



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, APRIL 4, 2022

1. PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

2. CONSENT AGENDA

- A. Approve minutes of the regular meeting of March 21, 2022
- B. Acknowledge the following building permits:
 - 106 Hennepin Ave N – replace exterior doors
 - 101 8th St W – bathroom remodel
 - 227 10th St – overhang repair
 - 105 Interwood Dr – residing
 - 1110 Armstrong Ave N – boiler
 - 808 15th St W – install natural gas
 - 205 8th St - reshingle
- C. Approve book transfers
 - 1. \$10,000.00 from General Fund to Park Improvement Fund-Campground reimbursement
 - 2. \$70,000.00 from Storm Water Management to General Fund –Employee wages
 - 3. \$7,000.00 from Sanitation Fund to General Fund-Leaf Vacuum
 - 4. \$80,605.25 from ARPA to Aquatic Center
 - 5. \$120,000.00 from Water to 2015 Street Improvement Bond-Bond payment
 - 6. \$180,000.00 from WWTP to 2015 Street Improvement Bond- Bond payment
 - 7. \$60,000.00 from Water to 2016 Street Improvement Bond- Bond payment
 - 8. \$20,000.00 from WWTP to 2016 Street Improvement Bond- Bond payment
 - 9. \$127,549.00 from Municipal State Aid to 2016 Street Improvement Bond- Bond payment
 - 10. \$70,000.00 from Water to 2017 Street Improvement Bond- Bond payment
 - 11. \$40,000.00 from WWTP to 2017 Street Improvement Bond- Bond payment
 - 12. \$55,000.00 from Storm Water Management to 2017 Street Improvement Bond- Bond payment
 - 13. \$30,000.00 from Water to 2018 Street Improvement Bond –Bond payment
 - 14. \$51,000.00 from WWTP to 2018 Street Improvement Bond- Bond payment
 - 15. \$205,000.00 from Storm Water Management to 2018 Street Improvement Bond- Bond payment
 - 16. \$175,000.00 from Water to General Fund –Administration & 2020 Publics Works Project
 - 17. \$175,000.00 from WWTP to General Fund – Administration & 2020 Public Works Project
 - 18. \$100,000.00 from Storm Water to General Fund –Administration & 2020 Public Works Project
 - 19. \$50,000.00 from Liquor Store to General Fund – Administration
 - 20. \$75,000.00 from General to Aquatic Center to eliminate negative fund balance
 - 21. \$25,000.00 from Cable TV to General Fund
 - 22. \$100,000.00 from Liquor Store to City Center Operating- Deficit reduction
 - 23. \$175,000.00 from Liquor Store to City Center Bonds – Bond payment
 - 24. \$18,500.00 from General Fund to Cemetery –Eliminate negative fund balance
 - 25. \$30,000.00 from General Fund to Engineering/Inspection Services- Deficit reduction
 - 26. \$60,000.00 from Tax Increment #4 to 2007 Tax Increment Bond –Debt service
 - 27. \$36,700.00 from City Sinking to 2014 Tax Increment Bond- Debt service
 - 28. \$57,100.00 from Tax Increment #19 to 2018 Tax Increment Bond –Debt service

3. PUBLIC COMMENT (agenda items only)

4. PUBLIC HEARINGS

- A. Set Public Hearing for April 18, 2022, at 7:15 PM for Tax Abatement and Development Agreement with Ikwe Development for construction of a 51-Unit AmericInn Hotel – Jon Jerabek, Assistant City Administrator

5. BIDS AND QUOTES

- A. Purchase of Property in GlenTech Industrial Park from Mustang Seeds for resale to Miller Manufacturing – Mark Ostlund, City Attorney
- B. Sale of Property in GlenTech Industrial Park to Miller Manufacturing – Mark Ostlund, City Attorney.
- C. Purchase of Inspection Video Camera for Wastewater Laterals – Mark Lemen, Public Works Director

6. REQUESTS TO BE HEARD

- A. Wastewater Treatment Facility Project Update, including Wastewater Rate Discussion – Jessica Hedin and Karen Cavett, SEH
- B. Appoint member to the Light and Power Commission – Light and Power Commission

7. ITEMS FOR DISCUSSION

- A. Comprehensive Plan Status and next steps to approval Memo – Antonio Rosell, Community Design Group
- B. LMC Summer Conference – June 22, 23, 24 in Duluth

8. ROUTINE BUSINESS

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

9. ADJOURNMENT



GLENCOE CITY COUNCIL MEETING MINUTES
March 21, 2022 – 7:00pm

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

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

1. PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

Mayor Voss called to order the Glencoe City Council meeting at 7:00pm with all members present.

2. CONSENT AGENDA

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

B. Acknowledge the following building permits:

3225 10 th St E – signs	1529 Judd Ave – kitchen remodel
1231 Ford Ave – fire panel	1407 E 11 th St – reroof
905 11 th St E – remodel bathroom	

C. Approve the following licenses:

3.2 On-Sale Liquor License - Glencoe Brewers Assn.,
3.2 On-Sale Liquor License – Coborns, Inc.
3.2 On-Sale Liquor License - Glencoe Softball Assn.

Discussion: Robeck requested minutes to include that Neid requested the 2022 Budget. Lemke stated that the budget was in the folder; Robeck was looking for a different budget form. Mayor Voss suggested Robeck, himself and the Finance Director Todd Trippel meet so they can get him the information that he wants. Robeck agreed but did not want the meeting held at City Hall. Neid requested names be put under the building permits. No official motion was made to change the minutes of the March 7, 2022 meeting.

Motion: Lemke, seconded by 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

A. Approve quote for City Center Security Cameras – Jon Jerabek, Assistant City Administrator
Bid was received by Bradley Security, a local business. American Rescue Funds will be used to pay for the cameras.

Motion: Robeck, Neid to approve quote for City Center Security Cameras. All in favor, motion carried.

6. REQUESTS TO BE HEARD

A. Police Department Sergeant Position – Tony Padilla, Police Chief
Sergeant position offers ability an additional leadership role that will assist in covering evenings and weekends. Requesting a \$1.00 increase for this position.

Motion: Lemke, seconded by Schrupp to approve hiring internally for a Sergeant. Vote 3 – 2 with Neid and Robeck against, motion carried.

B. Variance Permit Request 1012 First St E

Motion: Schrupp, seconded by Olson to approve Variance Permit Request 1012 First St E. Vote 5 – 0, motion carried.

7. ITEMS FOR DISCUSSION

A. Agreement with McLeod County to Purchase Radios for Public Safety – Mark Larson, City Administrator

Motion: Neid, seconded by Robeck to approve Agreement with McLeod County to Purchase Radios for Public Safety. Vote 5 – 0, motion carried.

B. Approve Use of ARPA Funds for Aquatic Center - Mark Larson, City Administrator
Aquatic Center runs on a deficit of approximately \$70k - \$80k a year. Auditor said this would be an appropriate use of ARPA funds. Robeck asked if funds could be used for the trail; Larson will check with the auditors.

Motion: Neid, seconded by Lemke to Approve Use of ARPA Funds for Aquatic Center. Vote 5 – 0, motion carried.

C. Appoint Airport Commission Member Jonathan Lund

Motion: Schrupp, seconded by Robeck to Appoint Airport Commission Member Jonathan Lund. Vote 5 – 0, motion carried.

D. Awning Grant Application - Jon Jerabek, Assistant City Administrator

Motion: Schrupp, seconded by Neid to approve Awning Grant of \$2500 to Unhinged Pizza. Vote 5 – 0, motion carried.

8. ROUTINE BUSINESS

A. Project Updates

Met with interested party for the industrial park. Also met with railroad. More hotel info at next meeting. Nuvera will be installing fiber within a year. Nuvera will be mailing a postcard to residents. There is talk about redeveloping the creamery.

B. Economic Development

C. Public Input

D. Reports

Robeck is requesting DMR and well water reports from October to present.

E. City Bills

Motion: Schrupp, seconded by Olson to approve City Bills. All in favor, motion carried.

9. ADJOURNMENT

Motion: Robeck, seconded by Neid to adjourn at 7:40pm. All in favor, motion carried.

Ryan Voss, Mayor

Date

Mark D. Larson, City Administrator

Date



SMALL CITY  BIG FUTURE

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

To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: March 31, 2022

Re: Item 4A – Set Public Hearing for Tax Abatement

Item 4A – It is recommended to approve Resolution 2022-12 to set a Public Hearing on the proposed Tax Abatement of up to \$500,000 for Ikwe Development for the construction of a 51 Unit AmericInn Hotel Project

It is recommended to set the Public Hearing for April 18, 2022 at 7:15 PM.

Assistant City Administrator Jon Jerabek will review the attached information with the City Council on Monday night.



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

To: Mayor and City Council

Date: April 4, 2022

From: Jon Jerabek, Assistant City Administrator

Re: Request to approve Resolution 2022-12 Setting Public Hearing to Consider Abatement of Real Estate Taxes and to Request Participation from McLeod County

Ikwe Development, on behalf of Glencoe Hotel Group LLC, is requesting City assistance in their proposed 51-room AmericInn Hotel project. The total project cost is \$6.9 million and they are asking for Tax Abatement in the amount of \$500,000.

Included in the packet:

- Letter from Ikwe Development, on behalf of Glencoe Hotel Group LLC, requesting abatement.
- Pro Forma outlining costs and financing provided by Ikwe Development
- Breakdowns of an abatement provided by Shannon Sweeney (David Drown Associates)
 - City-only abatement would take 13 years
 - City and County involved abatement would take 8 years
 - Property value was calculated by Brenda Chmielewski (McLeod County Assessor's Office)
- EDC Minutes stating that EDC recommends to approve the \$500,000 in abatement. The EDC also recommended that the City request McLeod County to participate in the abatement.
- Information on Tax Abatement as provided by MN House Research

Per the City's Business Subsidy Policy, a Public Hearing must be held prior to approval of a subsidy. It is recommended to approve Resolution 2022-12: Resolution 2022-12 Setting Public Hearing to Consider Abatement of Real Estate Taxes and to Request Participation from McLeod County

Michelle Lickness, Ikwe Development, will be present at the April 18, 2022 City Council meeting.

RESOLUTION 2022 - 12

A RESOLUTION SETTING A PUBLIC HEARING TO CONSIDER ABATEMENT OF REAL ESTATE TAXES AND TO REQUEST PARTICIPATION FROM McLEOD COUNTY

WHEREAS, That the City Council desires to conduct a public hearing to consider certain real estate tax abatements for certain property within the corporate limits of the City of Glencoe (PIDs – 220.18.0200 & 220.18.0100) on Monday April 18, 2022 at 7:05 p.m., or soon thereafter as the matter can be considered, at the council chambers at the Glencoe City Center 1107 11th Street, Glencoe, MN 55336.

WHEREAS, Notice is further given that the City Council, at the above referenced public hearing, will also consider requesting that McLeod County, Minnesota participate in said tax abatement.

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

1. Notice is hereby given that the City Council will conduct a public hearing to consider certain real estate tax abatements for certain property within the corporate limits of the City of Glencoe (PIDs – 220.18.0200 & 220.18.0100) on Monday April 18, 2022 at 7:05 p.m., or soon thereafter as the matter can be considered, at the council chambers at the Glencoe City Center 1107 11th Street, Glencoe, MN 55336.
2. Notice is further given that the City Council, at the above referenced public hearing, will also consider requesting that McLeod County, Minnesota participate in said tax abatement.

Passed by the City Council of Glencoe, Minnesota this 4th day of April, 2022.

Ryan Voss, Mayor

Attested:

Mark Larson, City Administrator



Ikwe Development on behalf of Glencoe Hotel Group LLC

1934 81st Street, Balsam Lake, WI 54810

Phone 651 724-8247 | email: michelle@ikwe-dev.com

Dear Ryan Voss, Mayor, Mark Larson, City Administrator and Jon Jerabek, Assistant City Administrator

Glencoe Hotel Group LLC is planning to build a new 51 room AmericInn at Mr. Gavin property at Morningside drive, if a tax abatement is provided would help in financing and infrastructure of the hotel project. The hotel project total cost construction is \$6,909,125.00. The investors are making up 30% equity \$2,075,437.00 and will be applying for UDSA Loan for an amount of \$4,833,688.00.

The new AmericInn hotel will begin new construction begin August and opening in the Spring 2023. As a result, the hotel project will employ 1 full time position and 8 to 12 part time positions. City Impact is new commercial property taxes, lodging tax revenue and visitors spending money and staying in the communities.

We are requesting a tax abatement for the 51 room AmericInn hotel project. See attachment for project breakdown.

Thank you,

Michelle Lickness, president

Ikwe Development



Glencoe, Minnesota

51 Room AmericInn Hotel

Developer:



Michelle Lickness, President of Development
Phone 651 724-8247
Email: michelle@ikwe-dev.com



Why Glencoe, Minnesota?

The City of Glencoe is a growing community of nearly 6,000 people. Located just 50 miles west of Mpls./St. Paul on Hwy 212, Glencoe offers a diverse business community, excellent schools, regional health care system, extensive parks, & great people!



Location

- Purchasing the Land right off the HWY 212
- 1/2 Mile from downtown Glencoe
- Next to a restaurants and gas stations
- Great visibility from the Hwy 212

Highlights from Market Study

- Recommended 55 room limited service hotel
- Occupancy starting at 69.4% with ADR \$120
- Local Super 8 Hotel has been sold so no hotel in the area up to 15 plus miles away.

Please see attachment for full study. Update October 2021.

Timeline

Jan 2022	Intro Meeting with City & Brand
March 2022	Secure Investors and Land
April 2022	Secure Financing
April 2023	Start pre Design
May/June	Close Loan and Start Project
August 2022	Ground breaking
August 2022—April 2023	Construction Time
April 2023	Ribbon Cutting / Opening

Project Scope



New Build Construction

51 Room Hotel

Three Story with elevator

Pool & Outdoor Patio

Small Boardroom

Fitness Center

Marketplace

Business Center

Family Suites

Free Internet

Free Hot Homestyle

Breakfast



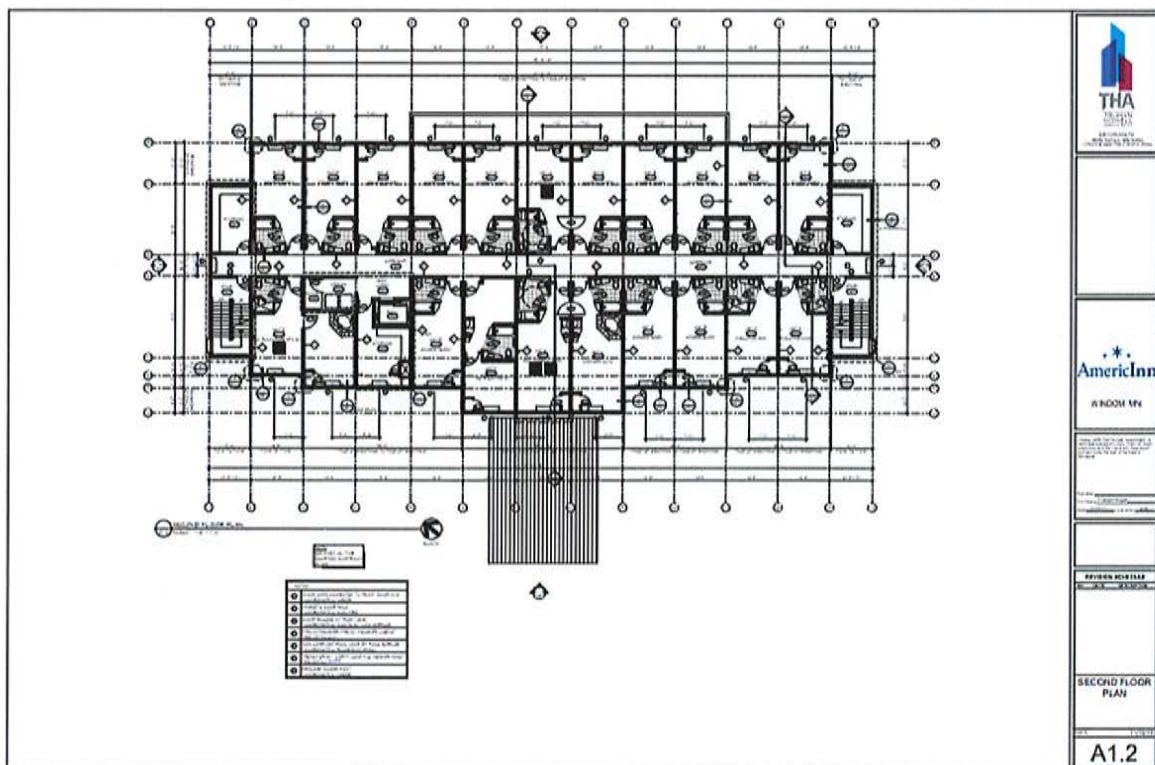
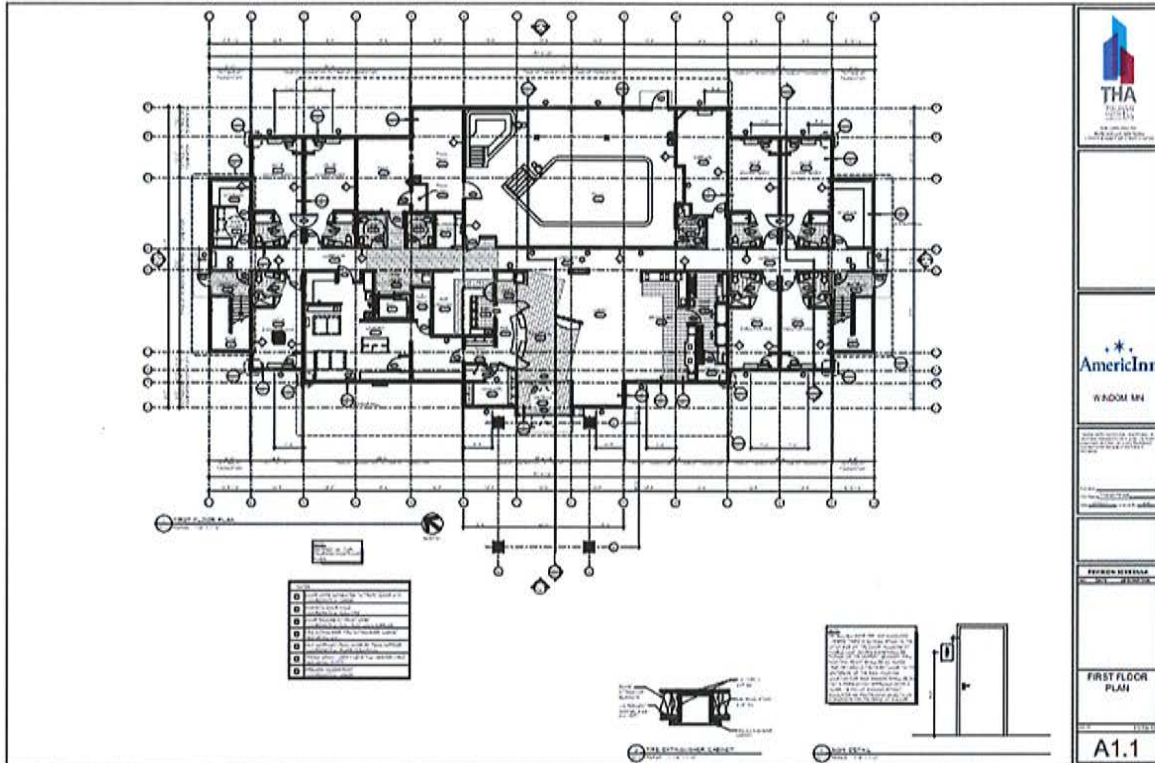
Why AmericInn?



Hotel Breakdown

51 Room AmericInn

Glencoe, MN



Project Breakdown

Glencoe , MN Hotel Project

Room Hotel	51		
Land Cost	\$300,000.00	1	\$300,000.00
Hard Construction	\$75,000.00	51	\$3,825,000.00
Additional Site Work	\$200,000.00	1	\$200,000.00
Landscaping	\$75,000.00	1	\$75,000.00
FF&E	\$18,000.00	51	\$918,000.00
OS&E	\$8,000.00	51	\$408,000.00
Architectural & Engineer	\$200,000.00	1	\$200,000.00
Appraisal	\$8,000.00	1	\$8,000.00
Survey & Studies	\$20,000.00	1	\$20,000.00
Legal & Accounting Fee	\$10,000.00	1	\$10,000.00
Franchise Fees	\$37,500.00	1	\$37,500.00
Insurance & Taxes	\$25,000.00	1	\$25,000.00
Signage	\$50,000.00	1	\$50,000.00
Pre Opening Marketing Stuff & Training	\$50,000.00	1	\$50,000.00
Construction Interest Only	\$243,060.00	1	\$243,060.00 <i>8 months</i>
Finance & Closing Cost 2%	\$127,391.20	1	\$127,391.20
Contingency 1.5%	\$97,454.27	1	\$97,454.27
IKWE Development Fee 5%	\$314,720.27	1	\$314,720.27
Total cost of project			\$6,909,125.74
		51	\$135,473.05 <i>Cost per unit</i>
Investment	\$6,909,125.74	30.0% \$	2,075,437.39
		70.0% \$	4,833,688.35
Loan Payment	4.75%	240	
Franchisee Fee	9.0%		
Management Company	5%		

Hotel Rooms Available		51	51	51	51	51	51	51	51	51	51	51	51	51	51	51	51	51
Year		2022	2023	2024	2025	2026	2027	2028	2029	2030	2031							
# of Rooms Available		18615	18615	18615	18615	18615	18615	18615	18615	18615	18615							
Occupancy %		50.0%	69.4%	73.8%	78.4%	80.5%	80.6%	80.7%	80.8%	80.9%	81.0%							
Rooms Occupied		931	12919	13738	14594	14985	15004	15022	15041	15060	15078							
ADR		\$100.00	\$120.25	\$127.00	\$133.00	\$136.00	\$139.00	\$142.00	\$145.00	\$148.00	\$151.00							
RevPAR		\$9.31	\$107.43	\$108.17	\$109.73	\$110.18	\$107.94	\$105.79	\$103.73	\$101.75	\$99.86							
Occupancy Growth			19.4%	4.4%	4.6%	2.1%	0.1%	0.1%	0.1%	0.1%	0.1%							
ADR Growth			\$20.25	\$6.75	\$6.00	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00							
Revenue																		
Rooms		\$93,075.00	\$1,553,486.90	\$1,744,709.49	\$1,941,023.28	\$2,037,970.20	\$2,085,512.91	\$2,133,167.31	\$2,180,933.40	\$2,228,811.18	\$2,276,800.65							
Marketplace		\$1,500.00	\$1,650.00	\$1,815.00	\$1,996.50	\$2,196.15	\$2,415.77	\$2,657.34	\$2,923.08	\$3,215.38	\$3,536.92							
Meeting Room		\$1,000.00	\$1,100.00	\$1,210.00	\$1,331.00	\$1,464.10	\$1,610.51	\$1,771.56	\$1,948.72	\$2,143.59	\$2,357.95							
Total Revenue		\$95,575.00	\$1,556,236.90	\$1,747,734.49	\$1,944,350.78	\$2,041,630.45	\$2,089,539.19	\$2,137,596.21	\$2,185,805.19	\$2,234,170.15	\$2,282,695.52							
Fixed Expense																		
Insurance		\$1,911.50	\$31,124.74	\$34,954.69	\$38,887.02	\$40,832.61	\$41,790.78	\$42,751.92	\$43,716.10	\$44,683.40	\$45,653.91							
Property Taxes		\$0.00	\$77,811.85	\$87,386.72	\$97,217.54	\$102,081.52	\$104,476.96	\$106,879.81	\$109,290.26	\$111,708.51	\$114,134.78							
Management Company (4.5%)		\$4,300.88	\$70,030.66	\$78,648.05	\$87,495.79	\$91,873.37	\$94,029.26	\$96,191.83	\$98,361.23	\$100,537.66	\$102,721.30							
Reserve For Replacement (1%)		\$955.75	\$15,562.37	\$17,477.34	\$19,443.51	\$20,416.30	\$20,895.39	\$21,375.96	\$21,858.05	\$22,341.70	\$22,826.96	\$179,569.91						
Department Expense																		
Rooms		\$26,761.00	\$435,746.33	\$454,410.97	\$486,087.70	\$489,991.31	\$501,489.40	\$513,023.09	\$524,593.25	\$536,200.84	\$547,846.92							
Food & Beverages		\$764.60	\$12,449.90	\$13,981.88	\$15,554.81	\$16,333.04	\$16,716.31	\$17,100.77	\$17,486.44	\$17,873.36	\$18,261.56							
Technology		\$4,778.75	\$70,030.66	\$78,648.05	\$87,495.79	\$91,873.37	\$94,029.26	\$96,191.83	\$98,361.23	\$100,537.66	\$102,721.30							
Other		\$669.03	\$10,893.66	\$12,234.14	\$13,610.46	\$14,291.41	\$14,626.77	\$14,963.17	\$15,300.64	\$15,639.19	\$15,978.87							
Undistributed Operating Expense																		
General & Admin		\$7,646.00	\$116,717.77	\$122,341.41	\$136,104.55	\$142,914.13	\$146,267.74	\$149,631.73	\$153,006.36	\$156,391.91	\$159,788.69							
Franchise Fee		\$4,778.75	\$77,811.85	\$87,386.72	\$97,217.54	\$102,081.52	\$104,476.96	\$106,879.81	\$109,290.26	\$111,708.51	\$114,134.78							
Sales & Marketing Fee		\$2,150.44	\$35,015.33	\$39,324.03	\$43,747.89	\$81,665.22	\$83,581.57	\$85,503.85	\$87,432.21	\$89,366.81	\$91,307.82							
Utilities		\$4,778.75	\$77,811.85	\$87,386.72	\$97,217.54	\$102,081.52	\$104,476.96	\$106,879.81	\$109,290.26	\$111,708.51	\$114,134.78							
Repairs & Maintenance		\$3,345.13	\$54,468.29	\$61,170.71	\$68,052.28	\$71,457.07	\$73,133.87	\$74,815.87	\$76,503.18	\$78,195.96	\$79,894.34							
Total Expenses		\$62,840.56	\$1,085,475.24	\$1,175,351.44	\$1,288,132.39	\$1,367,892.40	\$1,399,991.25	\$1,432,189.46	\$1,464,489.48	\$1,496,894.00	\$1,529,406.00							
Total Expenses Before Debt		\$32,734.44	\$470,761.66	\$572,383.05	\$656,218.39	\$673,738.05	\$689,547.93	\$705,406.75	\$721,315.71	\$737,276.15	\$753,289.52							
Debt Serve - Interest																		
Debt Services - Principal		\$62,000.00	\$372,000.00	\$372,000.00	\$372,000.00	\$372,000.00	\$372,000.00	\$372,000.00	\$372,000.00	\$372,000.00	\$372,000.00							
Grants																		
TID		\$0.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	
Net Cash Flow																		
		-\$29,265.56	\$148,761.66	\$250,383.05	\$334,218.39	\$351,738.05	\$367,547.93	\$383,406.75	\$399,315.71	\$415,276.15	\$431,289.52							
6 month reserves		1.27	1.54	1.76	1.81	1.85	1.90	1.94	1.98	2.02								
Distributions starts																		
Debt Services Coverage Ratio																		

\$500K for 10 years Pay Go

Investment

Total budget cost \$6,794,940 financed \$4,794,940

- AmericInn Key \$ 5,000 per key for 51 rooms totaling \$250,000. Ramp up franchise fee.
- TID received from City of Glencoe of \$500,000
- Developer is invested development fee and has committed for \$200,000.00
- K1 Distribution for about 7 years
- \$50,000 per share

Investment	\$6,909,125.74	30.0% \$	2,075,437.39
		70.0% \$	4,833,688.35
Loan Payment	5%	240	
Franchisee Fee	9.0%		
Management Company	5%		

SUMMARY

TOTAL PROJECT COSTS	\$	6,909,125.74			
Land - M.Gavin	\$	300,000.00	16.4%	Investor Equity	\$ 1,825,437.39 26.4%
Developer - Ikwe Dev. - M Lickness	\$	205,437.39	11.3%	Total with Grant or Bonus	\$ 2,075,437.39 30.0%
Kind of Contractor	\$	100,000.00	5.5%	TID	\$ 495,000.00
M. Gavin	\$	200,000.00	11.0% confirmed		
EDG	\$	200,000.00	11.0% confirmed		
Investor #6 - Possible in	\$	60,000.00	3.3%		
Investor #7- Working thru tax ques- tions	\$	200,000.00	11.0%		
Investor #8	\$	200,000.00	11.0%		
Investor #9	\$	200,000.00	11.0%		
Investor #10- 4.1.2022 Y/N	\$	160,000.00	7.7%		
			0.0%		
TOTAL Equity	\$	1,825,437.39	100.0%		
Brand Key Bonus	\$	250,000.00			
NET LOAN AMOUNT	\$	4,833,688.35			
In Kind of Services	\$	305,437.39			
Land	\$	300,000.00			
Cash Investor	\$	200,000.00			
Need to raise	\$	860,000.00			

Investor Distribution

Net Cash Flow	\$	(29,890.63)	\$	139,547.35	\$	239,179.27	\$	321,373.38	\$	338,551.18	\$	354,053.44	\$	369,603.90	\$	385,203.79	\$	400,854.43	\$	416,557.28
	6 month reserves				Distributions starts															
Debt Services Coverage Ratio			1.24		1.51		1.73		1.78		1.82		1.86		1.90		1.94		1.99	
Year	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031										
Distributions per Investor (yearly)																				
Estimate K-1 per investor																				
Property Value	\$	15,257.76	\$	17,135.25	\$	20,016.70	\$	20,486.47	\$	20,957.69										
Per cap rate	\$	3,814,440.94	\$	4,283,811.25	\$	5,004,175.63	\$	5,121,616.94	\$	5,239,423.51	\$	5,357,604.48	\$	5,476,169.93	\$	5,595,130.92		7.58		7.58
		8.26	7.63	7.41	Refinancing Check	Refinancing Check	Refinancing Check	Refinancing Check	Refinancing Check	Refinancing Check	Refinancing Check	Refinancing Check	Refinancing Check	Refinancing Check	Refinancing Check	Refinancing Check	Refinancing Check	Refinancing Check	Refinancing Check	Refinancing Check

Invest in the Hotel Project

- \$50,000.00 per share

If investment is \$200,000.00. A value of \$200K represents approximately a 11.6% equity placement with 10 investors at equal parts.

- * Cash Distributions in ten years \$275,000
- * K-1 for about seven years \$112,916
- * Resale Value after seven years \$300,417

Requirement of Investors: Investors are required to submit 3 years personal/business finances and Personal Statement Form within 15 days of signing an Letter of Intent to invest. Each investor will be required to do recourse financing through construction period. No distribution until 6 months of mortgage is on reversed.

Responsibility: Investors serve on an Investors Board. Board will meet a minimum, quarterly each year with the Management Team. Management Team is made up of Developer and Investors. Each investor receives one vote on voting agenda items.

Development team



Ikwe development look at information generated by a market studies professional, developed budgets, formulated projections like new hotels, restaurants, nursing homes, apartment building complexes, and individual development projects. Ikwe Development then goes after securing equity, financing, city zoning/permit, architect, construction, management companies, groundbreaking, and grand opening of the project. We are with community and investors every step of the way.



GEC has provided professional engineering and architectural services for many municipal, industrial, commercial, institutional, and private organizations. We are extremely proud of the fact that we have served some of our clients continuously for over 50 years! Here is a brief history of General Engineering Company.



Truman Howell Architects has been serving clients in the Minneapolis-St. Paul metro area, throughout the state of Minnesota and across the U.S. since 1977. Our nearly 40 of experience has garnered us the reputation of being one of the most prolific and reliable hotel architects in the country.

As a commercial architectural design firm, we focus on light commercial, retail, hospitality and industrial projects. Look to our skilled team of architects to design your single or multi-unit development



Choosing the right general contractor for your job may seem like a big undertaking. It need not be, if you know what to look for. Here are top qualities you should look for when vetting contractors for your next hospitality or light commercial construction project:

- **Experience:** A new company may not have the real-world experience needed to accurately complete a project.
- **Accurate bidding:** The lowest price up front does not always equate to the best price at the end.
- **Industry-specific knowledge:** A residential builder is very different from a commercial builder.
- **Genuine interest in a great customer experience:** The satisfaction you feel at the end of your project depends not only what work was completed, but how it completed and how you were treated.



In January 2005, ROI Hospitality Incorporated began operations with the mission to provide broad spectrum services to hotel owners. Our team has over 30 years of experience in all aspects of hospitality management including both full service and limited service hotels, as well as franchised restaurants. We are committed to consistently surpass guests' expectations by empowering our hotel management team, and providing sound communication and direction. If you share our customer service and product quality goals, don't hesitate to contact us to learn more about the services we offer.

City of Glencoe, Minnesota

City Tax Abatement Projection - Motel Project

Valuations & Projected Increases

Original Values	Market Value	Tax Capacity
	104,300	1,565
Increased Value: (Post Development)		2,620,300
		51,656

Tax Rate Assumptions:

	2021 Rate
Glencoe	76.05%
McLeod County	0.00%
GSL Schools	0.00%
Other	0.00%
76.05%	

Projected Tax Abatement (City Only)

Payable Year	Original Tax Capacity	Projected Tax Capacity	Net Captured Tax Capacity	Less Fiscal Disparities	Retained Net Captured Tax Capacity	Projected Tax Rate*	Gross Tax Abatement	Adjustments 0.00% Admin. Retainage	TOTAL NET REVENUES
2022	1,565	1,565	-	-	-	76.05%	-	-	-
2023	1,565	1,565	-	-	50,092	76.05%	38,096	-	38,096
2024	1,565	51,656	50,092	-	50,092	76.05%	38,096	-	38,096
2025	1,565	51,656	50,092	-	50,092	76.05%	38,096	-	38,096
2026	1,565	51,656	50,092	-	50,092	76.05%	38,096	-	38,096
2027	1,565	51,656	50,092	-	50,092	76.05%	38,096	-	38,096
2028	1,565	51,656	50,092	-	50,092	76.05%	38,096	-	38,096
2029	1,565	51,656	50,092	-	50,092	76.05%	38,096	-	38,096
2030	1,565	51,656	50,092	-	50,092	76.05%	38,096	-	38,096
2031	1,565	51,656	50,092	-	50,092	76.05%	38,096	-	38,096
2032	1,565	51,656	50,092	-	50,092	76.05%	38,096	-	38,096
2033	1,565	51,656	50,092	-	50,092	76.05%	38,096	-	38,096
2034	1,565	51,656	50,092	-	50,092	76.05%	38,096	-	38,096
2035	1,565	51,656	50,092	-	50,092	76.05%	38,096	-	38,096
2036	1,565	51,656	50,092	-	50,092	76.05%	38,096	-	38,096
							495,243	-	495,243

City of Glencoe & McLeod County, Minnesota

City & County Tax Abatement Projection - Motel Project

Valuations & Projected Increases

	Market Value	Tax Capacity
	104,300	1,565
Original Values		
Increased Value: (Post Development)	2,620,300	51,656

Tax Rate Assumptions:

	2021 Rate	Original Rate
Glencoe	74.42%	
McLeod County	58.40%	
GSL Schools	0.00%	
Other	0.00%	
	132.82%	

Projected Tax Abatement

Payable Year	Original Tax Capacity	Projected Tax Capacity	Net Captured Tax Capacity	Less Fiscal Disparities	Retained Net Captured Tax Capacity	Projected Tax Rate*	Gross Tax Abatement	Adjustments 74.42% City of Glencoe	58.40% McLeod County	TOTAL NET REVENUES
2022	1,565	1,565	-	-	-	132.82%	-	-	-	-
2023	1,565	1,565	-	-	-	132.82%	-	-	-	-
2024	1,565	51,656	50,092	-	50,092	132.82%	66,530	37,278	29,252	66,530
2025	1,565	51,656	50,092	-	50,092	132.82%	66,530	37,278	29,252	66,530
2026	1,565	51,656	50,092	-	50,092	132.82%	66,530	37,278	29,252	66,530
2027	1,565	51,656	50,092	-	50,092	132.82%	66,530	37,278	29,252	66,530
2028	1,565	51,656	50,092	-	50,092	132.82%	66,530	37,278	29,252	66,530
2029	1,565	51,656	50,092	-	50,092	132.82%	66,530	37,278	29,252	66,530
2030	1,565	51,656	50,092	-	50,092	132.82%	66,530	37,278	29,252	66,530
2031	1,565	51,656	50,092	-	50,092	132.82%	66,530	37,278	29,252	66,530
							532,243	298,228	234,015	532,243

Glencoe Area Chamber of Commerce
Economic Development Committee
March 23, 2022 Minutes
12:00 PM – 1:00 PM
Glencoe City Center- Senior Community Room
All items within this packet are confidential

In Attendance (13): Ryan Voss, Jon Braband,
Mark Larson, Hannah Tjoflat, Michael Donnay, Josh Thorson, Wes Olson,
Dave Meyer, Mark Ostlund, Nicole (Mid Country), CorTrust, Chip Anderson

1. Call the meeting to order (Mark Larson)
2. Review minutes (last meeting 2.23.2022)
3. Items of Business

a. Hotel Development City Assistance Request – Jon Jerabek, Mark Larson

- *Motion to enter into a development agreement in the amount of \$500,000 tax abatement 1st John/2nd Nicole*
- The study put together is being reimbursed because Michelle found it valuable

b. Miller Manufacturing purchase of GlenTech Industrial Park – Mark Ostlund

- Deal in place- waiting to schedule. Miller Manufacturing is on board.

c. Nature Fresh/Shanahan Building Appraisal Update – Mark Larson

- Council approved the appraisal. Working to set up the appraisal/walk-through.

d. Awning/Sign Grant Application – Jon Jerabek

- Rhema Coffee request: Quoted at \$5,450- Request total will be \$2,500 from the EDC; *Voted on and approved*

e. Panther Heights - Phase 3 – Mark Larson

- Working with Joe Keller, land owner
- 16th Street Study- East of Roundabout
- Lead time on building materials

f. Creamery Building Redevelopment – Mark Larson

- California company sent a letter of interest to redevelop this location. Pretty vague offer, but they have done this before in a similar community. The dryer in the building still has value. 5-6 initial jobs with room to grow.
- Discussed possible smell/pollution impact.

g. Possible Development in East Industrial Park with Rail Access – Jon Jerabek

- Meeting with Carver County
- Two companies expressing interest in this space

h. Single Family Lot Development Discussion – Mark Larson

- Start planning and talking about the future- Glencoe is running low on single-family lots.
- Comment- Would the major employers in the area be willing to give an incentive to supplement lots, etc.? (It would take a progressive company to consider this)
- Could the Chamber work with businesses to see if there's interest in giving a dollar amount to supplement growth/available lots, etc.?

i. Local Option Sales Tax – Mark Larson

- Positive feedback from the EDC.

4. Other Updates

a. Nuvera Fiber Schedule – Mark Larson

- 4 crews will start the build-out with Nuvera
- The Comp Plan is what caught the attention of both companies

b. Comprehensive Plan – Jon Jerabek

- Thursday, March 24, the last Comp Planning meeting
- Plan to bring to the next City Council meeting to allow for a 30-day review/edit before final approval by the Council

c. Wastewater Treatment Facility Tour – Mark Larson

- EDC private tour in the future

5. Adjourn

Property Tax Abatements for Economic Development

What is economic development property tax abatement?

Minnesota law authorizes political subdivisions to grant property tax abatements for economic development (e.g., to encourage a business to locate or expand at a location or to redevelop an area). [Minn. Stat. §§ 469.1813 - 469.1816](#).

Abatements can be used for purposes similar to tax increment financing (TIF), a widely used development tool.

These economic development tax abatements should be distinguished from property tax abatements that are granted by the county board primarily to correct errors (e.g., to reduce the assessor's market value or to change the classification of the property). [Minn. Stat. § 375.192](#).

For what purposes may abatements be used?

The law allows abatements to be used for a broad range of purposes, if the political subdivision finds that public benefits exceed the costs. Permitted uses of abatements include:

- General economic development, such as increasing the tax base or jobs
- Construction of public facilities or infrastructure (e.g., streets and roads)
- Redevelopment of blighted areas
- Providing access to services for residents (e.g., housing or retail would be common examples)
- Deferring or phasing in a large (over 50 percent) property tax increase
- Stabilizing the tax base resulting from the updated utility valuation administrative rules

Which property taxes may be abated?

Counties, cities, towns, and school districts may grant abatements of the taxes they impose by resolution. For towns, action at the town meeting is not required. Taxes imposed by special taxing districts (e.g., watersheds or regional agencies) cannot be abated. Similarly, the state general property tax (on commercial/industrial and seasonal-recreational properties) cannot be abated. In the Twin Cities metropolitan area and on the Iron Range, the fiscal disparities tax cannot be explicitly abated. However, a political subdivision may increase its abatement amount to reflect the amount of the tax imposed under fiscal disparities. The abatement does not directly enter into the fiscal disparities calculations.

How long does an abatement apply?

The political subdivision sets the length of the abatement, which cannot exceed 15 years. The term can be extended to 20 years if only two of the three political subdivisions (city/town, county, and school district) grant an abatement.

What is the limitation on abatements?

The total amount of property taxes abated may not exceed the larger of:

- 10 percent of the net tax capacity of the political subdivision, or
- \$200,000.

How do the mechanics of abatement work?

The abatement resolution, approved by the political subdivision, sets the duration and the amount to be abated. The political subdivision has considerable flexibility in setting the terms of the abatement; for example, it may set the abatement as a percentage of tax payable, a dollar amount, the tax attributable to a portion of the parcel's market value, or something else. The local government adds the abatement to its property tax levy. The owner pays property tax and the political subdivision uses the payments as provided by the abatement resolution. For example, the abatement may be used to pay bonds or be paid to the property owner.

May abatements be used to pay bonds used to fund public or private improvements?

The abatement law authorizes the issuance of bonds to be paid with the abatements. For example, bonds could be issued to construct public improvements or to pay for a site for a business. The bonds can be general obligation bonds or revenue bonds. The abatement bond provisions parallel those in the TIF law: the abatement bonds are not subject to referendum approval and are excluded from debt limits.

Under Department of Education administrative guidance, school districts may only issue abatement bonds for certain school parking improvements without voter approval. School districts have issued about \$47 million of these abatement bonds for parking improvements. The \$5 million annual levy to pay these bonds is not included in the school abatement levies in the table below.

How do abatements compare with TIF?

The legislature designed the abatement law as an alternative to and a supplement to TIF; both programs can be used for similar purposes, rely on property tax funding, and have very similar bonding powers. But they differ in these important respects:

- TIF can be used for longer durations (up to 25 years in some cases) than abatements (typically 15 years)
- TIF requires approval only by the municipality (usually the city) to capture all local property taxes, while abatement requires each entity's approval to capture its taxes and cannot capture special district taxes
- TIF use is subject to more legal restrictions than abatement. These include a blight test for redevelopment districts, but-for findings, and stricter limits on what increments may be spent on.

How widely has abatement been used?

The following amounts of abatement levies were reported for property taxes payable in 2018, as reported to the Departments of Revenue (cities and counties) and Education (schools).

	Number	Amount
Cities	73	\$12,485,808
Counties	31	2,409,625
Schools	12	1,608,875
Total	116	\$16,504,308

For more information: See the House Research publication *Tax Increment Financing*, September 2018.

The Research Department of the Minnesota House of Representatives is a nonpartisan office providing legislative, legal, and information services to the entire House.

House Research Department | 600 State Office Building | St. Paul, MN 55155 | 651-296-6753 | www.house.mn/hrd/hrd.htm



SMALL CITY  BIG FUTURE

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

To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: March 31, 2022

Re: Item 5A – Purchase Property in GlenTech Industrial Park

Item 5A – City Attorney Mark Ostlund will review the proposed purchase of the lot that the City of Glencoe previously sold to BP seeds in the GlenTech Industrial Park. This property will then be sold to Miller Manufacturing with the all the remaining property in GlenTech Park.

The City Council had previously authorized the purchase of the property from BP Seeds for \$15,000. BP Seeds has since deed the Property to Mustang Seeds to settle an outstanding debt. City Attorney Ostlund has prepared a purchase agreement between Mustang Seeds and the City of Glencoe to sell the property to the City of Glencoe for \$30,000.

City Attorney Ostlund has also prepared a purchase agreement between the City of Glencoe and Miller Manufacturing to purchase the entire GlenTech Industrial Park for \$265,000. This is an increase in the initial offer of \$250,000 from Miller Manufacturing, which will cover the additional \$15,000 to acquire the BP Seeds property.

It is recommended to purchase the lot in GlenTech Park from Mustang Seeds for \$30,000.

STANDARD PURCHASE AGREEMENT

This Purchase Agreement is entered into on _____, 2022, by and between and Mustang Seeds, Inc. ("Seller") and the City of Glencoe ("Buyer").

Seller agrees to sell and Buyer agrees to purchase the property legally described as:

That part of Lot 1, Block 2, GLENTECH PARK, according to the recorded plat thereof, McLeod County, Minnesota; described as follows:

Commencing at the most northerly corner of said Lot 1; thence South 49 degrees 23 minutes 48 seconds East, assigned bearing, along the southwesterly right of way line of Technology Lane, 1055.54 feet; thence southerly along a tangential curve, concave to the southwest, radius 767.00 feet, central angle 6 degrees 09 minutes 45 seconds, 82.50 feet to the point of beginning of the parcel to be herein described; thence South 51 degrees 16 minutes 47 seconds West, not tangent to said curve, 68.33 feet; thence South 39 degrees 03 minutes 41 seconds East 228.95 feet to the northerly right of way line of Technology Drive; thence northeasterly along said right of way line, a distance of 60.08 feet along a tangential curve concave to the northwest, having a radius of 767.00 feet, a central angle of 4 degrees 29 minutes 18 seconds, and the chord of said curve is 60.07 feet in length and bears North 56 degrees 26 minutes 21 seconds East; thence easterly, northeasterly and northwesterly a distance of 16.28 feet along a compound curve concave to the west having a radius of 10.00 feet and a central angle of 93 degrees 15 minutes 23 seconds; thence North 39 degrees 03 minutes 41 seconds West tangent to said curve 168.50 feet; thence northerly along a tangential curve concave to the southwest, radius 767.00 feet, central angle 4 degrees 10 minutes 23 seconds, 55.86 feet to the point of beginning. This tract is subject to any and all easements of record.

Located at XXX, City of Glencoe, County of McLeod, State of Minnesota, all of which property Seller has this day sold to Buyer for the sum of \$ 30,000.00, which buyer agrees to pay in the following manner; Earnest money of \$ 0.00 000.00 in the form of check and balance of \$ 30,000 on the date of closing.

SUBJECT TO performance by Buyer, Seller agrees to execute and deliver a Warranty Deed, to be joined in by spouse, if any, conveying marketable title to the Property subject only to the following exception:

(1) Building and zoning laws, ordinances, state and federal regulations. (2) Restrictions relating to use or improvement of the property without effective forfeiture provisions. (3) Reservation of any minerals or mineral rights to the State of Minnesota. (4) Utility and drainage easements, which do not interfere with, present improvements. (5) Rights of tenants, if any.

REAL ESTATE TAXES: Seller and Buyer agrees to pay pro-rate real estate taxes due and payable in the year 2022, and prior thereto.

WARRANTIES: Buyer has right to inspect property prior to closing. Seller agrees that the purchase price paid herein is consistent with the fair market value of the property interest conveyed and represents just compensation for the interests acquired/conveyed, and Seller agrees to release, waive and indemnify the City against any claim of condemnation or government takings.

POSSESSION: Seller agrees to deliver possession not later than Date of Closing. All interest, city water and sewer charges, electricity and natural gas charges, fuel oil and liquid petroleum gas shall be pro-rated between the parties as of N/A. Seller agrees to remove all debris and all personal property not included herein from this property before possession date.

DEFAULT IF: title is marketable or is corrected within said time, and Buyer defaults in any of the agreements herein, Seller may terminate this Agreement, on such termination all payments made hereunder shall be retained by Seller and Agent, as their respective interests may appear, as liquidated damages, time being of the essence hereof.

This provision shall not deprive either party of the right of enforcing specific performance of this Agreement, provided this Agreement is not terminated and action to enforce specific performance is commenced within six months after such right of action arises. In the event buyer defaults in his performance of the terms of this Agreement, and Notice of Cancellation is served upon the Buyer pursuant to MSA 559.21, the termination period shall be thirty (30) days as Permitted by Subdivision 4

ACCEPTANCE Buyer understands and agrees that this sale is subject to acceptance by Seller in writing.

WELL DISCLOSURE Check one of the following:

 X Seller certifies that Seller does not know of any wells on the described real property.

 Wells on the subject real property are disclosed by Seller on the attached Well Disclosure Form.

INDIVIDUAL SEWAGE TREATMENT SYSTEM DISCLOSURE Check one of the following:

 X Seller certifies that there is no individual sewage treatment system on serving the property.

 Individual sewage treatment systems on or serving the property are disclosed by Seller on the attached Disclosure statement.

THE EARNEST MONEY IS NOT REFUNDABLE IF THE TITLE IS MARKETABLE AND THE BUYER DECIDES NOT TO GO THROUGH WITH THE SALE.

I, the owner of the property, accept the Agreement

I agree to purchase the property for the price and on the terms and conditions set forth above

SELLER _____

BUYER _____

SELLER _____

BUYER _____

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



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

To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: March 31, 2022

Re: Item 5B – Sell GlenTech Industrial Park to Miller Manufacturing

Item 5B – It is further recommended to sell the entire GlenTech Industrial Park (including the BP/Mustang Seeds Lot) to Miller Manufacturing for \$265,000.

See attached Purchase Agreement.

PURCHASE AGREEMENT

THIS PURCHASE AGREEMENT (this “Agreement”) is made as of this ____ day of _____, 2022 (the “Effective Date”) between the City of Glencoe, a Minnesota municipal corporation (the “Seller”) and the Miller Manufacturing Company (the “Buyer”).

RECITALS

WHEREAS, Seller desires to sell to Buyer, and Buyer desires to purchase from Seller, real property described in Exhibit “A” (hereinafter referred to as the “Property”) pursuant to the terms and conditions of this Agreement;

WHEREAS, Buyer intends to use the Property as a private road right-of-way and to develop for a commercial industrial and/or manufacturing use and those use incidental thereto in the ordinary course of business (the “Intended Use”);

WHEREAS, Seller currently owns a fee simple interest in the Property;

WHEREAS, Buyer desires to purchase the Property for two-hundred and sixty five thousand dollars (\$265,000) (the “Purchase Price”);

WHEREAS, the Property’s cumulative tax assessed market value for the year of 2022 is four hundred six thousand five hundred dollars (\$406,500);

WHEREAS, the Seller is willing to sell the Property for the Purchase Price, provided the Buyer execute a certain Business Subsidy Agreement as required by the Seller and otherwise comply with all applicable state law regarding business subsidies.

NOW THEREFORE, in consideration of the covenants set forth herein and other good and valuable consideration, the receipt and sufficiency of which the parties hereby acknowledge, Seller and Buyer hereby agree as follows:

AGREEMENT

1. **Sale of Property.** Subject to compliance with the terms of this Agreement, Seller agrees to sell to Buyer, and Buyer agrees to buy from Seller, the Property.
2. **Purchase Price and Payment of Purchase Price.** The “Purchase Price” for the Property shall be **\$265,000**. The Purchase Price shall be paid as follows:
 - a. Buyer shall deposit at the office of the Seller’s attorney, or the title company of its choice, within three business days of execution of this Agreement, the sum of **\$10,000.00** as “Earnest Money” which shall be credited towards the purchase price and shall be nonrefundable except as specifically provided herein; and

- b. **\$255,000** payable by wire transfer(s) or certified check(s) to Seller on the Date of Closing.
- 3. **Closing.** The date of closing of this transaction shall be on or before **July 1, 2022** (the "Date of Closing") at a mutually agreed upon location by the Buyer and Seller. The closing of this transaction shall be deemed a waiver of any outstanding obligations, contingencies, or the like as contemplated herein.
- 4. **Examination of Title.**
 - a. **Title Commitment.** Within fifteen (15) days after the expiration of the Contingency Date, the Seller shall provide to the Buyer a commitment for an owner's title insurance policy insuring title to the Property for an amount equal to the purchase price hereunder (the "Title Commitment") and providing coverage which includes the Standard Exception Waiver Endorsement (ALTA Owner's Policy).
 - b. **Survey.** Buyer shall have twenty (20) days after the Effective Date to obtain an ALTA survey of the Property certified to both Buyer and Seller, and the certification language must be reasonably acceptable to Seller (the "Survey").
 - c. **Title Evidence.** The Title Commitment and Survey, collectively, constitute the "Title Evidence."
 - d. **Examination and Objections.** Within the later of: (i) thirty (30) days after the Effective Date, (ii) fifteen (15) days after Buyer's receipt of the Title Commitment, Buyer shall give Seller written notice of all Title Defects found by Buyer ("Objections"). The term "Title Defect" means any defect to title, encumbrance to title, encroachment or other item affecting title that Buyer is unwilling to accept. Any defects in the marketability of Seller's title to the Property which Buyer does not object to, in writing, within the time period set forth above, will be deemed Permitted Encumbrances (defined below).
 - e. **Seller's Obligation to Cure.** Any mortgages or other monetary liens against the Property shall be deemed automatic Objections (without any further action by Buyer) and Seller shall cure them on or before the Date of Closing. Within ten (10) days of Seller's receipt of Buyer's Objection(s), Seller must notify Buyer, in writing, if Seller will attempt to cure the applicable Objection(s). If Seller notifies Buyer that Seller will attempt to cure the applicable Objection(s), Seller will have up to thirty (30) days from Seller's receipt of Buyer's Objection(s) to do so (the "Cure Period"), or to obtain appropriate modifications to the Title Commitment. If necessary, the Date of Closing will be rescheduled to the next business day following the expiration of the Cure Period. If Seller cures such Objection(s) within the Cure Period, Seller will notify Buyer, in writing, and the parties must close pursuant to the terms of this Agreement. Buyer's specifically agrees that notwithstanding the continued existence of a defect or defects in the

marketability of Seller's title to the Real Property, Seller will satisfy Buyer's Objection(s) if the Title Company removes the matters giving rise to such defects from the list of requirements and/or exceptions set forth in the Title Commitment or agrees to endorse the Title Commitment to insure Buyer against loss or damage resulting directly from the matters giving rise to such defect(s)

- f. **Update of Title Evidence.** If any of the Title Evidence is endorsed, revised or updated, Buyer shall have ten (10) days after Buyer's receipt of the endorsed, revised or updated Title Evidence to object to any matters shown or disclosed therein that were not shown or disclosed in the original Title Evidence (the "New Objections").
- g. **Failure to Cure Objections.** If Seller notifies Buyer that Seller does not intend to cure the Objection(s), if Seller does not inform Buyer whether Seller will cure the applicable Objection(s) within the period set forth above, or if Seller notifies Buyer that Seller intends to cure the applicable Objection(s) but is unable to do so or obtain appropriate modifications to the Title Commitment within the Cure Period (excepting monetary liens and encumbrances), Buyer may:
 - i. notify Seller that Buyer waives the Objections that could not be or were not cured. If Buyer waives all uncured Objections, the Title Defects giving rise to such Objections shall be deemed Permitted Encumbrances and the parties shall fully perform their obligations under this agreement.
 - ii. Give Seller written notice of termination of this Agreement and shall immediately be refunded the Earnest Money.

If Buyer does not notify Seller of Buyer's election to waive Buyer's Objections pursuant to subsection (i) above or terminate this Agreement pursuant to subsection (ii) above within ten (10) days of the expiration of the Cure Period, or within ten (10) days after Seller informs Buyer that Seller will not cure an Objection, whichever occurs first, Buyer will be deemed to have waived any such Objections, the parties must perform their obligations under this Agreement, and the new Date of Closing will be the date that is the later of the originally scheduled Date of Closing and the date that is ten (10) days after the expiration of the last ten (10) day period.

- h. **Permitted Encumbrances.** As used herein, "Permitted Encumbrances" shall mean:
 - i. All building, zoning and subdivision statutes, laws, ordinances and regulations;

- ii. Reservations of minerals or of mineral rights in favor of the State of Minnesota, if any;
- iii. The lien of real estate taxes and special assessments not yet due and payable;
- iv. Those leases, easements, and other agreements and documents that are disclosed on Exhibit "B" attached hereto and incorporated herein.
- v. Any defects in the marketability of Seller's actual or record title to the Property which exist as of the Date of Closing and which Buyer does not object to (or has otherwise waived such objection) pursuant to the provisions of this Agreement, and otherwise contained as the certain exceptions listed to the Title Commitment not otherwise objected to by the Buyer as provided as part of this Agreement.

5. **Buyer's Contingencies.** Buyer's obligation to close on the transaction contemplated herein is contingent upon the occurrence of the events described below:

- a. Buyer determining, in Buyer's sole discretion, that the condition of the Property is acceptable to Buyer; specifically including, but not limited to, the quality of the soils (geotechnical borings). If Buyer fails to exercise this contingency on or before the end of the Contingency Period, Buyer's right to exercise this contingency and terminate this Agreement will automatically expire.
- b. Buyer determining, in Buyer's sole discretion, that it is satisfied with the results of all matters disclosed by hazardous waste and environmental reviews of the Property, including any wetland delineation and Phase I reports. Buyer, in its sole discretion and at its cost, may elect to obtain wetland delineation and Phase I reports and Seller shall cooperate with any related investigation. All tests, inspections and reviews ordered by Buyer, will be obtained at Buyer's sole cost and expense. Buyer shall not commence any Phase II testing or any other intrusive testing without the prior written consent of the Seller. If Buyer fails to exercise this contingency on or before the end of the Contingency Period, Buyer's right to exercise this contingency and terminate this Agreement will automatically expire.
- c. Buyer determining, in Buyer's sole discretion, that the Property complies with all building codes and zoning and subdivision ordinances applicable thereto, and that the Property and Buyer's Intended Use thereof are in compliance with all other state, federal, and local laws and regulations. If Buyer fails to exercise this contingency on or before the end of the Contingency Period, Buyer's right to exercise this contingency and terminate this Agreement will automatically expire.
- d. Buyer obtaining all required authorizations, approvals, and licenses for the Intended Use of the Property from all applicable and required Municipal, County and State entities or any adjacent landowners if property acquisition

is necessary in the discretion of the Buyer. If Buyer fails to exercise this contingency on or before the end of the Contingency Period, Buyer's right to exercise this contingency and terminate this Agreement will automatically expire.

- e. Seller conveying marketable title to the Property to Buyer at the Closing, subject only to Permitted Encumbrances.

If any Contingency is not satisfied on or before the time period set forth for such Contingency, Buyer may terminate this Agreement and shall immediately be refunded the Earnest Money by delivering written notice to Seller of such termination. Failure of Buyer to give Seller written notice of termination on or before such date or within such time period constitutes Buyer's waiver of such Contingency.

6. **Seller's Contingencies.** Seller's obligation to close on the transaction contemplated herein is contingent upon the occurrence of the events described below:

- a. Buyer executing a certain Business Subsidy Agreement as required by the Seller and otherwise comply with all applicable state law regarding business subsidies.
- b. Buyer shall have performed and satisfied all agreements, covenants and conditions required pursuant to this Agreement to be performed and satisfied by the dates required by this Agreement.
- c. Buyer shall have obtained all necessary approvals, variances, waivers, or other documentation that may be needed so that all of remaining portion of the property owned by Seller and that is immediately adjacent to or in the vicinity of the Property meets all applicable zoning requirements. Buyer must provide all documents, approvals or instruments reasonably requested by Seller to evidence such compliance.
- d. Seller's determination, in Seller's reasonable discretion, that the Property as depicted on the Survey accurately reflects the real property that Seller believed it was conveying. If the Property as depicted on the Survey does not depict the real property that Seller believed it was conveying, Seller and Buyer shall negotiate in good faith for a period of five (5) days after Seller's receipt of the Survey to agree upon a legal description that is acceptable to both parties. If the parties are able to agree upon a legal description of the real property to be conveyed pursuant to this Agreement, Exhibit A shall be deemed to be amended to be the legal description that the parties have agreed to pursuant to this Subsection 6(c), and the parties must both execute an amendment to this Purchase Agreement amending Exhibit A within ten (10) days after agreeing upon a final form of legal description. If the parties are unable to agree upon a final legal description, either party may terminate this Agreement by providing notice to the other party within ten (10) days after the expiration of the five (5) day period referenced above. Upon any such termination, the Earnest Money shall be returned to the Buyer. If neither party terminates this Agreement within such period, the parties'

termination option shall expire and the legal description for the Property shall be as depicted on Exhibit A attached hereto.

If either of the contingencies set forth in Subsections 6(a) or 6(b) is not satisfied by the Date of Closing, Buyer will be deemed to be in default hereunder.

7. **Contingency Period.** Upon the execution of this Agreement by both parties, and until sixty (60) days prior to the last day to close under this Agreement or unless otherwise waived by both parties (the "Contingency Period"), Buyer, its employees, agents, representatives, contractors, architects, engineers and consultants shall have the right and license to enter upon the Property for the sole purpose of conducting any tests, surveys, environmental studies, investigations, or analyses as Buyer may deem appropriate, including inspecting and testing the condition of soils, but subject to the remaining terms and conditions of this Agreement. Buyer agrees to indemnify and defend Seller from and to hold Seller harmless against any and all claims, causes of action or expenses, including attorneys' fees, relating to or arising from Buyer's or Buyer's employee's, owner's, agent's, officer's, or invitee's presence on the Property prior to the Date of Closing and to provide Seller with evidence that Buyer maintains reasonably adequate liability insurance, including contractual liability endorsement or provisions insuring Buyer's potential liability's under this Section 7. Buyer agrees to repair any damage to the Property caused by such inspections and to return the Property to substantially the same condition as existed prior to Buyer's inspection.

8. **Seller's Closing Obligations.** On or before the Date of Closing, Seller shall execute and/or deliver the following items, which are referred to as "Seller's Closing Documents". Seller's Closing Documents shall be duly executed and, where appropriate, be in recordable form.

- a. Execute and deliver to the closing agent all documents necessary to establish the marketability of Seller's actual and record title to the Property, subject only to Permitted Encumbrances.
- b. Execute and deliver a Limited Warranty Deed for the Property (the "Deed") conveying marketable fee title to the Property to Buyer, subject only to Permitted Encumbrances.
- c. Execute and deliver to Buyer and the closing agent an appropriate Minnesota Uniform Conveyancing Form Affidavit (Form 50.1.2 / 50.1.3) evidencing the absence of bankruptcies, judgments, or tax liens involving parties with the same or similar names as Seller and evidencing the absence of mechanic's lien rights affecting the Property, unrecorded interests affecting the Property, persons in possession of the Property and known encroachments or boundary line questions affecting the Property.
- d. Deliver to Buyer and the closing agent appropriate resolutions authorizing Seller's conveyance of the Property to Buyer and identifying the individuals authorized to execute the Deed.

- e. Execute and deliver to Buyer a non-foreign affidavit containing such information as is required under Section 1445(b)(2) of the Internal Revenue Code and any regulations relating thereto.
- f. Execute and deliver to the closing agent a completed Minnesota Department of Health Well Disclosure Certificate or include on the Deed the statement "Seller certifies that Seller does not know of any wells on the described real property" or the statement "I am familiar with the property described in this instrument and I certify that the status and number of wells on the described real property have not changed since the last previously filed well disclosure certificate."
- g. Deliver to Buyer a Date Down Certificate certifying that the representations and warranties of Seller contained in this Agreement are true as of the Date of Closing or, if such representations are no longer true, describing, in detail, the reasons why the representations are no longer true.
- h. Seller and Buyer agree to prorate all 2022 real estate taxes, including special assessments, as of the Date of Closing.
- i. Any other documents reasonably required by the closing agent to close the transaction contemplated herein.

9. **Buyer's Closing Obligations.** On or before the Date of Closing, Buyer will execute and/or deliver to the Title Company the following, which (in the case of documents) are referred to as "Buyer's Closing Documents". Buyer's Closing Documents shall be duly executed and, where appropriate, be in recordable form.

- a. Buyer shall pay all of Buyer and Seller's closing costs, any deed tax payable, Buyer's attorney fees related to this transaction, the cost of a survey if Buyer desires a survey, costs associated with Buyer's investigation of the Property, costs required to address land use, zoning, or planning issues and related approvals necessary for intended use, the cost of recording all documents necessary to make title insurable, the cost of constructing a new abstract if one is desired.
- b. Execute a certain Business Subsidy Agreement as required by the Seller and otherwise comply with all applicable state law regarding business subsidies.
- c. Seller and Buyer agree to prorate all 2022 real estate taxes, including special assessments, as of the Date of Closing.
- d. Any other documents reasonably required by the Closer to close the transaction contemplated herein.

10. **Assignability.** This agreement or any agreement contemplated herein shall not be assigned by either party without the express written consent of the other, unless the parties hereto are

the Assignor and/or Assignee, and such assignment would materially accomplish an obligation contemplated herein.

11. **Representations and Warranties by Seller.** Buyer agrees that except as stated herein, it is purchasing the Property based upon its own investigation and inquiry, and is not relying on any representations or warranties of Seller or any other party and agrees to accept and purchase the Property "AS IS", "WHERE IS" and "WITH ALL FAULTS". Seller represents and warrants to Buyer that as respects the Property being sold herein to the Buyer as follows:

- a. Seller has all requisite power and authority to execute this Agreement and the closing documents referred to herein to be executed by it.
- b. The individuals executing this Agreement on behalf of Seller are authorized to do so and, upon execution hereof, this Agreement shall be binding upon and enforceable against Seller.
- c. Seller is not a foreign person, foreign partnership, foreign trust or foreign estate as those terms are defined in Section 1445 of the Internal Revenue Code.
- d. The execution and delivery of this Agreement and the consummation of the transactions contemplated hereby by Seller will not violate or breach any order, writ, injunction or decree of any court, administrative agency or governmental body.
- e. As of Closing, there will be no tax liens affecting the Property and after the Property will not be subject of any lease or leasehold interest contract or agreement for use of the Property.
- f. To Seller's knowledge, there are no unrecorded mortgages, contracts, purchase agreements, options, easements, leases or other agreements relating to the Property other than the Permitted Encumbrances.
- g. Seller is not a party to any litigation, arbitration or administrative proceeding (A) with any present or former tenant of the Property, (B) with any person or entity concerning any aspect of the Property or having or claiming any interest in the Property, (C) which affects or questions Seller's title to the Property or Seller's ability to perform its obligations under this Agreement, or (D) which otherwise affects or relates to the Property. To Seller's knowledge, there is no presently pending or threatened litigation, arbitration or administrative proceeding affecting or questioning Seller's title to the Property or any part thereof.
- h. To Seller's knowledge, there are no material violations of any law or legal requirements of any governmental authority or other third party with respect to the Property except as have been disclosed to Buyer in writing.

- i. Seller is not aware of any underground storage tanks or ground water contamination on the Property.
- j. There is no individual sewage treatment system on or serving the Property.
- k. That this transaction is an arms-length transaction and that the consideration being paid amounts just compensation for the land conveyance, and that upon closing, Seller hereby forever waives and releases Buyer from any cause of action related to condemnation or eminent domain directed at the Buyer;

Unless otherwise stated herein, any warranty, representation, or covenant contained herein by the Seller shall survive closing for a period of six (6) months. No claim for a breach of any representation or warranty of Seller shall be actionable or payable (a) if the breach in question results from or is based on a condition, state of facts or other matter which was known to Buyer prior to the Date of Closing, and (b) unless written notice containing a description of the specific nature of such breach shall have been given by Buyer to Seller prior to the expiration of said six (6) month period and an action shall have been commenced by Buyer against Seller within thirty (30) days after the termination of the survival period provided for above in this Section. Buyer agrees to first seek recovery under any insurance policies, service contracts and Leases prior to seeking recovery from Seller, and Seller shall not be liable to Buyer if Buyer's claim is satisfied from such insurance policies, service contracts or Leases. In no event shall Seller's aggregate liability to Buyer for breach of any representation or warranty of Seller in this Agreement or the Date Down Certificate exceed the amount of the Cap (as defined below). As used herein, the term "Cap" shall mean the total aggregate amount of Fifty Thousand and No/100 Dollars (\$50,000.00).

12. **Default.** If either party to this Agreement defaults in the performance of any of such party's obligations under this Agreement, the non-defaulting party may, after written notice to the defaulting party, suspend performance of its obligations under this Agreement, and the rights of the non-defaulting party shall be as follows:

- a. **Buyer's Default.** If Buyer defaults in the performance of any of Buyer's obligations under this Agreement, or if any of Buyer's representations are inaccurate when made, Seller may cancel this agreement pursuant to Minnesota Statutes §559.21 and retain the Earnest Money to compensate Seller for any damages it incurred. The remedies set forth in this Section are Seller's sole and exclusive remedies. Under no circumstance shall Buyer be liable to Seller for any other damages of any nature, whether direct, indirect, consequential, special or otherwise.
- b. **Seller's Default.** If Seller defaults in the performance of any of Seller's obligations under this Agreement or if any of Seller's representations or warranties are inaccurate, Buyer may:

- i. Terminate this Agreement; or
- ii. Initiate a civil action to compel Seller's specific performance of Seller's obligations under this Agreement provided that Buyer commences such action within twelve (12) months of the date of Seller's default.

In either case, if Seller has breached any representation or warranty contained in this Agreement, Buyer may also seek damages. The remedies set forth in this Section are Buyer's sole and exclusive remedies in the event of Seller's default. Under no circumstance shall Seller be liable to Buyer for consequential or special damages. Notwithstanding anything to the contrary in the preceding provisions of this section, if Seller is required to pay any sum to Buyer and Seller fails to promptly make such payment, Buyer shall have the right to commence an action in a court of competent jurisdiction seeking a judgment awarding Buyer the sum due. If any action is brought by Buyer for specific performance or to obtain a sum due Buyer, Buyer may also recover Buyer's attorneys' fees and costs.

13. **Termination of this Agreement.** Various sections of this agreement allow Seller and Buyer to terminate this Agreement under certain conditions. The following procedures will govern either party's exercise of its termination rights:

- a. A party intending to terminate this agreement (the "Terminating Party") shall notify the non-terminating party (the "Non-Terminating Party") in writing of the Terminating Party's intent to terminate this Agreement.

14. **Brokers Commissions.** Seller and Buyer represent that they have not incurred any liability or obligation for brokerage or finder's fee, or any other like payment in connection with this agreement or the transaction contemplated hereby, or dealt with any broker in connection herewith.

15. **Notices.** All notices and objections to title to be given pursuant hereto shall be in writing and delivered personally to Buyer or Seller at the following addresses:

Seller: City of Glencoe
Attn: Mark Larson
Jon Jerabek
1107 – 11th Street East, Suite 107
Glencoe, MN 55336
mlarson@ci.glencoe.mn.us
jjerabeck@ci.glencoe.mn.us

Copy to Seller's Attorney:
Mark W. Ostlund
Huemoeller, Gontarek & Cheskis, PLC
16670 Franklin Trail, Suite 210

Prior Lake, MN 55372
mwo@priorlakelaw.com

Buyer: _____

Copy to Buyer's Attorney:

16. **Captions.** The paragraph headings or captions appearing in this agreement are for convenience only, are not a part of this agreement, and are not to be considered interpreting this agreement.
17. **Entire Agreement.** This agreement constitutes the entire and complete agreement between the parties hereto and supersedes any prior oral or written agreements.
18. **Counterparts.** This agreement may be signed in one or more counterparts, through signed originals, photo-copies, email scanned copies, facsimile or the like, all of which taken together shall be deemed one original.
19. **Severability.** If any provision of this agreement, or any application thereof, shall be invalid or unenforceable, the remainder of this agreement and any other application of such provision shall not be affected thereby and shall not be rendered invalid or unenforceable.
20. **Attorneys' Fees and Court Costs.** In any dispute or litigation between Seller and Buyer concerning the default or alleged default by Seller or Buyer under this agreement, the prevailing party shall be entitled to reimbursement by the other party of all reasonable attorneys' fees and court costs incurred in such dispute or litigation.
21. **Choice of Law.** This agreement is governed by and shall be construed according to Minnesota law, exclusive of choice of law rules.
22. **Time.** Time is of the essence.

[Remainder of Page Intentionally Left Blank]

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed on the dates indicated by the below signatures.

“Seller”

City of Glencoe, a Minnesota municipal corporation

Dated: _____

By _____
Mark Larson, Is City Administrator

Dated: _____

By _____
Ryan Voss, Its Mayor

“Buyer”

Miller Manufacturing Company, a Minnesota corporation

Dated: _____

By _____
Name:
Its:

Dated: _____

By _____
Name:
Its:

Exhibit "A"
Legal Description

Real Property in McLeod County, Minnesota legally described as follows:

Lot 1, Block 1, Glentech Park, according to the map or plat thereof on file at the McLeod County, Minnesota registrar's office.

AND ALSO,

Lot 1, Block 2, Glentech Park, according to the map or plat thereof on file at the McLeod County, Minnesota registrar's office, excepting therefrom the follow legally described parcel:

That part of Lot 1, Block 2, GLENTECH PARK, according to the recorded plat thereof, McLeod County, Minnesota; described as follows:

COMMENCING at the most northerly corner of said Lot 1; thence South 49 degrees 23 minutes 48 seconds East, assigned bearing, along the southwesterly right of way line of Technology Lane, 1055.54 feet; thence southerly along a tangential curve, concave to the southwest, radius 767.00 feet, central angle 6 degrees 09 minutes 45 seconds, 82.50 feet to the point of beginning of the parcel to be herein described; thence South 51 degrees 16 minutes 47 seconds West, not tangent to said curve, 68.33 feet; thence South 39 degrees 03 minutes 41 seconds East 228.95 feet to the northerly right of way line of Technology Drive; thence northeasterly along said right of way line, a distance of 60.08 feet along a non-tangential curve concave to the northwest, having a radius of 767.00 feet, a central angle of 4 degrees 29 minutes 18 seconds, and the chord of said curve is 60.07 feet in length and bears North 56 degrees 26 minutes 21 seconds East; thence easterly, northeasterly and northwesterly a distance of 16.28 feet along a compound curve concave to the west having a radius of 10.00 feet and a central angle of 93 degrees 15 minutes 23 seconds; thence North 39 degrees 03 minutes 41 seconds West tangent to said curve 168.50 feet; thence northerly along a tangential curve concave to the southwest, radius 767.00 feet, central angle 4 degrees 10 minutes 23 seconds, 55.86 feet to the point of beginning. This tract is subject to any and all easements of record.

Exhibit “B”
PERMITTED DISCLOSURES

REF

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Separate Agenda Items**



SMALL CITY  BIG FUTURE

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

To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: March 31, 2022

Re: Item 5C – Purchase Video Camera

Item 5C – Public Works Director Lemen will review the attached quote for a video camera to televise sanitary laterals and storm sewer lines. This camera will replace the camera purchased in 2008.

It is recommended to purchase the camera with 200-foot push rod and Combo kit for \$7,980 from MyTana.com.

Public Works Director Lemen will review the quote with the City Council on Monday night. The cost will be split between the Stormwater Fund and the Wastewater Fund.



SMALL CITY  BIG FUTURE

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

To: Mayor Voss and City Council
cc: Mark Larson, City Administrator
From: Mark Lemen, Public Works Director
Date: March 31, 2022
Re: Purchase approval for inspection camera

In 2008 the city purchased a See Snake push camera system for the purpose of inspecting city sanitary sewer laterals to ensure resident compliance with City Code 213. The camera purchased in 2008 has served the city well, however, the camera is beginning to show signs of failure that would not be cost effective to seek repair.

The camera system proposed for purchase will include two different inspection head sizes that will enable us to utilize the floor drain for inspection as well as the service inspection/clean out access point. In addition, advancement in technology, clearer more concise picture, and a smaller compact design will allow the I&I inspections to be performed by one operator instead of two, allowing for less disruption in other daily services provided.

The total cost for replacement is \$7980, falling well below the budgeted amount of \$12,000.

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

866-896-4677 (tel:18668964677)



Menu

(/)

Home (<https://www.mytana.com/>) » MyTana Products (<https://www.mytana.com/shop/>) » Sewer Inspection Systems and Locators (<https://www.mytana.com/product-category/sewer-inspection-systems-and-locators/>) » **MS11-NG2 Mid-Sized Inspection System**



MS11-NG2 Mid-Sized Inspection System
\$6,566.00 – \$6,757.00

DRAINTRACKER for 1¼" - 3" lines

This sinkline camera has a super-flexible ¼" push rod, making it ideal for use in S- and P-traps. Its color camera head has adjustable LED illumination, and a built-in 512Hz sonde.

A 5" daylight-readable monitor is integrated just above the controls and the unit records to SD card (included). Remote control lets you view and manage recordings. Powered with household current or rechargeable battery (included).

HEAD	Color .75" dia. fixed-position
MONITOR	5" daylight-readable
PUSH ROD	50' mini push-rod
FRAME	Powder-coated aluminum
SIZE	6.5" W × 15" L × 14" H
OP WT	15 lbs
INCLUDES	SD Card, remote control



PUSH ROD	PRICE
50'	\$3,991

MSA-NG2 for 1½" - 3" lines Mini Stand-Alone Inspection System

This lightweight, one-piece inspection system is built for ease of transport and clear images.

Color, fixed-position 1½" dia. camera head has a 512Hz transmitter built-in. Record to flash drive, internal 64 GB drive or stream video wirelessly.

Monitor shows digital footage counter. Powered with household current or rechargeable battery (included).

HEAD	Color, 1½" dia. fixed-position
MONITOR	6½" daylight-readable
PUSH ROD	100' mini push-rod
FRAME	Powder-coated aluminum
SIZE	12" W × 16" L × 17" H
OP WT	25 lbs
INCLUDES	USB flash drive WiFi Router SnoBall guide

PUSH ROD	PRICE
100'	\$4,974

MS11-NG2 for 3" - 6" lines Mid-Sized Inspection System

The MS11-NG2 is a versatile system that delivers crystal-clear images from 3" to 6" lines. Add the optional MS11+ Combo Kit (below) to inspect 1½" to 2" lines as well.

The detachable, self-levelling camera head has a 512Hz transmitter built-in. Durable push rod has a low-friction coat to deter catching and can be replaced in the field.

A daylight readable monitor is integrated on the frame and displays a digital footage counter. Record to flash drive, internal 64 GB drive or stream footage wirelessly. Powered with either household electric current or rechargeable battery (included).

HEAD	Color, 1½" dia. self-levelling
MONITOR	6½" daylight-readable
PUSH ROD	150' or 200'
FRAME	Powder-coated aluminum
SIZE	13"W × 20" L × 21"H
OP WT	43 lbs (200' push rod)
INCLUDES	USB flash drive WiFi router set of Ice Ball camera guides 1½", 1⅞", 2¼" O.D.

PUSH ROD	PRICE
150'	\$6,566
200'	\$6,757

— learn about our Ice Ball guides on the next page

MS11+ COMBO KIT for 1½" - 3" lines

Requires the MS11-NG2 system

Includes a mini camera head that is inter-changeable with the MS11-NG2 mid-size camera head, and a protective case for both heads and all the guides.

Older MS11-NG2 models with an affixed camera head can be rewired so it can swap out with this mini camera head. Call for details.

HEAD	Color, 1½" dia. fixed-position
CASE SIZE	14" × 12" × 5"
ALSO INCLUDED	Protective SnoBall guide 3" O.D. Ice Ball Dialectic grease A slot for everything included with the MS11-NG2 (above)

PRICE
\$1,223

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Separate Agenda Items**



SMALL CITY  BIG FUTURE

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

To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: March 31, 2022

Re: Item 6A – Wastewater Treatment Facility Update

Item 6A – Jessica Hedin and Karin Cavett with SEH will review the attached PowerPoint with the City Council and provide an update on the status of the Wastewater Treatment Facility (WWTF).

Karin will review the status of the budget at the Wastewater Treatment Facility, the current Fund balance of the Wastewater Fund, and the status of the rates at the WWTF.

No action is required by the City Council.



Glencoe Phosphorus Project

Project Update

April 4, 2022



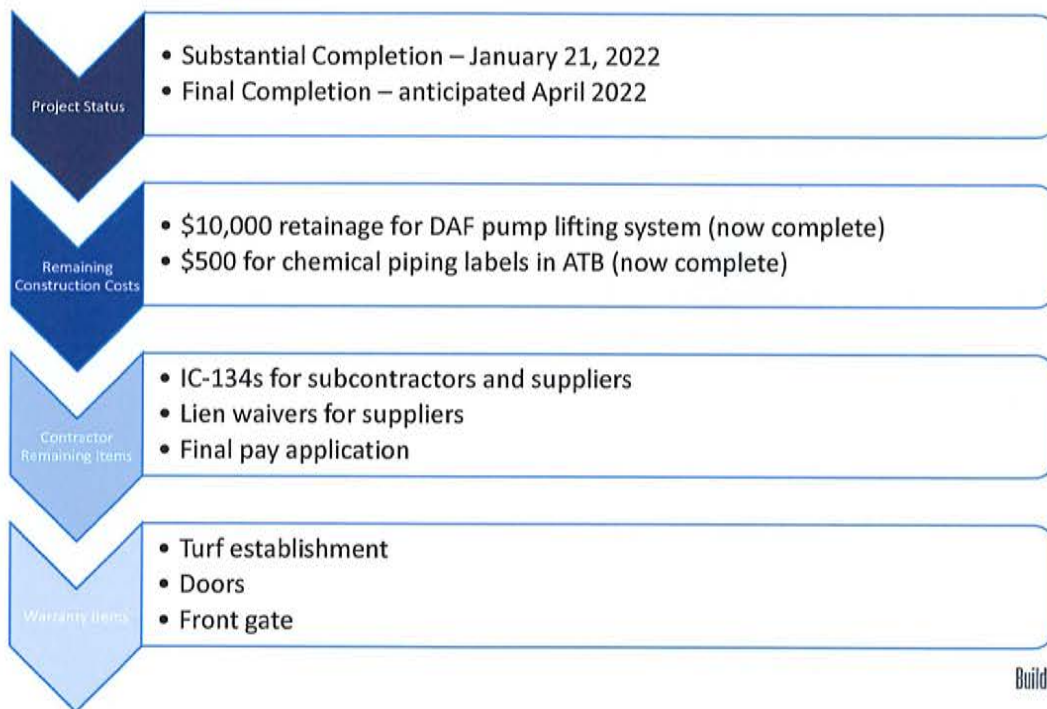
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CONSTRUCTION UPDATE



Building a Better World for All of Us®

Construction Update



REGULATORY UPDATE



Building a Better World for All of Us®

Regulatory Update – planning, design, bid award

Required Action	Due Date	Actual Date Completed	Regulatory
Submit a Facility Plan	January 12, 2019	March 3, 2017	NPDES Permit
Progress Report	January 20, 2020	January 20, 2020	NPDES Permit
Submit Plans and Specifications	January 11, 2021	March 29, 2018	NPDES Permit
Issue Notice to Proceed	January 11, 2022	January 13, 2019	NPDES Permit



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Regulatory Update – construction, post-construction

Required Action	Due Date	Actual Date Completed	Regulatory
Notification of Completion of Construction	14 days before planned completion (substantial completion)	January 7, 2022	NPDES Permit
Submit Evidence of Licensed Operator	60 days before completion of construction	August 26, 2021	MPCA
Initiation of Operations Date Established	Coincides with substantial completion date	January 21, 2022	MPCA
Comply with Total Phosphorus Limit	90 days after completion of construction or by March 31, 2023	May 1, 2022 per MPCA	NPDES Permit
Submit One Year Certification, Final O&M Manual, Record Drawings	One year after Initiations of Operations Date	January 21, 2023	NPDES Permit



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Regulatory Update

- MPCA received monthly construction progress reports throughout the entire construction project
- MPCA will visit site in Spring to observe the completed project
- Note: The WWTF continued to operate and remain in compliance throughout construction due to hard work of staff and good communication and coordination between staff, engineers, and contractor.

FUNDING UPDATE



Building a Better World for All of Us®

Funding Update

City's loan agreement disbursement period expires June 30, 2022.



Contractor

- Final Pay Application
- Closeout Documentation (IC-134s, Lien Waivers)

Engineering

- Final O&M Manual
- Record Drawings
- Start-Up Assistance
- MPCA Site Visit

Wage Compliance

- Wage compliance monitoring
- Final Labors Standards Report



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PROJECT COST UPDATE



Building a Better World for All of Us®

Project Cost Update

Construction Bid Amount
\$20,505,400

Change Order Amount
\$383,199

Actual Construction Cost
\$20,888,599

Item	Amount
Budgeted Contingency	\$1,025,270
Change Order Total	\$383,199
% Contingency Spent	37.4%
Contingency Spent as % of Construction	1.87%
Typical contingency spent for WWTF Rehab Projects	3-5%



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Project Cost Update

Change Order 01
(\$12,921.00)

- April 2019 – March 2020
- WCD 001 (\$13,539.00)
- WCD 002 (\$11,319.00)
- WCD 003 \$11,937.00

Change Order 02
\$396,120.07

- April 2020 – January 2022
- WCD 004 \$47,478.00
- WCD 005 \$66,494.07
- WCD 006 \$37,268.00
- WCD 007 \$84,393.00
- WCD 008 \$160,487.00



Total Project Change Order Amount \$383,199.07

Building a Better World for All of Us®

Project Cost Update

Items	PFA Application	Actual To-Date
Planning (Facility Plan)	\$63,900	\$63,900
Engineering Design & Bidding	\$1,144,800	\$1,144,800
Inspection/Construction Admin	\$1,534,000	\$1,291,963*
Other Engineering (Pre-Design)	\$54,600	\$54,600
Materials Testing	\$204,000	\$190,567**
Finance Legal	\$307,581	\$20,115**
Wage Compliance	\$60,000	\$37,500*
Secondary Treatment Construction	\$16,547,857	\$16,547,857
Advanced Treatment Construction	\$3,957,543	\$3,947,043*
Construction Contingency (5%)	\$1,025,270	\$383,199**
TOTAL	\$24,899,551	\$23,680,644



* Tasks with work remaining, cost not yet final
 ** No work remaining, final cost under budget

Funding Program	Amount
CWRF Loan	\$15,397,062
SPAP Grant	\$3,000,000
PSIG Grant	\$5,810,667
GPR Grant	\$691,822
TOTAL	\$24,899,551

Building a Better World for All of Us®

REVIEW OF SEWER RATES




Building a Better World for All of Us®

Review of Sewer Rates

One year after initiation of operation of the wastewater treatment project (Jan 21, 2023), the municipality shall submit the **Documentation of Sufficient Funds Form**, showing it is collecting sufficient funds to provide for operation and maintenance and equipment replacement costs.

Per Minnesota Rule 7077.0288, Subp 2C.





Minnesota Pollution
Control Agency
520 Lafayette Road
St. Paul, MN 55155-4194

State Revolving Fund
Documentation of Sufficient Funds Form
Minnesota Rules 7077.0288, Subp. 2C.

Municipality Name:

Project Number:

This documentation shows that we are collecting sufficient funds to provide for operation and maintenance and equipment replacement (CM&R) costs in performance with the approved operation and maintenance manual.

A. Record the total annual amounts spent for each of the following items during the one-year certification period for this project:

Budgeted Costs		Actual Costs
\$ <input type="text"/>	Total operating costs	\$ <input type="text"/>
\$ <input type="text"/>	Total maintenance costs	\$ <input type="text"/>
\$ <input type="text"/>	Total equipment replacement costs	\$ <input type="text"/>
\$ <input type="text"/>	Total CM&R costs	\$ <input type="text"/>

B. Record the total annual amounts collected for each of the following items during the one-year certification period for this project:

Budgeted Costs		Actual Costs
\$ <input type="text"/>	Total water fees collected	\$ <input type="text"/>
\$ <input type="text"/>	Total of all other sources of income collected for CM&R	\$ <input type="text"/>
\$ <input type="text"/>	Total income collected for CM&R	\$ <input type="text"/>

C. To demonstrate compliance with this performance standard, the actual total income collected for CM&R should be equal to or greater than the actual total CM&R costs.

<input type="text"/> (Total CM&R income)	<input type="text"/> (Total CM&R cost)	<input type="text"/> (Debit or credit)
---	---	---

Print Authorized Representative Name:

Signature:

Title:

Date:

Building a Better World for All of Us®

Review of Expenditures

WW Project will come in approximately \$1 million under construction estimate:

- \$57,700 annual savings

Increased operation and maintenance costs (additional staff, higher electrical, natural gas, and chemical costs):

- \$185,000 additional annual expenses

Inflation: labor and materials greatly increased.



Minimum Cash Balance

- Minimum cash reserve balance should address both operating reserve and forecast of capital projects funded through cash payments. It is recommended that a minimum cash reserve for:
 - 6 months of operation
 - 1 year of debt payments (principle and interest)
 - Cash reserve (\$1,000,000) for capital

2022	2023	2024	2025
\$2,718,204	\$2,753,762	\$2,731,685	\$2,750,456

Projected Annual Revenue & Expenses

Assuming no rate increases

Recommendation:
Continue to annually
review upcoming
infrastructure needs
and sewer rates.



	2022	2023	2024	2025
Total Revenue	\$2,451,114	\$2,451,114	\$2,451,114	\$2,451,114
OM&R	\$904,995	\$976,110	\$931,956	\$969,499
Capital Improve. Projects	\$374,000	\$563,900	\$225,500	\$214,600
Debt - Collection System	\$341,000	\$341,000	\$341,000	\$341,000
Debt – WWTF	\$796,000	\$796,000	\$796,000	\$796,000
Bond Interest	\$128,707	\$128,707	\$128,707	\$128,707
Total Expenses	\$2,544,702	\$2,805,717	\$2,423,163	\$2,449,806
Annual Balance: (Positive/Negative)	(\$93,588)	(\$354,604)	\$27,950	\$1,308
Balance	\$3,206,412	\$2,851,808	\$2,879,759	\$2,881,067
Minimum Cash Reserve Recommended	\$2,718,204	\$2,753,762	\$2,731,685	\$2,750,456

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PROJECT PICTURES



Building a Better World for All of Us®

Project Take-Aways

- Construction quality was good
- Facility capable of meeting permit limits, including new phosphorus limits
- Improved safety for staff
- Improved operational flexibility
- Improved reliability of equipment and parts
- Facility capable of handling peak flows – no bypassing needed
- Overall a very good project



Building a Better World for All of Us®

Glencoe Wastewater Treatment Facility – Questions?



Building a Better World for All of Us®

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SMALL CITY  BIG FUTURE

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

To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: March 31, 2022

Re: Item 6B – Light and Power Commission Member

Item 6B – Attached is the application of Michael Donnay to become a member of the Glencoe Light and Power Commission. The Light and Power Commission recommended the approval of the application at their meeting last week.



March 29, 2022

Dear Mayor Voss:

At the Commission meeting held on March 28th, 2022, the Light and Power Commissioners reviewed the application that was submitted and voted to recommend to the Glencoe City Council that Michael Donnay be appointed to the Light and Power Commission.

Sincerely,

A handwritten signature in black ink, appearing to read "D. Meyer", with a long horizontal flourish extending to the right.

David C. Meyer
General Manager
Glencoe Light and Power Commission



Interest Form for Serving on Boards and Commissions

Glencoe City Center, 1107 11th St E, Glencoe, MN 55336

P: 320-864-5586

F: 320-864-6405

Name: Michael Donnay
Address: 505 Abby Ln Glencoe
Cell Phone: (320) 247-8288
E-Mail Address: michael.donnay@ricecompanies.com
Occupation: General Manager
Place of Employment: Rice Companies - Glencoe
Education Background: Bachelor's of Science, Construction Management - MSU Mankato,
Number of years as Glencoe Resident: 25

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

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

Description of Boards/Commissions

Airport Commission: The Airport Commission meets monthly at 6:30pm on the 3rd Thursday at the airport. The Commission consists of five (5) members, shall be residents of the City, and serve staggered three (3) year terms. One member shall be a current member of the City Council. The Commission shall advise the City Council in all matters dealing with the airport and its operations.

Charter Commission: The Charter Commission members serve a two (2) or four (4) year term and meet as statutorily required.

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

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

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

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

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

Light and Power Commission: The Light and Power Commission meets monthly on the 4th Monday at 7:30pm at the Light Plant. The commission consists of five (5) members all of whom shall be qualified voters of the City of Glencoe and be appointed by the City Council. The commission has control and management of the generation, acquisition and distribution of electric energy in the City of Glencoe.

Explain why you are interested in this board/commission:

I would like serve the community in which i live in. I feel I have the ability to bring a new perspective to the group. I have interest in our helping grow our community and would like to be active in the process.

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

My work experience in construction and business management provides a foundation for the role as a commissioner. I spend a lot of time working in groups. I understand the complications, as well as the benefits of collaboration amongst different individuals.

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

1. Economic Development Committee	Served from: 2021	to: Present
2. Comp Plan PSC	Served from: 2021	to: Present
3. _____	Served from: _____	to: _____
4. _____	Served from: _____	to: _____

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SMALL CITY  BIG FUTURE

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

To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: March 3, 2022

Re: Item 7A – Comprehensive Plan Status and Next Steps

Item 7A – The attached email provides the City Council with the next steps on the recently completed Comprehensive Plan prior to adoption by the Glencoe City Council.

The Comprehensive Plan Steering Committee is planning to meet again in April to discuss the implementation of the Plan once it is approved by the City Council.

Mark Larson

From: Antonio Rosell <arosell@c-d-g.org>
Sent: Friday, March 25, 2022 12:19 PM
To: Mark Larson; Jon Jerabek
Subject: Tentative dates and process for finalization - 2022 Comprehensive Plan

hi Mark and Jon, these is the process and dates I shared with you and the PSC at yesterday's meeting for the plan's adoption process:

Process and timeline considerations per Minnesota statutes - please see <https://www.revisor.mn.gov/statutes/cite/462.3535> and <https://www.revisor.mn.gov/statutes/cite/462.355>)

- Adjacent jurisdiction review - MN Statute 462.3535 Subd. 6: "As soon as practical after the development of a community-based comprehensive municipal plan, the municipality shall provide a copy of the draft plan to adjacent municipalities within the county for review and comment. An adjacent municipality has 30 days after receipt to review the plan and submit written comments."
- County review and approval - MN Statute 462.3535 Subd. 7 and 8: "A county has 60 days after receipt to review the plan and submit written comments to the town. The town may amend its plan based on the county's comment."
- Process for adoption - 462.355 Subd. 2: "Before adopting the comprehensive municipal plan or any section or amendment of the plan, the planning agency shall hold at least one public hearing thereon. A notice of the time, place and purpose of the hearing shall be published once in the official newspaper of the municipality at least ten days before the day of the hearing."

Proposed dates and timeline we discussed:

April 11:

- Final Draft for public review released (30 days public review needed)
- Set and publicize date for public hearing (proposing May 16 or another Council meeting date, minimum 10 days notice needed)
- Plan is shared with neighboring cities (30 days review needed)
- Plan is shared with County (60 days review needed)

May 16:

- City holds public hearing to receive comments on the plan (this provides a review period that is slightly longer than 30 days)
- Plan is updated as needed over the next week

June 11

- Comments received from McLeod County
- Plan is updated as needed over the next week

June 20 or 27:

- Plan is presented to City Council for their consideration for adoption

Please let me know if you have any questions or if you need any additional information.

Also, please let me know if you'd like to meet next week (Tuesday 29 8 am to discuss more). Thank you,

Antonio



Antonio M. Rosell, P.E., AICP
Director

Community Design Group

Email: arosell@c-d-g.org

Mobile: 612-234-7078

Web: www.c-d-g.org

[LinkedIn](#) | [Facebook](#) | [Twitter](#)

On Fri, Mar 25, 2022 at 9:40 AM Mark Larson <mlarson@ci.glencoe.mn.us> wrote:

All,

The Comprehensive Plan Steering Committee held their final meeting yesterday to review the proposed 2022 Comprehensive Plan. For the City Council, a copy of the 2022 Comprehensive Plan (Plan) is now located on the Google Drive in the "City Council 2022" Folder.

Antonio Rosell, our consultant with Community Design Group did provide a link to the Plan yesterday within the Agenda to the Comprehensive Planning meeting. If you would like a paper copy of the plan, let me know and we can provide you with a paper copy. I did provide paper copies to the Steering Committee members at their meeting yesterday. The Plan is too large of a document to email, so if you would like a digital copy, you can download it from this link

<https://comdesgrp.sharepoint.com/sites/CommunityDesignGroup/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FCommunityDesignGroup%2FShared%20Documents%2FGlencoe%20%2D%20Public%20Files%2F01%20%2D%20FINAL%20DRAFT%20Comprehensive%20Plan%2FGlencoe%2FCompPlan%2F2022%2F0324%2Epdf&parent=%2Fsites%2FCommunityDesignGroup%2FShared%20Documents%2FGlencoe%20%2D%20Public%20Files%2F01%20%2D%20FINAL%20DRAFT%20Comprehensive%20Plan&p=true>

Please feel free to forward this link to others that you think might have interest in viewing the Plan.

The **Approval Process** requires submission of the Plan to our adjacent townships (Helen and Glencoe), municipalities (Plato), and McLeod County for a review by those jurisdictions. There will also be a concurrent 30-day public comment period. Jon Jerabek will be posting a copy of the Plan to the City of Glencoe Website, along with supplemental and other supporting documents

The City Council will also need to hold a public hearing on the Plan prior to final approval. It is anticipated that final approval will probably take place in June 2022. There is still time for minor clerical adjustments to the Plan.

The Steering Committee does plan to meet again in April to discuss a recommendation to the City Council regarding the ongoing **Implementation and Review** process for the Plan. The Steering Committee did meet 15 times over the last 15 months, both virtually and in person, throughout the pandemic. The members of the Steering Committee should be commended for their commitment to providing an excellent document to help steer the community for the next 20 to 30 years.

Thanks to everyone for their participation and assistance in this planning process and have a great weekend!

Mark

Mark D. Larson

City Administrator

1107 11th Street East, Suite 107

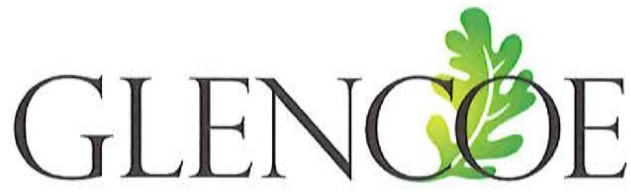
City of Glencoe, MN 55336

320-864-6500 Direct Line

320-510-0350 Cell phone

mlarson@ci.glencoe.mn.us

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SMALL CITY  BIG FUTURE

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

To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: March 31, 2022

Re: Item 7B – League of MN Cities (LMC) Summer Conference

Item 7B – The LMC summer conference information is attached. It is scheduled for June 22-24 in Duluth. Please contact my office if you would like to attend.

Mayor: Ryan Voss

City Administrator: Mark D. Larson

Council Members: Allen Robeck – Sue Olson – John Schrupp – Paul Lemke - Cory Neid

plan

Start planning for the 2022 Annual Conference!

This year's program features engaging speakers, time to get to know your city colleagues, over 15 educational sessions to choose from, and more!



Pre-conference workshops
includes lunch

Networking meetups

Opening ceremony and keynote speaker

Conference kick-off in the exhibit hall



Breakfast

Annual Business Meeting

Educational sessions

Growing cultural agility workshop

Networking breaks

Awards show & dinner



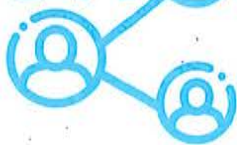
Breakfast

2022 Legislative Update

Closing keynote speaker

Stay Tuned: Keynote speakers will be announced in April!

network



The 2022 Annual Conference is your place to network!

Whether you're a first-time attendee or a regular participant at the conference, spend time getting to know colleagues, exhibitors, and League staff in person.

First-Time Attendees Meetup

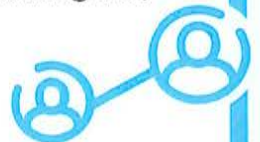
Attention all first-time attendees! Before the opening ceremony, build connections with fellow new conference attendees. League staff will also spend time sharing the ins and outs of the conference to help you make the most of your time in Duluth.

Mayors Breakfast

Collaborate with other mayors over breakfast hosted by the Minnesota Mayors Association as you connect with familiar faces and build your network.

Annual Business Meeting

Sit down with your city colleagues from across the state as you hear updates from League Executive Director Dave Unmacht and League Board President D. Love. Plus, choose a delegate from your city to help shape the future of the League by voting for new Board and executive committee members.



discover

Discover new skills to help you tackle challenging issues!

Dig deeper during skill-building workshops where you'll explore key topics including getting grants, working through conflict, and starting your diversity, equity, and inclusion work.

PRE-CONFERENCE WORKSHOPS

WEDNESDAY, JUNE 22 — 10 a.m.-1 p.m.

FEE: **\$40** Lunch included;
Pre-registration required

Getting Grants for Cities

Melissa Cuff, Fund Development Leader

Your city is planning great projects, but how do you find grants and successfully present plans to get funding?

Take part in this interactive pre-conference workshop to get an overview of identifying grant prospects and preparing competitive grant proposals, with an emphasis on requesting funds from government agencies and private foundations. You will learn fundamental skills to identify appropriate grant sources, recognize the most crucial components of a proposal and how they fit together, and understand the review process. Leave the session with strategies to write successful proposals.

**ATTENTION
SMALL-CITY
STAFF!
THIS SESSION
IS DESIGNED
FOR YOU.**

Managing Difficult Conversations with Constituents and Colleagues

A Braver Angels Workshop for Elected Officials

Braver Angels

Elected officials frequently communicate with constituents and colleagues with different points of view. With communities becoming more politically polarized and public dialogue becoming more confrontational, new skills are required for leaders to better navigate disagreements and encourage a more constructive environment for doing city business. This workshop will equip you with practical tools you can use immediately when a constituent or colleague challenges you on a policy or course of action. You will learn skills to help mitigate the stress of difficult conversations and help you proceed with more confidence in your role as an elected official. You will come away with strategies to better soften critics and find common ground in an increasingly divisive environment.

**THIS SESSION
IS OPEN TO
ELECTED
OFFICIALS
FROM CITIES
OF ALL SIZES.**

SKILL-BUILDING WORKSHOP

THURSDAY, JUNE 23 — 2-4 p.m.

No additional fee or pre-registration required for this workshop.

Please note: This workshop overlaps with educational sessions.

Growing Cultural Agility

YMCA Equity Innovation Center

This skill-building workshop is designed for all city officials interested in starting diversity, equity, and inclusion work.

Cultural agility is one of the top leadership skills for the future, and it is necessary for authentic community engagement. Cultural agility is the ability to perform successfully in cross-cultural situations by shifting your approach. Higher levels of cultural agility will help you build more equitable communities and connect with the people you serve more deeply.

This workshop will explore personal and organizational steps you and your city can apply to any diversity, equity, and inclusion strategies.

connect

EXHIBIT HALL

WEDNESDAY, JUNE 22 — 3:30-6:30 p.m.

After the opening general session on Wednesday afternoon, connect with colleagues in the exhibit hall for a can't-miss kick-off celebration!

Explore new resources for your city.

Build your network with city officials, exhibitors, and League staff.

Discover new League programs.

Hello.

Hello.

develop

Get new skills and dive into hot topics as you develop ways to overcome tough challenges!

EDUCATIONAL SESSIONS THURSDAY, JUNE 23

Whether you're new to your role or have been with your city for years, get engaged during this year's educational sessions — designed just for city officials like you!

CONNECTION

Discover how you can create opportunities to make connections and empower your community. Session topics include:

- New public engagement strategies.
- Building workforce and economic capacity.
- Future-ready infrastructure.

ECONOMY

Explore your role in building a stronger and more resilient local economy. Session topics include:

- Broadband.
- Finding engineering services.
- Economic transformation and building adaptive capacity.
- Housing and development.

FUNDING

Learn about key funding resources and tools that are available to support growth in your city. Session topics include:

- Rural sales tax and online stores.
- Municipal debt and bonding.
- Basics of local property tax.

COMMUNICATION

See how positive interactions and effective communication can help you in your work. Session topics include:

- Creating a communication strategy.
- Responding during challenging encounters.
- Building communities through storytelling.

PREPARATION

Explore the importance of preparation and how your city can get ready for the future. Session topics include:

- Discussing energy, the environment, and resilience with your community.
- Exploring your city's career advantage.
- Cybersecurity.

celebrate

THURSDAY, JUNE 23

Awards Reception

Before the awards show and dinner, join fellow city officials for a reception at the DECC. Spend time getting to know your colleagues before celebrating award-winning projects, programs, and people.

Awards Show & Dinner

Honor fellow cities' award-winning projects, programs, and initiatives on Thursday evening during the awards show and dinner!

Awards show emcee and program will be announced this spring!

New award category this year!

Nominate an elected or appointed official in your city with eight or fewer years of experience for the new **Emerging Leader Award!**

Find out more: www.lmc.org/awards

advocate

Hear how city priorities fared at the Capitol and what's ahead in 2023 and beyond as the League's intergovernmental relations team shares observations and key outcomes following the 2022 session. Plus, Gov. Tim Walz is invited to share his thoughts on the direction of the state.

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FUND BALANCES

FUND #	2021 CASH BALANCES	MONTH		TOTAL
		DECEMBER	RECEIVABLES	
101	General-Operating	\$ 2,117,818.56	\$ 33,870.11	\$ 2,151,688.67
101	General-Childhood Intervention	\$ 886.55		\$ 886.55
101	General-Crime Prevention	\$ 4,660.24		\$ 4,660.24
601	Water-Operating	\$ 2,007,312.74	\$ 124,629.63	\$ 2,131,942.37
601	Water-Water Availability Charge	\$ 561,083.82		\$ 561,083.82
601	Water-Trunk Water Charge	\$ 25,231.84		\$ 25,231.84
601	Water-Bonds	\$ 1,916.40		\$ 1,916.40
601	Water-Construction	\$ -		\$ -
602	W.W.T.P.-Operating	\$ 2,088,758.23	\$ 226,061.27	\$ 2,314,819.50
602	W.W.T.P.-Sewer Availability Charge	\$ 1,095,589.19		\$ 1,095,589.19
602	W.W.T.P.-Trunk Sewer Charge	\$ 128,694.45		\$ 128,694.45
602	W.W.T.P.-Bonds	\$ 2,780.29		\$ 2,780.29
602	W.W.T.P.-Construction	\$ -		\$ -
603	Sanitation	\$ 11,586.42	\$ 9,015.46	\$ 20,601.88
604	City Center-Operating	\$ 1,660.05	\$ 2,627.86	\$ 4,287.91
604	City Center-Bonds	\$ (361,458.74)		\$ (361,458.74)
609	Liquor Store	\$ 18,928.48		\$ 18,928.48
612	Airport	\$ (228,149.68)	\$ 278,566.20	\$ 50,416.52
651	Storm Water Management	\$ 46,864.32	\$ 49,718.69	\$ 96,583.01
213	Park Improvement	\$ 139,513.66		\$ 139,513.66
223	Aquatic Center	\$ (109,586.16)	\$ 232.00	\$ (109,354.16)
223	Aquatic Center-Lifeguard Training	\$ 1,702.43		\$ 1,702.43
225	Cable TV	\$ 11,016.03	\$ 7,532.22	\$ 18,548.25
226	Cemetery	\$ 77.88		\$ 77.88
229	Municipal State Aid	\$ 219,344.49		\$ 219,344.49
230	Engineering/Inspection Services	\$ (135,298.13)		\$ (135,298.13)
231	American Rescue Plan	\$ -		\$ -
300	City Sinking	\$ 37,285.66		\$ 37,285.66
382	2007 Tax Increment Bond-2007 Industrial Park	\$ 1,316.53		\$ 1,316.53
383	2014 Tax Increment Bond-West Industrial Park	\$ 47.78		\$ 47.78
384	2018 Tax Increment Bond-Panther Heights	\$ 16.70		\$ 16.70
409	Tax Increment #4-Industrial Park	\$ 245,031.05		\$ 245,031.05
421	Tax Increment #14-Downtown Redevelopment	\$ 45,448.54		\$ 45,448.54
424	Tax Increment #17-Miller Manufacturing	\$ 31,494.08		\$ 31,494.08
425	Tax Increment #18-West Industrial Park	\$ 2,677.12		\$ 2,677.12
426	Tax Increment #19-Panther Heights	\$ 13,385.53		\$ 13,385.53
465	2021 Street Improvement-10th Street	\$ (366,231.39)	\$ 480,000.00	\$ 113,768.61
523	2008 11th Street/Morningside Bond	\$ 5,927.01	\$ 663.01	\$ 6,590.02
524	2014 Street Improvement Bond	\$ 60,426.69	\$ 1,237.56	\$ 61,664.25
525	2015 Street Improvement Bond-Lincoln Park	\$ 34,493.29	\$ 7,805.69	\$ 42,298.98
526	2016 Street Improvement Bond-Armstrong Ave.	\$ 154,408.76	\$ 176.80	\$ 154,585.56
527	2017 Street Improvement Bond-Baxter Ave.	\$ 220,674.69	\$ 773.50	\$ 221,448.19
528	2018 Storm Water Improvement Bond-Central Storm Sewer	\$ 253,906.47	\$ 1,487.95	\$ 255,394.42
529	2021 Street Improvement Bond-10th Street	\$ 135,409.45		\$ 135,409.45
TOTALS		\$ 8,526,651.32	\$ 1,224,397.95	\$ 9,751,049.27

Glencoe Municipal Liquor Store
Profit & Loss Statement for November 2021

Sales	
Liquor	67,529.17
Beer	95,205.71
Wine	29,050.22
Other Merchandise	3,885.71
Total Sales	<u>195,670.81</u>

Cost of Sales	
Beginning Inventory	379,134.59
Purchases	149,564.07
Total Merch. Avail. for Sale	<u>528,698.66</u>
Less Inventory Ending	384,354.05
Cost of Sales	<u>144,344.61</u>
Gross Profit on Sales	51,326.20
	26.23%

Operating Expenses	
Sales Tax (Use tax)	107.00
Full-Time Employees	5,483.94
Full-Time Employees- Overtime	0.00
Part-Time Employees	5,278.19
PERA Contributions	787.52
FICA Contributions	663.38
Medicare Contributions	155.16
Health & Life Insurance	2,282.84
Operating Supplies	4,579.91
Cleaning Supplies	0.00
Repair & Maintenance	1,037.57
Professional Services	0.00
Training	0.00
Computer Repair/Equipment	0.00
Telephone	66.09
Travel Expense	0.00
Advertising	699.16
Printing & Binding	0.00
Electricity	1,115.11
Natural Gas	495.85
Uniforms	215.00
Miscellaneous	0.00
Sub-total	<u>22,966.72</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
Total Operating Expenses	<u>29,154.80</u>

Non-Operating Expenses/Income	
Interest Income	4.57
Miscellaneous	500.00
Sales Tax Variance	0.71
Cash Drawer +/-	1.82
Bottle Deposit/Paid Out	0.00
Bad/Collected Checks	0.00
Total Non-Operating Exp./Inc.	<u>507.10</u>

Net Income	22,678.50
Year-To-Date Income	258,575.17

Comparative Figures

Previous Year (2020)

Total Sales	204,531.96
Gross Profit on Sales	52,286.35
Total Operating Expenses	28,459.03
Total Non-Operating Exp./Inc.	507.79
Net Income	24,335.11
Year-To-Date Income	268,123.66

Current YTD Cash Balance	234,288.74
Last Month YTD Income	235,896.67

April 2022

April 2022							May 2022						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
3	4	5	6	7	1	2	1	2	3	4	5	6	7
10	11	12	13	14	8	9	8	9	10	11	12	13	14
17	18	19	20	21	15	16	15	16	17	18	19	20	21
24	25	26	27	28	22	23	22	23	24	25	26	27	28
					29	30	29	30	31				

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

CITY OF GLENCOE BILLS

APRIL 4, 2022

**** PREPAID PAYROLL & WIRE TRANSFER BILLS ****

VENDOR	DEPARTMENT: DESCRIPTION	TOTAL
CITY OF GLENCOE EMPLOYEES	MULTIPLE DEPTS.: CITY OF GLENCOE PAYROLL 1-26-22	\$69,359.17
WIRE TRANSFER	MULTIPLE DEPTS.: MEDICA INSURANCE PREMIUM	\$39,598.57
WIRE TRANSFER	MULT DEPTS:EMP/CITY PAYROLL TAXES,HSA,PERA,D COMP,CAFE	\$48,460.34
	TOTAL PREPAID BILLS ----->	<u>\$157,418.08</u>

INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

APRIL 4, 2022 - PREPAID BILLS

Date: 04/01/2022

Time: 12:42 pm

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City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
A.H. HERMEL CO.	0573	LIQUOR STORE: MERCH FOR RESALE	172555	01/21/2022	795.15
				Vendor Total:	795.15
ARCTIC GLACIER USA, INC	0495	LIQUOR STORE: MERCH FOR RESALE	172556	01/21/2022	223.60
				Vendor Total:	223.60
BELLBOY CORPORATION	1113	LIQUOR STORE: MERCH FOR RESALE	172557	01/21/2022	166.84
				Vendor Total:	166.84
BREAKTHRU BEVERAGE	0513	LIQUOR STORE: MERCH FOR RESALE	172563	01/21/2022	2,282.75
				Vendor Total:	2,282.75
C & L DISTRIBUTING	0492	LIQUOR STORE: MERCH FOR RESALE	172558	01/21/2022	25,112.02
				Vendor Total:	25,112.02
JOHNSON BROS - ST PAUL	0504	LIQUOR STORE: MERCH FOR RESALE	172564	01/21/2022	3,020.64
				Vendor Total:	3,020.64
LOCHER BROS., INCORPORATED	0503	LIQUOR STORE: MERCH FOR RESALE	172559	01/21/2022	22,150.40
				Vendor Total:	22,150.40
MARLIN'S TRUCKING	1387	LIQUOR STORE: MERCH FOR RESALE	172560	01/21/2022	344.85
				Vendor Total:	344.85
PHILLIPS WINE & SPIRITS, INC.	1010	LIQUOR STORE: MERCH FOR RESALE	172565	01/21/2022	1,695.55
				Vendor Total:	1,695.55
SOUTHERN GLAZER'S OF MN	1429	LIQUOR STORE: MERCH FOR RESALE	172566	01/21/2022	3,503.20
				Vendor Total:	3,503.20
VIKING BEVERAGES	0973	LIQUOR STORE: MERCH FOR RESALE	172561	01/21/2022	6,823.00
				Vendor Total:	6,823.00
VIKING COCA-COLA BOTTLING CC	0494	LIQUOR STORE: MERCH FOR RESALE	172562	01/21/2022	481.75
				Vendor Total:	481.75
VINOCOPIA, INC.	1353	LIQUOR STORE: MERCH FOR RESALE	172567	01/21/2022	178.50
				Vendor Total:	178.50
				Grand Total:	66,778.25
				Less Credit Memos:	0.00
				Net Total:	66,778.25
				Less Hand Check Total:	0.00
				Outstanding Invoice Total :	66,778.25
Total Invoices:	13				

INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

APRIL 4, 2022 - PREPAID BILLS

Date: 04/01/2022

Time: 12:43 pm

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City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
BREAKTHRU BEVERAGE	0513	LIQUOR STORE: MERCH FOR RESALE	172631	01/28/2022	1,964.31
BREAKTHRU BEVERAGE	0513	LIQUOR STORE: MERCH FOR RESALE	172643	02/04/2022	1,811.60
				Vendor Total:	3,775.91
C & L DISTRIBUTING	0492	LIQUOR STORE: MERCH FOR RESALE	172632	01/28/2022	15,392.20
				Vendor Total:	15,392.20
JOHNSON BROS - ST PAUL	0504	LIQUOR STORE: MERCH FOR RESALE	172633	01/28/2022	2,972.31
JOHNSON BROS - ST PAUL	0504	LIQUOR STORE: MERCH FOR RESALE	172644	02/04/2022	2,944.26
				Vendor Total:	5,916.57
LEGALSHIELD	0485	MULT DEPTS: INS PREMIUMS	172634	01/28/2022	138.50
				Vendor Total:	138.50
LOCHER BROS., INCORPORATED	0503	LIQUOR STORE: MERCH FOR RESALE	172635	01/28/2022	7,536.25
				Vendor Total:	7,536.25
MARLIN'S TRUCKING	1387	LIQUOR STORE: MERCH FOR RESALE	172636	01/28/2022	341.55
				Vendor Total:	341.55
MINNESOTA PUBLIC EMPLOYEE	1439	POLICE: UNION DUES	172637	01/28/2022	108.00
				Vendor Total:	108.00
NCPERS GROUP LIFE INS	1619	ADMIN: INS PREMIUMS	172638	01/28/2022	16.00
				Vendor Total:	16.00
PAUSTIS WINE COMPANY	0916	LIQUOR STORE: MERCH FOR RESALE	172639	01/28/2022	2,704.75
				Vendor Total:	2,704.75
PHILLIPS WINE & SPIRITS, INC.	1010	LIQUOR STORE: MERCH FOR RESALE	172640	01/28/2022	5,976.80
PHILLIPS WINE & SPIRITS, INC.	1010	LIQUOR STORE: MERCH FOR RESALE	172645	02/04/2022	1,455.30
				Vendor Total:	7,432.10
SOUTHERN GLAZER'S OF MN	1429	LIQUOR STORE: MERCH FOR RESALE	172641	01/28/2022	11,286.48
SOUTHERN GLAZER'S OF MN	1429	LIQUOR STORE: MERCH FOR RESALE	172646	02/04/2022	6,150.10
				Vendor Total:	17,436.58
VIKING BEVERAGES	0973	LIQUOR STORE: MERCH FOR RESALE	172642	01/28/2022	5,438.15
				Vendor Total:	5,438.15
WINE MERCHANTS	0667	LIQUOR STORE: MERCH FOR RESALE	172647	02/04/2022	634.24
				Vendor Total:	634.24
				Grand Total:	66,870.80
				Less Credit Memos:	0.00
				Net Total:	66,870.80
				Less Hand Check Total:	0.00
				Outstanding Invoice Total :	66,870.80
Total Invoices:		17			

INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

APRIL 4, 2022 - REGULAR BILLS

Date: 04/01/2022

Time: 11:02 am

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City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
AEM MECHANICAL SVCS, INC.	1453	CITY CENTER: ICE MACHINE REPAIR	0	00/00/0000	285.10
				Vendor Total:	285.10
AUTO VALUE GLENCOE	0214	STREET: EQUIPMENT REPAIR PARTS	0	00/00/0000	61.44
				Vendor Total:	61.44
BARRERA, ISLAM	0684	FIRE: TRAVEL EXP REIMB	0	00/00/0000	296.69
				Vendor Total:	296.69
CENTURYLINK	1394	MULT DEPTS: PHONE BILL	0	00/00/0000	783.91
				Vendor Total:	783.91
COALITION OF GREATER MN CITIE	1514	ADMIN: LEGISLATIVE ACTION DAY REGISTRATION	0	00/00/0000	150.00
				Vendor Total:	150.00
EGGERSGLUESS, BRAD	0869	ADMIN: MONTHLY CELL PHONE REIMB	0	00/00/0000	50.00
				Vendor Total:	50.00
FARM-RITE EQUIPMENT INC	1096	PARK: EQUIPMENT REPAIR	0	00/00/0000	768.14
				Vendor Total:	768.14
FERGUSON WATERWORKS #2518	0567	WATER: WATER LINE REPAIR PARTS	0	00/00/0000	2,027.03
				Vendor Total:	2,027.03
FLEET SERVICES DIVISION	2144	POLICE: SQUAD CAR LEASE	0	00/00/0000	3,536.66
				Vendor Total:	3,536.66
FRANKLIN PRINTING INC.	0085	MULT DEPTS: OFFICE SUPPLIES	0	00/00/0000	821.47
				Vendor Total:	821.47
FRAUENDIENST, RYLIE	2228	FIRE: MILEAGE REIMB	0	00/00/0000	210.60
				Vendor Total:	210.60
FREITAG, BENTON	0659	CABLE TV: COUNCIL MEETING RECORDINGS	0	00/00/0000	100.00
				Vendor Total:	100.00
GILLETTE PEPSI COMPANIES, INC	0496	LIQUOR STORE: MERCH FOR RESALE	0	00/00/0000	252.00
				Vendor Total:	252.00
GLENCOE COLLISION CENTER	0489	FIRE: TRUCK REPAIR	0	00/00/0000	7,070.31
				Vendor Total:	7,070.31
GLENCOE REGIONAL HEALTH	0099	WATER, WWTP: EMPLOYEE TESTING	0	00/00/0000	185.84
				Vendor Total:	185.84
HAYES, KELLY	1716	ADMIN: TRAINING/TRAVEL EXP REIMB	0	00/00/0000	88.93
				Vendor Total:	88.93
JERABEK, JON	1994	CITY CENTER: MONTHLY CELL PHONE REIMB	0	00/00/0000	50.00
				Vendor Total:	50.00
JOHNSON CONTROLS FIRE	0874	MULT DEPTS: FIRE EXTINGUISHER HYDRO TESTS & MAINT.	0	00/00/0000	3,669.50
				Vendor Total:	3,669.50
K & M DIESEL	0768	STREET: TRUCK WATER PUMP REPAIR	0	00/00/0000	549.93
				Vendor Total:	549.93
KRUGER	0088	WWTP: CHEMICALS	0	00/00/0000	3,241.00
				Vendor Total:	3,241.00
LEAGUE OF MN CITIES INS. TRUS	0389	MULT DEPTS: WORK COMP INS	0	00/00/0000	76,154.00
				Vendor Total:	76,154.00
LEAGUE OF MN. CITIES INS TRUS	0915	STREET: INSURANCE DEDUCTIBLE	0	00/00/0000	1,000.00
				Vendor Total:	1,000.00
MARCO TECHNOLOGIES LLC	1441	ADMIN: COPIER LEASE	0	00/00/0000	363.92
				Vendor Total:	363.92

INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

APRIL 4, 2022 - REGULAR BILLS

Date: 04/01/2022

Time: 11:02 am

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City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
MCLEOD CO. AUDITOR-TREASURER	0428	TAX INC #14: TIF DECERTIFICATION	0	00/00/0000	45,448.54
				Vendor Total:	45,448.54
MED COMPASS	0093	FIRE: MEDICAL EXAMS	0	00/00/0000	2,540.00
				Vendor Total:	2,540.00
METRO SALES, INC.	1733	POLICE: OFFICE EQUIPMENT LEASE	0	00/00/0000	238.80
				Vendor Total:	238.80
MINI BIFF	0177	PARK: WASTE REMOVAL	0	00/00/0000	77.77
				Vendor Total:	77.77
MN DEPT. OF HEALTH	1223	WATER: SUPPLY SERVICE CONNECTION FEE	0	00/00/0000	4,934.00
				Vendor Total:	4,934.00
MPCA - FISCAL 6TH	0717	WWTP: OPERATOR CERTIFICATION FEES	0	00/00/0000	90.00
				Vendor Total:	90.00
MVTL, INC.	0353	WWTP: LAB TESTING	0	00/00/0000	66.40
				Vendor Total:	66.40
PRINCIPAL LIFE INSURANCE CO	1167	MULT DEPTS: INS PREMIUMS	0	00/00/0000	4,720.18
				Vendor Total:	4,720.18
ROBERT B. HILL CO.	1070	WATER: PUMP REPAIR	0	00/00/0000	229.18
				Vendor Total:	229.18
SCHRUPP, JAKE	1773	CABLE TV: COUNCIL MEETING RECORDINGS	0	00/00/0000	50.00
				Vendor Total:	50.00
SEWER SEPTIC GREASE SERVICE	0442	WWTP: JET & TELEWISE SANITARY LINES	0	00/00/0000	25,009.14
				Vendor Total:	25,009.14
SHRED-N-GO, INC	0032	FINANCE, POLICE: PAPER SHREDDING SERVICE	0	00/00/0000	62.27
				Vendor Total:	62.27
SJF MATERIAL HANDLING INC	2016	FIRE: EQUIPMENT RACKS	0	00/00/0000	4,420.70
				Vendor Total:	4,420.70
UNHINGED PIZZA	1412	REIMB: AWNING/SIGN GRANT	0	00/00/0000	2,500.00
				Vendor Total:	2,500.00
UNITED LABORATORIES, INC.	0294	PARK: CLEANING & PRODUCT SUPPLIES	0	00/00/0000	592.33
				Vendor Total:	592.33
VERIZON WIRELESS	1110	POLICE: SQUAD CAR PHONES	0	00/00/0000	200.13
				Vendor Total:	200.13
VISA	0350	MULT DEPTS: SUPPLIES, PARTS, LINENS, TRAINING/TRAVEL EXP.	0	00/00/0000	5,614.95
				Vendor Total:	5,614.95
VOSS, RYAN	2217	ADMIN: MONTHLY CELL PHONE REIMB	0	00/00/0000	50.00
				Vendor Total:	50.00
				Grand Total:	198,560.86
				Less Credit Memos:	0.00
				Net Total:	198,560.86
				Less Hand Check Total:	0.00
				Outstanding Invoice Total :	198,560.86
Total Invoices:	42				