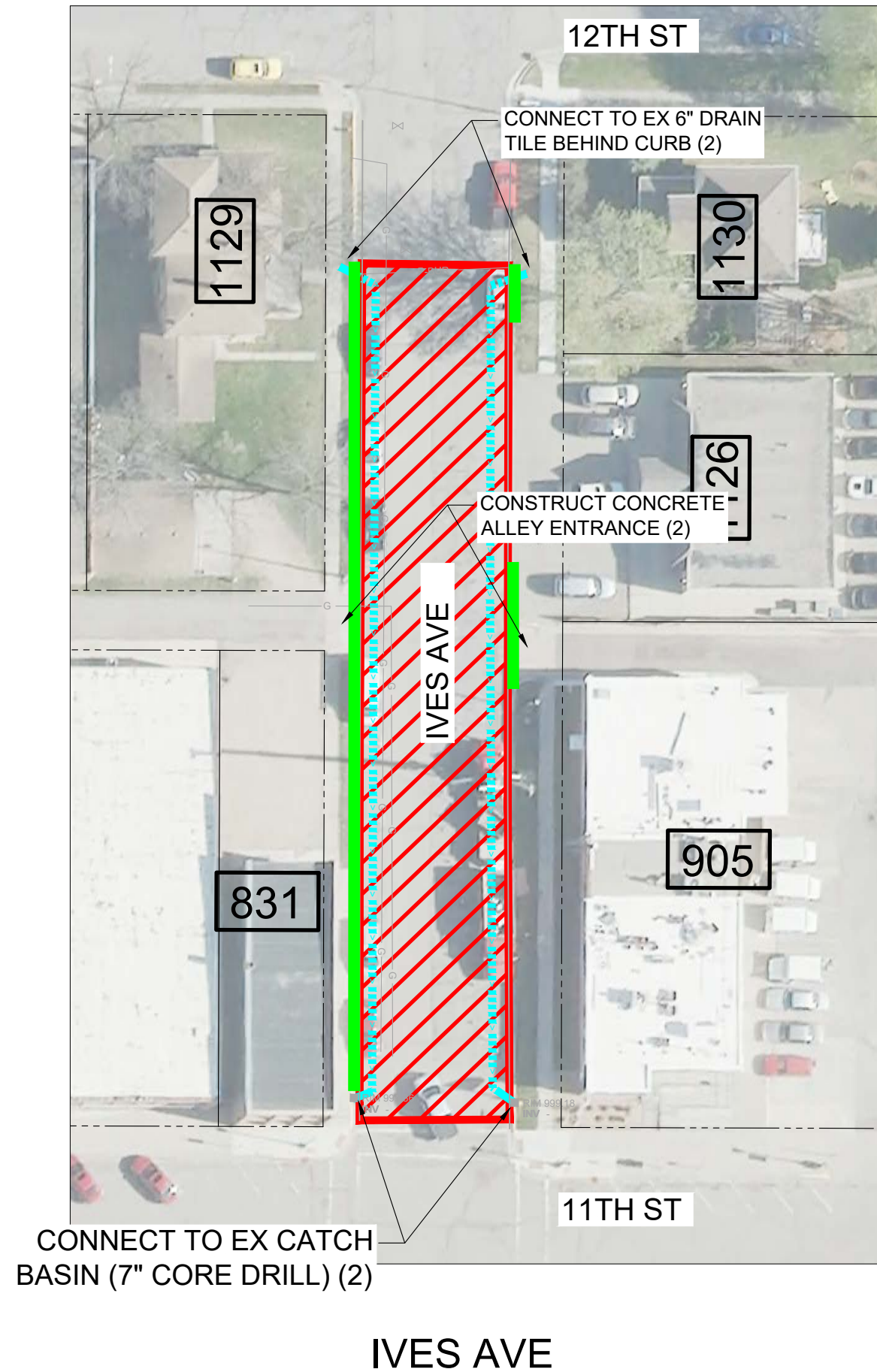
NOTE:  
SPOT REPLACEMENT OF CURB AND GUTTER  
WILL BE MARKED IN FIELD BY ENGINEER

## 14TH STREET





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16TH ST RRFB

SEH Project	GLENC 164352	Rev.#	Revision Issue Description	Date	Rev.#	Revision Issue Description	Date
Drawn By	BLB						
Designed By	BLB						
Checked By	JLB						



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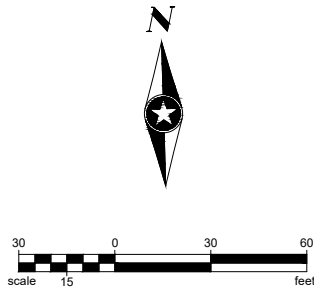
JUSTIN BLACK, PE  
DATE 3/7/22  
LICENSE NO. 43373

2022 PAVEMENT  
IMPROVEMENT PROJECT  
GLENCOE, MINNESOTA

PROPOSED IMPROVEMENTS



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**LEGEND:**

 CONSTRUCT NEW BITUMINOUS OVERLAY (SEE SHEET 6)



15TH STREET

SEH Project	GLENC 164352	Rev.#	Revision Issue Description	Date	Rev.#	Revision Issue Description	Date
Drawn By	BLB						
Designed By	BLB						
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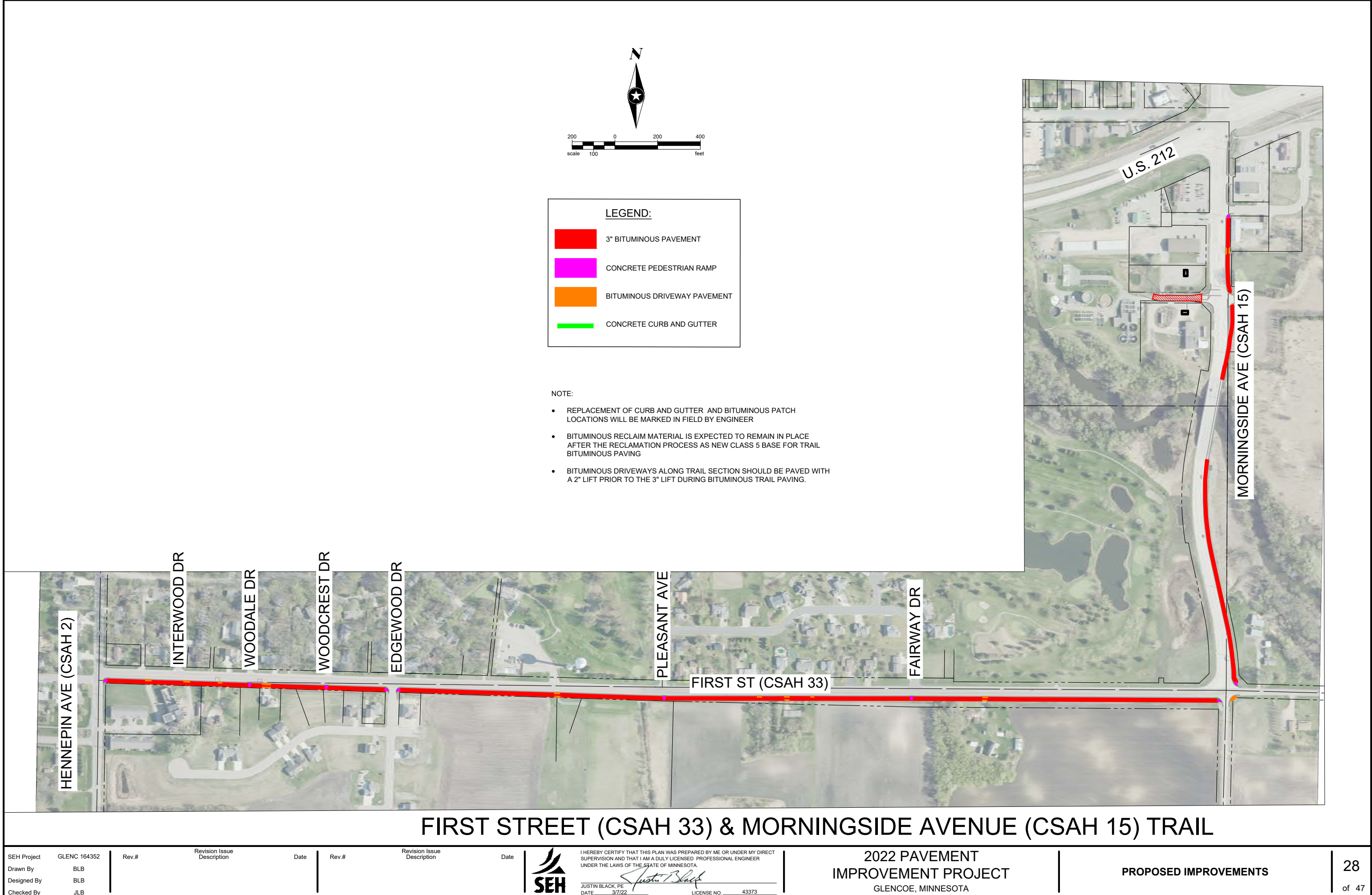
JUSTIN BLACK, PE  
DATE 3/7/22 LICENSE NO. 43373

2022 PAVEMENT  
IMPROVEMENT PROJECT  
GLENCOE, MINNESOTA

PROPOSED IMPROVEMENTS

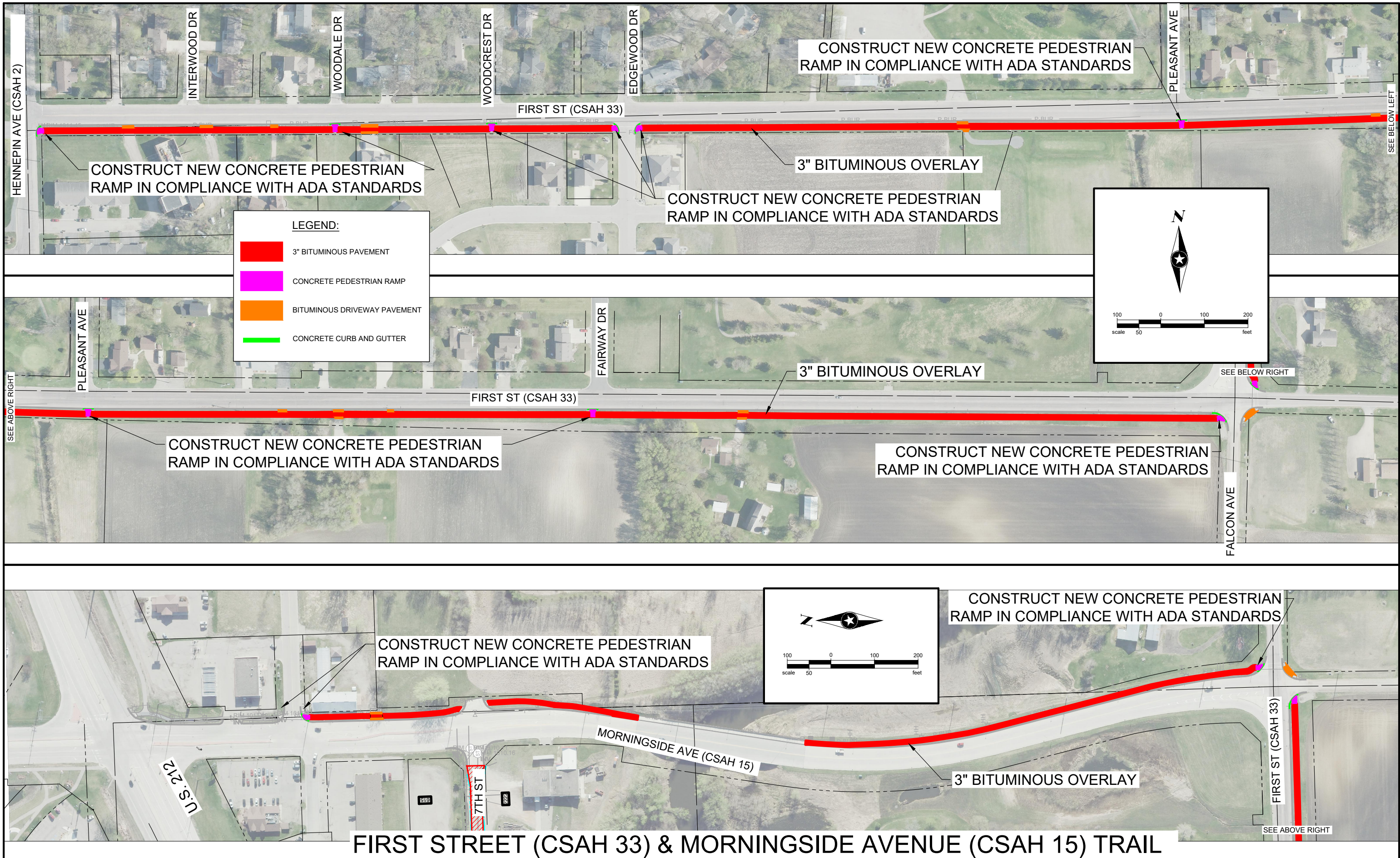


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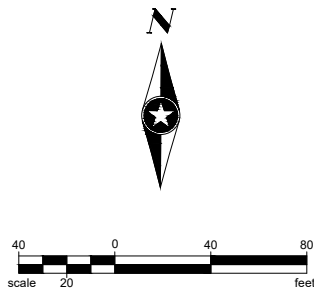


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LEGEND:

CONSTRUCT NEW BITUMINOUS  
1" OVERLAY

CONSTRUCT NEW BITUMINOUS  
PATCH (1.5" DEPTH)

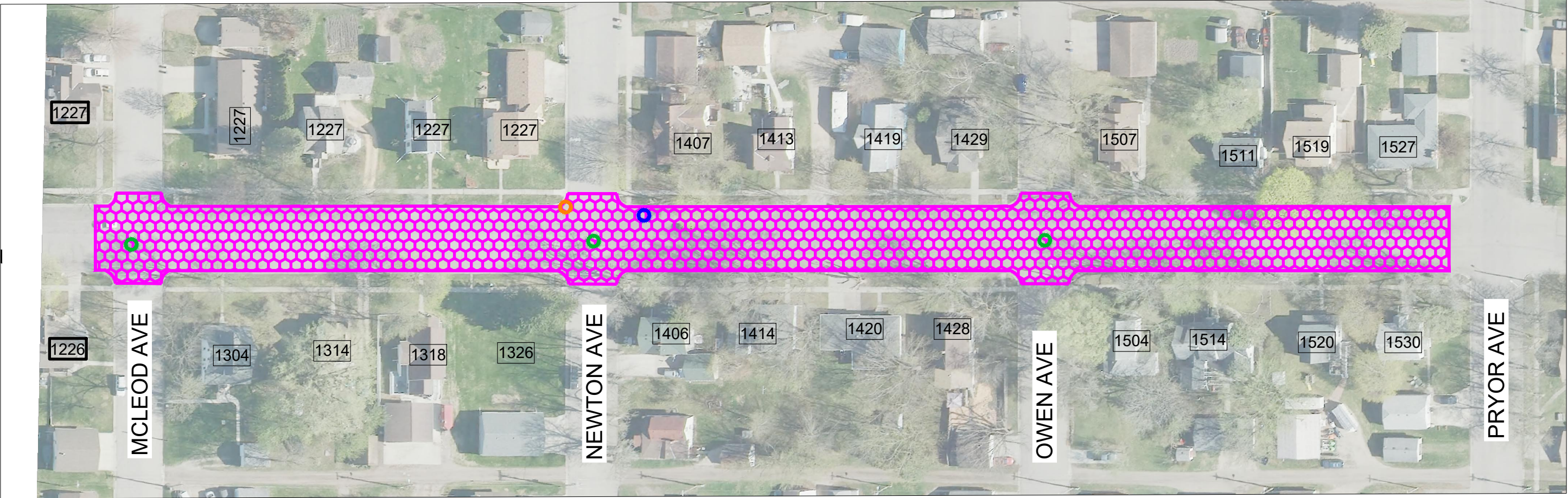
NEW CURB AND GUTTER

ADJUST GATE VALVE

ADJUSTING RING FOR  
MANHOLE (STORM)

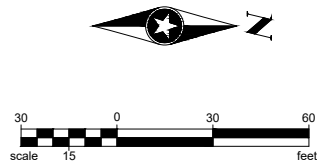
ADJUSTING RING FOR  
MANHOLE (SANITARY)

NOTE:  
SPOT REPLACEMENT OF CURB AND GUTTER  
WILL BE MARKED IN FIELD BY ENGINEER



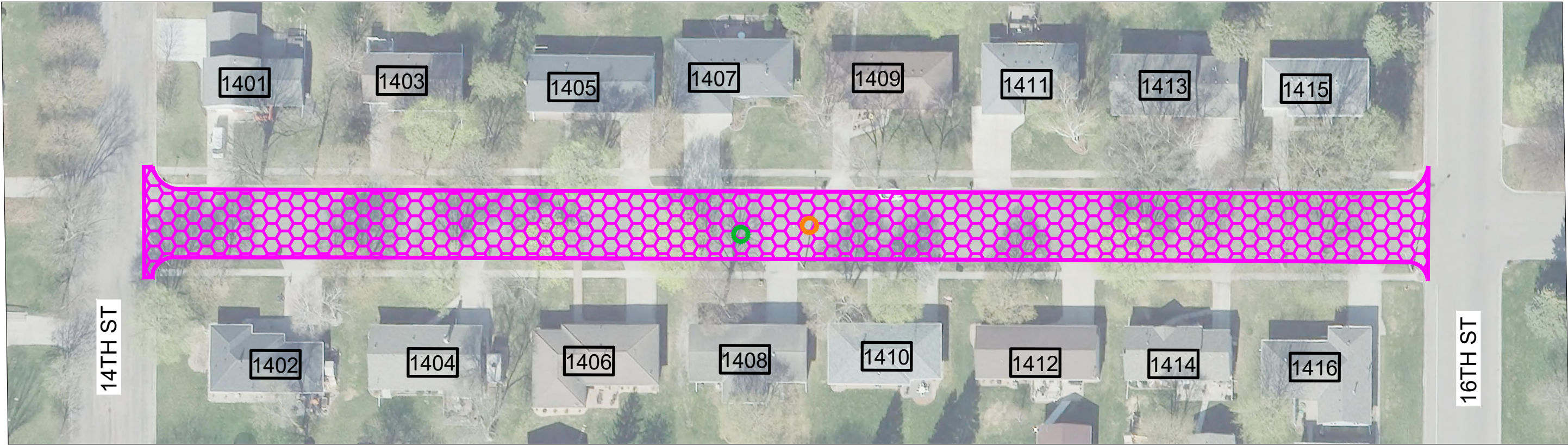
11TH STREET





**LEGEND:**

- CONSTRUCT NEW BITUMINOUS 1" OVERLAY
- CONSTRUCT NEW BITUMINOUS PATCH (1.5" DEPTH)
- NEW CURB AND GUTTER
- ADJUST GATE VALVE
- ADJUSTING RING FOR MANHOLE (STORM)
- ADJUSTING RING FOR MANHOLE (SANITARY)



BIRCH AVENUE

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Checked By JLB

Rev.#

Revision Issue Description

Date

Rev.#

Revision Issue Description

Date

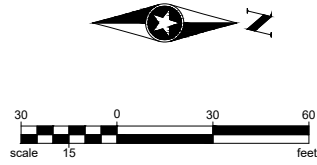


I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA  
  
JUSTIN BLACK, PE  
DATE 3/7/22 LICENSE NO. 43373

2022 PAVEMENT  
IMPROVEMENT PROJECT  
GLENCOE, MINNESOTA

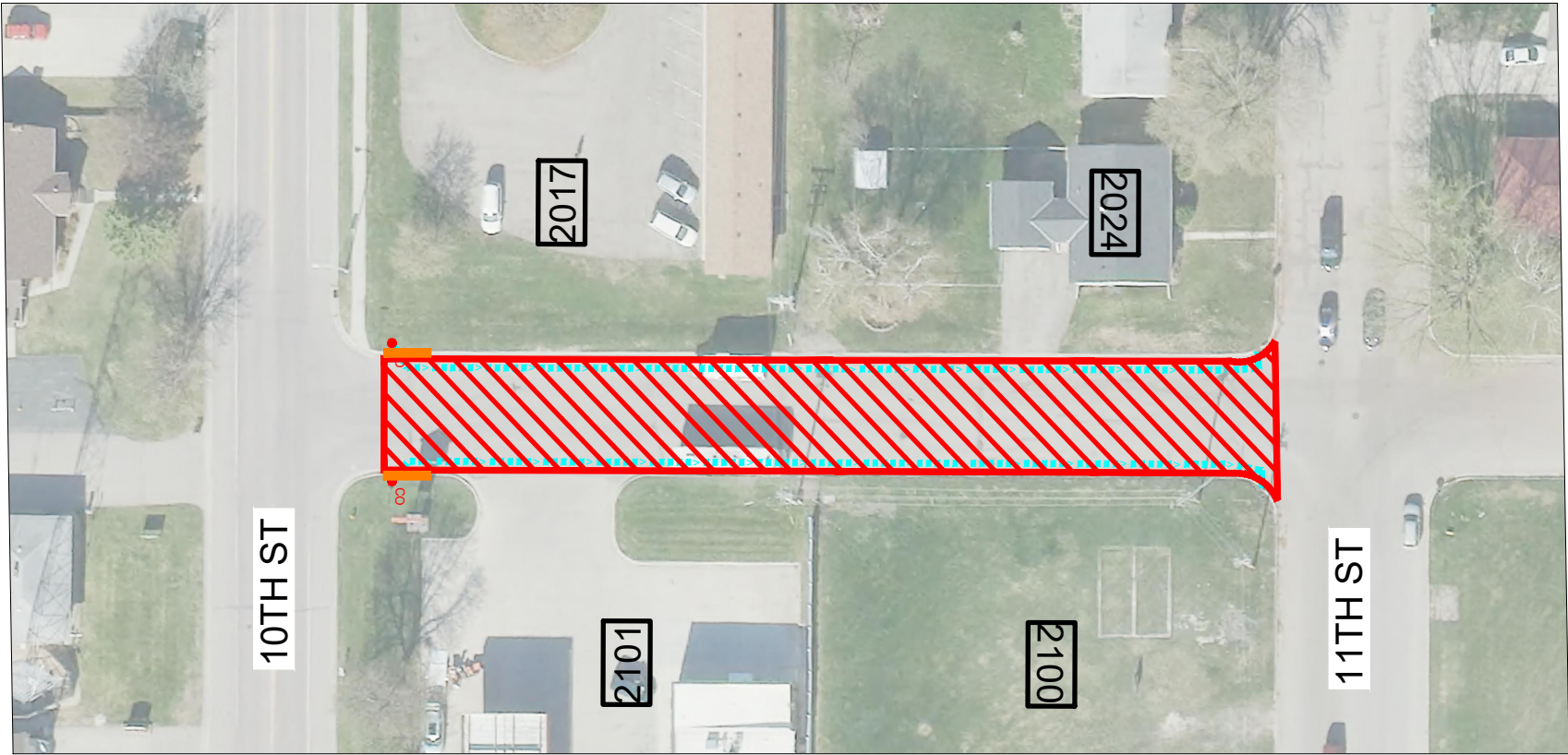
PROPOSED IMPROVEMENTS  
ALTERNATE 2 - BIRCH AVENUE

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**LEGEND:**

- CONSTRUCT NEW BITUMINOUS PAVEMENT SECTION (SEE SHEET 6)
- 6" PVC PERFORATED DRAIN TILE
- NEW CURB AND GUTTER
- CLEAN OUT
- ADJUST GATE VALVE
- ADJUSTING RING FOR MANHOLE (STORM)
- ADJUSTING RING FOR MANHOLE (SANITARY)



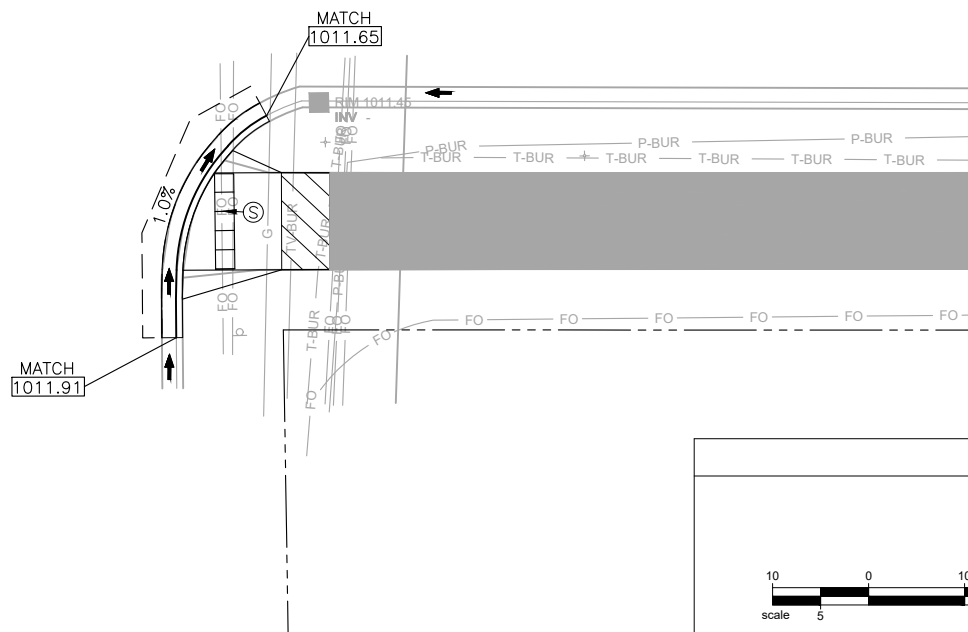
UNION AVENUE



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HENNEPIN AVE (CSAH 2)

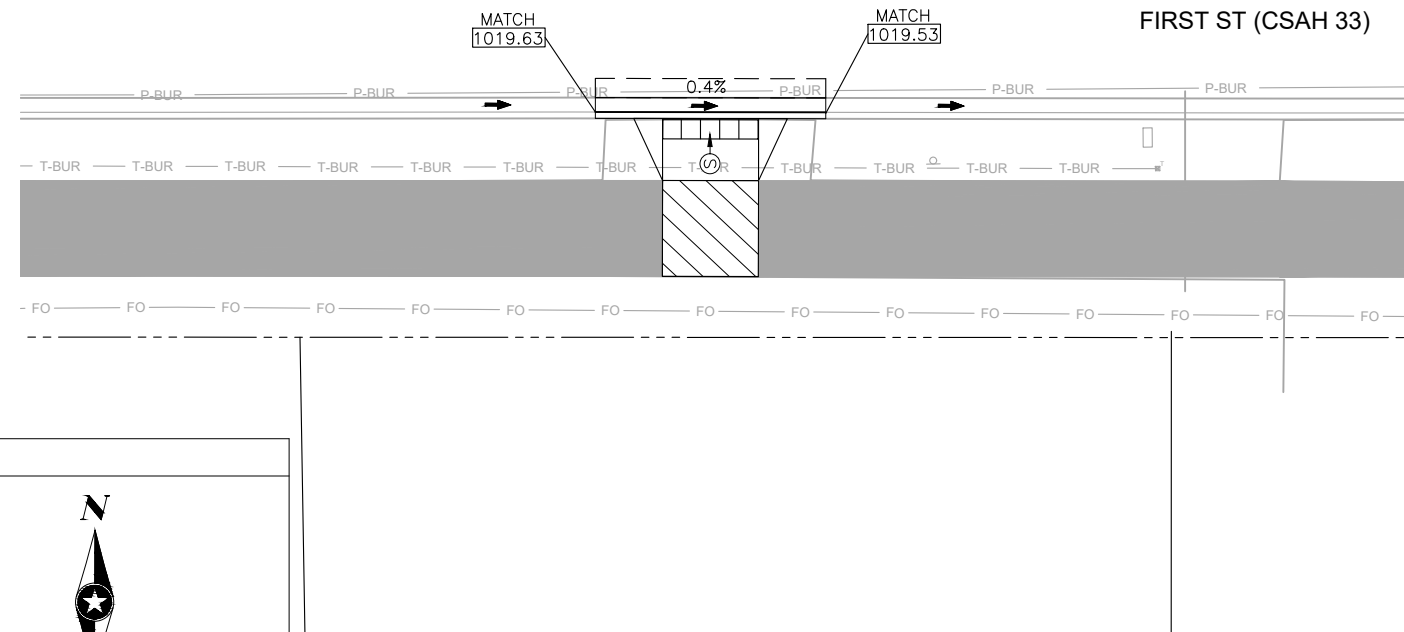
FIRST ST (CSAH 33)



FIRST ST (CSAH 33) AND HENNEPIN AVE

WOODALE DR

FIRST ST (CSAH 33)



FIRST ST AND WOODALE DR

LEGEND



THESE LONGITUDINAL SLOPE RANGES SHALL BE THE STARTING POINT. IF SITE CONDITIONS WARRANT, LONGITUDINAL SLOPES UP TO 8.3% OR FLATTER ARE ALLOWED.

- ⑤ INDICATES PEDESTRIAN RAMP - SLOPE SHALL BE BETWEEN 5.0% MINIMUM AND 8.3% MAXIMUM IN THE DIRECTION SHOWN AND THE CROSS SLOPE SHALL NOT EXCEED 2.0%
- ⑥ INDICATES PEDESTRIAN RAMP - SLOPE SHALL BE GREATER THAN 2.0% AND LESS THAN 5.0% IN THE DIRECTION SHOWN AND CROSS SLOPE SHALL NOT EXCEED 2.0%

X" CURB HEIGHT

← DRAINAGE FLOW DIRECTION

LANDING AREA-4'X4' MIN. MAX 2.0% SLOPE IN ALL DIRECTIONS

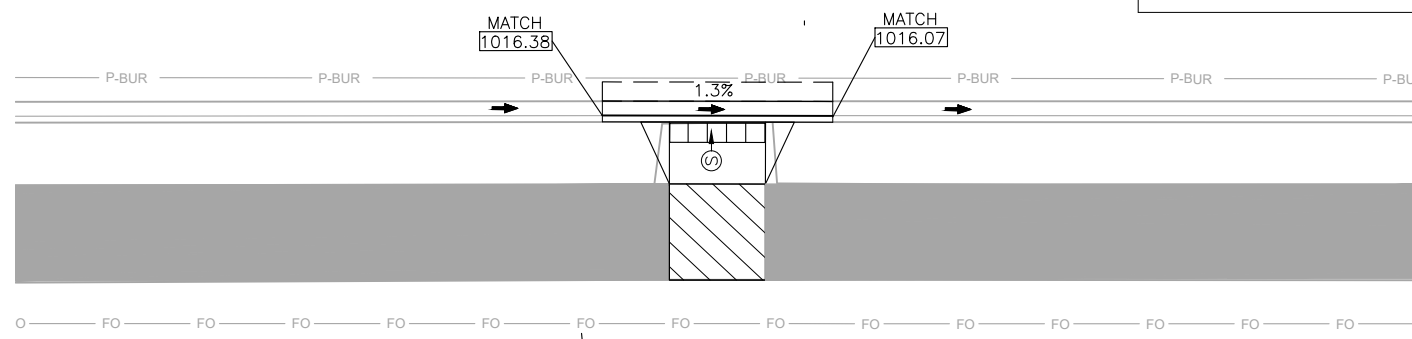
TRUNCATED DOMES, SEE STANDARD PLATE 7038

PEDESTRIAN ACCESS ROUTE (PAR), 1.5% CROSS SLOPE

PROPOSED GUTTER ELEVATION

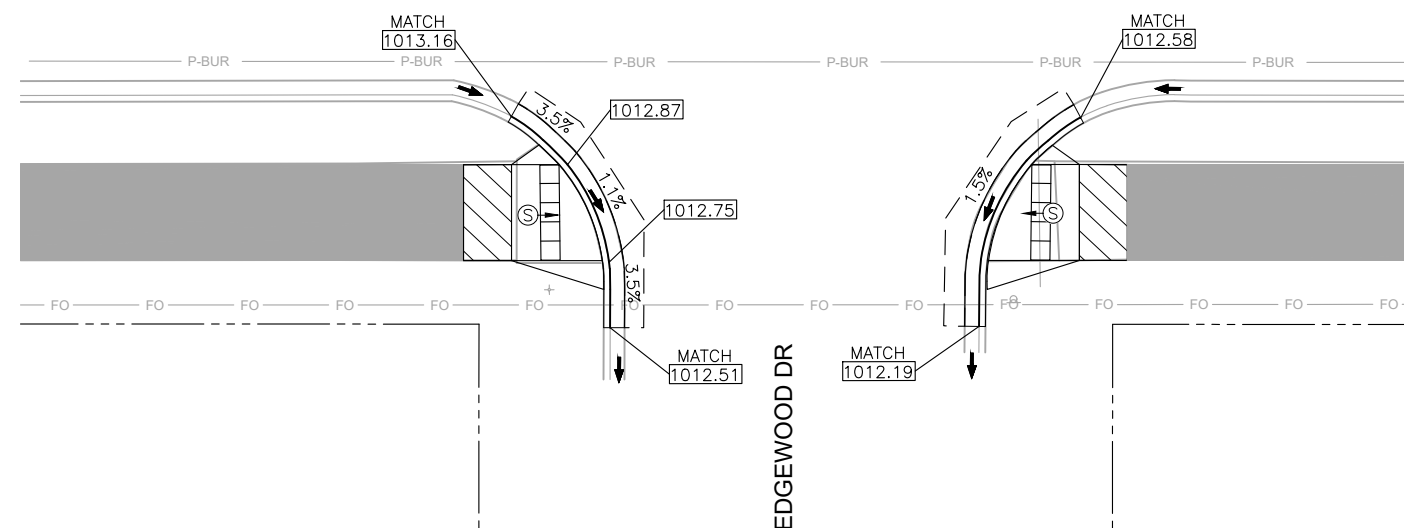
FIRST ST (CSAH 33)

WOODCREST DR



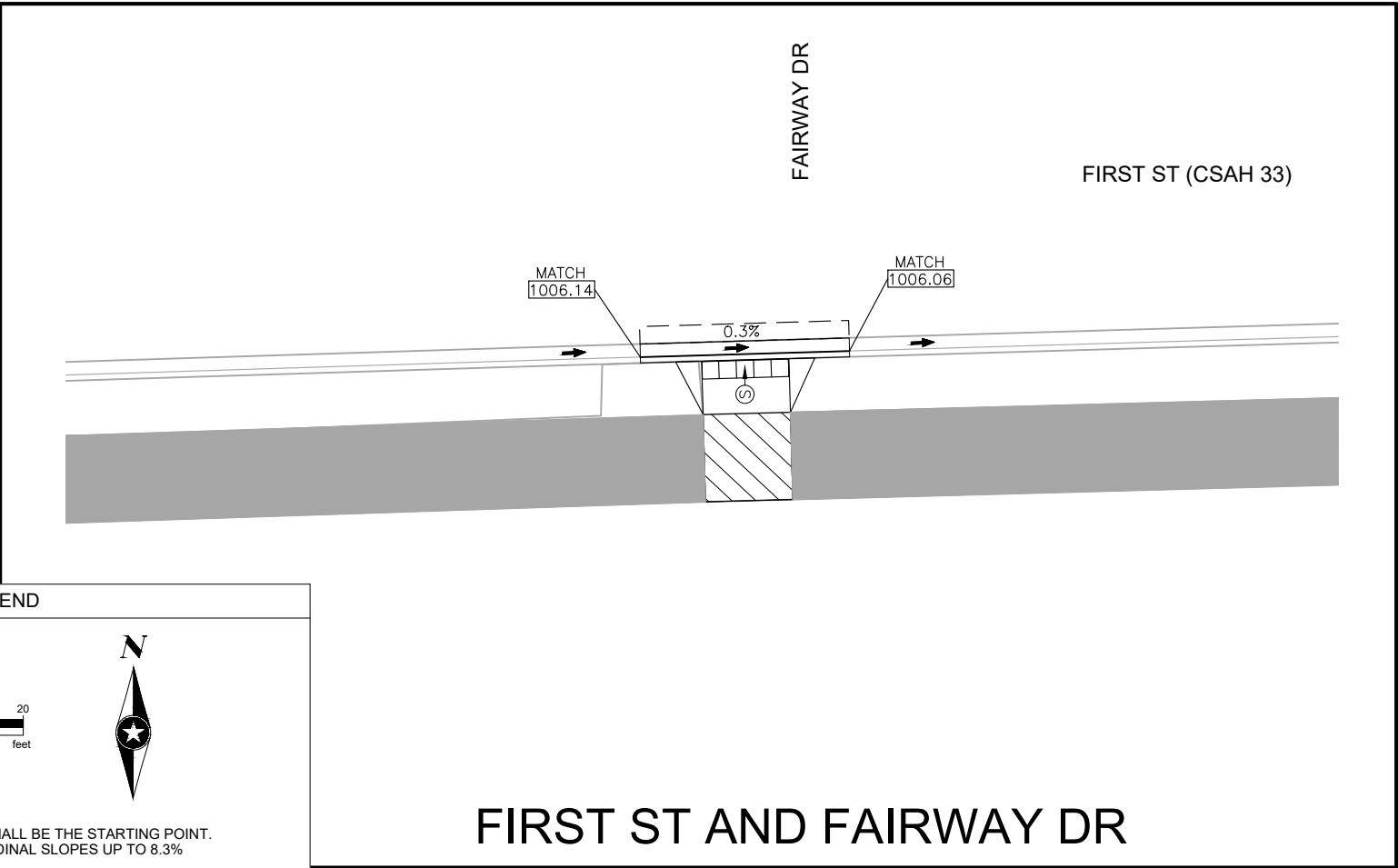
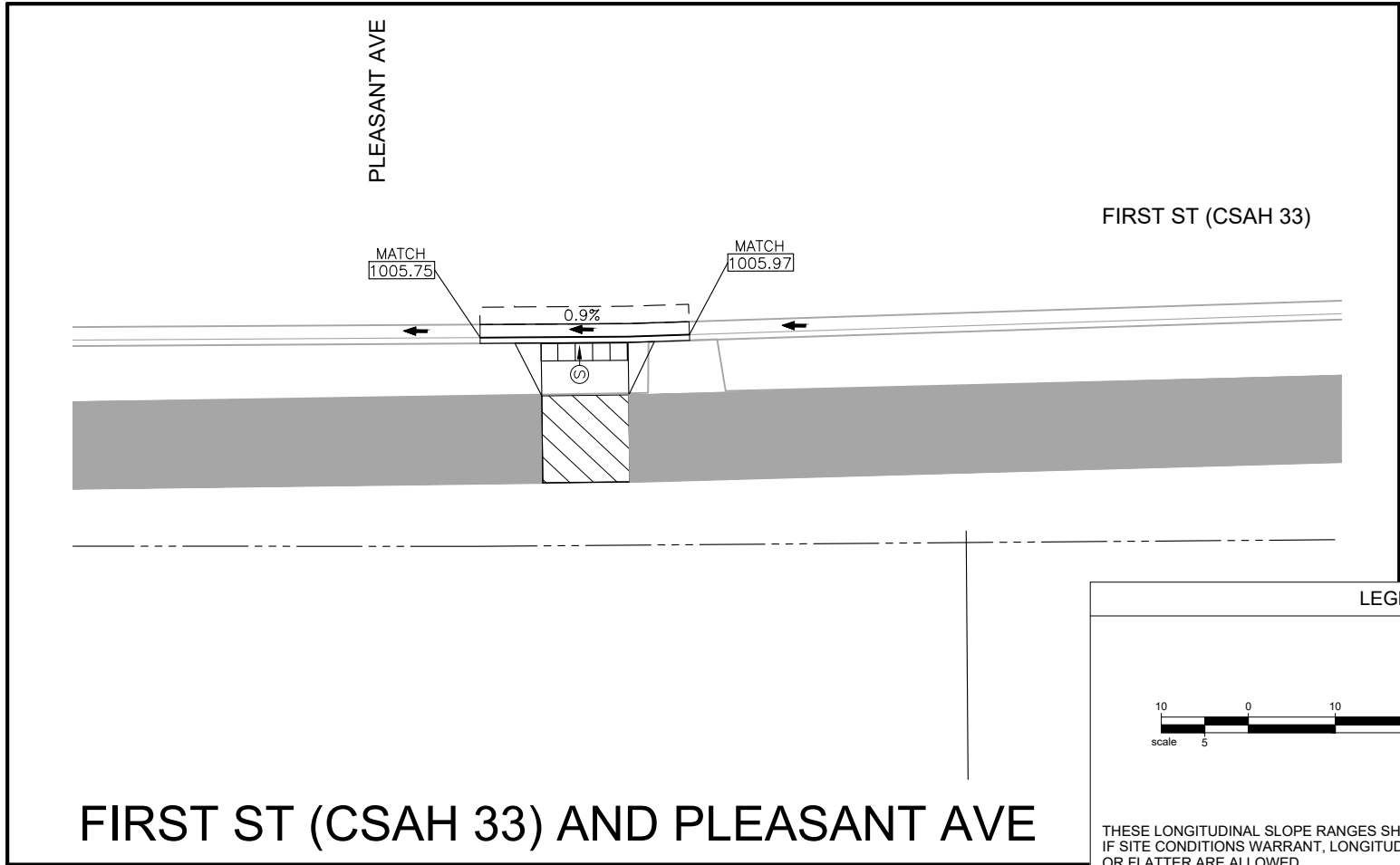
FIRST ST AND WOODCREST DRIVE

FIRST ST (CSAH 33)



FIRST ST AND EDGEWOOD DRIVE

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LEGEND

10 0 10 20  
scale 5 feet

N

THESE LONGITUDINAL SLOPE RANGES SHALL BE THE STARTING POINT. IF SITE CONDITIONS WARRANT, LONGITUDINAL SLOPES UP TO 8.3% OR FLATTER ARE ALLOWED.

⑤ → INDICATES PEDESTRIAN RAMP - SLOPE SHALL BE BETWEEN 5.0% MINIMUM AND 8.3% MAXIMUM IN THE DIRECTION SHOWN AND THE CROSS SLOPE SHALL NOT EXCEED 2.0%

⑥ → INDICATES PEDESTRIAN RAMP - SLOPE SHALL BE GREATER THAN 2.0% AND LESS THAN 5.0% IN THE DIRECTION SHOWN AND CROSS SLOPE SHALL NOT EXCEED 2.0%

X" CURB HEIGHT

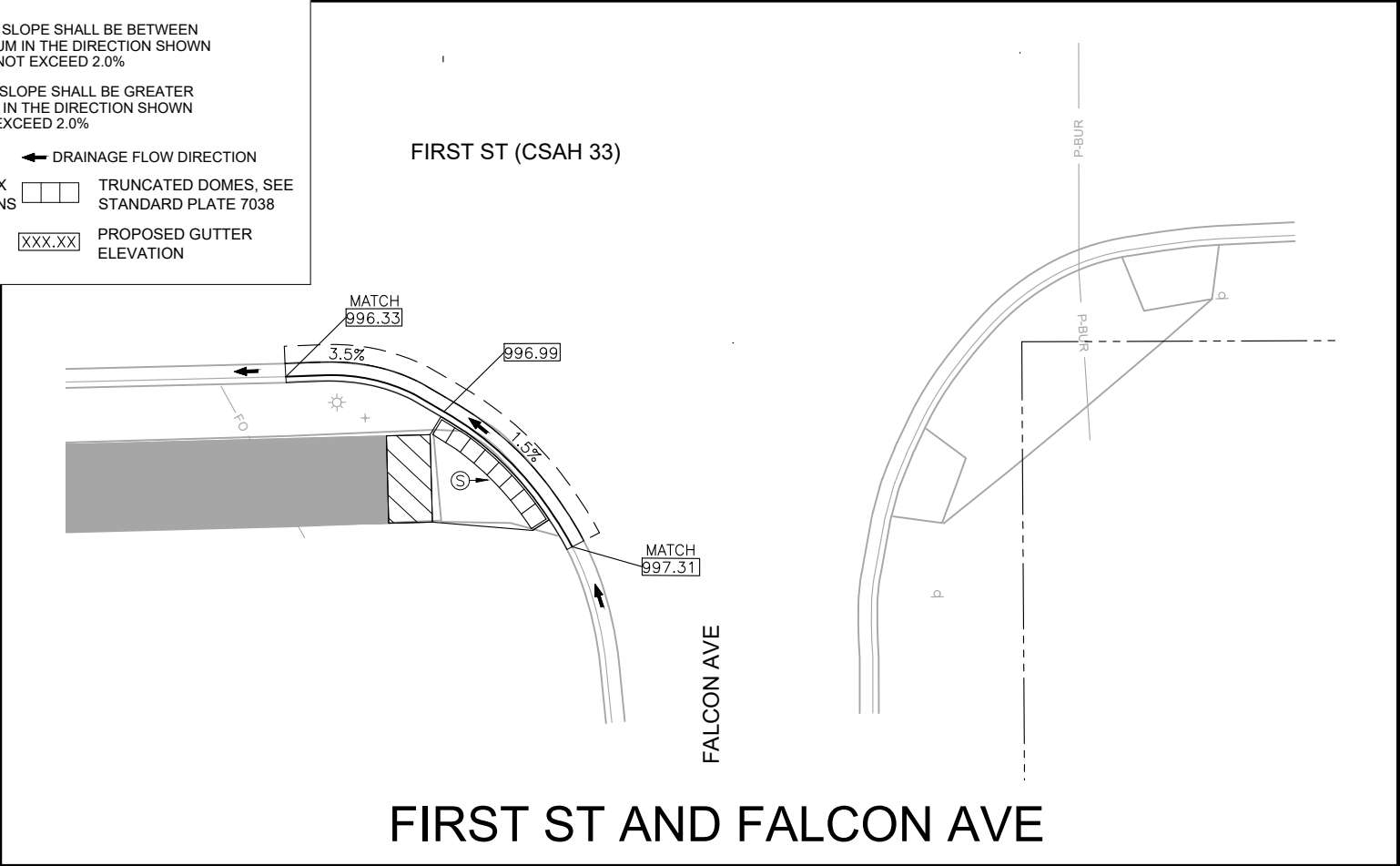
LANDING AREA-4'X4' MIN. MAX 2.0% SLOPE IN ALL DIRECTIONS

PEDESTRIAN ACCESS ROUTE (PAR), 1.5% CROSS SLOPE

← DRAINAGE FLOW DIRECTION

TRUNCATED DOMES, SEE STANDARD PLATE 7038

PROPOSED GUTTER ELEVATION





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**SWPPP SUMMARY/OVERVIEW:**  
THIS STORM WATER POLLUTION PREVENTION PLAN (SWPPP) HAS BEEN DEVELOPED TO ADDRESS THE REQUIREMENTS OF NPDES PERMIT MN R100001. THIS SWPPP INCLUDES A COMBINATION OF NARRATIVE AND PLAN SHEETS THAT DESCRIBE THE TEMPORARY AND PERMANENT STORM WATER MANAGEMENT PLAN FOR THE PROJECT.

**PROJECT INFORMATION:**

LOCATION:	CITY OF GLENCOE
LATITUDE/LONGITUDE:	44.7706, -94.1484
PROJECT DESCRIPTION:	2022 PAVEMENT IMPROVEMENT PROJECT
SOIL DISTURBING ACTIVITIES:	REMOVALS, CONCRETE CURB AND GUTTER, STORM SEWER, DRAIN TILE, GRADING, PAVING, AND SEEDING.

**CONTACTS:**

OWNER:	CITY OF GLENCOE
CONTACT:	MARK LARSON
ADDRESS:	1107 11TH STREET EAST, SUITE 107. GLENCOE, MN 55336
PHONE:	320-864-5586
EMAIL:	MLARSON@CI.GLENCOE.MN.US

ENGINEER:	SHORT ELLIOTT HENDRICKSON INC. (SEH)
CONTACT:	JUSTIN BLACK
PHONE:	320-204-0214
EMAIL:	JBLACK@SEHINC.COM
PROJECT NO.:	GAYLO 156941

**KNOWLEDGEABLE PERSON/CHAIN OF RESPONSIBILITY**  
THE CONTRACTOR SHALL IDENTIFY A PERSON KNOWLEDGEABLE AND EXPERIENCED IN THE APPLICATION OF EROSION PREVENTION AND SEDIMENT CONTROL BMPs WHO WILL COORDINATE WITH ALL CONTRACTORS, SUBCONTRACTORS, AND OPERATORS ON-SITE TO OVERSEE THE IMPLEMENTATION OF THE SWPPP.

CONTRACTOR	
CONTACT	
PHONE	
EMAIL	

THE CONTRACTOR SHALL ESTABLISH A CHAIN OF RESPONSIBILITY FOR ALL CONTRACTORS AND SUB-CONTRACTORS ON SITE TO ENSURE THE SWPPP IS BEING PROPERLY IMPLEMENTED AND MAINTAINED. THE CONTRACTOR SHALL PROVIDE THE CHAIN OF RESPONSIBILITY TO THE OWNER AND ATTACH TO THE SWPPP PRIOR TO ANY CONSTRUCTION ACTIVITY.

**GENERAL SWPPP RESPONSIBILITIES:**  
THE CONTRACTOR SHALL KEEP THE SWPPP, INCLUDING ALL AMENDMENTS AND INSPECTION AND MAINTENANCE RECORDS ON SITE DURING CONSTRUCTION.

THE SWPPP WILL BE AMENDED AS NEEDED AND/OR AS REQUIRED BY PROVISIONS OF THE PERMIT. PERMITTEES MUST AMEND THE SWPPP TO INCLUDE ADDITIONAL OR MODIFIED BMPs AS NECESSARY TO CORRECT PROBLEMS IDENTIFIED OR ADDRESS SITUATIONS WHENEVER THERE IS A CHANGE IN DESIGN, CONSTRUCTION, OPERATION, MAINTENANCE, WEATHER OR SEASONAL CONDITIONS HAVING A SIGNIFICANT EFFECT ON THE DISCHARGE OF POLLUTANTS TO SURFACE WATERS OR GROUNDWATER. AMENDMENTS WILL BE APPROVED BY BOTH THE OWNER AND CONTRACTOR AND WILL BE ATTACHED OR OTHERWISE INCLUDED WITH THE SWPPP DOCUMENTS. THE SWPPP AMENDMENTS SHALL BE INITIATED, FACILITATED, AND PROCESSED BY THE CONTRACTOR.

ALL SWPPP CHANGES MUST BE DONE BY AN INDIVIDUAL TRAINED IN ACCORDANCE WITH SECTION 21.4 OR 21.5. CHANGES INVOLVING THE USE OF A LESS STRINGENT BMP MUST INCLUDE A JUSTIFICATION DESCRIBING HOW THE REPLACEMENT BMP IS EFFECTIVE FOR THE SITE CHARACTERISTICS.

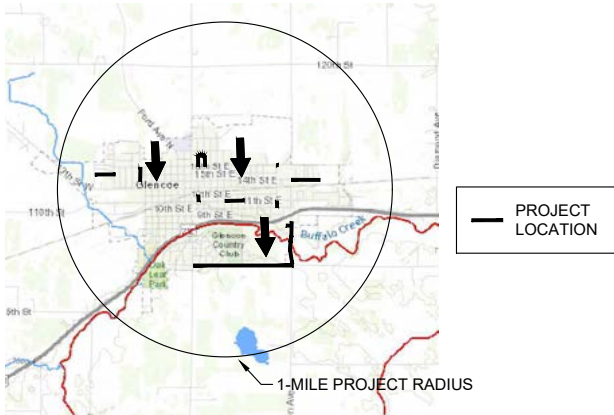
BOTH THE OWNER AND CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROPER TERMINATION AND/OR TRANSFER OF THE PERMIT.

**LONG TERM OPERATION AND MAINTENANCE**

THE OWNER WILL BE RESPONSIBLE OR WILL OTHERWISE IDENTIFY WHO WILL BE RESPONSIBLE FOR THE LONG TERM OPERATION AND MAINTENANCE OF THE PERMANENT STORMWATER MANAGEMENT SYSTEM(S).

THE OWNER WILL PREPARE AND IMPLEMENT A PERMANENT STORMWATER TREATMENT SYSTEM(S) MAINTENANCE PLAN.

PROJECT LOCATION MAP, INCLUDING ALL RECEIVING WATERS WITHIN ONE MILE OF PROJECT SITE AND ARROWS SHOWING OVERLAND FLOW.



**TRAINING DOCUMENTATION:**

PREPARER/DESIGNER OF SWPPP:	BRODY BRATSCH
EMPLOYER:	SHORT ELLIOTT HENDRICKSON , INC. (SEH)
DATE OBTAINED / REFRESHED	APRIL 2021
INSTRUCTOR(S)/ENTITY PROVIDING TRAINING:	UNIVERSITY OF MINNESOTA

CONTENT OF TRAINING AVAILABLE UPON REQUEST.

THE CONTRACTOR (OPERATOR) SHALL ADD TO THE SWPPP TRAINING RECORDS FOR THE FOLLOWING PERSONNEL:

-INDIVIDUALS OVERSEEING THE IMPLEMENTATION OF, REVISING, AND AMENDING THE SWPPP  
-INDIVIDUALS PERFORMING INSPECTIONS  
-INDIVIDUALS PERFORMING OR SUPERVISING THE INSTALLATION, MAINTENANCE AND REPAIR OF BMPs

TRAINING MUST RELATE TO THE INDIVIDUAL'S JOB DUTIES AND RESPONSIBILITIES AND SHALL INCLUDE:

- 1) DATES OF TRAINING
- 2) NAME OF INSTRUCTORS
- 3) CONTENT AND ENTITY PROVIDING TRAINING

THE CONTRACTOR SHALL ENSURE THAT THE INDIVIDUALS ARE TRAINED BY LOCAL, STATE, FEDERAL AGENCIES, PROFESSIONAL ORGANIZATIONS, OR OTHER ENTITIES WITH EXPERTISE IN EROSION PREVENTION, SEDIMENT CONTROL, PERMANENT STORMWATER MANAGEMENT AND THE MINNESOTA NPDES/SDS CONSTRUCTION STORMWATER PERMIT.

**PROJECT SUMMARY:**

TOTAL DISTURBED AREA:	4.48 AC
PRE-CONSTRUCTION IMPERVIOUS AREA:	4.37 AC
POST-CONSTRUCTION IMPERVIOUS AREA:	4.37 AC
IMPERVIOUS AREA ADDED:	0.00 AC

**RECEIVING WATER(S) WITHIN ONE MILE FROM PROJECT BOUNDARIES:**

(<http://pca-gis02.pca.state.mn.us/CSW/index.html>)

ID	NAME	TYPE	SPECIAL WATER?	IMPAIRED WATER?	CONSTRUCTION RELATED IMPAIRMENT OR SPECIAL WATER CLASSIFICATION	TMDL
NA	BUFFALO CREEK	CREEK	NO	YES	BENTHIC MACROINVERTEBRATE BIOASSESSMENTS, DISSOLVED OXYGEN, FECAL COLIFORM, FISHES BIOASSESSMENTS	NA
ADDITIONAL BMPs AND/OR ACTIONS REQUIRED:						
SEE SECTION 23 OF THE PERMIT AND APPLICABLE TMDL WLA'S						

WATERBODY	NO WORK DURING	SEE DNR PERMIT FOR MORE INFORMATION
LAKES	APRIL 1 - JUNE 30	
NON-TROUT STREAMS	MARCH 15 - JUNE 15	
TROUT STREAMS	SEPTEMBER 1 - APRIL 1	

**SITE SOIL INFORMATION:** (<http://websoilsurvey.nrcs.usda.gov/app/WebSoilSurvey.aspx>)  
(SOIL INFORMATION PROVIDED IS FOR NPDES PERMIT INFORMATION ONLY. SOIL INFORMATION WAS OBTAINED FROM THE USGS WEBSITE. THE CONTRACTOR SHALL NOT RELY ON THIS SOIL INFORMATION FOR CONSTRUCTION PURPOSES.)

SOIL NAME:	HYDROLOGIC CLASSIFICATION:
CANISTEO-GLENCOE COMPLEX	C/D
CLARION-STORDEN COMPLEX	B
NICOLLET CLAY LOAM	C/D
CLARION LOAM	C
ANTICIPATED RANGE OF PARTICLE SIZES	<0.002 MM TO 2MM

**IMPLEMENTATION SEQUENCE:**

THE CONTRACTOR SHALL COMPLY WITH THE FOLLOWING SEQUENCE.  
THE ENGINEER MAY APPROVE ADJUSTMENTS TO THE SEQUENCE AS NEEDED.

1.	INSTALL ROCK CONSTRUCTION ENTRANCE(S)
2.	INSTALL PERIMETER CONTROL AND STABILIZE DOWN GRADIENT BOUNDARIES
3.	INSTALL INLET PROTECTION ON EXISTING CATCH BASINS
4.	COMPLETE SITE GRADING
5.	INSTALL UTILITIES, STORM SEWER, INLET PROTECTION, CURB & GUTTER, PAVING
6.	COMPLETE FINAL GRADING AND STABILIZE DISTURBED AREAS
7.	AFTER CONSTRUCTION IS COMPLETE AND THE SITE IS STABILIZED, REMOVE ACCUMULATED SEDIMENT, REMOVE BMPs, AND RE-STABILIZE ANY AREAS DISTURBED BY THEIR REMOVAL.

**THE FOLLOWING DOCUMENTS ARE CONSIDERED PART OF THE SWPPP:**

PLAN SHEETS:	12 - 20
EROSION AND SEDIMENT CONTROL PLAN SHEETS:	24 - 27
TURF ESTABLISHMENT PLAN SHEETS:	N/A
STORM SEWER PLAN & PROFILE PLAN SHEETS:	N/A
GRADING PLAN SHEETS:	N/A
DETAIL PLAN SHEETS:	4
SWPPP NOTE AND DETAIL SHEETS:	21 - 23
PROJECT SPECIFICATIONS:	NOT IN PLAN SET
PROJECT BID FORM:	NOT IN PLAN SET

**TEMPORARY BMP DESIGN FACTORS:**

EROSION PREVENTION AND SEDIMENT CONTROL BMP'S MUST BE DESIGNED TO ACCOUNT FOR:

THE EXPECTED AMOUNT, FREQUENCY, INTENSITY, AND DURATION OF PRECIPITATION

THE NATURE OF STORMWATER RUNOFF AND RON-ON AT THE SITE, INCLUDING FACTORS SUCH AS EXPECTED FLOW FROM IMPERVIOUS SURFACES, SLOPES, AND SITE DRAINAGE FEATURES

THE STORMWATER VOLUME, VELOCITY, AND PEAK FLOW RATES TO MINIMIZE DISCHARGE OF POLLUTANTS IN STORMWATER AND TO MINIMIZE CHANNEL AND STREAMBANK EROSION AND SCOUR IN THE IMMEDIATE VICINITY OF DISCHARGE POINTS

THE RANGE OF SOIL PARTICLE SIZES EXPECTED TO BE PRESENT.

**RELATED REVIEWS & PERMITS:**

ENVIRONMENTAL, WETLAND, ENDANGERED OR THREATENED SPECIES, ARCHEOLOGICAL, LOCAL, STATE, AND/OFFEDERAL REVIEWS/PERMITS:

AGENCY:	TYPE OF PERMIT:
N/A	N/A

SEH Project	GLENC 164352	Rev.#	Revision Issue Description	Date	Rev.#	Revision Issue Description	Date
Drawn By	BLB						
Designed By	BLB						
Checked By	JLB						



I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA  
  
JUSTIN BLACK, PE  
DATE 3/7/22 LICENSE NO. 43373

2022 PAVEMENT  
IMPROVEMENT PROJECT  
GLENCOE, MINNESOTA

SWPPP NARRATIVE



SEDIMENT CONTROL MEASURES AND TIMING:  
THE CONTRACTOR IS RESPONSIBLE FOR ALL SEDIMENT CONTROL MEASURES FOR THE PROJECT.

SEDIMENT CONTROL MEASURES SHOWN ON PLANS ARE THE ABSOLUTE MINIMUM REQUIREMENTS. THE CONTRACTOR SHALL IMPLEMENT ADDITIONAL SEDIMENT CONTROL MEASURES AS NECESSARY TO PROPERLY MANAGE THE PROJECT AREA.

THE CONTRACTOR SHALL ENSURE SEDIMENT CONTROL MEASURES ARE ESTABLISHED ON ALL DOWN GRADIENT PERIMETERS BEFORE ANY UPGRADE LAND DISTURBING ACTIVITIES BEGIN. THESE MEASURES SHALL REMAIN IN PLACE UNTIL FINAL STABILIZATION HAS BEEN ESTABLISHED.

A FLOATING SILT CURTAIN PLACED IN THE WATER IS NOT A SEDIMENT CONTROL BMP EXCEPT WHEN WORKING ON A SHORELINE OR BELOW THE WATERLINE. IMMEDIATELY AFTER THE SHORT TERM CONSTRUCTION ACTIVITY IS COMPLETE, PERMITTEE(S) MUST INSTALL AN UPLAND PERIMETER CONTROL PRACTICE IF EXPOSED SOILS STILL DRAIN TO A SURFACE WATER.

THE CONTRACTOR SHALL ENSURE SEDIMENT CONTROL PRACTICES REMOVED OR ADJUSTED FOR SHORT-TERM ACTIVITIES BE RE-INSTALLED IMMEDIATELY AFTER THE SHORT-TERM ACTIVITY HAS BEEN COMPLETED. SEDIMENT CONTROL PRACTICES MUST BE REINSTALLED BEFORE THE NEXT PRECIPITATION EVENT EVEN IF THE SHORT-TERM ACTIVITY IS NOT COMPLETE.

THE CONTRACTOR SHALL ENSURE STORM DRAIN INLETS ARE PROTECTED BY APPROPRIATE BMPS DURING CONSTRUCTION UNTIL ALL SOURCES WITH POTENTIAL FOR DISCHARGING TO THE INLET HAVE BEEN STABILIZED.

THE CONTRACTOR SHALL PROVIDE SILT FENCE OR OTHER EFFECTIVE SEDIMENT CONTROL AT THE BASE OF THE STOCKPILES.

THE CONTRACTOR SHALL INSTALL PERIMETER CONTROL AROUND ALL STAGING AREAS, BORROW PITS, AND AREAS CONSIDERED ENVIRONMENTALLY SENSITIVE.

THE CONTRACTOR SHALL ENSURE VEHICLE TRACKING BE MINIMIZED WITH EFFECTIVE BMPS. WHERE THE BMPS FAIL TO PREVENT SEDIMENT FROM TRACKING ONTO STREETS THE CONTRACTOR SHALL CONDUCT STREET SWEEPING TO REMOVE ALL TRACKED SEDIMENT.

THE CONTRACTOR SHALL IMPLEMENT CONSTRUCTION PRACTICES TO MINIMIZE SOIL COMPACTION.

THE CONTRACTOR SHALL ENSURE ALL CONSTRUCTION ACTIVITY REMAIN WITHIN PROJECT LIMITS AND THAT ALL IDENTIFIED RECEIVING WATER BUFFERS ARE MAINTAINED.

RECEIVING WATER	NATURAL BUFFER	IS THE BUFFER BEING ENCROACHED ON?	REASON FOR BUFFER ENCROACHMENT
BUFFALO CREEK	50 FT	NO	N/A

A 50 FOOT NATURAL BUFFER MUST BE PRESERVED OR PROVIDE REDUNDANT (DOUBLE) PERIMETER SEDIMENT CONTROLS IF NATURAL BUFFER IS INFEASIBLE.

THE CONTRACTOR SHALL NOT UTILIZE SEDIMENT CONTROL CHEMICALS ON SITE.

INSPECTION AND MAINTENANCE:  
ALL INSPECTIONS, MAINTENANCE, REPAIRS, REPLACEMENTS, AND REMOVAL OF BMPS IS TO BE CONSIDERED INCIDENTAL TO THE BMP BID ITEMS.

THE PERMITTEE(S) IS RESPONSIBLE FOR COMPLETING SITE INSPECTIONS, AND BMP MAINTENANCE TO ENSURE COMPLIANCE WITH THE PERMIT REQUIREMENTS.

THE PERMITTEE(S) SHALL INSPECT THE CONSTRUCTION SITE ONCE EVERY 7 DAYS DURING ACTIVE CONSTRUCTION AND WITHIN 24 HOURS AFTER A RAINFALL EVENT GREATER THAN 0.5 INCHES IN 24 HOURS.

THE PERMITTEE(S) SHALL DOCUMENT A WRITTEN SUMMARY OF ALL INSPECTIONS AND MAINTENANCE ACTIVITIES CONDUCTED WITHIN 24 HOURS OF OCCURRENCE. RECORDS OF EACH ACTIVITY SHALL INCLUDE THE FOLLOWING:

- DATE AND TIME OF INSPECTIONS;
- NAME OF PERSON(S) CONDUCTING INSPECTION;
- FINDINGS AND RECOMMENDATIONS FOR CORRECTIVE ACTIONS IF NECESSARY;
- CORRECTIVE ACTIONS TAKEN;
- DATE AND AMOUNT OF RAINFALL EVENTS;
- POINTS OF DISCHARGE OBSERVED DURING INSPECTION AND DESCRIPTION OF THE DISCHARGE
- AMENDMENTS MADE TO THE SWPPP.

THE PERMITTEE(S) SHALL SUBMIT A COPY OF THE WRITTEN INSPECTIONS TO THE ENGINEER AND OWNER ON A MONTHLY BASIS. IF MONTHLY INSPECTION REPORTS ARE NOT SUBMITTED, MONTHLY PAYMENTS MAY BE HELD.

THE CONTRACTOR SHALL DOCUMENT AMENDMENTS TO THE SWPPP AS A RESULT OF INSPECTION(S) WITHIN 7 DAYS.

THE CONTRACTOR SHALL KEEP THE SWPPP, ALL INSPECTION REPORTS, AND AMENDMENTS ONSITE. THE CONTRACTOR SHALL DESIGNATE A SPECIFIC ONSITE LOCATION TO KEEP THE RECORDS

THE CONTRACTOR IS RESPONSIBLE FOR THE OPERATION AND MAINTENANCE OF TEMPORARY AND PERMANENT WATER QUALITY BMP'S, AS WELL AS EROSION AND SEDIMENT CONTROL BMP'S.

THE CONTRACTOR SHALL INSPECT EROSION PREVENTION AND SEDIMENTATION CONTROL BMPS TO ENSURE INTEGRITY AND EFFECTIVENESS. ALL NONFUNCTIONAL BMPS SHALL BE REPAIRED, REPLACED, OR SUPPLEMENTED WITH FUNCTIONAL BMPS WITHIN 24 HOURS OF FINDING. THE CONTRACTOR SHALL INVESTIGATE AND COMPLY WITH THE FOLLOWING INSPECTION AND MAINTENANCE REQUIREMENTS:

EROSION PREVENTION MEASURES AND TIMING:  
THE CONTRACTOR IS RESPONSIBLE FOR ALL EROSION PREVENTION MEASURES FOR THE PROJECT.

EROSION PREVENTION MEASURES SHOWN ON PLANS ARE THE ABSOLUTE MINIMUM REQUIREMENTS. THE CONTRACTOR SHALL IMPLEMENT ADDITIONAL EROSION PREVENTION MEASURES AS NECESSARY TO PROPERLY MANAGE THE PROJECT AREA.

THE CONTRACTOR SHALL PLAN AND IMPLEMENT APPROPRIATE CONSTRUCTION PRACTICES AND CONSTRUCTION PHASING TO MINIMIZE EROSION AND RETAIN VEGETATION WHENEVER POSSIBLE.

THE PERMITTEE SHALL DELINEATE AREAS NOT TO BE DISTURBED. PERMITTEE(S) MUST MINIMIZE THE NEED FOR DISTURBANCE OF PORTIONS OF THE PROJECT WITH STEEP SLOPES. WHEN STEEP SLOPES MUST BE DISTURBED, PERMITTEES MUST USE TECHNIQUES SUCH AS PHASING AND STABILIZATION PRACTICES DESIGNED FOR STEEP SLOPES.

THE CONTRACTOR SHALL STABILIZE OF ALL EXPOSED SOILS IMMEDIATELY TO LIMIT SOIL EROSION. IN NO CASE SHALL ANY EXPOSED AREAS, INCLUDING STOCK PILES, HAVE EXPOSED SOILS FOR MORE THAN 14 DAYS WITHOUT PROVIDING TEMPORARY OR PERMANENT STABILIZATION. STABILIZATION MUST BE COMPLETED WITHIN 14 DAYS AFTER CONSTRUCTION ACTIVITY HAS CEASED. TEMPORARY STOCKPILES WITHOUT SIGNIFICANT CLAY, SILT, OR ORGANIC COMPONENTS DO NOT REQUIRE STABILIZATION.

DRAINAGE PATHS, DITCHES, AND/OR SWALES SHALL HAVE TEMPORARY OR PERMANENT STABILIZATION WITHIN 24 HOURS OF CONNECTING TO A SURFACE WATER OR 24 HOURS AFTER CONSTRUCTION ACTIVITY IN THE DITCH/SWALE HAS TEMPORARILY OR PERMANENTLY CEASED.

THE CONTRACTOR SHALL COMPLETE THE STABILIZATION OF ALL EXPOSED SOILS WITHIN 24 HOURS THAT LIE WITHIN 200 FEET OF PUBLIC WATERS PROMULGATED "WORK IN WATER RESTRICTIONS" BY THE MN DNR DURING SPECIFIED FISH SPAWNING TIMES.

THE CONTRACTOR SHALL IMPLEMENT EROSION CONTROL BMPS AND VELOCITY DISSIPATION DEVICES ALONG CONSTRUCTED STORMWATER CONVEYANCE CHANNELS AND OUTLETS.

THE CONTRACTOR SHALL STABILIZE TEMPORARY AND/OR PERMANENT DRAINAGE DITCHES OR SWALES WITHIN 200 LINEAL FEET FROM PROPERTY EDGE, OR DISCHARGE POINT(S) WITHIN 24 HOURS AFTER CONNECTING TO A SURFACE WATER OR PROPERTY EDGE.

TEMPORARY OR PERMANENT DITCHES OR SWALES USED AS A SEDIMENT CONTAINMENT SYSTEM DURING CONSTRUCTION MUST BE STABILIZED WITHIN 24 HOURS AFTER NO LONGER BEING USED AS A SEDIMENT CONTAINMENT SYSTEM.

THE CONTRACTOR SHALL NOT UTILIZE HYDROMULCH, TACKIFIER, POLYACRYLAMIDE OR SIMILAR EROSION PREVENTION PRACTICES AS A FORM OF STABILIZATION FOR TEMPORARY OR PERMANENT DRAINAGE DITCHES OR SWALE SECTION WITH A CONTINUOUS SLOPE OF GREATER THAN 2 PERCENT.

THE CONTRACTOR SHALL ENSURE PIPE OUTLETS HAVE TEMPORARY OR PERMANENT ENERGY DISSIPATION WITH IN 24 HOURS OF CONNECTION TO A SURFACE WATER.

THE CONTRACTOR SHALL DIRECT DISCHARGES FROM BMPS TO VEGETATED AREAS TO INCREASE SEDIMENT REMOVAL AND MAXIMIZE STORMWATER INFILTRATION. VELOCITY DISSIPATION DEVICES MUST BE USED TO PREVENT EROSION WHEN DIRECTING STORMWATER TO VEGETATED AREAS.

PERIMETER CONTROL DEVICES, INCLUDING SILT FENCE SHALL BE REPAIRED, OR REPLACED, WHEN THEY BECOME NONFUNCTIONAL OR THE SEDIMENT REACHES 1/2 OF THE DEVICE HEIGHT. THESE REPAIRS SHALL BE MADE WITHIN 24 HOURS OF DISCOVERY.

TEMPORARY AND PERMANENT SEDIMENT BASINS SHALL BE DRAINED AND THE SEDIMENT REMOVED WHEN THE DEPTH OF SEDIMENT COLLECTED IN THE BASIN REACHES 1/2 THE STORAGE VOLUME. DRAINAGE AND REMOVAL MUST BE COMPLETED WITHIN 72 HOURS OF DISCOVERY.

SURFACE WATERS, INCLUDING DRAINAGE DITCHES AND CONVEYANCE SYSTEMS, MUST BE INSPECTED FOR EVIDENCE OF EROSION AND SEDIMENT DEPOSITION. THE CONTRACTOR SHALL REMOVE ALL DELTAS AND SEDIMENT DEPOSITED IN SURFACE WATERS, INCLUDING DRAINAGE WAYS, CATCH BASINS, AND OTHER DRAINAGE SYSTEMS. THE CONTRACTOR SHALL RE-STABILIZE THE AREAS WHERE SEDIMENT REMOVAL RESULTS IN EXPOSED SOIL. REMOVAL AND STABILIZATION MUST TAKE PLACE WITHIN 7 DAYS OF DISCOVERY, UNLESS PRECLUDED BY LEGAL, REGULATORY, OR PHYSICAL CONSTRAINTS. THE CONTRACTOR IS RESPONSIBLE FOR CONTACTING ALL LOCAL, REGIONAL, STATE AND FEDERAL AUTHORITIES AND OBTAIN ANY APPLICABLE PERMITS, PRIOR TO CONDUCTING ANY WORK IN SURFACE WATERS.

CONSTRUCTION SITE VEHICLE EXIT LOCATIONS SHALL BE INSPECTED DAILY FOR EVIDENCE OF SEDIMENT TRACKING ONTO PAVED SURFACES. TRACKED SEDIMENT MUST BE REMOVED FROM ALL PAVED SURFACES WITHIN 24 HOURS OF DISCOVERY.

IF SEDIMENT ESCAPES THE CONSTRUCTION SITE, OFF-SITE ACCUMULATIONS OF SEDIMENT MUST BE REMOVED IN A MANOR AND AT A FREQUENCY SUFFICIENT TO MINIMIZE OFF-SITE IMPACTS.

EROSION PREVENTION BMP SUMMARY:  
SEE EROSION AND SEDIMENT CONTROL PLAN SHEET AND BID FORM FOR TYPE, LOCATION, AND QUANTITY OF EROSION PREVENTION BMPS.

SEDIMENT CONTROL BMP SUMMARY:  
SEE EROSION AND SEDIMENT CONTROL PLAN SHEETS AND BID FORM FOR TYPE, LOCATION, AND QUANTITY OF SEDIMENT CONTROL BMPS.

DEWATERING AND BASIN DRAINING ACTIVITIES:  
THE CONTRACTOR IS RESPONSIBLE FOR ADHERING TO ALL DEWATERING AND SURFACE DRAINAGE REGULATIONS.

WATER FROM DEWATERING ACTIVITIES SHALL DISCHARGE TO A TEMPORARY AND/OR PERMANENT SEDIMENT BASIN.

IF WATER CANNOT BE DISCHARGED TO A SEDIMENTATION BASIN, IT SHALL BE TREATED WITH OTHER APPROPRIATE BMPS, TO EFFECTIVELY REMOVE SEDIMENT.

DISCHARGE THAT CONTAINS OIL OR GREASE MUST BE TREATED WITH AN OIL-WATER SEPARATOR OR SUITABLE FILTRATION DEVICE PRIOR TO DISCHARGE.

WATER FROM DEWATERING SHALL BE DISCHARGED IN A MANNER THAN DOES NOT CAUSE NUISANCE CONDITIONS, EROSION, OR INUNDATION OF WETLANDS.

BACKWASH WATER USED FOR FILTERING SHALL BE HAULED AWAY FOR DISPOSAL, RETURNED TO THE BEGINNING OF TREATMENT PROCESS, OR INCORPORATED INTO THE SITE IN A MANNER THAT DOES NOT CAUSE EROSION. THE CONTRACTOR SHALL REPLACE AND CLEAN FILTER MEDIAS USED IN DEWATERING DEVICES WHEN REQUIRED TO MAINTAIN ADEQUATE FUNCTION.

POLLUTION PREVENTION MANAGEMENT MEASURES:  
THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL POLLUTION PREVENTION MANAGEMENT MEASURES.

ALL POLLUTION PREVENTION MEASURES ARE CONSIDERED INCIDENTAL TO THE MOBILIZATION BID ITEM, UNLESS OTHERWISE NOTED.

THE CONTRACTOR IS RESPONSIBLE FOR THE PROPER DISPOSAL, IN COMPLIANCE WITH MPCA DISPOSAL REQUIREMENTS, OF ALL HAZARDOUS MATERIALS, SOLID WASTE, AND PRODUCTS ON-SITE.

THE CONTRACTOR SHALL ENSURE BUILDING PRODUCTS THAT HAVE THE POTENTIAL TO LEAK POLLUTANTS ARE KEPT UNDER COVER TO PREVENT THE DISCHARGE OF POLLUTANTS.

THE CONTRACTOR SHALL ENSURE PESTICIDES, HERBICIDES, INSECTICIDES, FERTILIZERS, TREATMENT CHEMICALS, AND LANDSCAPE MATERIALS ARE COVERED TO PREVENT THE DISCHARGE OF POLLUTANTS.

THE CONTRACTOR SHALL ENSURE HAZARDOUS MATERIALS AND TOXIC WASTE IS PROPERLY STORED IN SEALED CONTAINERS TO PREVENT SPILLS, LEAKS, OR OTHER DISCHARGE. STORAGE AND DISPOSAL OF HAZARDOUS WASTE OR HAZARDOUS MATERIALS MUST BE IN COMPLIANCE WITH MINN. R. CH. 7045 INCLUDING SECONDARY CONTAINMENT AS APPLICABLE.

THE CONTRACTOR SHALL ENSURE ASPHALT SUBSTANCES USED ON-SITE SHALL ARE APPLIED IN ACCORDANCE WITH MANUFACTURERS RECOMMENDATIONS.

THE CONTRACTOR SHALL ENSURE PAINT CONTAINERS AND CURING COMPOUNDS SHALL BE TIGHTLY SEALED AND STORED WHEN NOT REQUIRED FOR USE. EXCESS PAINT AND/OR CURING COMPOUNDS SHALL NOT BE DISCHARGED INTO THE STORM SEWER SYSTEM AND SHALL BE PROPERLY DISPOSED OF ACCORDING TO MANUFACTURE'S INSTRUCTION.

THE CONTRACTOR SHALL ENSURE SOLID WASTE BE STORED, COLLECTED AND DISPOSED OF PROPERLY IN COMPLIANCE WITH MINN. R. CH. 7035.

THE CONTRACTOR SHALL ENSURE POTABLE TOILETS ARE POSITIONED SO THAT THEY ARE SECURE AND WILL NOT BE TIPPED OR KNOCKED OVER. SANITARY WASTE MUST BE DISPOSED OF PROPERLY IN ACCORDANCE WITH MINN. R, CH. 7041.

THE CONTRACTOR SHALL MONITOR ALL VEHICLES ON-SITE FOR LEAKS AND RECEIVE REGULAR PREVENTION MAINTENANCE TO REDUCE THE CHANCE OF LEAKAGE.

THE CONTRACTOR SHALL ENSURE WASHOUT WASTE MUST CONTACT THE GROUND AND BE PROPERLY DISPOSED OF IN COMPLIANCE WITH MPCA RULES.

THE CONTRACTOR SHALL INCLUDE SPILL KITS WITH ALL FUELING SOURCES AND MAINTENANCE ACTIVITIES. SECONDARY CONTAINMENT MEASURES SHALL BE INSTALLED AND MAINTAINED BY THE CONTRACTOR.

THE CONTRACTOR SHALL ENSURE SPILLS ARE CONTAINED AND CLEANED UP IMMEDIATELY UPON DISCOVERY. SPILLS LARGE ENOUGH TO REACH THE STORM WATER CONVEYANCE SYSTEM SHALL BE REPORTED TO THE MINNESOTA DUTY OFFICER AT 1.800.422.0798.

PERMIT TERMINATION CONDITIONS:  
THE CONTRACTOR IS RESPONSIBLE FOR ENSURING FINAL STABILIZATION OF THE ENTIRE SITE. PERMIT TERMINATION CONDITIONS INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

ALL SOIL DISTURBING ACTIVITIES HAVE BEEN COMPLETED.

ALL EXPOSED SOILS HAVE BEEN UNIFORMLY STABILIZED WITH AT LEAST 70% VEGETATION COVERAGE.

PERMANENT STORM WATER MANAGEMENT SYSTEM(S) ARE CONSTRUCTED AND ARE OPERATING AS DESIGNED.

ALL DRAINAGE DITCHES, PONDS, AND ALL STORM WATER CONVEYANCE SYSTEMS HAVE BEEN CLEARED OF SEDIMENT AND STABILIZED WITH PERMANENT COVER TO PRECLUDE EROSION.

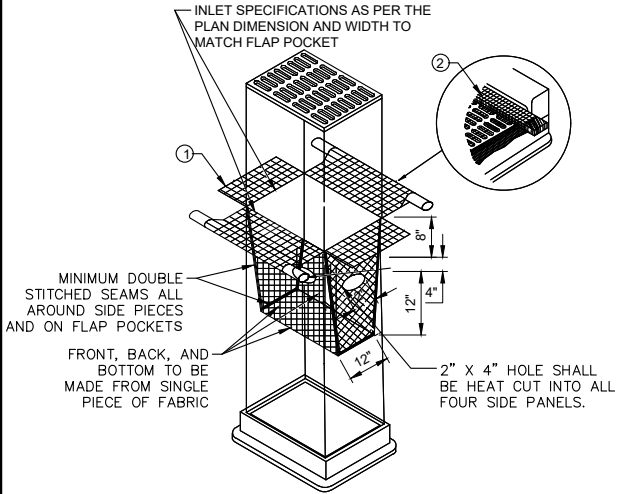
ALL TEMPORARY SYNTHETIC BMPS HAVE BEEN REMOVED AND PROPERLY DISPOSED OF.

IN RESIDENTIAL CONSTRUCTION, INDIVIDUAL LOTS ARE CONSIDERED FINALLY STABILIZED IF THE STRUCTURE(S) ARE FINISHED AND TEMPORARY EROSION PROTECTION AND DOWNGRADIENT PERIMETER CONTROL HAS BEEN COMPLETED, THE RESIDENCE HAS BEEN SOLD TO THE HOMEOWNER, AND THE HOMEOWNER HAS BEEN PROVIDED A "HOMEOWNER FACT SHEET" BY THE CONTRACTOR.

AGRICULTURAL LAND DISTURBED HAS BEEN RETURNED TO ITS PRECONSTRUCTION AGRICULTURAL USE.

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- ① FINISHED SIZE, INCLUDING POCKETS WHERE REQUIRED SHALL EXTEND A MINIMUM OF 10 INCHES AROUND THE PERIMETER TO FACILITATE MAINTENANCE OR REMOVAL.
- ② FLAP POCKETS SHALL BE LARGE ENOUGH TO ACCEPT WOOD 2 IN. X 4 IN. OR USE A ROCK SOCK OR SAND BAGS IN PLACE OF THE ROCK SOCK AND WOOD 2 IN. X 4 IN.
- INSTALLATION NOTES:  
DO NOT INSTALL PROTECTION IN INLETS SHALLOWER THAN 30 IN., MEASURED FROM THE BOTTOM OF THE INLET TO THE TOP OF THE GRATE. THE INSTALLED BAG SHALL HAVE A MINIMUM SIDE CLEARANCE BETWEEN THE INLET WALLS AND THE BAG MEASURED AT THE BOTTOM OF THE OVERFLOW HOLES OF 3 INCHES. WHERE NECESSARY THE CONTRACTOR SHALL CLINCH THE BAG, USING PLASTIC ZIP TIES, TO ACHIEVE THE 3 INCH CLEARANCE.

NTS

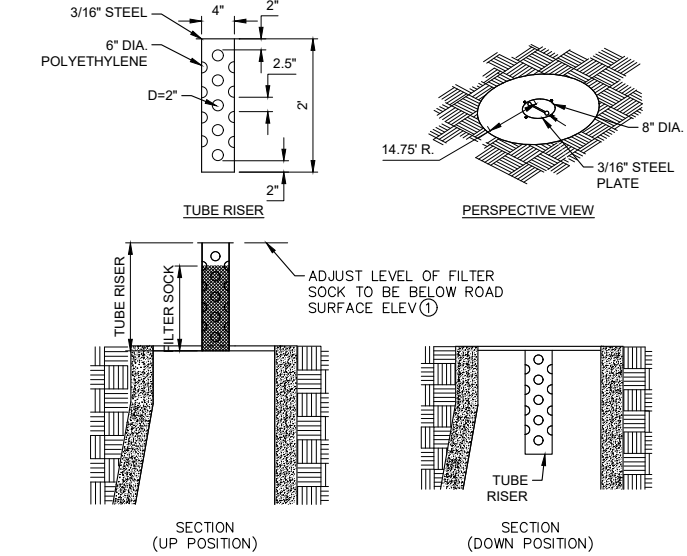


FILTER BAG INSERT

Revised:  
Oct. 2011

SEH Plate No.

ERO-28



- ① SOCK HEIGHT MUST NOT BE SO HIGH AS TO SLOW DOWN WATER FILTRATION AND FLOOD ROAD

NTS

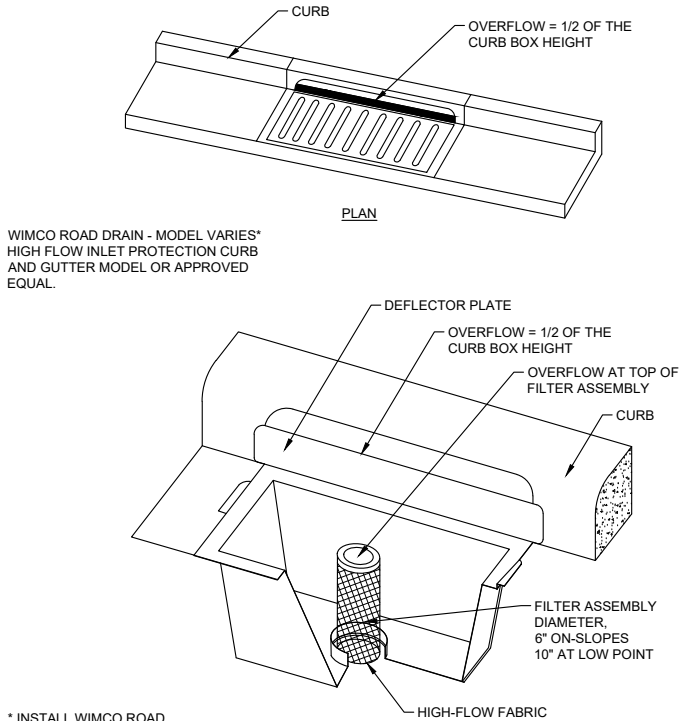


POP UP HEAD INLET PROTECTION

Revised:  
Oct. 2011

SEH Plate No.

ERO-32



NTS



INLET PROTECTION AFTER PAVING

Revised:  
Oct. 2011

SEH Plate No.

ERO-04



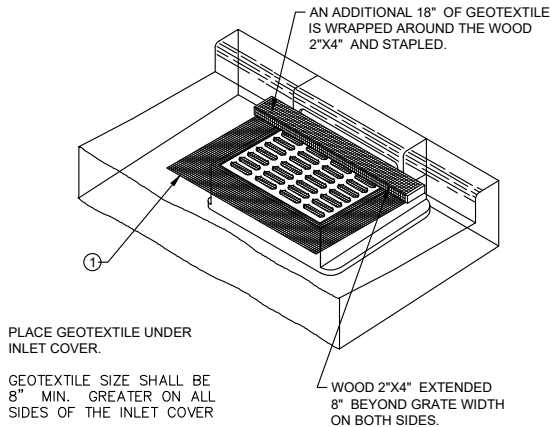
INLET PROTECTION - TYPE C

Revised:  
Oct. 2011

SEH Plate No.

ERO-03

- ① ALL GEOTEXTILE USED FOR INLET PROTECTION SHALL BE MONOFILAMENT IN BOTH DIRECTIONS, MEETING MN/DOT SPEC 3886 FOR MACHINED SLICED.



NTS

SEH Project	GLENC 164352	Rev.#	Revision Issue Description	Date	Rev.#	Revision Issue Description	Date
Drawn By	BLB						
Designed By	BLB						
Checked By	JLB						



I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA

JUSTIN BLACK, PE  
DATE: 3/7/22  
LICENSE NO. 43373

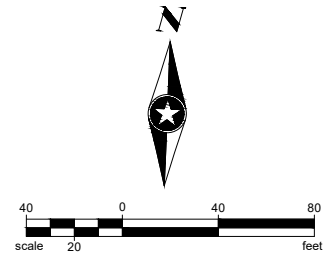
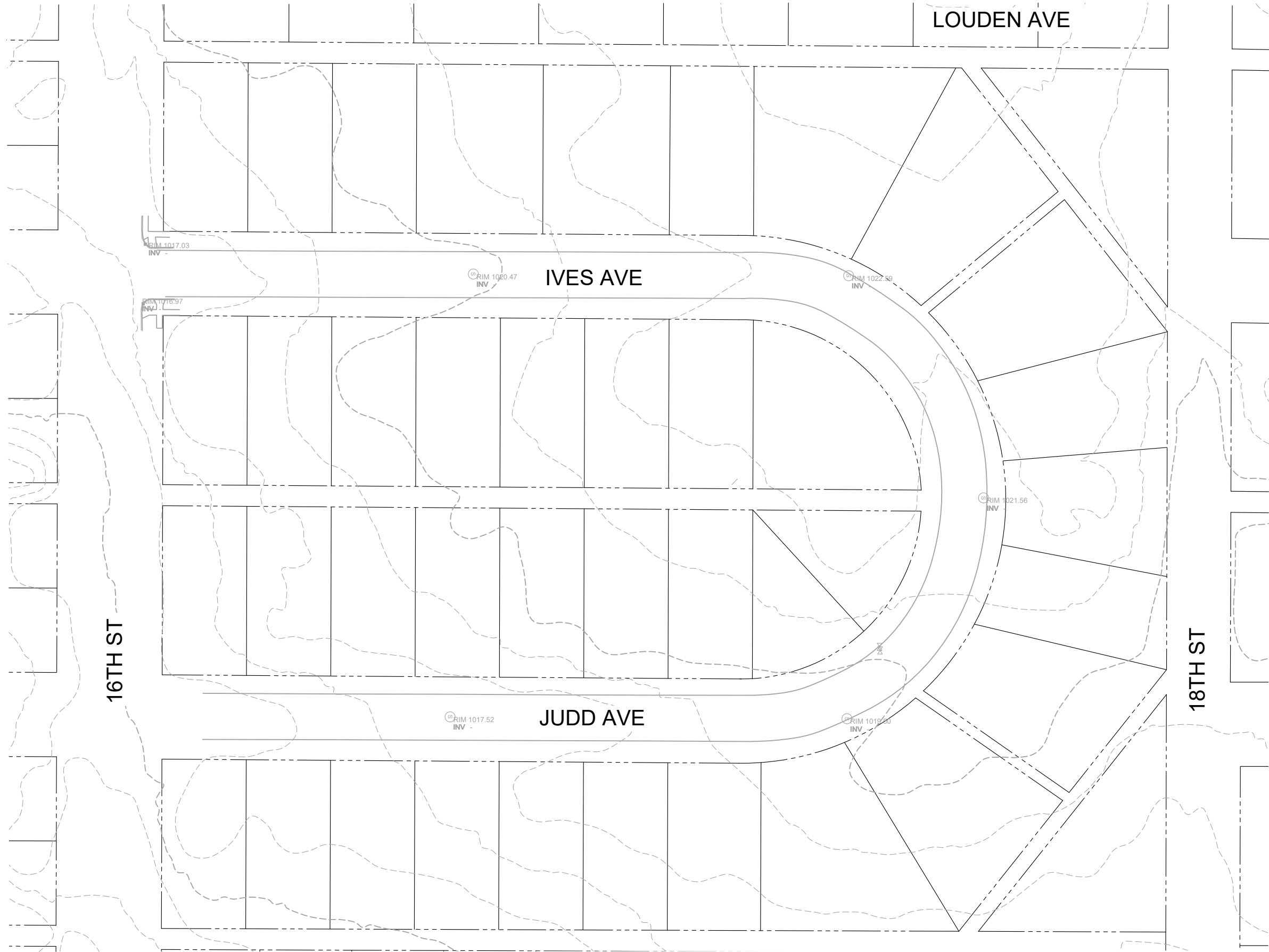
2022 PAVEMENT  
IMPROVEMENT PROJECT  
GLENCOE, MINNESOTA

SWPPP DETAILS

38

of 47

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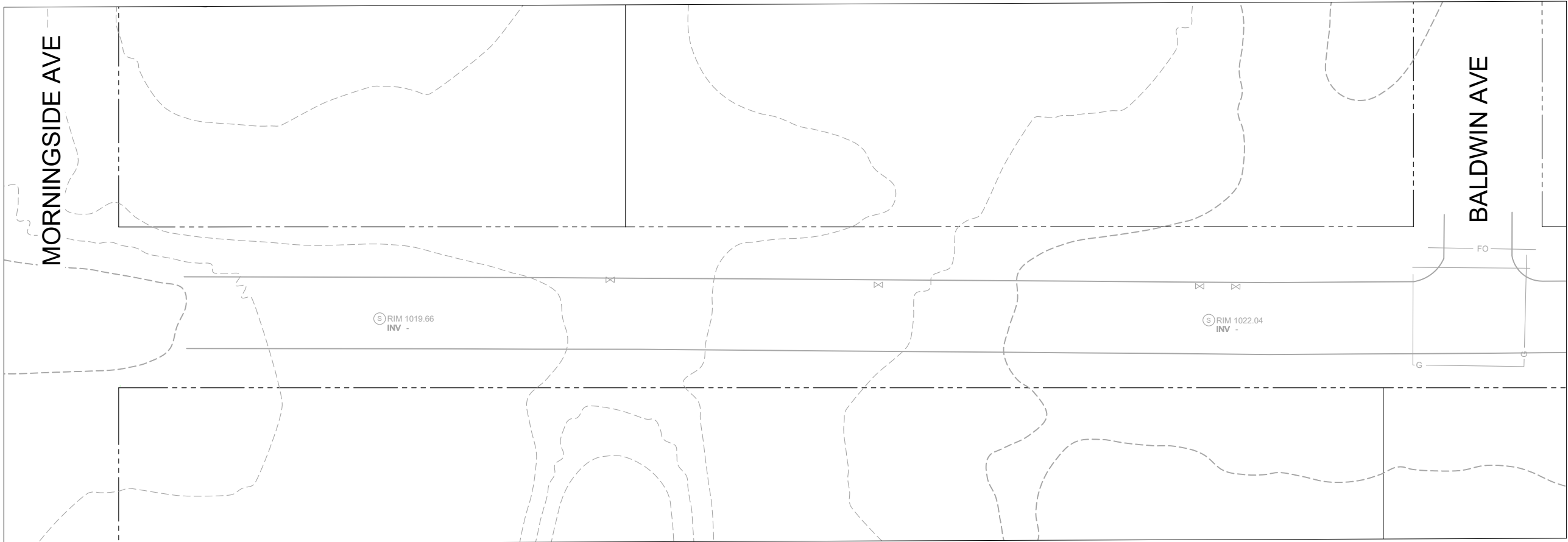
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- INLET PROTECTION
- FLOW DIRECTION

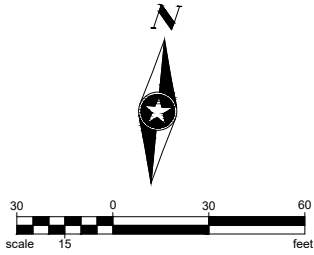
SITE RESTORATION  
 HYDROSEED SEED MIXTURE 25-151, TYPE 3  
 FERTILIZER, HYDROSEED APPLICATION  
 WITH HYDRAULIC MULCH

IVES AVE AND JUDD AVE HORSESHOE

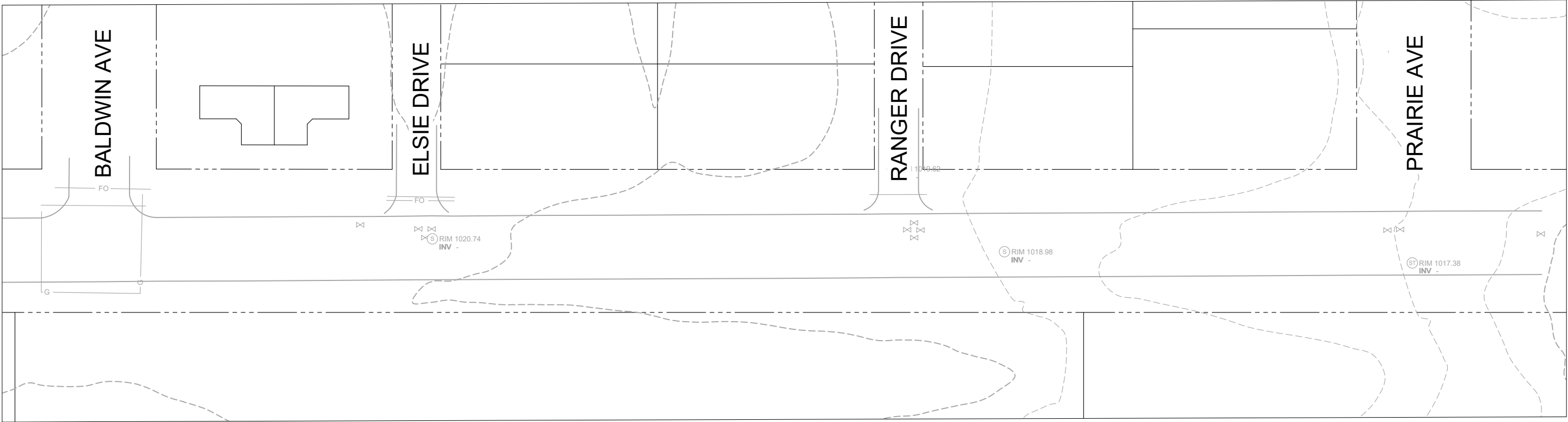
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14TH STREET



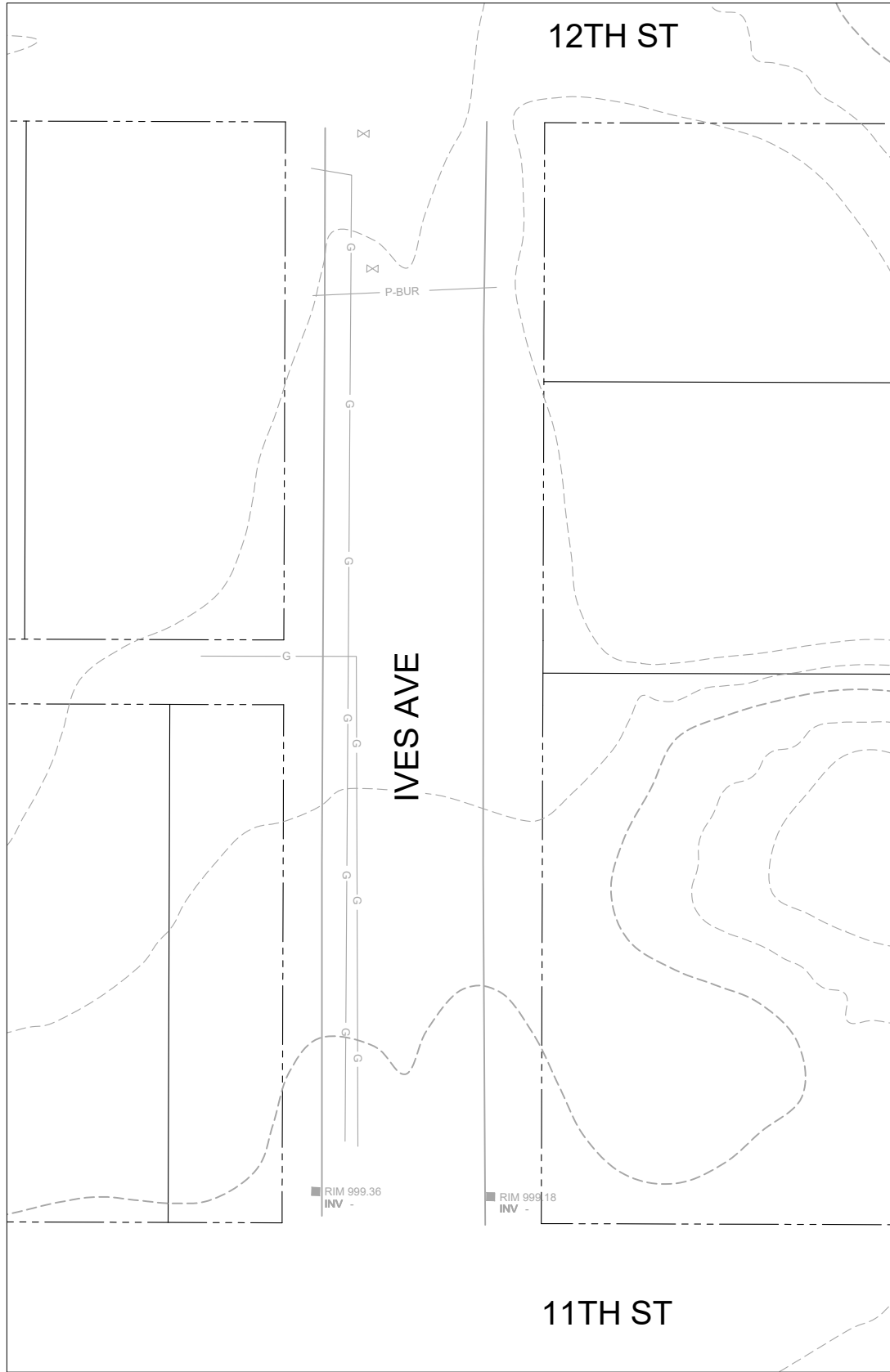
- LEGEND**
- INLET PROTECTION
  - FLOW DIRECTION
  - SITE RESTORATION  
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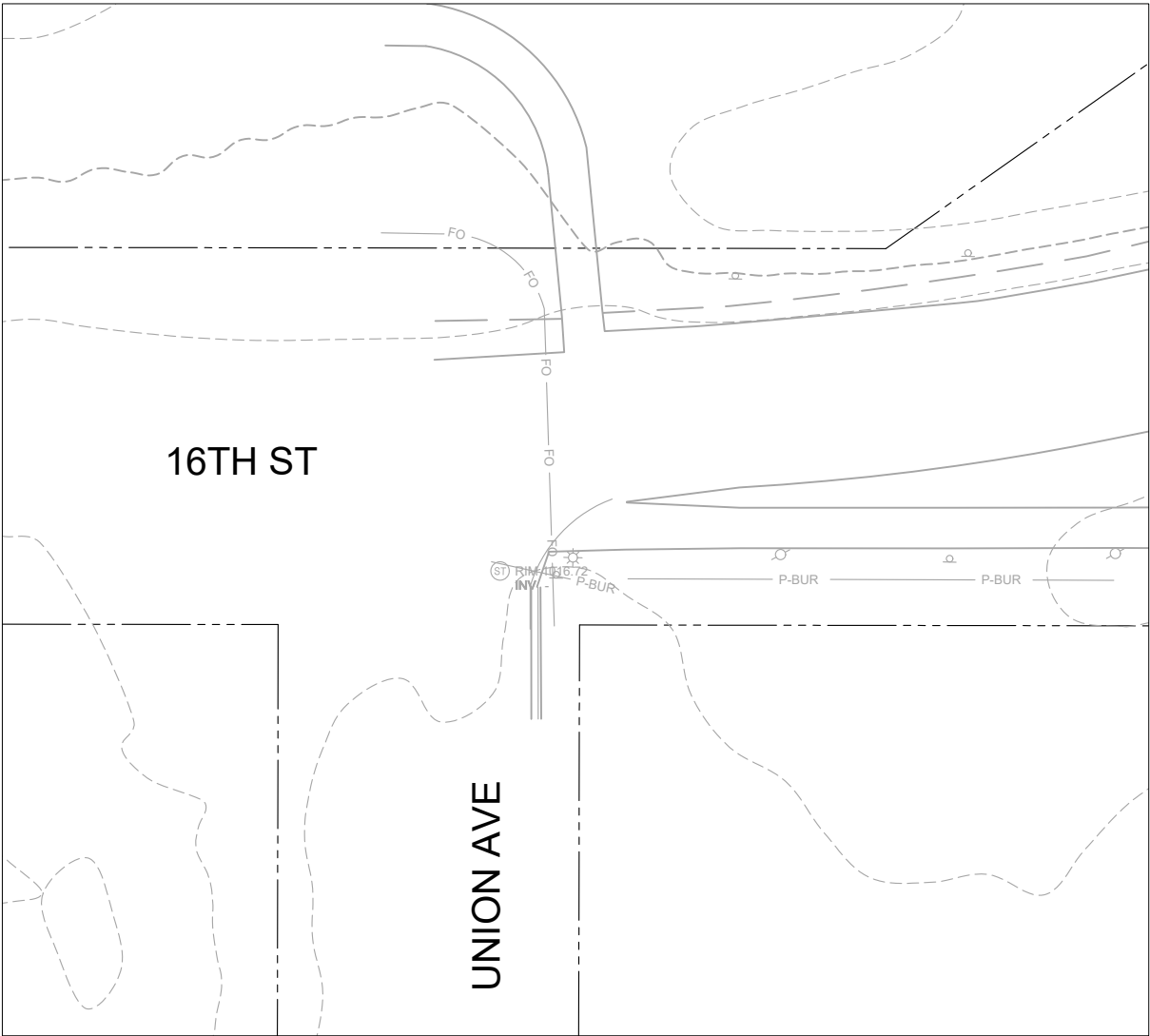


**LEGEND**

INLET PROTECTION

FLOW DIRECTION

SITE RESTORATION  
HYDROSEED SEED MIXTURE 25-151, TYPE 3  
FERTILIZER, HYDROSEED APPLICATION  
WITH HYDRAULIC MULCH



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JUSTIN BLACK, PE  
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2022 PAVEMENT  
IMPROVEMENT PROJECT  
GLENCOE, MINNESOTA

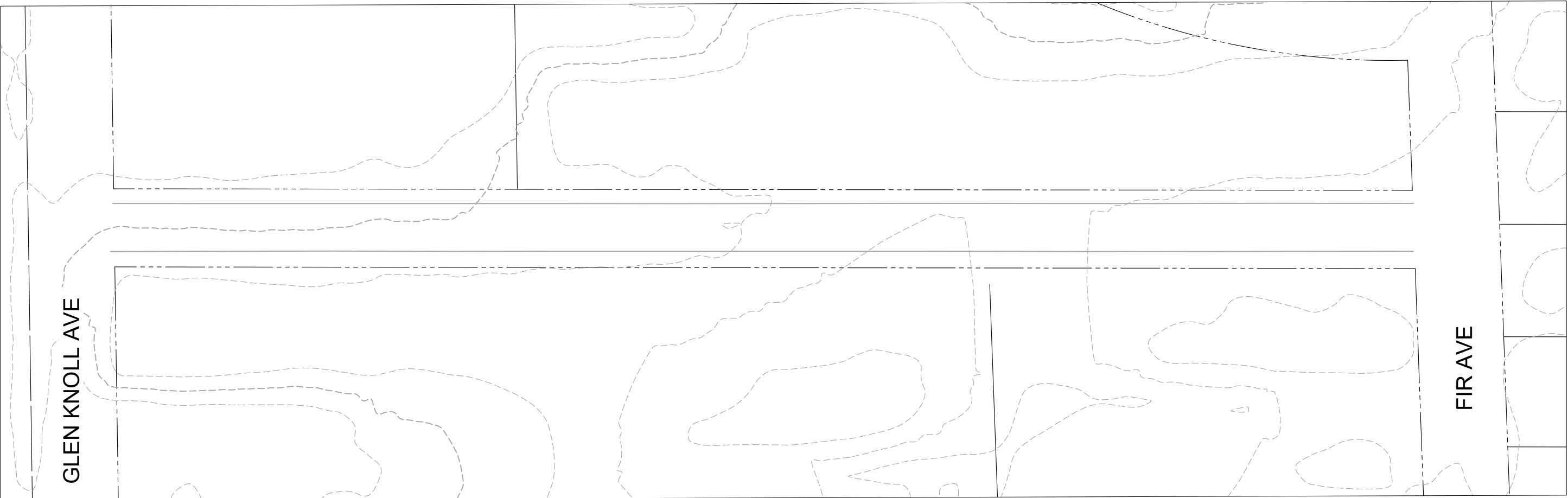
EROSION CONTROL PLAN

**LEGEND**

INLET PROTECTION

FLOW DIRECTION

SITE RESTORATION  
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FERTILIZER, HYDROSEED APPLICATION  
WITH HYDRAULIC MULCH



15TH STREET

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SEH Project	GLENC 164352
Drawn By	BLB
Designed By	BLB
Checked By	JLB

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Description

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2022 PAVEMENT  
IMPROVEMENT PROJECT  
GLENCOE, MINNESOTA

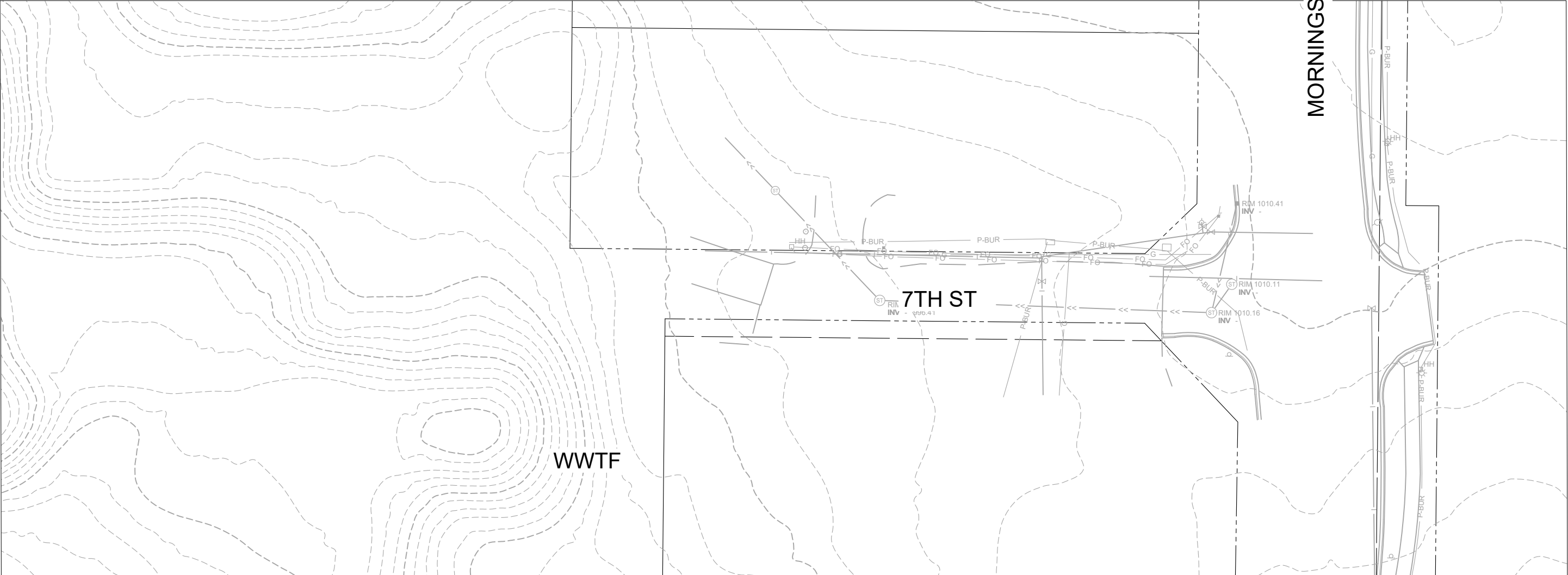
EROSION CONTROL PLAN

**LEGEND**

INLET PROTECTION

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SITE RESTORATION  
HYDROSEED SEED MIXTURE 25-151, TYPE 3  
FERTILIZER, HYDROSEED APPLICATION  
WITH HYDRAULIC MULCH



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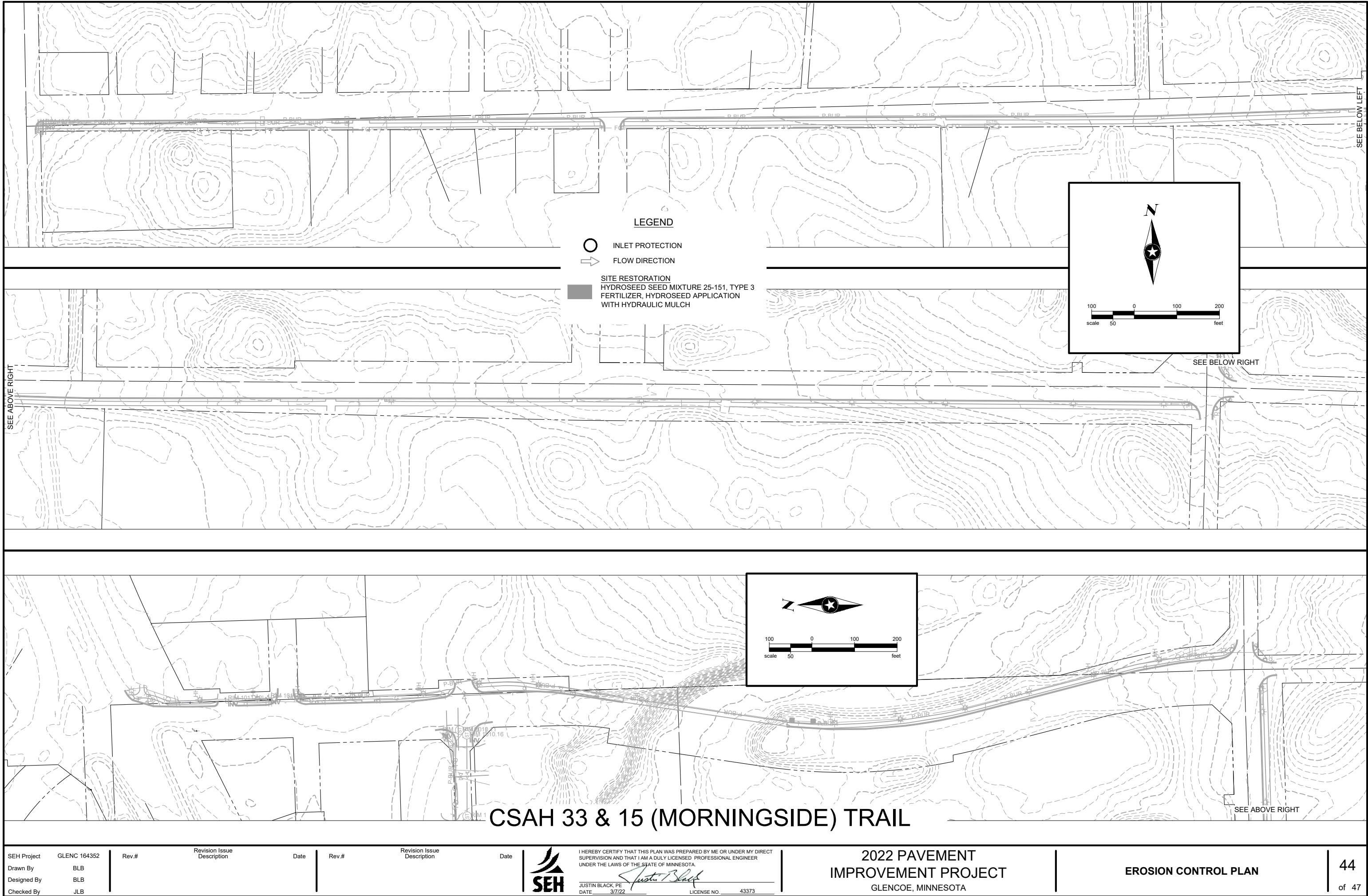
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JUSTIN BLACK, PE  
DATE 3/7/22 LICENSE NO. 43373



2022 PAVEMENT  
IMPROVEMENT PROJECT  
GLENCOE, MINNESOTA

EROSION CONTROL PLAN

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scale 15 30 60 feet


**LEGEND**



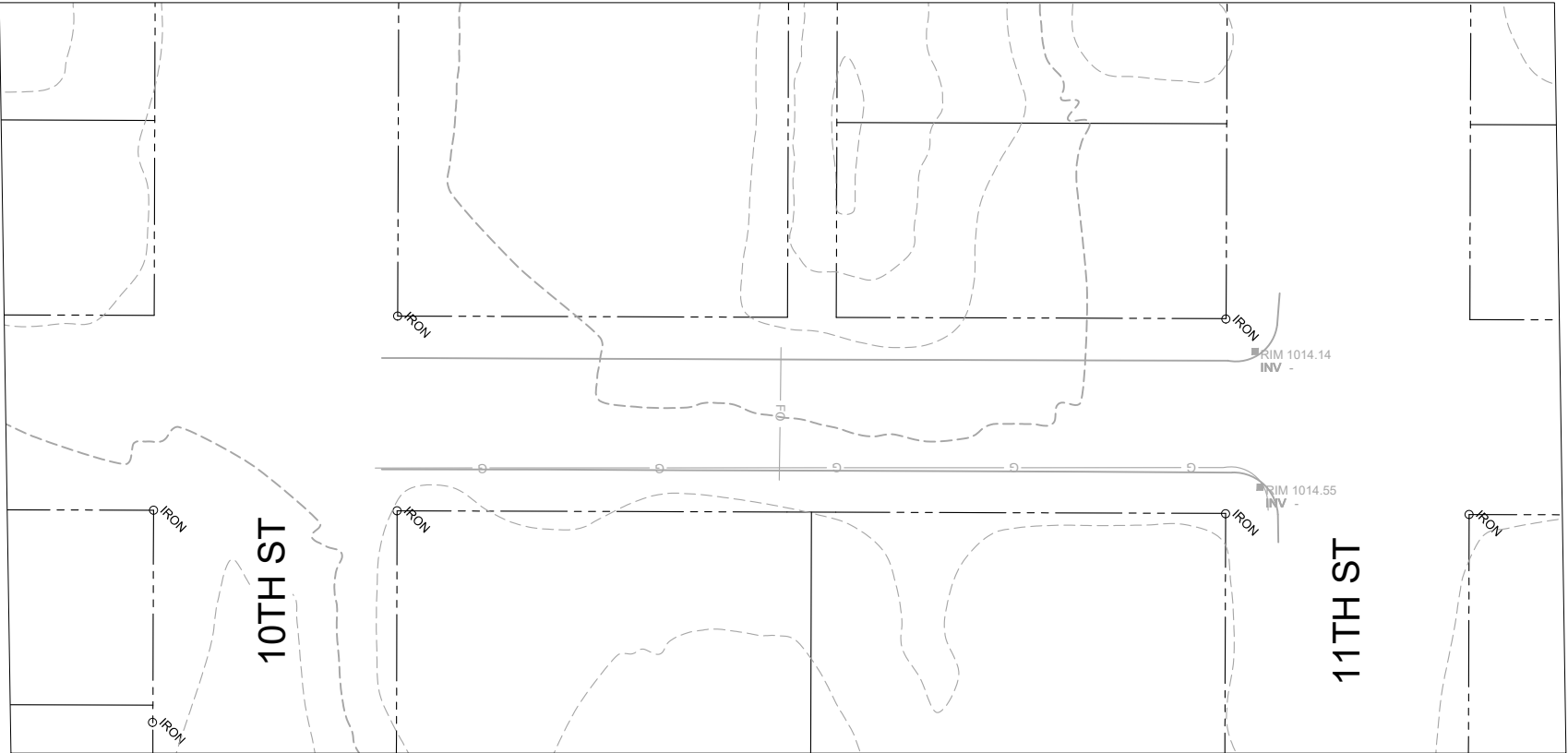
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FLOW DIRECTION

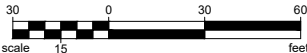



**SITE RESTORATION**  
HYDROSEED SEED MIXTURE 25-151, TYPE 3  
FERTILIZER, HYDROSEED APPLICATION  
WITH HYDRAULIC MULCH




UNION AVENUE

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scale 15 30 60 feet


**LEGEND**



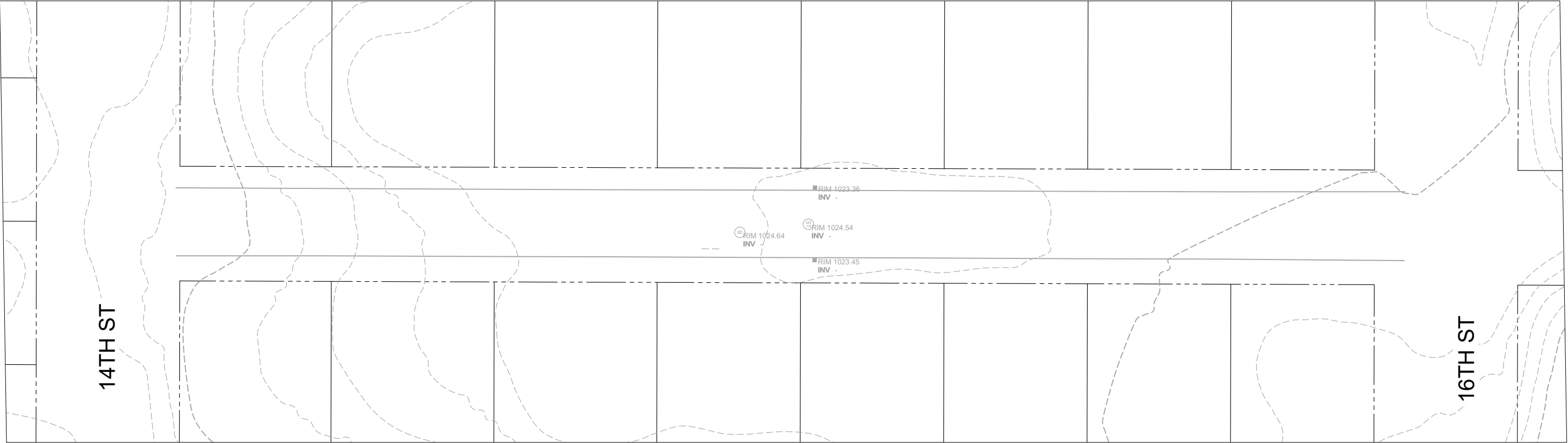
INLET PROTECTION



FLOW DIRECTION



**SITE RESTORATION**  
HYDROSEED SEED MIXTURE 25-151, TYPE 3  
FERTILIZER, HYDROSEED APPLICATION  
WITH HYDRAULIC MULCH



BIRCH AVENUE

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**LEGEND**

INLET PROTECTION

FLOW DIRECTION

SITE RESTORATION  
HYDROSEED SEED MIXTURE 25-151, TYPE 3  
FERTILIZER, HYDROSEED APPLICATION  
WITH HYDRAULIC MULCH



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SEH Project GLENC 164352  
Drawn By BLB  
Designed By BLB  
Checked By JLB

Rev.#

Revision Issue Description

Date

Rev.#

Revision Issue Description

Date



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JUSTIN BLACK, PE  
DATE 3/7/22 LICENSE NO. 43373

2022 PAVEMENT  
IMPROVEMENT PROJECT  
GLENCOE, MINNESOTA

EROSION CONTROL PLAN

**ENGINEER'S ESTIMATE  
2022 STREET IMPROVEMENT PROJECT  
GLENCOE, MINNESOTA  
SEH NO. GLENC 164352  
MARCH 7, 2022**

<b>PROJECT AREA</b>	<b>TOTAL ESTIMATED PROJECT COST</b>
IVES & JUDD "HORSESHOE"	\$85,020
14TH STREET	\$205,020
CSAH 33/15 TRAIL	\$361,900
IVES AVENUE	\$112,650
7TH STREET (WWTF)	\$174,000
15TH STREET	\$18,200
16TH ST RRFB	\$37,500
<b>TOTAL BASE BID</b>	<b>\$994,290</b>
ALTERNATE 1 - 11TH STREET	\$72,940
ALTERNATE 2 - BIRCH AVENUE	\$39,020
ALTERNATE 3 - UNION AVENUE	\$72,550
<b>TOTAL BASE BID + ALTERNATES 1 &amp; 2 &amp; 3</b>	<b>\$1,178,800</b>





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

---

To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: March 3, 2022

Re: Item 6B – Resolution 2022 – 10

Item 6B – It is recommended to approve Resolution 2022-10 to approve Plans and Specifications and set the Bid Opening for April 14, 2022 at 1:00 PM for the 2022 Pavement Improvement Program.

Brody Bratsch with SEH will review the Plans and Specifications with the City Council on Monday night.

## RESOLUTION 2022 – 010

### APPROVING PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS

WHEREAS, pursuant to a resolution passed by the council on February 7, 2022, the consulting engineer retained for the purpose has prepared plans and specifications for the construction of the **2022 Pavement Improvement Project**, and has presented such plans and specifications to the council for approval;

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

1. Such plans and specifications, a copy of which is attached hereto and made a part hereof, are hereby approved.
2. The City Administrator shall prepare and cause to be inserted in the official paper an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published as required by law, shall specify the work to be done, and shall state that online bids will be received by the City Administrator until 10:00 a.m. on Thursday, April 14, 2022, at which time they will be publicly opened and read aloud via Microsoft Teams by the City Administrator and engineer, will then be tabulated, and will be considered by the council at 7:00 p.m. on Monday, April 18, 2022, in the council chambers of the Glencoe City Hall. Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the council on the issue of responsibility. No bids will be considered unless sealed and filed with the City Administrator and accompanied by a cashier's check, bid bond, or certified check payable to the clerk for 5 percent of the amount of such bid.

Adopted and approved this 7th day of March, 2022.

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Ryan Voss, Mayor

ATTEST:

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Mark D. Larson, City Administrator



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

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

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

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

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

## 5 Project Schedule

Table 1 – Proposed Schedule

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

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

\*Milestones where City Council Actions/Resolutions are required

## 6 Summary and Recommendations

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

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

We recommend the following:

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

## 7 Standard of Care

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

jb





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

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To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: March 3, 2022

Re: Item 6C – Cooperative Construction Agreement with McLeod County

Item 6C – It is recommended to approve the attached Cooperative Construction Agreement with McLeod County for the Trail rehabilitation of CSAH 33 and CASH 15 in Glencoe, scheduled for 2022.

**McLEOD COUNTY & CITY OF GLENCOE  
COOPERATIVE CONSTRUCTION AGREEMENT  
CSAH 15 & CSAH 33 Trail Rehabilitation Project**

THIS AGREEMENT, made this \_\_\_\_\_ Day of \_\_\_\_\_, 2022, by and between the COUNTY OF McLEOD, MINNESOTA, party of the first part, hereinafter known as McLEOD and CITY OF GLENCOE, MINNESOTA, party of the second part, hereinafter known as GLENCOE, WITNESSETH:

That the parties to this agreement, each in consideration of the agreement on the part of the other herein obtained, do hereby agree, McLEOD for itself, and GLENCOE for itself, as follows:

**CSAH 15 & CSAH 33 Trail Rehabilitation Project**

THIS agreement shall apply only to improvements of the paved trails along County State Aid Highway (CSAH) 15 from CSAH 33 to US 212 and CSAH 33 from CSAH 2 to CSAH 15 as detailed in the Plans for said project.

**Administration of the Project**

McLeod County agrees that GLENCOE shall hereafter act as the agent of McLEOD in the award and administration of the contract for the CSAH 15 & CSAH 33 Trail Rehabilitation Project.

**Construction Costs**

An Engineer's Estimate of construction costs to be incurred by McLEOD and GLENCOE for this agreement is shown in **Exhibit A**, which is attached to and made part of this agreement. An Abstract of Low Bid will be provided to McLEOD after bids are opened and will be made part of this agreement. McLEOD and GLENCOE agree to mutually share in Construction Costs.

**Engineering Costs**

McLEOD and GLENCOE agree to mutually share in reasonable preliminary and construction Engineering Costs. These costs may include a consulting engineering firm's costs. Should a consulting engineering firm be needed it shall be mutually agreed upon between GLENCOE and McLEOD Representatives.

**Payments**

McLEOD agrees that upon presentation of reimbursable costs certified to McLEOD by a GLENCOE generated Request for Payment, McLEOD shall make payment to GLENCOE within 45 days.

**Designated McLEOD/GLENCOE Representatives**

The McLeod County Engineer shall be the designated McLEOD representative to approve any needed modification of work shown in the Plans during construction of the project. This includes the increase or decrease in quantities needed to accomplish the work or changes in the work requiring Work Orders, Change Orders, or Supplemental Agreements.

The Glencoe City Engineer shall be the designated GLENCOE representative to approve any needed modification of the Plans affecting GLENCOE costs requiring a Change Order.



**GLENCOE AND McLEOD APPROVAL**

IN TESTIMONY WHEREOF, the City of Glencoe, by the authority of the City Council, and the County of McLeod, by the authority of the Board of Commissioners, has caused this agreement to be enacted, the day and year first written above.

**CITY OF GLENCOE**

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

By: \_\_\_\_\_  
City Mayor

BY: \_\_\_\_\_  
City Administrator

Approved as to Form and Execution this \_\_\_\_\_ day of \_\_\_\_\_, 2022

\_\_\_\_\_  
Glencoe County Attorney

**COUNTY OF McLEOD**

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

BY: \_\_\_\_\_  
Chairman of County Board

BY: \_\_\_\_\_  
County Administrator

Approved as to Form and Execution this \_\_\_\_\_ day of \_\_\_\_\_, 2022

\_\_\_\_\_  
McLeod County Attorney

## EXHIBIT A

CSAH 15 & 33 TRAIL REHABILITATION PROJECT  
 GLENCOE, MINNESOTA  
 SEH NO. GLENC 164352  
 FEBRUARY 16, 2022

7700	SY	RECLAIM/PAVEMENT AREA
3	IN	WEAR LIFT

ENGINEER'S ESTIMATE			CSAH 33/15 TRAIL		
Item No.	Item Description	Unit	Est. Qty.	Est. Unit Price	Est. Cost
<b>TRAIL, CURB AND GUTTER, PED RAMPS, RESTORATION</b>					
2021.501	MOBILIZATION	LUMP SUM	0.35	\$50,000.00	\$17,500.00
2104.503	REMOVE CONCRETE CURB AND GUTTER	LIN FT	270.0	\$12.00	\$3,240.00
2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	160.0	\$2.00	\$320.00
2104.503	SAWING CONCRETE PAVEMENT (FULL DEPTH)	LIN FT	120.0	\$4.00	\$480.00
2104.504	REMOVE BITUMINOUS PAVEMENT	SQ YD	600.0	\$5.00	\$3,000.00
2104.504	REMOVE CONCRETE WALK	SQ YD	75.0	\$7.00	\$525.00
2104.504	REMOVE CONCRETE DRIVEWAY PAVEMENT	SQ YD	20.0	\$8.00	\$160.00
2123.610	STREET SWEEPER (WITH BROOM PICKUP)	HOUR	10.0	\$125.00	\$1,250.00
2215.504	FULL DEPTH RECLAMATION (TRAIL)	SQ YD	7,700.0	\$5.00	\$38,500.00
2301.602	DRILL AND GROUT DOWEL BAR (EPOXY COATED)	EACH	50.0	\$12.00	\$600.00
2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GAL	50.0	\$5.00	\$250.00
2360.509	TYPE SP 9.5 WEARING COURSE MIX (TRAIL) (2,B) (SPWEA240B)	TON	1,440.0	\$130.00	\$187,200.00
2360.509	TYPE SP 9.5 WEARING COURSE MIX (2,B) (SPWEA240B) (PATCHING)	TON	15.0	\$150.00	\$2,250.00
2360.509	TYPE SP 12.5 NON-WEARING COURSE MIX (2,C) (SPNWB230C)	TON	50.0	\$100.00	\$5,000.00
2521.518	6" CONCRETE WALK	SQ FT	1,600.0	\$15.00	\$24,000.00
2531.503	CONCRETE CURB & GUTTER B618	LIN FT	270.0	\$32.00	\$8,640.00
2531.618	TRUNCATED DOMES	SQ FT	240.0	\$75.00	\$18,000.00
2563.601	TRAFFIC CONTROL	LUMP SUM	0.35	\$8,000.00	\$2,800.00
2575.604	TURF RESTORATION	SQ YD	3,000.0	\$5.00	\$15,000.00
2575.607	SELECT TOPSOIL BORROW (LV)	CU YD	250.0	\$45.00	\$11,250.00
<b>TRAIL, CURB AND GUTTER, PED RAMPS, RESTORATION SUBTOTAL</b>					<b>\$339,966.00</b>
<b>SANITARY SEWER</b>					
2405.502	ADJUST FRAME AND RING CASTING (SANITARY)	EACH	2.0	\$600.00	\$1,200.00
2506.602	EXTERNAL MANHOLE SEAL (SANITARY)	EACH	2.0	\$200.00	\$400.00
<b>SANITARY SEWER SUBTOTAL</b>					<b>\$2,000.00</b>

TOTAL ESTIMATED CONSTRUCTION COST	\$341,966.00
5% PROJECT CONTINGENCY	\$17,098.25
PROJECT RELATED COSTS (REPORT, DESIGN, INSPECTION, MATERIAL TESTING)	\$11,200.00
<b>TOTAL ESTIMATED PROJECT COST</b>	<b>\$370,263.25</b>



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

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To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: March 3, 2022

Re: Item 6D – Rumble Strips on US Highway 212

Item 6D – MNDOT is requesting City approval for Rumble Strip installation at the intersection of US Highway 212 and Morningside Avenue. If approved by the City Council, the Rumble strips will be installed in 2022.

There is no staff recommendation on the rumble strip installation.





Minnesota Department of Transportation – District 8  
2505 Transportation Road  
Willmar, MN 56201

February 18, 2022

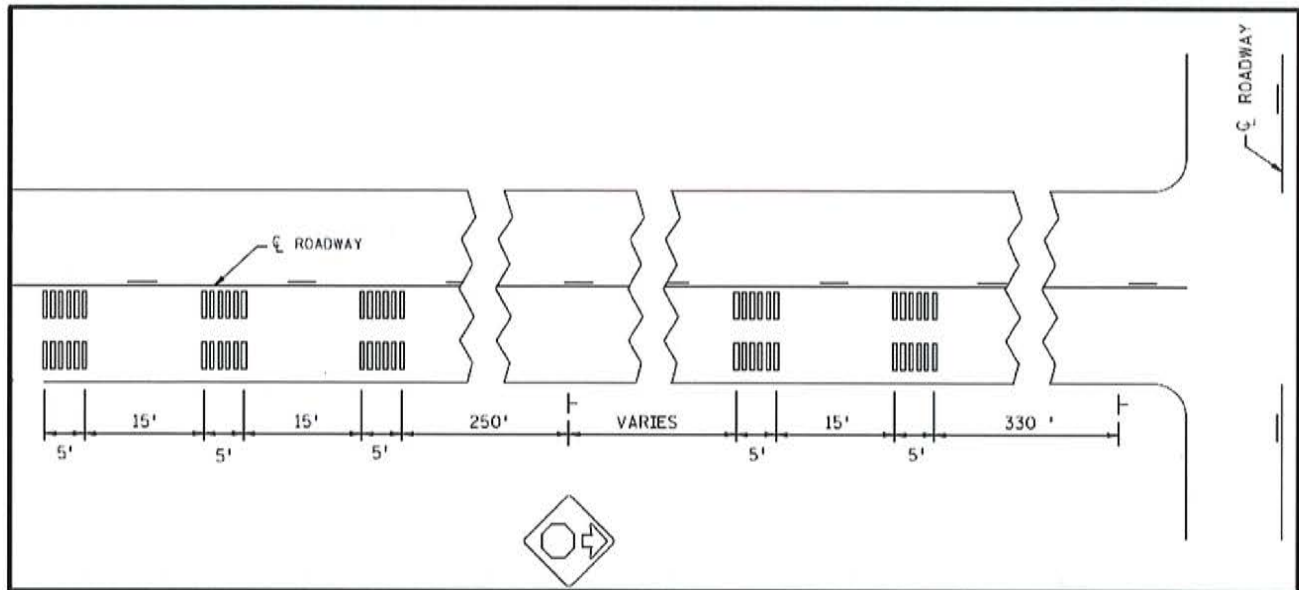
City of Glencoe  
1107 11<sup>th</sup> Street East  
Glencoe, MN 55336

Greeting,

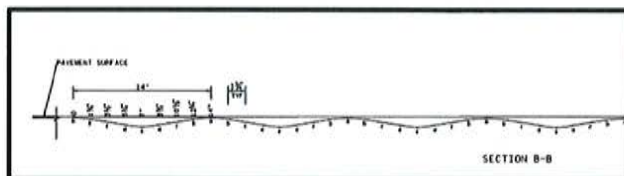
MnDOT has received request to install transverse (stop ahead) rumble strips at the intersection of US Hwy. 212 and Morningside Ave. in Glencoe. This intersection has a history of crashes, including three recorded crashes in the last three months where the driver on US Hwy 212 failed to stop at the intersection. MnDOT and McLeod County are planning to construct a roundabout at this intersection in 2024. Transverse rumble strips could be installed in 2022 as an interim safety improvement.

MnDOT is seeking a letter of support from the City of Glencoe because the transverse rumble strips would be within the corporate limits of Glencoe. The transverse rumble strips would create noise, and there are approximately 10,000 vehicles per day on US Hwy. 212, or approximately one vehicle every three to five seconds during peak hours from 7:00 am – 8:00 am and 4:30 pm – 5:30 pm.

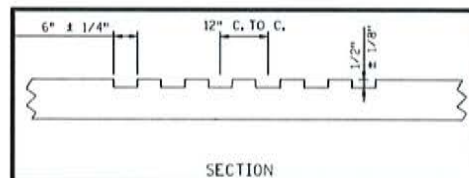
To help reduce noise, MnDOT would install “sinusoidal” transverse rumble strip (also referred to as “mumble” strips) which has a wave pattern, as opposed to “traditional” rumble strips (see example below). The sinusoidal wave pattern have been found to be less obtrusive as compared to traditional rumble strips.



*Proposed layout of transverse rumble strips (note, this shows a 2 lane section; for US Hwy. 212, the transverse rumble strips would be placed in the right and left lane).*



*Cross section of sinusoidal rumble strip.*



*Cross section of traditional rumble strip.*

Contact Cody Brand if you have any questions, (320) 979-4720 or [cody.brand@state.mn.us](mailto:cody.brand@state.mn.us). Please discuss the matter and provide a letter of support if you would like MnDOT to proceed with placing sinusoidal transverse rumble strips.

Sincerely,

*Cody Brand*

Cody Brand  
District 8 Traffic Engineer





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

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To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: March 3, 2022

Re: Item 7A – Sidewalk Program

Item 7A – I will review the attached proposal for a sidewalk improvement program.

# GLENCOE

SMALL CITY  BIG FUTURE

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

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To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: 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



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

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To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: March 3, 2022

Re: Item 7B – Coalition Legislative Action Day

Item 7B – Assistant City Administrator Jon Jerabek and I attending the Coalition of Greater MN Cities Legislative Action Day on March 2<sup>nd</sup> in St. Paul.

We did meet with Representative Gruenhagen.

We will review some of the highlights at the City Council meeting on Monday night.





**CGMC Legislative Action Day**  
**March 2, 2022**  
**Wilder Foundation**  
**St. Paul, MN**

**Agenda**

- 10 a.m.**                      **Welcome Remarks** – Pat Baustian, Mayor of Luverne and CGMC President
- 10:05 a.m.**                      **Overview of the Day** – Bradley Peterson, CGMC Executive Director
- 2022 Redistricting Analysis** – Ania McDonnell, CGMC Policy Analyst & Bradley Peterson, CGMC Executive Director
- Legislative Landscape & Local Government Aid Update** – Bradley Peterson, CGMC Executive Director
- Transforming Our Water Infrastructure and Annexation & Land Use Brief** – Elizabeth Wefel, CGMC Lobbyist
- Economic Development Priorities: Housing, Child Care, & BDPI** – Scott McMahon, CGMC & Greater Minnesota Partnership Lobbyist
- Lobbying Tips & Message for Legislators** – Bradley Peterson
- 11:40 a.m.**                      **Department of Employment and Economic Development (DEED) Commissioner Steve Grove**
- 12 p.m.**                         **Lunch**
- 12:15 p.m.**                      **Legislative Leader Panel Discussion**
- Deputy Majority Leader Mark Johnson
  - Senate Minority Leader Melisa López Franzen
  - Speaker of the House Melissa Hortman
  - House Minority Leader Kurt Daudt
- 1-5 p.m.**                         **Lobbying at the State Capitol Complex** – Attendees must make their own appointments with legislators\*
- 5 p.m.**                            **Legislative Reception** – Mancini’s Char House (531 Seventh Street West, St. Paul)
- 6 p.m.**                            **Dinner**

# TOP CGMC LEGISLATIVE PRIORITIES FOR 2022

## LOCAL GOVERNMENT AID

- \$90M increase (HF 3794 / SF 3576)

## WASTEWATER AND DRINKING WATER INFRASTRUCTURE

- \$299M in bonding for Public Facilities Authority grant and loan programs (HF 3858 / SF 3545)
  - \$150M for the Point Source Implementation Grant Program (PSIG)
    - Remove the current \$7M cap
  - \$100M for the Water Infrastructure Fund (WIF)
    - Increase the cap to lessor of \$7M total or \$25,000 per hookup
  - \$49M for the state match for federal funds
- \$80M in General Fund requests
  - \$75M per biennium for PSIG
  - \$5M per biennium technical assistance grants

## CHILD CARE

- \$20M for the Greater Minnesota Child Care Facilities Capital Grant Program
  - \$10M in general operating bonds (HF 441 / SF 1168)
  - \$10M in general fund appropriation (HF 414 / SF 1169)
- \$5M in additional funds for DEED Child Care Grant Program

## HOUSING

- \$5M for the Greater Minnesota Fix-Up Fund (HF 1916 / SF 1904)
- \$2.5M for Greater Minnesota Housing Public Infrastructure Grant Program (HF 430 / SF 1903)
- \$6M for the Greater Minnesota Workforce Development Fund (HF 3783 / SF 3497)

## ANNEXATION / LAND USE

- Oppose the "Legalize Affordable Housing Act" (HF 3256)
  - The bill attempts to address the need for more housing by slapping handcuffs on local government, rather than focusing on real solutions to the housing crisis.



CGMC Member	2022 Certified (with suppl. aid)	2023 CL	2023 CL + \$90M	2023 Proposal + \$90M
ALBERT LEA	\$5,715,392	\$5,808,076	\$6,815,085	\$6,785,064
ALEXANDRIA	\$1,591,241	\$1,610,167	\$1,815,792	\$1,908,249
AURORA	\$676,644	\$686,014	\$787,813	\$745,391
AUSTIN	\$8,755,992	\$8,904,574	\$10,518,906	\$9,786,431
BABBITT	\$478,195	\$497,187	\$703,534	\$525,988
BAGLEY	\$498,648	\$504,987	\$573,855	\$543,454
BARNESVILLE	\$857,375	\$871,013	\$1,019,195	\$952,548
BEMIDJI	\$3,667,485	\$3,697,861	\$4,027,896	\$4,009,911
BENSON	\$1,218,986	\$1,264,534	\$1,759,414	\$1,428,307
BIWABIK	\$248,646	\$251,610	\$283,811	\$272,089
BLOOMING PRAIRIE	\$750,464	\$757,260	\$831,097	\$821,845
BRAINERD	\$4,615,097	\$4,709,555	\$5,735,834	\$5,182,162
BRECKENRIDGE	\$1,753,792	\$1,797,066	\$2,267,236	\$1,947,612
CALEDONIA	\$1,068,413	\$1,088,538	\$1,307,198	\$1,186,925
COKATO	\$692,093	\$708,855	\$890,969	\$824,994
CROOKSTON	\$3,993,608	\$4,082,205	\$5,044,802	\$4,405,616
DASSEL	\$423,787	\$430,417	\$502,452	\$475,927
DETROIT LAKES	\$537,802	\$373,465	\$373,465	\$596,402
DILWORTH	\$712,368	\$728,113	\$899,183	\$855,180
DODGE CENTER	\$792,943	\$804,897	\$934,780	\$903,818
EAGLE LAKE	\$685,922	\$702,285	\$880,068	\$763,700
EAST GRAND FORKS	\$2,223,326	\$2,234,876	\$2,360,369	\$2,407,864
ELBOW LAKE	\$436,431	\$447,102	\$563,046	\$495,498
ELY	\$2,497,125	\$2,569,415	\$3,354,839	\$2,799,038
EVELETH	\$2,915,689	\$2,982,293	\$3,705,941	\$3,207,892
FAIRMONT	\$3,704,698	\$3,752,626	\$4,273,363	\$4,272,228
FERGUS FALLS	\$3,808,902	\$3,841,951	\$4,201,027	\$4,348,140
FOLEY	\$844,945	\$859,897	\$1,022,346	\$961,942
GILBERT	\$736,849	\$741,716	\$794,601	\$790,802
GLENCOE	\$1,582,805	\$1,624,898	\$2,082,237	\$1,809,692
GLENWOOD	\$722,030	\$730,871	\$826,932	\$822,776
GOODVIEW	\$417,009	\$443,144	\$727,102	\$590,935
GRAND MARAIS	\$63,812	\$50,364	\$59,404	\$77,566
GRAND RAPIDS	\$1,752,003	\$1,832,559	\$2,707,793	\$2,308,372
GRANITE FALLS	\$1,078,810	\$1,103,363	\$1,370,125	\$1,251,407
HERMANTOWN	\$0	\$0	\$0	\$256,164
HINCKLEY	\$376,409	\$385,033	\$478,734	\$451,202
HOYT LAKES	\$435,253	\$447,520	\$580,795	\$526,828
HUTCHINSON	\$2,668,410	\$2,702,860	\$3,077,153	\$3,067,654
JACKSON	\$1,452,556	\$1,482,763	\$1,810,958	\$1,676,265
JANESVILLE	\$848,001	\$862,830	\$1,023,948	\$964,614
KEEWATIN	\$412,332	\$417,741	\$476,513	\$444,656
LA CRESCENT	\$662,884	\$688,733	\$969,586	\$780,584
LAKEFIELD	\$691,995	\$702,796	\$820,149	\$767,672



CGMC Member	2022 Certified (with suppl. aid)	2023 CL	2023 CL + \$90M	2023 Proposal + \$90M
SLEEPY EYE	\$1,632,758	\$1,668,947	\$2,062,142	\$1,791,149
SPRING VALLEY	\$938,478	\$948,615	\$1,058,757	\$1,040,432
SPRINGFIELD	\$948,864	\$956,098	\$1,034,691	\$1,023,807
STAPLES	\$1,306,405	\$1,333,849	\$1,632,032	\$1,476,435
THIEF RIVER FALLS	\$3,273,563	\$3,339,397	\$4,054,674	\$3,667,011
TWO HARBORS	\$1,853,222	\$1,900,716	\$2,416,731	\$2,079,080
TYLER	\$461,469	\$468,979	\$550,572	\$505,492
VIRGINIA	\$6,049,573	\$6,235,231	\$8,252,391	\$6,946,860
WABASHA	\$605,559	\$609,023	\$646,661	\$684,107
WADENA	\$1,830,227	\$1,869,791	\$2,299,649	\$2,072,076
WAITE PARK	\$0	\$0	\$0	\$433,242
WARREN	\$643,491	\$651,506	\$738,589	\$705,020
WARROAD	\$814,128	\$777,448	\$777,448	\$816,900
WASECA	\$3,133,869	\$3,200,025	\$3,918,803	\$3,513,575
WATERVILLE	\$542,061	\$545,513	\$583,017	\$593,605
WELLS	\$983,309	\$997,868	\$1,156,050	\$1,098,550
WHEATON	\$612,619	\$621,856	\$722,221	\$673,102
WILLMAR	\$5,131,711	\$5,277,656	\$6,863,335	\$6,036,016
WINDOM	\$1,588,681	\$1,611,879	\$1,863,923	\$1,807,333
WINNEBAGO	\$553,541	\$561,330	\$645,959	\$606,776
WINONA	\$10,320,693	\$10,376,221	\$10,979,527	\$11,598,726
WORTHINGTON	\$3,540,880	\$3,582,717	\$4,037,269	\$3,969,493

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Separate Agenda Items**





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

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To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: March 3, 2022

Re: Item 7C- Commission Openings

Item 7C – Attached is the resignation for Light and Power Commission Duane Klaustermeier, effective immediately. It is recommended to advertise for this position and accept applications.

Klaustermeier is also resigning from the Charter Commission. There are 2 other openings on the Charter Commission with two members moving out of the City of Glencoe. There are currently seven members, but we have had as many as 13 members. It is recommended to advertise for additional Charter Commission members as well.

March 1, 2022

To Honorable Mayor and City Council,

At this time, it is with both regret and respect that I must submit my resignation from the Glencoe Light and Power Commission and the City of Glencoe Charter Commission. It has been a privilege and honor to serve the City of Glencoe as a citizen representative on these Commissions over the years. I notified the Light and Power Commission at their last regular meeting on February 23, 2022. These resignations are effective immediately.

Thank you again for this opportunity to serve,

Duane "Dewey" Klostermeier  
Duane "Dewey" Klostermeier

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Separate Agenda Items**





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*Glencoe Police Department  
Chief Tony J Padilla  
911 Greeley Ave N Glencoe, Minnesota 55336  
Phone: (320) 864-5171*

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To: Mayor and City Council  
From: Tony Padilla, Police Chief  
Date: March 3, 2022  
Re: Item 7D- Request to be heard

Item 7D- Is to be reviewed by council for approval of authorized streets for UTVs/ATVs to travel within the City of Glencoe

## **ORDINANCE NO. 609**

### **AN ORDINANCE REGULATING SPECIAL VEHICLES.**

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

Section 1: Section 426 of the Glencoe Municipal Code is replaced in its entirety and hereby amended as follows:

#### **§ 426.01. SPECIAL VEHICLES: UTILITY TASK VEHICLES, CLASS 1 CLASS 1 ALL-TERRAIN VEHICLES**

##### ***DEFINITIONS***

***DRIVER.*** The person driving and having physical control over a Utility Task Vehicle or Class 1 All-Terrain Vehicle, and also being the licensee.

***ALL TERRAIN VEHICLE OR ATV.*** means a motorized vehicle with: (1) not less than four, but not more than six Department of Transportation rated tire; (2) a total dry weight of 2,000 pounds or less; and (3) a total width from outside of tire rim to outside of tire rim that is 65 inches or less. Class 1 All-Terrain Vehicle includes a class 1 Class 1 All-Terrain Vehicle and class 2 Class 1 All-Terrain Vehicle. Class 1 All-Terrain Vehicle does not include a golf cart, mini-truck, dune buggy, or go-cart or a vehicle designed and used specifically for lawn maintenance, agriculture, logging, or mining purposes.

***CLASS 1 ALL-TERRAIN VEHICLE OR CLASS 1 ATV*** As defined by Minn. Stat. § 84.92, subd. 9 means any All-Terrain Vehicle that has a total width from outside of tire rim to outside of tire rim that is 50 inches or less.

***UTILITY TASK VEHICLE OR UTV.*** As defined by Minn. Stat. § 169.045, subd. 1 (3), a side-by-side, four-wheel drive, off-road vehicle that has four wheels, is propelled by an internal combustion engine with a piston displacement capacity of 1,200 cubic centimeters or less, and has a total dry weight of 1,800 but less than 2,600 pounds. For the purposes of this section, a Class 2 All-Terrain Vehicle, as defined in Minn. Stat. § 84.92, subd. 10, shall be considered a Utility Task Vehicle or UTV if it otherwise meets the definition of a UTV as prescribed herein.

***DESIGNATED CITY ROADWAYS.*** Those certain established City roadways within the City rights-of-way in which the City Council from time to time designates by majority resolution as roadways in which UTVs or Class 1 ATVs may travel upon, subject to the terms and conditions of this ordinance. Designated City Roadways shall be published in the form of a map clearly delineating those certain roads determined to be Designated City Roadways. Alleyways are not considered Designated City Roadways, except for the purpose of accessing a Licensee's residence or commercial property.



(A) (1) No person shall operate a Utility Task Vehicle, or a Class 1 All-Terrain Vehicle within the corporate limits of the City without obtaining a permit as provided herein or unless their operation qualifies as exempt.

(2) Permit Application. Every application for a permit hereunder shall be made on a form supplied by the City and shall contain the following information which shall be true and correct at the time of application and thereafter:

- (a) The name, age and address of the vehicle owner applicant.
- (b) Proof of a Utility Task Vehicle, or Class 1 All-Terrain Vehicle insurance policy covering the vehicle and applicant owner for the duration of the permit term and in compliance with the provisions of Minnesota Statutes concerning insurance coverage for the Utility Task Vehicle or Class 1 All-Terrain Vehicles.
- (c) Model name, make, and year and number (manufacturer identification) of the Utility Task Vehicle or Class 1 All-Terrain Vehicle.
- (d) A copy of a valid state issued driver's license belonging to the applicant.
- (e) A certification that the applicant owner applicant can safely operate a Utility Task Vehicle or Class 1 All-Terrain Vehicle.
- (f) A certification which shall include but not be limited to that the applicant has received and reviewed the City's map of Designated City Roadways, has reviewed this ordinance, that the licensed vehicle can be operated safely within a City right-of-way based upon manufacturer's guidance(s), a certification that the vehicle has been inspected by city staff for compliance with city ordinances and state law, and a certification that the applicant has completed all safety training mandated by City Council.
- (g) Other information as may be required by City staff, the chief of police, City Council, or Minnesota state law.

(3) Permit Fee. The permit fee shall be as otherwise set forth in the City's fee schedule and not less than \$50 per term.

(4) Permit Term. Permits shall be granted for a term of one calendar year from January 1 to December 31st (regardless of what month the permit is issued) and must be renewed through an annual application and payment applicable permit fee payment pursuant to the requirements of this section.

(5) Permit Conditions. No permit shall be granted or renewed unless the following conditions are met:



- (a) The applicant vehicle owner must demonstrate that he or she currently holds a valid state issued driver's license.
- (b) The applicant shall be 18 years of age or older at the time the permit for UTV or Class 1 ATV is granted.
- (c) The applicant shall demonstrate or otherwise certify that they are the owner or lessor of the UTV or Class 1 ATV being licensed.
- (d) The applicant shall submit a true and correct acknowledgement and certification of the following:
  - i. That the applicant can safely operate a Utility Task Vehicle or Class 1 All-Terrain Vehicle pursuant to the terms and conditions of this ordinance.
  - ii. The applicant has received and reviewed the City's map of Designated City Roadways.
  - iii. The applicant has received a copy of and reviewed this ordinance.
  - iv. That the licensed vehicle can be operated safely within a City right-of-way based upon manufacturer's guidance(s).
  - v. That the vehicle has been inspected by City or police department staff for compliance with city ordinances and state law.
  - vi. That the applicant has completed all safety training mandated by City Council.
  - vii. The applicant has not had his or her driver's license revoked as the result of traffic violations or criminal proceedings, and the applicant authorizes the Glencoe police department to confirm the validity of this statement.
  - viii. The applicant must provide evidence of insurance valid for no shorter than the permit term and in compliance with the provisions of Minnesota Statutes concerning insurance coverage for Utility Task Vehicle, or Class 1 All-Terrain Vehicle.

(6) Permitted Operation(s) – Designated City Roadways. No permit or license under this section shall be required for vehicles or Drivers that exclusively operate within and upon private property, and such use shall be considered the sole exemption from the requirements of this ordinance. Any use or operation within the City's corporate limits of a UTV or Class 1 ATV not otherwise considered exempt shall be restricted to Drivers operating vehicles which the City has issued a permit under this ordinance. Any Driver of a UTV or Class 1 ATV shall only operate upon those portions of paved City rights-of-

way that are both marked for motor vehicle traffic and specified as Designated City Roadways, or as otherwise allowed under this section. A Driver must always possess proof of a valid and current permit granted under this section and display said permit in plain sight in the rear left portion of the Vehicle, and a valid and current proof of insurance in compliance with the provisions of Minnesota Statutes concerning insurance coverage for Utility Task Vehicle, or Class 1 All-Terrain Vehicle.

(7) Operation upon Non-Designated City Roadways. No Driver shall operate a UTV or Class 1 ATV upon a county, state, or federal right-of-way that is not a Designated City Roadway.

(8) Requirements Specific to Utility Task Vehicles. Notwithstanding anything to the contrary herein, Utility Task Vehicles may only be operated upon Designated City Roadways from sunrise to sunset. They shall not be operated pursuant to this section during inclement weather conditions or at any time when there is insufficient light to clearly see persons or vehicles on the roadway at a distance of 500 feet.

(9) Requirements Specific to Class 1 All-Terrain Vehicles. Notwithstanding anything to the contrary herein, Class 1 ATVs shall only be operated upon Designated City Roadways from sunrise to sunset. Class 1 ATVs shall not be operated pursuant to this section during inclement weather conditions or at any time when there is insufficient light to clearly see persons or vehicles on the roadway at a distance of 500 feet. No Driver shall operate a Class 1 ATV without eye protection.

(10) Street Crossings. The Driver of a Utility Task Vehicle, or Class 1 All-Terrain Vehicle may directly cross any street or highway intersecting a Designated City Roadway, regardless of whether that street or highway being crossed is a Designated City Roadway.

(11) Compliance with Traffic and Motor Vehicle Laws. A permitted Driver or any person operating a Utility Task Vehicle or Class 1 All-Terrain Vehicle unlawfully without a permit under this section has all the rights and duties applicable to the driver of any other vehicle under the provisions of Minn. Stat. ch. 169, subd. 6, as it may be amended from time to time, except when these provisions cannot reasonably be applied and except as otherwise specifically provided in Minn. Stat. § 169.045, subd. 7, as it may be amended. Notwithstanding the foregoing, a permitted Driver or any person operating a UTV or Class 1 ATV unlawfully without a permit shall at all time observe all Minnesota statutes and City ordinances applicable to traffic and motor vehicles, including but not limited to the following which shall be unlawful:

- a. At a rate of speed or rate of acceleration greater than reasonable or proper under all the surrounding circumstances and in no event at a rate of speed greater than the posted speed limit.
- b. In a careless, reckless, or negligent manner so as to endanger other persons or property.



- c. To tow anything including any person or object, unless the UTV or Class 1 ATV is towing a street legal trailer to or from the City's yard waste and/or compost facility.
- d. In a manner creating loud, unnecessary or unusual noise, or that otherwise disturbs or interferes with the peace and quiet of other persons.
- e. Without a headlight and taillight illuminating at all times, each of minimum candlepower as prescribed by rules of Commissioner of Public Safety.
- f. Without brakes conforming to standards prescribed by rule of the Commissioner.
- g. Without a rear-view mirror to provide the driver with adequate vision from behind as required by Minn. Stat. § 169.70.
- h. Without properly functioning front turn signals, rear turn signals, front headlamps, rear headlamps, an electronically actuated horn, and a speedometer.
- i. To operate a ATV or UTV upon City right-of-way without complying with manufacturer's guidance on safe street operation, including but not limited to tires designed for street operation.
- j. To travel with a passenger(s) except as authorized by Minn. Stat. §84.9257(a) or (b).

(12) Suspension. The City Council may suspend or revoke any permit granted hereunder upon a majority finding by a preponderance of the evidence at an open meeting that the Driver either has violated any of the provisions of this section or Minn. Stat. ch. 169, as it may be amended from time to time, or cannot safely operate the UTV or Class 1 ATV. Upon a Driver's third conviction within a three-year period for violating this section or any applicable Minnesota statute, the Driver's permit under this section shall be administratively revoked without any action of the City Council and no new permit shall be granted or renewed for a one-year period.

(13) Safety Curriculum Requirements. Unless and until otherwise directed by the City Council, the Chief of Police shall create and implement a public safety curriculum and any permit applicant shall be required to complete said curriculum prior to the approval of any permit application or renewal.

(14) City Exemption. The terms and conditions of this ordinance shall not apply to City employees operating City owned UTVs while in the performance of their job duties.

(15) Penalty. Any person convicted of violating any provision of this chapter shall be guilty of a misdemeanor. Notwithstanding violating the provisions of this chapter, any person convicted of violating parking, traffic or vehicles laws or regulations in the



operation of a vehicle regulated pursuant to this chapter shall be subject to those criminal and/or civil procedures or penalties which are assigned to such offenses.

Passed by the City Council of Glencoe, Minnesota this 15th day of November, 2021.

CITY OF GLENCOE

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Ryan Voss, Mayor

ATTESTED:

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Mark Larson, City Administrator



## GLENCOE POLICE DEPARTMENT

### UTV/ATV CHECK LIST

ICR: \_\_\_\_\_

DATE: \_\_\_\_\_

OFFICER: \_\_\_\_\_

1) NAME: (18 AND OLDER)	ADDRESS:	PHONE #	DL#
D1	_____	_____	_____
D2-	_____	_____	_____
D3-	_____	_____	_____
D4-	_____	_____	_____

2) BY SIGNING BELOW I AUTHORIZE THE GLENCOE POLICE DEPARTMENT TO RUN A CHECK TO VALIDATE CURRENT LICENSE STATUS: (SIGNATURE FOR EVERY DRIVER)

D1	_____
D2	_____
D3	_____
D4	_____

3) PROOF OF INSURANCE: (FOR ENTIRE CALENDAR YEAR) \_\_\_\_\_

4) YEAR:	MAKE:	MODEL:	VIN# OF UTV/ATV:
_____			

5) CAN THE UTV/ATV BE SAFELY OPERATED WITHIN CITY LIMITS: (CIRCLE ONE) YES/ NO

**GLENCOE POLICE DEPARTMENT INSPECTION CHECKLIST:**

- 1) WORKING HEADLIGHT: \_\_\_\_\_
- 2) WORKING TAIL-LIGHT: \_\_\_\_\_
- 3) REAR VIEW MIRROR: \_\_\_\_\_
- 4) SPEEDOMETER: \_\_\_\_\_
- 5) ELECTRONIC HORN: \_\_\_\_\_
- 6) WORKING TURN SIGNALS: \_\_\_\_\_
- 7) TIRES DESIGNATED FOR STREET OPERATION: \_\_\_\_\_
- 8) RECEIVED A COPY OF CITY ORDINANCE REGARDING UTV/ATV: \_\_\_\_\_
- 9) RECEIVED A COPY OF MAP OF CITY WHICH SHOWS AUTHORIZED LOCATIONS: \_\_\_\_\_
- 10) COPY OF INSURANCE ATTACHED: \_\_\_\_\_
- 11) COPY OF DRIVERS LICENSE ATTACHED: (EACH DRIVER) \_\_\_\_\_
- 12) PERMIT APPROVED - Y/N?: \_\_\_\_\_

**OFFICER SIGNATURE:** \_\_\_\_\_

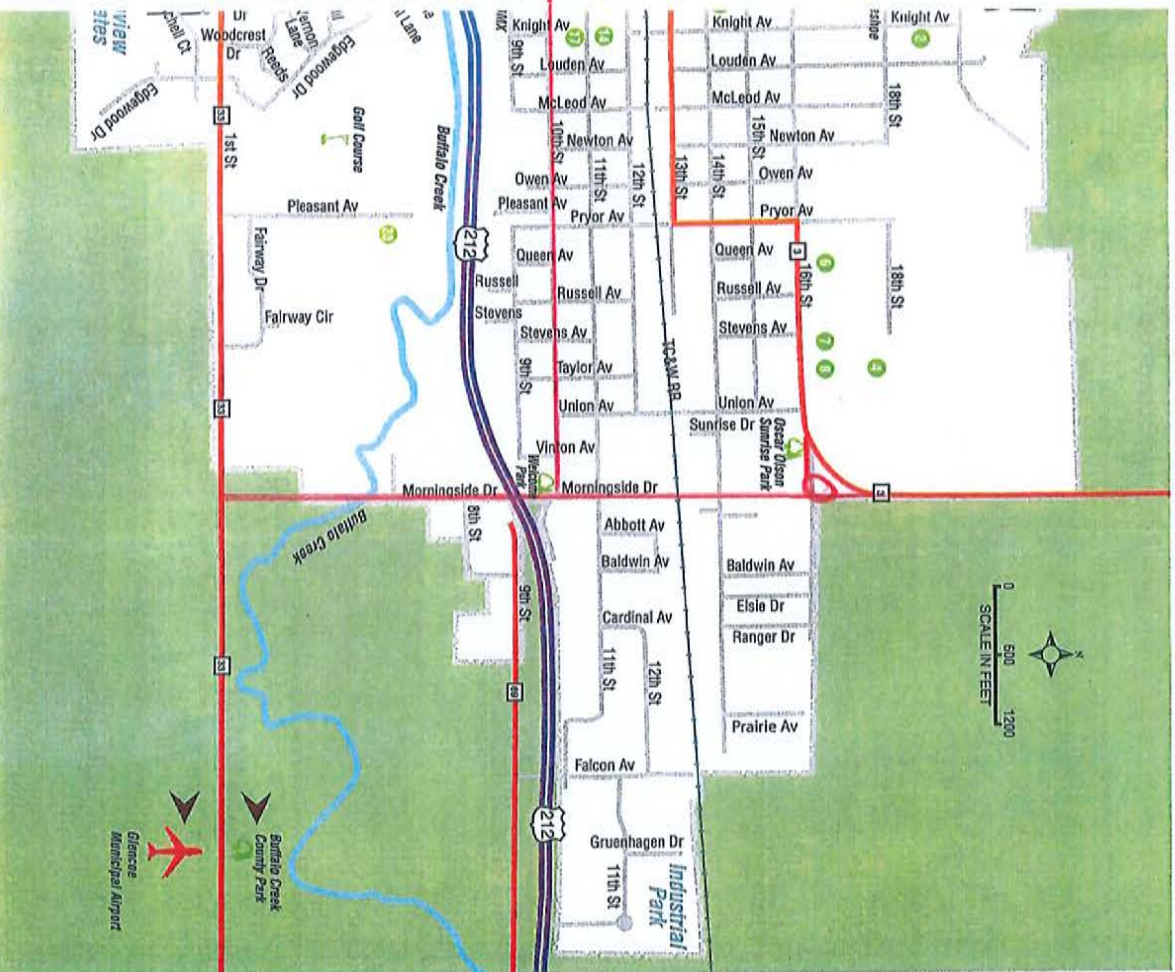
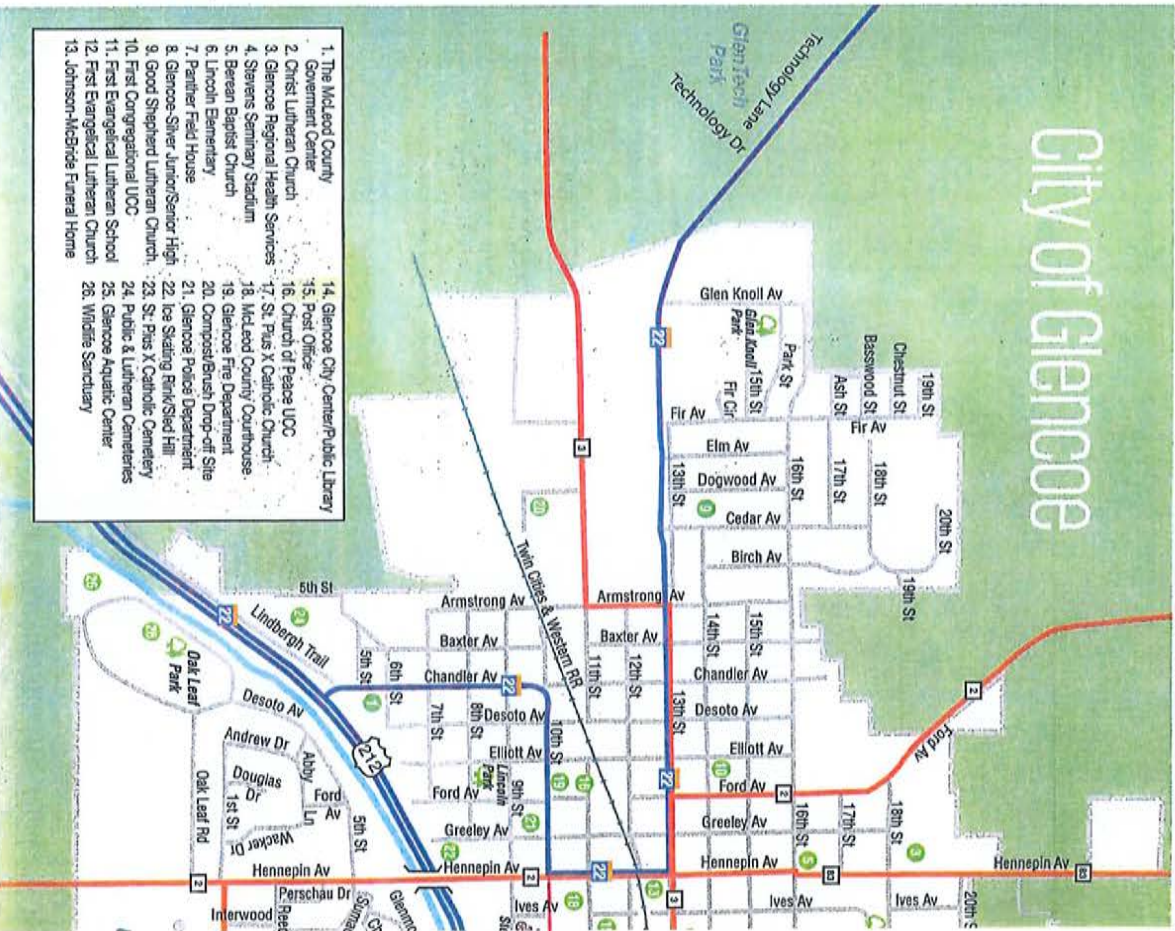


**GLENCOE POLICE RECORDS DEPARTMENT:**

**1) \$50 PERMIT FEE PAID/ DATE:** \_\_\_\_\_

**2) PERMIT NUMBER ISSUED:** \_\_\_\_\_

**RECORDS SIGNATURE:** \_\_\_\_\_



ATV - Amherst but on 212 - Hwy 22  
 - Not on 1st Street or (Hwy 22) - Can cross over  
 UTU - Amherst but on 212 or Hwy 22

UTV- May travel on any city roadway

- Except US HWY 212 and State HWY 22
- But may cross over 212 or 22

ATV – May travel on any city roadway:

- Except US HWY 212 and State HWY 22
- Except all County Roads within the city limits
- Except 10<sup>th</sup> Street from Hennepin to Morningside
- And may cross over 212, 22, county roads, and 10<sup>th</sup> street
- And is allowed to travel CR 3 to the compost/brush drop off site



# CITY OF GLENCOE BILLS

MARCH 7, 2021

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

<u>VENDOR</u>	<u>DEPARTMENT: DESCRIPTION</u>	<u>TOTAL</u>
CITY OF GLENCOE EMPLOYEES	MULTIPLE DEPTS.: CITY OF GLENCOE PAYROLL 12-29-21	\$68,090.57
WIRE TRANSFER	MULTIPLE DEPTS.: MEDICA INSURANCE PREMIUM	\$38,045.91
WIRE TRANSFER	MULT DEPTS:EMP/CITY PAYROLL TAX,HSA,PERA,D COMP,CAFE,SALES TAX	\$48,495.86
	TOTAL PREPAID BILLS ----->	<u><u>\$154,632.34</u></u>

# INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

MARCH 7, 2022 - PREPAID BILLS

Date: 03/04/2022

Time: 1:25 pm

Page: 1

City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
ARTISAN BEER COMPANY	1258	LIQUOR STORE: MERCH FOR RESALE	172280	12/23/2021	749.00
				Vendor Total:	749.00
BELLBOY CORPORATION	1113	LIQUOR STORE: MERCH FOR RESALE	172281	12/23/2021	1,039.80
				Vendor Total:	1,039.80
BREAKTHRU BEVERAGE	0513	LIQUOR STORE: MERCH FOR RESALE	172282	12/23/2021	3,144.62
				Vendor Total:	3,144.62
C & L DISTRIBUTING	0492	LIQUOR STORE: MERCH FOR RESALE	172283	12/23/2021	14,687.65
				Vendor Total:	14,687.65
CROW RIVER WINERY	2067	LIQUOR STORE: MERCH FOR RESALE	172284	12/23/2021	1,033.20
				Vendor Total:	1,033.20
JOHNSON BROS - ST PAUL	0504	LIQUOR STORE: MERCH FOR RESALE	172285	12/23/2021	1,321.61
				Vendor Total:	1,321.61
LOCHER BROS., INCORPORATED	0503	LIQUOR STORE: MERCH FOR RESALE	172286	12/23/2021	8,824.23
				Vendor Total:	8,824.23
MARLIN'S TRUCKING	1387	LIQUOR STORE: MERCH FOR RESALE	172287	12/23/2021	1,008.15
				Vendor Total:	1,008.15
MILLNER HERITAGE	0935	LIQUOR STORE: MERCH FOR RESALE	172288	12/23/2021	54.00
				Vendor Total:	54.00
MMBA - MN MUNICIPAL BEV. ASSC	0444	LIQUOR STORE: TRAINING	172289	12/23/2021	200.00
				Vendor Total:	200.00
PHILLIPS WINE & SPIRITS, INC.	1010	LIQUOR STORE: MERCH FOR RESALE	172290	12/23/2021	1,417.79
				Vendor Total:	1,417.79
SOUTHERN GLAZER'S WINE &	1429	LIQUOR STORE: MERCH FOR RESALE	172291	12/23/2021	820.19
				Vendor Total:	820.19
UNHINGED PIZZA	1412	COUNCIL: CATERED MEAL FOR HOLIDAY PARTY	172292	12/23/2021	606.23
				Vendor Total:	606.23
VIKING BEVERAGES	0973	LIQUOR STORE: MERCH FOR RESALE	172293	12/23/2021	3,494.20
				Vendor Total:	3,494.20
VINOCOPIA, INC.	1353	LIQUOR STORE: MERCH FOR RESALE	172294	12/23/2021	743.50
				Vendor Total:	743.50
				Grand Total:	39,144.17
				Less Credit Memos:	0.00
				Net Total:	39,144.17
				Less Hand Check Total:	0.00
				Outstanding Invoice Total :	39,144.17
Total Invoices:	15				

## INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

MARCH 7, 2022 - PREPAID BILLS

Date: 03/04/2022

Time: 1:27 pm

Page: 1

City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
BREAKTHRU BEVERAGE	0513	LIQUOR STORE: MERCH FOR RESALE	172362	01/04/2022	<u>2,167.11</u>
				Vendor Total:	<u>2,167.11</u>
JOHNSON BROS - ST PAUL	0504	LIQUOR STORE: MERCH FOR RESALE	172363	01/04/2022	<u>5,507.43</u>
				Vendor Total:	<u>5,507.43</u>
LEGALSHIELD	0485	MULT DEPTS: INS PREMIUMS	172359	01/03/2022	<u>138.50</u>
				Vendor Total:	<u>138.50</u>
MINNESOTA PUBLIC EMPLOYEE	1439	POLICE: UNION DUES	172360	01/03/2022	<u>108.00</u>
				Vendor Total:	<u>108.00</u>
NCPERS GROUP LIFE INS	1619	ADMIN: INS PREMIUMS	172361	01/03/2022	<u>16.00</u>
				Vendor Total:	<u>16.00</u>
PHILLIPS WINE & SPIRITS, INC.	1010	LIQUOR STORE: MERCH FOR RESALE	172364	01/04/2022	<u>1,191.50</u>
				Vendor Total:	<u>1,191.50</u>
SOUTHERN GLAZER'S WINE &	1429	LIQUOR STORE: MERCH FOR RESALE	172365	01/04/2022	<u>1,310.70</u>
				Vendor Total:	<u>1,310.70</u>
				Grand Total:	<u>10,439.24</u>
				Less Credit Memos:	<u>0.00</u>
				Net Total:	<u>10,439.24</u>
				Less Hand Check Total:	<u>0.00</u>
				Outstanding Invoice Total :	<u>10,439.24</u>
Total Invoices:	7				



# INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

MARCH 7, 2022 - REGULAR BILLS

Date: 03/04/2022

Time: 1:58 pm

Page: 1

City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
AKO ELECTRIC INC	1468	WWTP: PUMP REPAIR, FLOW METER REPAIR, ELECTRICAL OUTLETS	0	00/00/0000	3,058.40
				Vendor Total:	3,058.40
AUL, GARY	1544	WWTP: INTERIOR PAINTING	0	00/00/0000	832.50
				Vendor Total:	832.50
AUTO VALUE GLENCOE	0214	STREET: SMALL TOOLS	0	00/00/0000	33.48
				Vendor Total:	33.48
AXON ENTERPRISE, INC	0439	POLICE:	0	00/00/0000	7,740.00
				Vendor Total:	7,740.00
BARTELS, MIKE	0641	WWTP: SAFETY BOOTS & UNIFORM ALLOWANCE	0	00/00/0000	134.94
				Vendor Total:	134.94
BIEGANEK, JEFF	0450	STREET: SAFETY BOOTS	0	00/00/0000	109.99
				Vendor Total:	109.99
BRINKMANN, TOM	1230	FIRE: REIMB FOR BOXES & MOUNTING PLATES	0	00/00/0000	194.30
				Vendor Total:	194.30
CARGILL, INC	1636	WATER: SALT	0	00/00/0000	4,973.58
				Vendor Total:	4,973.58
CENTURYLINK	1394	MULT DEPTS: PHONE BILL	0	00/00/0000	779.48
				Vendor Total:	779.48
CORE & MAIN LP	1741	WATER: REPAIR CLAMP	0	00/00/0000	306.61
				Vendor Total:	306.61
EGGERSGLUESS, BRAD	0869	ADMIN: MONTHLY CELL PHONE REIMB	0	00/00/0000	50.00
				Vendor Total:	50.00
FLEET SERVICES DIVISION	2144	POLICE: SQUAD CAR LEASES	0	00/00/0000	3,536.66
				Vendor Total:	3,536.66
FRANKLIN PRINTING INC.	0085	MULT DEPTS: OFFICE SUPPLIES, PRINTING	0	00/00/0000	436.05
				Vendor Total:	436.05
GACC TOURISM	0168	REIMB: LODGING TAX	0	00/00/0000	236.02
				Vendor Total:	236.02
GAVIN, JANSSEN, STABENOW &	0087	POLICE: LEGAL SERVICES	0	00/00/0000	5,365.00
				Vendor Total:	5,365.00
GAYLORD POLICE DEPT.	0313	REIMB: TZD PAYMENT	0	00/00/0000	453.12
				Vendor Total:	453.12
GLENCOE CO-OP ASSN.	1842	FIRE: FUEL	0	00/00/0000	209.77
				Vendor Total:	209.77
GLENCOE FLEET SUPPLY	2074	MULT DEPTS: REPAIR & MAINT SUPPLIES, SM TOOLS, SAFETY EQ.	0	00/00/0000	437.09
				Vendor Total:	437.09
GOPHER STATE ONE CALL	0482	WATER, WWTP STORM WATER: LOCATE TICKETS	0	00/00/0000	10.80
				Vendor Total:	10.80
HAWKINS, INC.	1133	WATER: CHEMICALS	0	00/00/0000	3,277.52
				Vendor Total:	3,277.52
HUTCHINSON POLICE DEPARTME	2025	REIMB: TZD PAYMENT	0	00/00/0000	2,030.58
				Vendor Total:	2,030.58
JERABEK, JON	1994	CITY CENTER: MONTHLY CELL PHONE REIMB	0	00/00/0000	50.00
				Vendor Total:	50.00

# INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

MARCH 7, 2022 - REGULAR BILLS

Date: 03/04/2022

Time: 1:58 pm

Page: 2

City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
JOHNSON CONTROLS FIRE	0874	PARK: FIRE EXTINGUISHER & EMERGENCY LIGHT INSPECTIONS	0	00/00/0000	281.01
				Vendor Total:	281.01
KWIK TRIP	1653	POLICE: FUEL	0	00/00/0000	2,172.75
				Vendor Total:	2,172.75
LEEDSTONE	1541	WWTP: CLEANING PRODUCTS	0	00/00/0000	461.91
				Vendor Total:	461.91
LITZAU EXCAVATING	0380	WATER: WATERMAIN REPAIR	0	00/00/0000	4,532.00
				Vendor Total:	4,532.00
MCLEOD COUNTY SHERIFF'S OFF	1581	REIMB: TZD PAYMENT	0	00/00/0000	197.56
				Vendor Total:	197.56
METRO SALES, INC.	1733	POLICE, LIBRARY: OFFICE EQUIPMENT LEASE	0	00/00/0000	398.66
				Vendor Total:	398.66
MINI BIFF	0177	PARK: WASTE REMOVAL	0	00/00/0000	102.51
				Vendor Total:	102.51
MN. CHIEFS OF POLICE ASSOC.	0180	POLICE: MEMBERSHIP RENEWAL	0	00/00/0000	320.00
				Vendor Total:	320.00
MVTL, INC.	0353	WWTP: LAB TESTING	0	00/00/0000	823.20
				Vendor Total:	823.20
MY COMPUTER TUTOR	0612	WWTP: COMPUTER TRAINING	0	00/00/0000	230.00
				Vendor Total:	230.00
MYTANA LLC	0404	WWTP: PUSHABLE FOR I&I CAMERA	0	00/00/0000	815.00
				Vendor Total:	815.00
NORTH AMERICAN SAFETY INC	0903	PARK, WATER, WWTP: UNIFORMS, FIRST AID KITS	0	00/00/0000	405.78
				Vendor Total:	405.78
NORTH CENTRAL LABORATORIES	0631	WWTP: LAB SUPPLIES	0	00/00/0000	97.21
				Vendor Total:	97.21
NUVERA	2120	MULT DEPTS: INTERNET, PHONE, IT SUPPORT	0	00/00/0000	4,914.97
				Vendor Total:	4,914.97
OXYGEN SERVICE COMPANY	0653	STREET: WELDING SUPPLIES	0	00/00/0000	83.72
				Vendor Total:	83.72
PIONEERLAND LIBRARY SYSTEMS	0227	REIMB: CARDS & FINES	0	00/00/0000	35.00
				Vendor Total:	35.00
PITNEY BOWES GLOBAL	1714	ADMIN: POSTAGE MACHINE LEASE	0	00/00/0000	142.53
				Vendor Total:	142.53
PLUNKETT'S PEST CONTROL, INC	0446	WWTP: PEST CONTROL	0	00/00/0000	88.05
				Vendor Total:	88.05
PREMIUM WATERS, INC.	1081	LIBRARY: WATER	0	00/00/0000	9.48
				Vendor Total:	9.48
PURPLE ROLL-OFF	1582	STREET: SNOW HAULING	0	00/00/0000	237.50
				Vendor Total:	237.50
QUALITY FLOW SYSTEMS, INC.	1038	WWTP: LIFT STATION MIXER	0	00/00/0000	14,248.00
				Vendor Total:	14,248.00
RUNNING'S SUPPLY, INC.	1616	WWTP: UNIFORMS	0	00/00/0000	117.96
				Vendor Total:	117.96
SCHRUPP, JAKE	1773	CABLE TV: COUNCIL MEETING RECORDINGS	0	00/00/0000	100.00

# INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

MARCH 7, 2022 - REGULAR BILLS

Date: 03/04/2022

Time: 1:58 pm

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City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
Vendor Total:					100.00
SEH	1757	MULT DEPTS: ENGINNERING SERVICES	0	00/00/0000	21,179.39
Vendor Total:					21,179.39
SHRED-N-GO, INC	0032	FINANCE, POLICE: PAPER SHREDDING SERVICE	0	00/00/0000	62.27
Vendor Total:					62.27
SOS CLEANING AND RESTORATIC	2014	CITY CENTER: UPHOLSTERY CLEANING OF CHAIRS	0	00/00/0000	1,800.00
Vendor Total:					1,800.00
STROBEL, GERARD	1493	WATER: SAFETY GLASSES REIMB	0	00/00/0000	583.31
Vendor Total:					583.31
THOMSON REUTERS	1260	POLICE: INVESTIGATION MATERIALS	0	00/00/0000	171.55
Vendor Total:					171.55
VERIZON WIRELESS	1110	POLICE: SQUAD CAR PHONES	0	00/00/0000	200.11
Vendor Total:					200.11
VISA	0350	MULT DEPTS: TRAINING/TRAVEL, SM TOOLS,SUPPLIES,REPAIR PARTS	0	00/00/0000	6,912.49
Vendor Total:					6,912.49
VOSS, RYAN	2217	ADMIN: MONTHLY CELL PHONE REIMB	0	00/00/0000	50.00
Vendor Total:					50.00
WATER CONSERVATION SERVICE	1298	WATER: LEAK LOCATES	0	00/00/0000	1,127.10
Vendor Total:					1,127.10
Grand Total:					97,156.91
Less Credit Memos:					0.00
Net Total:					97,156.91
Less Hand Check Total:					0.00
Outstanding Invoice Total :					97,156.91
Total Invoices:		54			



# GLENCOE

SMALL CITY & BIG FUTURE

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

To: City Council

Date: 03/08/2022

From: Jon VanDamme

Re: Monthly Sales Summary – Glencoe Wine & Spirits

	<u>Monthly (February) Sales</u>	<u>Year-to-date Sales (1/1-2/28)</u>
2022	\$170,881.35 (GP 25.8%)	\$336,596.53
2021	\$177,865.44	\$364,414.58
	-3.93%	-7.63%

February was down a bit from last year as expected, but still up significantly from 2 years ago +14.1% and 3 years ago +28.2%. Bar and restaurant traffic continues to be up with people returning to past habits. Customer counts were down 311 transactions. Average transaction size was up: \$28.44 compared to \$28.15 last year – this can be mostly associated with inflation, as the average price per item is up 45 cents.

- Beer sales were down -4.8%, with Imports (+3.5%) being the only category showing an increase. There were stock issues last year on many of the Mexican imports. Domestics were only down -3.5%. The Seltzer fad may have peaked, as we are now seeing greater decreases in seltzers than other categories.
- Liquor sales were down only -2.5%, with nice increases in Gin (+49.5%), Irish Whiskey (+16.3%), Pre-Mix (+90.3%), and Tequila (+2.8%). Notable decrease in Canadian (-12.4%). Some significant out of stocks in Brandy and Bourbons had effects on February sales. We have seen some cost increases, but not as significant as I was expecting. It is possible there are more still coming.
- Wine sales were down -5.1%, so a little bit better trend than we have been seeing. We had good increases in Bubbly (+25.2%), Cabernets (+16.8%), Minnesota (+6.4%), Pinot Grigio (+20.3%), and Sauv Blanc (+59.6%). Again, the sweet wine categories along with Chardonnay were the areas with the greatest decreases.
- February promotions included special pricing for the Super Bowl as well as Valentine's.

• YTD Quantity Sold – Product Count (1/1-2/28)

2022	23,489	(-10.8%)
2021	26,341	

## Sales Item Report

Glencoe Municipal Liquor

Sorts: Department Description

2/1/2022 - 2/28/2022

3/1/2022 7:36:28 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 514	Dept Desc: BEER - 10			5163.00	197.98	80332.30	19072.24	23.7			6345.00	111.00	0.00	10179.00	84681.00		
Dept Desc: LIQUOR - 20																	
Subtotal 627	Dept Desc: LIQUOR - 20			4634.00	103.55	54869.14	15112.45	27.5			15667.00	142.00	0.00	8649.00	54779.00		
Dept Desc: MISC 7.375% TAX																	
Subtotal 79	Dept Desc: MISC 7.375% TAX			618.00	0.00	2438.91	721.82	29.6			892.00	12.00	0.00	1170.00	8532.00		
Dept Desc: MISC BEER																	
Subtotal 1	Dept Desc: MISC BEER			10.00	0.40	87.50	87.50	100.0			0.00	0.00	0.00	13.00	40.00		
Dept Desc: MISC LIQUOR																	
Subtotal 1	Dept Desc: MISC LIQUOR			3.00	0.00	71.48	71.48	100.0			0.00	0.00	0.00	3.00	14.00		
Dept Desc: MISC NONTAX																	
Subtotal 3	Dept Desc: MISC NONTAX			111.00	0.00	342.89	122.78	35.8			63.00	3.00	0.00	215.00	3832.00		
Dept Desc: MISC WINE																	
Subtotal 1	Dept Desc: MISC WINE			1.00	0.00	3.99	3.99	100.0			0.00	1.00	0.00	2.00	4.00		
Dept Desc: WINE - 30																	
Subtotal 474	Dept Desc: WINE - 30			1462.00	183.73	17469.27	6131.56	35.1			8224.00	42.00	0.00	2530.00	15992.00		
Total 1700				12002.00	114294.79	155615.48	41323.82	26.6			31191.00	311.00	0.00	22761.00	167874.0		

## Sales Item Report

Glencoe Municipal Liquor

Sorts: Department Description

1/1/2022 - 2/28/2022

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Description 1	Avg Cost	Price 1	Description 2		Ext Cost	Class Desc		Sales	Item #		Manufacturer		Size		Style		Color	
			GP %	SaleQty		Ext Disc			GP %		Min Qty	On Order	QoH	PRD Qty	Mtd Qty	Ytd Qty	PY Qty	
Dept Desc: BEER - 10																		
Subtotal 575			Dept Desc: BEER - 10	10345.00	122587.65	299.45	158532.03		22.7	35947.80			6606.00	111.00	0.00	10345.00	86763.00	
Dept Desc: LIQUOR - 20																		
Subtotal 769			Dept Desc: LIQUOR - 20	8925.00	79442.27	257.40	109311.60		27.3	29871.89			16881.00	142.00	0.00	8925.00	56997.00	
Dept Desc: MISC 7.375% TAX																		
Subtotal 99			Dept Desc: MISC 7.375% TAX	1220.00	3306.91	0.00	4733.90		30.1	1427.52			994.00	12.00	0.00	1220.00	9199.00	
Dept Desc: MISC BEER																		
Subtotal 1			Dept Desc: MISC BEER	13.00	0.00	0.40	114.17		100.0	114.17			0.00	0.00	0.00	13.00	40.00	
Dept Desc: MISC LIQUOR																		
Subtotal 1			Dept Desc: MISC LIQUOR	3.00	0.00	0.00	76.79		100.0	76.79			0.00	0.00	0.00	3.00	14.00	
Dept Desc: MISC NONTAX																		
Subtotal 3			Dept Desc: MISC NONTAX	215.00	424.13	0.00	655.03		35.3	230.90			63.00	3.00	0.00	215.00	3832.00	
Dept Desc: MISC WINE																		
Subtotal 1			Dept Desc: MISC WINE	2.00	0.00	0.00	8.98		100.0	8.98			0.00	1.00	0.00	2.00	4.00	
Dept Desc: WINE - 30																		
Subtotal 610			Dept Desc: WINE - 30	2766.00	21408.19	311.63	33087.33		35.3	11679.23			9797.00	42.00	0.00	2766.00	18266.00	
Total 2059				23489.00	227169.15	868.88	306519.83		25.9	79357.28			34341.00	311.00	0.00	23489.00	175115.0	

13.05



## Sales Item Report

Glencoe Municipal Liquor

Sorts: Department Description

1/1/2021 - 2/28/2021

3/1/2022 7:36:58 AM

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Description 1	Avg Cost	Price 1	Description 2		Ext Cost	Class Desc		Sales	Gross Profit	Item #	GP %	Manufacturer		Size		Style		Color	
			GP %	SaleQty		Ext Disc						Min Qty	On Order	QoH	PtD Qty	MfD Qty	YfD Qty	PY Qty	
Dept Desc: BEER - 10																			
Subtotal 593			12233.00		139019.44	317.26		173350.92	34334.85		19.8			5353.00	107.00	0.00	9278.00	86197.00	
Dept Desc: LIQUOR - 20																			
Subtotal 783			9354.00		84622.77	246.65		115377.87	30756.73		26.7			15485.00	119.00	0.00	7808.00	56670.00	
Dept Desc: MISC 7.375% TAX																			
Subtotal 107			1390.00		4220.57	23.98		5645.83	1425.63		25.2			1003.00	12.00	0.00	1134.00	9317.00	
Dept Desc: MISC BEER																			
Subtotal 1			1.00		0.00	0.00		22.97	22.97		100.0			0.00	0.00	0.00	13.00	40.00	
Dept Desc: MISC LIQUOR																			
Subtotal 1			2.00		0.00	0.00		24.49	24.49		100.0			0.00	0.00	0.00	3.00	14.00	
Dept Desc: MISC NONTAX																			
Subtotal 2			239.00		499.54	0.00		697.20	197.66		28.4			63.00	3.00	0.00	216.00	3830.00	
Dept Desc: WINE - 30																			
Subtotal 631			3122.00		23968.13	204.25		36735.53	12767.56		34.8			9397.00	34.00	0.00	2296.00	18757.00	
Total 2118			26341.00		252330.45	792.14		331854.81	79529.89		24.0			31301.00	275.00	0.00	20748.00	174825.0	

12.60

## Sales Item Report

Glencoe Municipal Liquor

Sorts: Department Description

2/1/2021 - 2/28/2021

3/1/2022 7:36:44 AM

Page 1

Description 1	Price 1	Description 2	Ext Cost	Class Desc	Sales	Gross Profit	Item #	GP %	Min Qty	Manufacturer	QOH	Size	PID Qty	Style	YTD Qty	Color	PY Qty
Avg Cost		GP % SaleQty		Ext Disc						On Order							
Dept Desc: BEER - 10																	
Subtotal 530		Dept Desc: BEER - 10	5913.00	67525.91	174.57	84384.59	16860.19	20.0		5231.00	105.00	0.00	9123.00	84672.00			
Dept Desc: LIQUOR - 20																	
Subtotal 635		Dept Desc: LIQUOR - 20	4560.00	41361.77	149.57	56251.89	14890.84	26.5		14610.00	117.00	0.00	7547.00	54612.00			
Dept Desc: MISC 7.375% TAX																	
Subtotal 89		Dept Desc: MISC 7.375% TAX	658.00	1968.38	1.80	2632.68	664.48	25.2		952.00	10.00	0.00	1115.00	9010.00			
Dept Desc: MISC BEER																	
Subtotal 1		Dept Desc: MISC BEER	0.00	0.00	0.00	5.99	5.99	100.0		0.00	0.00	0.00	13.00	40.00			
Dept Desc: MISC LIQUOR																	
Subtotal 1		Dept Desc: MISC LIQUOR	1.00	0.00	0.00	0.50	0.50	100.0		0.00	0.00	0.00	3.00	14.00			
Dept Desc: MISC NONTAX																	
Subtotal 2		Dept Desc: MISC NONTAX	95.00	209.02	0.00	292.74	83.72	28.6		63.00	3.00	0.00	216.00	3830.00			
Dept Desc: WINE - 30																	
Subtotal 484		Dept Desc: WINE - 30	1564.00	12026.98	105.09	18398.27	6371.40	34.6		7903.00	30.00	0.00	1964.00	16375.00			
Total 1742			12791.00	123092.06	431.03	161966.66	38877.12	24.0		28759.00	265.00	0.00	19981.00	168553.0			

# MAINTENANCE AND OPERATION CREDIT APPLICATION

MINNESOTA DEPARTMENT OF TRANSPORTATION  
OFFICE OF AERONAUTICS  
222 EAST PLATO BOULEVARD  
SAINT PAUL, MINNESOTA 55107-1618



Date (mm/dd/yyyy): 2/16/2022

Airport Name: Glencoe Municipal Airport

Completed By: Amy Halquist

Title: Finance Assistant

MnDOT Grant Contract No. : 1047459

State Fiscal Year: 2022

For the time frame beginning 1-Oct, 20 21 Ending 31-Dec, 20 21

## All Eligible Expenses Must Be Reported Regardless of Grant Contract Amount

DESCRIPTION (Maintenance and Operation itemization forms and supporting documentation must be attached with this Credit Application.)	STATE SHARE AMOUNT	TOTAL AMOUNT
<b>Maintenance</b> - By airport or municipal employee, or contracted maintenance. Examples: mowing, snow removal, brush control, pest control, equipment rental or leases, *pavement patching and crack sealing, *minor maintenance and repair of sponsor-owned hangars and public buildings, on-site maintenance and repair costs for airport-owned airfield lighting, equipment, and fire extinguishers	\$ 5,756.25	\$ 7,675.00
<b>Janitorial Services</b> - By airport or municipal employee, or contracted janitorial services for the arrival/departure building only	\$ 187.50	\$ 250.00
<b>Airport Utilities</b> - Airport owner incurred expenses only including lp or natural gas, electricity, water, sanitary sewer, and septic tank	\$ 952.00	\$ 1,269.33
<b>Telephone</b> - Expenses for one telephone line, local service only, accessible to the general public	\$ 111.47	\$ 148.62
<b>Parts and/or Supplies</b> - Parts: for maintenance or repair of airport-owned airfield lighting, equipment, sponsor-owned hangars, and public buildings; Supplies: for areas used by the public free of charge, excludes office, computer and copy machine supplies, and postage	\$ 149.92	\$ 199.89
<b>Training</b> - Must be related to airport maintenance and operation; conference registration and lodging fees only	\$ -	\$ -
<b>Audit</b> - Airport's share of an annual municipal audit	\$ -	\$ -
<b>Property and Liability Insurance</b> - For airport sponsor-owned items, excludes courtesy car	\$ 3,580.38	\$ 4,773.84
<b>Insurance</b> - On maintenance equipment	\$ -	\$ -
<b>Fuel</b> - For maintenance equipment	\$ -	\$ -
<b>Trash</b>	\$ -	\$ -
<b>Security</b> - Daily check of airport, fire protection, alarm system expenses	\$ -	\$ -
<b>Service Contract</b> - For equipment maintenance	\$ -	\$ -
<b>TOTAL</b>	\$ 10,737.51	\$ 14,316.68

*\*Before proceeding with significant/substantial work, check with the Office of Aeronautics for construction grant eligibility.*

Final ☒ or Partial ☐ Payment Requested



**Glencoe Municipal Liquor Store**  
**Profit & Loss Statement for October 2021**

<b>Sales</b>	
Liquor	66,997.34
Beer	111,083.88
Wine	19,305.09
Other Merchandise	4,570.24
<b>Total Sales</b>	<u>201,956.55</u>

<b>Cost of Sales</b>	
Beginning Inventory	387,035.33
Purchases	139,088.96
<b>Total Merch. Avail. for Sale</b>	<u>526,124.29</u>
Less Inventory Ending	379,134.59
<b>Cost of Sales</b>	<u>146,989.70</u>
<b>Gross Profit on Sales</b>	54,966.85
	27.22%

<b>Operating Expenses</b>	
Sales Tax (Use tax)	94.00
Full-Time Employees	5,483.94
Full-Time Employees- Overtime	0.00
Part-Time Employees	6,723.11
PERA Contributions	857.79
FICA Contributions	752.98
Medicare Contributions	176.10
Health & Life Insurance	2,276.10
Operating Supplies	4,760.43
Cleaning Supplies	0.00
Repair & Maintenance	0.00
Professional Services	0.00
Training	0.00
Computer Repair/Equipment	0.00
Telephone	66.34
Travel Expense	0.00
Advertising	1,913.75
Printing & Binding	0.00
Electricity	832.13
Natural Gas	352.24
Uniforms	0.00
Miscellaneous	0.00
<b>Sub-total</b>	<u>24,288.91</u>
Insurance- Liquor, Property, Gen'l Liability	787.51
Depreciation	3,669.96
Audit	250.00
Worker's Comp	342.03
Bond Interest	1,138.58
<b>Total Operating Expenses</b>	<u>30,476.99</u>

<b>Non-Operating Expenses/Income</b>	
Interest Income	3.50
Miscellaneous	(0.25)
Sales Tax Variance	(2.48)
Cash Drawer +/-	(15.97)
Bottle Deposit/Paid Out	0.00
Bad/Collected Checks	0.00
<b>Total Non-Operating Exp./Inc.</b>	<u>(15.20)</u>

<b>Net Income</b>	24,474.66
<b>Year-To-Date Income</b>	235,896.67

**Comparative Figures**

**Previous Year (2020)**

Total Sales	208,372.99
Gross Profit on Sales	56,536.11
Total Operating Expenses	35,239.27
Total Non-Operating Exp./Inc.	2,538.41
Net Income	23,835.25
Year-To-Date Income	243,788.55

Current YTD Cash Balance	252,028.43
Last Month YTD Income	211,422.01

## FUND BALANCES

FUND #	2021 CASH BALANCES	MONTH NOVEMBER	MONTH OCTOBER	MONTH SEPTEMBER
101	General-Operating	\$ 1,461,526.88	\$ 1,063,637.74	\$ 1,260,308.04
101	General-Childhood Intervention	\$ 886.55	\$ 886.55	\$ 886.55
101	General-Crime Prevention	\$ 655.58	\$ 655.58	\$ 655.58
601	Water-Operating	\$ 2,704,740.23	\$ 2,634,193.29	\$ 2,565,530.20
601	Water-Water Availability Charge	\$ 560,796.56	\$ 557,206.45	\$ 557,197.31
601	Water-Trunk Water Charge	\$ 25,231.40	\$ 25,230.94	\$ 25,230.53
601	Water-Bonds	\$ (2,283.56)	\$ (6,483.44)	\$ (10,683.26)
601	Water-Construction	\$ -	\$ -	\$ -
602	W.W.T.P.-Operating	\$ 2,558,405.00	\$ 2,445,290.97	\$ 2,372,273.69
602	W.W.T.P.-Sewer Availability Charge	\$ 1,095,207.64	\$ 1,093,312.81	\$ 1,093,294.87
602	W.W.T.P.-Trunk Sewer Charge	\$ 128,692.21	\$ 128,689.88	\$ 128,687.77
602	W.W.T.P.-Bonds	\$ (3,319.65)	\$ 21,787.45	\$ 15,687.19
602	W.W.T.P.-Construction	\$ -	\$ -	\$ -
603	Sanitation	\$ 27,563.92	\$ 28,276.49	\$ 29,311.08
604	City Center-Operating	\$ 4,022.68	\$ (48,116.32)	\$ (33,708.19)
604	City Center-Bonds	\$ (536,449.41)	\$ (536,439.68)	\$ (536,430.88)
609	Liquor Store	\$ 234,288.74	\$ 252,028.43	\$ 213,069.56
612	Airport	\$ (184,261.85)	\$ (120,783.10)	\$ (107,294.46)
651	Storm Water Management	\$ 507,742.74	\$ 470,192.87	\$ 428,205.13
213	Park Improvement	\$ 129,511.41	\$ 128,709.07	\$ 128,706.96
223	Aquatic Center	\$ (264,768.28)	\$ (262,321.53)	\$ (260,908.20)
223	Aquatic Center-Lifeguard Training	\$ 1,702.43	\$ 1,702.43	\$ 1,702.43
225	Cable TV	\$ 36,165.40	\$ 36,220.50	\$ 29,384.91
226	Cemetery	\$ (19,325.41)	\$ (18,124.39)	\$ (17,982.15)
229	Municipal State Aid	\$ 1,907,192.80	\$ 1,897,453.01	\$ 1,834,868.24
230	Engineering/Inspection Services	\$ (165,295.25)	\$ (165,292.25)	\$ (165,289.54)
231	American Rescue Plan	\$ 291,916.17	\$ 282,310.59	\$ 293,324.79
300	City Sinking	\$ 124,870.99	\$ 124,134.11	\$ 124,132.07
382	2007 Tax Increment Bond-2007 Industrial Park	\$ (58,682.45)	\$ (58,681.39)	\$ (58,680.43)
383	2014 Tax Increment Bond-West Industrial Park	\$ (36,651.58)	\$ (5,825.22)	\$ (5,825.12)
384	2018 Tax Increment Bond-Panther Heights	\$ (57,082.31)	\$ (50,098.90)	\$ (50,098.08)
409	Tax Increment #4-Industrial Park	\$ 305,025.74	\$ 267,354.71	\$ 267,350.32
421	Tax Increment #14-Downtown Redevelopment	\$ 45,448.54	\$ 40,426.72	\$ 40,426.06
424	Tax Increment #17-Miller Manufacturing	\$ 31,493.53	\$ 12,044.91	\$ 12,044.71
425	Tax Increment #18-West Industrial Park	\$ 2,677.07	\$ 1,637.95	\$ 2,246.91
426	Tax Increment #19-Panther Heights	\$ 70,484.30	\$ 32,751.13	\$ 34,594.87
465	2021 Street Improvement-10th Street	\$ (275,148.87)	\$ (259,327.06)	\$ 175,205.76
523	2008 11th Street/Morningside Bond	\$ 5,926.91	\$ (50,797.52)	\$ (50,796.69)
524	2014 Street Improvement Bond	\$ 57,767.36	\$ (19,692.80)	\$ (19,692.48)
525	2015 Street Improvement Bond-Lincoln Park	\$ (265,502.09)	\$ (361,711.21)	\$ (361,705.27)
526	2016 Street Improvement Bond-Armstrong Avenue	\$ (59,118.13)	\$ (107,039.07)	\$ (107,037.31)
527	2017 Street Improvement Bond-Baxter Avenue	\$ 51,253.53	\$ (46,116.55)	\$ (46,115.79)
528	2018 Storm Water Improvement Bond-Central Storm Sewer	\$ (48,982.29)	\$ (124,579.96)	\$ (124,577.92)
529	2021 Street Improvement Bond-10th Street	\$ 135,407.09	\$ 110,024.34	\$ 36,358.00
<b>TOTALS</b>		\$ 10,529,732.27	\$ 9,414,728.53	\$ 9,713,857.76



# March 2022

March 2022							April 2022						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
6	7	8	9	10	11	12	3	4	5	6	7	8	9
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 6:00pm Fire Relief (Fire Hall)	3	4	5
6	7 7:00pm City Council Meeting (City Hall)	8 8:30am Department Head (City Hall) 9:00am Safety Committee (City Hall West Conf)	9	10 7:00pm Planning Commission (City Hall)	11	12
13	14 5:30pm City Council Workshop (City Hall)	15	16	17 4:30pm Airport Commission (City Hall)	18	19
20	21 7:00pm City Council (City Hall)	22 8:30am Department Head (City Hall)	23 12:00pm Economic Development Comm Meeting (City Hall) 6:30pm Park Board (City Hall)	24	25	26
27	28 7:00pm Library Board (Library) 7:00pm Light & Power (Light Plant)	29	30	31	Apr 1	2