



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

JUNE 6, 2022 – 7:00pm

City Center Ballroom

1. **PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE**
2. **CONSENT AGENDA**
 - A. Approve minutes of the regular meeting of May 16, 2022
 - B. Approve the following licenses: Coborn's Retail Fireworks
3. **PUBLIC COMMENT (agenda items only)**
4. **PUBLIC HEARINGS - none**
5. **BIDS AND QUOTES**
 - A. Approve Change Order #1 for the 2022 Pavement Management Project to include Paving the Oak Leaf Park Trail from Hennepin Avenue to the Baseball Field – Brody Bratsch, SEH
 - B. Replacement of the Jetter – Public Works Director Lemen
6. **REQUESTS TO BE HEARD**
 - A. Presentation of the 16th Street Feasibility Study – Brody Bratsch, SEH
 - B. Resolution 2022-16 – Authorizing Mayor and City Administrator to Execute the Master Partnership Agreement with MNDOT – John Rodeberg, SEH
 - C. Special Events Application and Approval – Assistant City Administrator Jerabek
7. **ITEMS FOR DISCUSSION**
 - A. Comprehensive Plan Status Update – County Board Meeting – Assistant City Administrator Jerabek
 - B. City Council Workshop – June 14, 2022 at 3:30 PM – Audit Presentation, McLeod County/Glencoe Jurisdictional Revisions.
 - C. 2023 Budget Update – City Administrator Larson
 - D. Election Judges Needed
8. **ROUTINE BUSINESS**
 - A. Project Updates
 - B. Economic Development
 - C. Public Input
 - D. Reports
 - E. City Bills
9. **ADJOURNMENT**



GLENCOE CITY COUNCIL MEETING MINUTES
May 16, 2022 – 7:00pm

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

Absent: John Schrupp

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

1. PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

Mayor Voss called the meeting to order at 7:00pm with all members present except John Schrupp.

2. CONSENT AGENDA

A. Approve minutes of the regular meeting of May 2, 2022

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

3. PUBLIC COMMENT (agenda items only) – none

4. PUBLIC HEARINGS

A. Public Hearing on Comprehensive Plan

Mayor Voss opened the public hearing on the Comprehensive Plan at 7:02pm.

1. Presentation by Antonio Rosell, Community Design Group

2. Public Comments – Resident Lynn Exsted noticed some grammatical errors. Mayor Voss noted that there is approximately 30 more days to take comments. Councilor Robeck said that he wished we would get input from townships, especially Helen and Glencoe. City Administrator said that the townships and the City of Plato were given a copy of the plan.

Motion: Lemke, seconded by Neid to close the public hearing at 7:14pm. All in favor, motion carried.

5. BIDS AND QUOTES – none

6. REQUESTS TO BE HEARD

A. Glencoe Days 2022 – Jon and Myranda VanDamme

Jon VanDamme thanked the City of Glencoe for the previous support given for Glencoe Days. He also requested assistance this year from the Public Works Department for set-up and tear-down, waiver of the fireworks permit for the annual fireworks show that will take place on Saturday, June 25 at 10:00pm, and extension of the Oak Leaf Park hours to be open until 12:30am on both days.

Motion: Robeck, seconded by Neid to approve the requests. All in favor, motion carried.

B. Transfer of Public Works Employee from Wastewater Department to Water Department due to retirement – PW Director Lemen

Jerry Strobel will be retiring in August. There was one internal applicant for his position. It is recommended to transfer Mike Bartels from the Wastewater Department to the Water Department.

Motion: Olson, seconded by Lemke to approve the transfer of Mike Bartels from the Wastewater Department to the Water Department. All in favor, motion carried.

C. Appoint Police Department Sergeant – Police Chief Padilla

Four officers applied and were interviewed. It is the recommendation of the committee to promote Tyler Bruns to the position of Police Sergeant.

Motion: Lemke, seconded by Neid to approve the promotion of Tyler Bruns to Police Sergeant. All in favor, motion carried.

Mayor Voss conducted the Oath of Promotion while Sergeant Bruns' wife pinned his rank.

D. Awning Grant Request – Home Solutions – Assistant City Administrator Jerabek

E. Awning Grant Request – Glencoe VFW – Assistant City Administrator Jerabek

Motion: Robeck, seconded by Lemke to approve the Awning Grant Requests for Home Solutions and Glencoe VFW. All in favor, motion carried.

7. ITEMS FOR DISCUSSION

A. First Reading of Streets and Sidewalks Ordinance 613 Amendment for MS4 - City Attorney Ostlund

Motion: Olson, seconded by Robeck to approve the First Reading of Streets and Sidewalks Ordinance 613 Amendment for MS4. All in favor, motion carried.

B. First Reading of Land Use Control Ordinance 614 Amendment for MS4 – City Attorney Ostlund

Motion: Neid, seconded by Lemke to approve the First Reading of Land Use Control Ordinance 614 Amendment for MS4. All in favor, motion carried.

C. First Reading of General Regulations Ordinance 615 Amendment for MS4 – City Attorney Ostlund

Motion: Lemke, seconded by Neid to approve the First Reading of General Regulations Ordinance 615 Amendment for MS4. All in favor, motion carried.

D. Update on 2021 City Health Insurance Surplus/refund from Medica – City Administrator Larson
City will receive a rebate of \$22,996.24 from Medica.

8. ROUTINE BUSINESS

A. Project Updates – Hope to have the change order from Wm. Mueller & Sons for next meeting. Public Safety Event on Wednesday, May 25 from 5pm – 7pm on 10th St between Police and Fire Departments. Refreshments and hot dogs are being donated by Dollar Fresh. Morningside crosswalks will be added within the next month.

B. Economic Development – Will be attending County Board meeting to request abatement for AmericInn project.

C. Public Input – Resident Ron Larson recycled asphalt in alley has about 4 – 6 inch washout.

D. Reports

E. City Bills

Motion: Olson, seconded by Lemke to pay the City bills. All in favor, motion carried.

9. ADJOURNMENT

Motion: Neid, seconded by Robeck to adjourn at 7:48pm. All in favor, motion carried.

Ryan Voss, Mayor

Date

Mark D. Larson, City Administrator

Date



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

To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: June 3, 2022

Re: **Item 5A – Change Order Number 1 – 2022 Pavement Management Project**

Item 5A – It is recommended to approve Change Order Number 1 for the 2022 Pavement Management Plan for \$79,842.50. Funding for the trail will be through our ARPA funding. Approximately, \$22,000 in Municipal State Aid (MSA) funds will be reapplied to the CSAH 33 (First Street) and CSAH 15 (Morningside) Trail segments.



Building a Better World
for All of Us®

CHANGE ORDER

City of Glencoe, Minnesota

OWNER

June 1, 2022

DATE

OWNER'S PROJECT NO.

2022 Pavement Improvement Project

PROJECT DESCRIPTION

One

CHANGE ORDER NO.

GLENC 164352 71.50

SEH FILE NO.

The following changes shall be made to the contract documents:
Description:

Add Oak Leaf Trail improvements to the Project.

Purpose of Change Order:

At the direction of the Owner.

Basis of Cost: ☐ Actual ☒ Estimated

Attachments (list supporting documents)

Attachment A

Drawings 24A and 34A

Contract Status

Original Contract

Net Change Prior C.O.'s N/A to N/A

Change this C.O.

Revised Contract

Time

Cost

\$943,049.40

\$79,842.50

\$1,022,891.90

Recommended for Approval: **Short Elliott Hendrickson Inc.** by

Justin Black, PE (Lic. MN)

Approved for Owner:

Agreed to by Contractor:

Cory Hoernemann

BY Wm. Mueller & Sons, Inc.

BY City of Glencoe, Minnesota

Project Manager

6/1/2022

TITLE

TITLE

Distribution

Contractor 1

Owner 1

Project Representative 1

SEH Office 1

x:\f\g\glenc164352\71-const-svcs\71-mgmt\50-chg-order\col1.docx

Engineers | Architects | Planners | Scientists

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

320.587.7341 | 800.838.8666 | 888.908.8166 fax | sehinc.com

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

005

ATTACHMENT A
CHANGE ORDER NO. ONE
2022 PAVEMENT IMPROVEMENT PROJECT
GLENCOE, MINNESOTA
SEH NO. GLENC 164352
JUNE 1, 2022

<u>Item No.</u>	<u>Description</u>	<u>Unit</u>	<u>Qty.</u>	<u>Unit Price</u>	<u>Total Price</u>
<u>Street, Curb and Gutter, Drainage Pipe, Driveways</u>					
2021.501	MOBILIZATION	LUMP SUM	1.0	\$5,500.00	\$5,500.00
2104.503	REMOVE CONCRETE CURB AND GUTTER	LIN FT	35.0	\$8.00	\$280.00
2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	100.0	\$4.00	\$400.00
2104.504	REMOVE BITUMINOUS PAVEMENT	SQ YD	40.0	\$10.00	\$400.00
2123.610	STREET SWEEPER (WITH BROOM PICKUP)	hour	4.0	\$225.00	\$900.00
2215.504	FULL DEPTH RECLAMATION	SQ YD	2,000.0	\$2.48	\$4,960.00
2301.602	DRILL AND GROUT DOWEL BAR (EPOXY COATED)	EACH	12.0	\$25.00	\$300.00
2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GAL	50.0	\$4.40	\$220.00
2360.509	TYPE SP 9.5 WEARING COURSE MIX (2,B) (SPWEA240B)	TON	390.0	\$103.00	\$40,170.00
2360.509	TYPE SP 9.5 WEARING COURSE MIX (2,B) (SPWEA240B) (PATCHING)	TON	20.0	\$176.00	\$3,520.00
2521.518	4" CONCRETE WALK W/ 4" AGGREGATE BASE	SQ FT	300.0	\$9.50	\$2,850.00
2521.518	6" CONCRETE WALK W/ 4" AGGREGATE BASE	SQ FT	350.0	\$14.00	\$4,900.00
2531.503	CONCRETE CURB & GUTTER B618	LIN FT	35.0	\$25.50	\$892.50
2531.618	TRUNCATED DOMES	SQ FT	60.0	\$60.00	\$3,600.00
2563.601	TRAFFIC CONTROL	LUMP SUM	1.0	\$1,400.00	\$1,400.00
2575.604	TURF RESTORATION	SQ YD	1,000.0	\$2.35	\$2,350.00
2575.607	SELECT TOPSOIL BORROW (LV)	CU YD	120.0	\$60.00	\$7,200.00
TOTAL CHANGE ORDER NO. ONE					\$79,842.50

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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: June 3, 2022

Re: **Item 5B – Jetter Replacement**

Item 5B – It is recommended by Public Works Director Mark Lemen to replace the 1991 SRECO trailer jetter with a 2022 Combination Jetter/Vacuum Excavation Truck (Combination Truck).

At the May 2022 City Council Workshop, it was suggested by City Council Members to obtain prices on a new Combination Truck as an alternative to purchasing a 20 year old Combination Truck or a similar Trailer Mounted Jetter. The Combination truck will be able to serve two purposes and be extremely more efficient than using a jetter alone. It will also eliminate the need to outsource the cleaning of our deepest Sanitary sewer lines. Based upon recent history, the cost for outsourcing has been around \$16,000 per year. If that trend continues, the City would spend \$320,000 over the next 20 years or \$400,000 over the next 25 years (life expectancy of a new truck).

The City of Glencoe Currently had \$100,000 earmarked for a new Trailer Mounted Jetter in 2022; this was to be used if the 1991 SRECO ultimately failed.

Also, in April of 2017, the City received an insurance settlement from the League of MN Cities Insurance Trust (LMCIT) in the Amount of \$532,000 for the Digester Covered that failed at the Wastewater Treatment Plant (WWTP), as the City carries insurance for equipment breakdown. Those funds were placed in the WWTP Sewer Availability Charge (SAC) Fund. The current fund balance of all WWTP funds is \$3,541,882 as of



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

yearend, 2021. If the City used LMCIT Funds for the purchase of the Combination Truck, there would still be a fund balance of approximately \$3,045,000, above the amount of \$2,750,000, as required by the Minnesota Pollution Control Agency for Funding.

It is recommended by PW Director Lemen to purchase a 2022 Aquatech Model B10/1450 Collection Basin/Jett Rodder from Flexible Pipe Tool Company for \$494,709.00. The City did receive a quote from MacQueen Equipment. The Flexible Pipe Tool quote is off the State Bid.

It is also recommended by PW Lemen to purchase a 2006 Sewer Equipment Mounted Trailer Jetter for \$15,000 (Trade-in 1991 SRECO for \$1,000) with a guaranteed buy back from Flexible Pipe Tool Company for \$12,000. This will provide the use of a jetter until the Combination Truck arrives for \$3,000.

PW Director Lemen's recommendation and quotes are attached.

GLENCOE

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 Lemen, Public Works Director
Date: 06/06/2022
RE: **Item 4B - Jetter Replacement**

The public works utility department has an immediate need for a replacement jetter. The 1991 SRECO trailer jet we currently own experienced a catastrophic failure last week rendering it non-operational. To repair the current jetter would approximately cost \$2500 minimum, with potential additional costs exceeding \$4000. There is no guarantee that will make it through this season.

My recommendation would be to replace the trailer mounted jetter with a combination jetter/vac truck. There are several factors why purchasing a combination jetter/vac would be beneficial for the City of Glencoe. Purchasing a combination vehicle allows the city to be self-sufficient in the maintenance of our sanitary sewer and storm main lines as well as allowing the city to be more efficient in catch basin maintenance. Moreover, the combination vehicle allows us to maintain sanitary sewer deep trunk lines as well as clear frozen storm sewer lines that create public safety concerns on the roadways. Previously the sanitary sewer maintenance of our deep trunk lines has been outsourced due to the inability of a trailer mounted jetter to adequately perform these routine maintenance tasks.

Recent costs incurred for sanitary sewer deep trunk line maintenance:

2019	2021	2022
\$6,828.77	\$16,436.96	\$25,009.14



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Phone: (320) 864-5586

If these trends continue, the City of Glencoe will spend over \$300,000 on outsourcing Sewer Cleaning over the next 20 Years.

I received quotes from MacQueen Equipment and Flexible Pipe Tool Company, all of which are attached to this document. Both companies provide quality options, MacQueen offering the Vactor and Flexible Pipe offering the Aquatech.

No matter what type of machine the city chooses to proceed with, the lead time is 6-12 months. This creates an issue for the city rendering us without proper equipment to clear a line that has been plugged, potentially making the city liable for damages to personal property as well as exposing residents to potential public health and safety risks. I have contacted SSG Services, located in Glencoe, to provide us with temporary emergency services shall they arise, however, this is not a long-term solution, nor does it provide the City with an option for required immediate sanitary main maintenance.

Both MacQueen and Flexible Pipe offer pre-owned options with a guaranteed buy back price should we purchase a new piece of equipment from them.

Flexible Pipe offers a 2000 trailer mounted jetter, similar to what we currently own, for \$16,000 (minus \$1,000 for the trade-in value of our jetter) with a guaranteed buy back of \$12,000. Macqueen is offering a 2000 Vactor combination jetter/vac with a purchase price of \$110,000 and a buy back of \$77,000.

The 2000 trailer mounted jetter from Flexible Pipe includes a 60-day warranty and a new rebuilt water pump. This purchase would allow the city the ability to provide emergency sanitary sewer services until the city took possession of the new Aquatech combination jet/vac vehicle. The difference in the purchase price and the buyback price of \$3,000 is significantly lower than the costs associated with leasing a trailer vac for the time we would be in possession of the equipment.



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Phone: (320) 864-5586

The **Used** 2000 Vactor from MacQueen was discussed with council at the workshop on 5/8/22. The discussion involved purchasing the 2000 Vactor with the intent for replacement in 5 years. During this conversation, it was suggested by council that we seek options for purchasing a new combination jetter/vac now rather than wait the 5 years.

The quotes are similarly around \$500,000, however, with inflation and availability, the number provided by Macqueen for the Vactor will most likely be between \$550,000 and \$600,000, while the Aquatech price will only increase due to a few options for pipe and tool storage as well as an upgraded jetter nozzle for storm sewer not listed in the quote. These additional costs will approximately be \$8,000-\$10,000.

While both machines are quality and will serve the City of Glencoe sufficiently, my recommendation is to purchase the Aquatech sold by Flexible Pipe. This recommendation is based on the availability, the equipment available for purchase now and the guaranteed buy back price.

It would be beneficial to note that the current public works budget includes \$100,000 for replacement of our trailer mounted jetter.

FLEXIBLE PIPE TOOL COMPANY

Sewer Cleaning and Inspection Equipment - Sales and Service

22606 186th Avenue, Cold Spring, MN 56320

Phone: 320-597-7552 Fax: 320-597-7882 Toll Free: 800-450-6969

Date: May 25, 2022

To: Mark Lemen

City of Glencoe

615 N Vinton Avenue

Glencoe, MN 55336

From: *Shane Smetana*

We are pleased to submit the following quotation. All prices are subject to immediate acceptance. Clerical errors are subject to correction. All agreements are contingent upon fires, accidents, labor difficulties and causes beyond our reasonable control. No statement, contract or order will be binding on the Company unless made or approved on behalf of the Company by one of its officers.

One (1) 2022 Aquatech Model B10/1450 Collection Basin/Jet Rodder priced per Minnesota State Contract and including the following features/options:

1.0	Base Unit Price	\$ 239,682.00
2.1	10 cubic yard debris body	included
2.2	Top hinged full opening rear door	included
2.3	Splash shield	included
2.4	Hydraulic door locks	included
2.5	Automatic debris haul floor and tank washout system	\$ 4,560.00
2.8	Pump off system 300gpm	\$ 6,168.00
2.10	Splash shield 1/2 rear door	\$ 1,530.00
3.1	Stainless steel float ball shutoff	included
3.2	Air operated vacuum breaker	included
3.3	Drum blower inlet filter, 10 Micron	included
3.7	Hibon TS-56 blower (3600 cfm) 18"	\$ 11,212.00
3.9	Cyclone filter system	\$ 6,931.00
3.10	Vacuum breaker (air operated)	\$ 5,492.00
4.7	23' extendable boom with haul boom cylinders	\$ 5,380.00
4.2	Extra heavy duty rubber intake hose	included
4.3	Boom joystick control 6 way	included
4.4	(1) aluminum intake tube, 8" x 6' Flat flange style	included
4.5	(1) aluminum extension tube 8"x6' Flat flange style	included
4.9	(5) aluminum extension tube 8"x6' Flat flange style	\$ 2,575.00
4.28	8" Fluidizer tube	\$ 475.00

9.45	Tow hooks left and right, rear	\$ 317.00
9.50	Enz combo nozzle kit with Bulldog nozzle	\$ 8,009.00
9.56	Petcock valve on Y-strainer	\$ 171.00
9.57	Fill hose 2 1/2" x 25'	\$ 194.00
11.1	Freight delivery charge	\$ 5,525.00

Subtotal for Jet/Vac body \$ 369,209.00

2023 Freightliner 114SD 450hp estimated \$ 125,500.00

Total \$ 494,709.00

Estimated delivery end of 2022

Total: \$ 494,709.00

Buy back allowance for 2000 747 trailer jet on purchase of this unit \$12,000.00

By: *Shane Smetana*
Flexible Pipe Tool Company

Flexible

PIPE TOOL COMPANY

*Sewer Cleaning and Inspection Equipment
Sales and Service*
22606 186th Avenue
Cold Spring, MN 56320
Cell: (320)250-4827 Toll Free: 800-450-6969
Fax: 320-597-7882

To: Mark Lemon
City of Glencoe
615 N Vinton Avenue
Glencoe, MN 55336

Date: 5/25/2022

We are pleased to submit the following quotation. All prices are subject to immediate acceptance. Clerical errors are subject to correction. All agreements are contingent upon fires, accidents, labor difficulties and causes beyond our reasonable control. No statement, contract or order will be binding on the Company unless made or approved on behalf of the Company by one of its officers.

One (1) 2006 Sewer Equipment 747-FR2000 Trailer mounted jetter Unit including the following features/options:

1	Base unit price	\$ 16,000.00
	Ford 140 Gas industrial engine	Included
	600 gallon poly water tanks	Included
	500' x 3/4" Sewer hose	Included
	700' capacity hose reel	Included
	180 degree articulating hose reel	Included
	Tandam axle trailer	Included
	FMC L06 water pump 35gpm @ 2000psi	Included
	2" x 25' Fill hose	Included
	60 day warranty	Included
Subtotal:		\$ 16,000.00

Total hours on this unit is 1960 hours

Trade in allowance for current trailer Jet \$ (1,000.00)

Grand Total: \$ 15,000.00

Buy back allowance towards purchase of new trailer jet delivered April 2023 \$12,000.00

Presented By: *Shane Smetana*
Flexible Pipe Tool Company

Authorized Signature: _____
City of Glencoe, MN



**MACQUEEN
EQUIPMENT**



**MACQUEEN
EMERGENCY**

MacQueen Equipment

1125 7th Street E

St Paul, MN 55106

651-645-5726 • 800-832-6417

Ship To: SAME AS BELOW

Invoice To: CITY OF GLENCOE
City Clerks Office
1107 11Th St E
Glencoe MN 55336

Branch 01 - ST PAUL MN		
Date 05/14/2022	Time 10:39:00 (O)	Page 1
Account No GLENC001	Phone No 3208645586	Est No 02 Q02566
Ship Via		Purchase Order SIGNATURE
Tax ID No		
KEVIN FISCHER		Salesperson 128

EQUIPMENT ESTIMATE - NOT AN INVOICE

Description ** Q U O T E ** EXPIRY DATE: 06/12/2022 Amount

New VACTOR 2100i 380192.00

PRICE AS PER MN STATE CONTRACT 191951 RELEASE NO. W-196(5)

INCLUDES ALL STD OPTIONS: 5 YD. DEBRIS BODY

80 GPM @ 2500 PSI RODDER PUMP

S.S. 1000 GALLON WATER TANKS

COLD WEATHER RECIRCULATION SYSTEM

SINGLE STAGE FAN VACUUM SYSTEM

8' EXTENDABLE BOOM

WARRANTY: 1 YEAR ON COMPLETE UNIT

2 YEARS ON RODDER PUMP

5 YEARS ON DEBRIS BODY

10 YEARS ON S.S. WATER TANKS

*

3.0.0	BASE UNIT	265204
3.1.4	DEBRIS BODY WASHOUT	STD
3.1.7	12 YD. DEBRIS BODY PD BLOWER	17768
3.1.9	FLAT REAR DOOR W/HYD. LOCKS	STD
3.1.10	6" REAR DOOR BUTTERFLY VALVE 3:00	891
3.1.14	6" REAR DOOR KNIFE VALVE, AIR ACTUATED	2292
3.1.15	6" DECANT/AIR KNIFE CURBSIDE FRONT	2508
3.1.19	STAND PIPE& SCREEN FOR 6:00 PORT	1125
3.1.22	2X-FOLDING PIPE RACKS-CURB & STREET	2254
3.1.24	REAR DOOR SPLASH SHIELD	1655
3.1.25	LUBE MANIFOLD	2458
3.1.31	60" HIGH DUMP	STD
3.1.32	DUAL S.S. FLOAT BALLS	STD
3.1.34	DEBRIS DEFLECTOR	STD
3.1.36	2-CAMERA FONRT HOSE REEL & REAR DOOR	687
3.1.39	HYD. TANK SHUT OFF VALVE	STD
3.2.2	S.S. CYCLONE SEPARATORS	7336
3.3.5	FRONT BLOWER ENGAGMENT	5419
3.3.12	VACUUM AIR RELIEF BREAKER	STD
3.4.2	10' TELESCOPIC BOOM	6188
3.4.5	10' TELESCOPIC BOOM ELBOW HARD HAT	504

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www.macqueengroup.com



MACQUEEN
EQUIPMENT



MACQUEEN
EMERGENCY

MacQueen Equipment

1125 7th Street E

St Paul, MN 55106

651-645-5726 • 800-832-6417

Ship To: SAME AS BELOW

Invoice To: CITY OF GLENCOE
City Clerks Office
1107 11th St E
Glencoe MN 55336

Branch 01 - ST PAUL MN		
Date 05/14/2022	Time 10:39:00 (O)	Page 2
Account No GLENC001	Phone No 3208645586	Est No 02 Q02566
Ship Via		Purchase Order SIGNATURE
Tax ID No		
KEVIN FISCHER		Salesperson 128

EQUIPMENT ESTIMATE - NOT AN INVOICE

Description ** Q U O T E ** EXPIRY DATE: 06/12/2022 Amount

3.4.8	BOOM STORAGE POST	STD	
3.4.9	FRONT JOY STICK CONTROLS	STD	
3.4.10	WIRELESS BELLY PACK CONTROLS(ALL FUNC.)	3349	
3.5.4	ACCUMULATOR	STD	
3.5.7	RODDER PUMP HI-PRESSURE DRAINS	STD	
3.5.9	3" Y-STRAINER @ PUMP W/3" DRAIN VALVE	STD	
3.5.10	HYDRO EXCAVATION KIT	3760	
3.5.11	SPRING RETRACTABLE HOSE REEL	1572	
3.6.1	TELESCOPIC HOSE REEL	STD	
3.6.3	600' X 1" RODDER HOSE 2500 PSI	STD	
3.6.6	AUTO LEVEL WIND W/INDEXING	5642	
3.6.12	INTELLIVIEW SAFETY SYSTEM	STD	
3.6.14	TACH/CHASSIS HR. METER	STD	
3.6.15	WATER PUMP HR. METER	STD	
3.6.16	DIGITAL HOSE FOOTAGE COUNTER	STD	
3.6.17	DIGITAL PSI GAUGE	STD	
3.7.4	1500 GALLON WATER TANKS	4324	
3.7.6	AIR PURGE	1405	
3.7.8	DIGITAL WATER LEVEL INDICATOR	STD	
3.8.1	CURBSIDE ALUM. TOOLBOX 48X22X24	STD	
3.9.6	LED STOP, TAIL, TURN & CLR.	STD	
3.9.12	LED F/S 14 STROBE LIGHT PKGE	3898	
3.9.18	LED BOOM WORK LIGHTS	590	
3.9.19	LED MANHOLE WORK LIGHT	719	
3.9.46	2023 FREIGHTLINER 114SD 370 HP TANDEM	108910	
3.11.1	DELIVERY 64 MILES @ \$5.50	352	
VACTOR SURCHARGE 6% ON 21001		40697	
FREIGHTLINER CHASSIS SURCHARGE 11%		12889	
*			
TOTAL		\$501991	
*			

FURTHER SURCHARGES MAY BE INPOSED BECAUSE OF UNKNOW
DELIVERY PRODUCTION DATE OF BOTH CHASSIS & BODY.

Visit Us Online
www.macqueengroup.com

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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: June 3, 2022

Re: **Item 6A – 16th Street Feasibility Study**

Item 6A – City Engineer Brody Bratsch with SEH will present the Feasibility Study for the construction of 16th Street, East of Morningside Avenue.

Feasibility Report

16th Street Extension Project

Glencoe, Minnesota

GLENC 164933 | June 6, 2022



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June 6, 2022

RE: 16th Street Extension Project
Feasibility Report
Glencoe, Minnesota
SEH No. GLENC 164933 4.00

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

Dear Mayor and Council Members:

Pursuant to your request, Short Elliott Hendrickson Inc. (SEH®) is submitting this engineer's Feasibility Report on the 16th Street Extension Project.

The proposed project would extend 16th Street east of Morningside Avenue to pave a rural section of road that is currently gravel and also complete an extension of Prairie Avenue up to the new 16th Street. The project includes construction of sanitary sewer, water main, storm sewer, concrete curb and gutter, aggregate base, bituminous street surfacing, turf restoration, stormwater basins, and miscellaneous items required to complete the improvements. This report will include a narrative describing the proposed improvements, estimated project cost information, and drawings showing the project work.

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

Sincerely,

Justin Black, PE
Project Manager
(Lic. MN)

jb

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Engineers | Architects | Planners | Scientists

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

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Feasibility Report

16th Street Extension Project
Glencoe, Minnesota

SEH No. GLENC 164933

June 6, 2022

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

Justin Black, PE

Date: June 6, 2022

License No.: 43373

Reviewed By: Brody Bratsch, PE

Date: June 6, 2022

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

16th Street Extension Project

Prepared for City of Glencoe, Minnesota

1 Introduction

1.1 Authorization

As development east of Morningside Avenue and north of 14th Street East has increased over the last few years, there has been continuing discussion regarding the need to provide a second, formal access to the area utilizing 16th Street (aka 110th Street in the Township). With the development of the Grand Meadows Senior Living Community, and the development and current expansion of Panther Heights Apartments, the City of Glencoe has authorized a feasibility report to look at options for street and utility improvements to serve the area.

1.2 Background Information

The development of 16th Street has several complicating factors that need to be addressed as part of the development process:

- **Right-of-Way/Easement:** The roadway does not appear to be located on public right-of-way/easement. The City has partnered in the past with the adjacent property owners to maintain the route, but the route is outside the city limits and not an official City street. Helen Township previously developed documents indicating that the roadway is in an easement, but the City Attorney cannot find records indicating that the easement was filed. Easement and annexation issues will need to be addressed.
- **NSP/Xcel Energy Power Line:** A power line easement has apparently been in place prior to development of the adjacent Panther Heights Additions, and the power lines are located such that a significant portion of the Panther Heights platted right-of-way cannot be used for street and utility improvements. As it is unfeasible to relocate these lines north or south, future street and utility development will need to be located north of these lines, where there is also a buried Glencoe Light and Power line. Also, there are power poles located in the middle of the right-of-way for Ranger Drive as well as near the intersection with proposed Prairie Avenue. Xcel Energy has been averse to relocating these lines (adding poles east and west of each street); however, it is feasible to complete this work. Costs to address this have been included in the proposed project, and further discussion and agreements with Xcel Energy will be required.
- **Existing and Proposed Street Construction:** The existing street is typical for private township roads, as it is only about 14 feet wide and was constructed without removing underlying organic soils. These poor soils, combined with poor drainage conditions, make the roadway unstable and prone to significant frost movement. As the short-term goal was to provide a safe secondary access to the area, it was originally hoped that the roadway could be stabilized, widened slightly, and paved without significant reconstruction. However, soils testing and consultation with Braun Intertec indicate that

the poor, organic soils need to be removed to create a stable surface for a paved roadway, and widening the existing roadway would be problematic. Various alternatives were reviewed balancing the cost/benefit.

- **Stormwater and Drainage:** Reconstructing the roadway will require significant stormwater improvements and permitting. Currently the narrow rural roadway's drainage is handled by ditches that also convey stormwater from surrounding areas. As the ditches are fairly flat, the soils under the roadway are saturated. Any widening of the roadway will require significant improvements, which would include the construction of storm sewer piping as well as ponding. In order to minimize these costs, it is proposed to consider a narrow rural section for the roadway with a hybrid swale and stormwater piping solution. There are also several wetland areas delineated in the corridor that would need to be addressed.
- **Infrastructure Needs:** The development area south of 16th Street is already substantially served with utilities, with water main looping from Morningside Avenue the primary improvement required to address needs in existing urban areas. As the sanitary sewer lines in Panther Heights were not sized or extended to provide service to areas north of 16th Street, any development north of 16th Street is proposed to be addressed with sanitary sewer extension from the trunk line near the Morningside Avenue/16th Street roundabout. Water main looping is primarily proposed to be constructed utilizing horizontal directional drilling (HDD) to avoid conflicts with wetlands, power lines, and other obstacles.
- **Coordination with Property Owners:** The City has had discussions with the rural property owners north of 16th Street, and they understand and have no objection to the proposed improvements. Additional discussions regarding future potential development as well as potential deferred assessments will need to be addressed at some point. In addition, coordination will be required with property owners adjacent to the proposed extension of Prairie Avenue (including Team Development and Grand Meadows) and the extension of an access to Panther Heights Apartments. The originally proposed access in the Panther Heights expansion plans raises concerns about the steep slope and potential conflict with utilities, so additional options will be reviewed.

These issues were taken into consideration as part of the recommendation process for the design of the proposed project. As part of the Feasibility Report process it is recommended to review the background and issues related to the recommended alternative, and discuss the cost, schedule and other issues that have arisen.

2 Existing Conditions and Proposed Improvements

2.1 Project Location

The project is located on what would be a future 16th Street east of the new roundabout located at the intersection of 16th Street and Morningside Avenue (CSAH 15) and end at the north exit for the Panther Heights Apartments on the new 16th Street.

Part of the project will also include an extension of Prairie Avenue north from the current cul-de-sac to the new 16th Street.

2.2 Street

2.2.1 Rural Section – 16th Street Extension

The current 16th Street road section is about 14 feet in width with gravel surfacing and is poorly drained. It is proposed to construct a 22 foot wide bituminous rural section of road with ditches and no concrete curb and gutter. The new section of road would be constructed to a 7-ton design standard, which will include a 36 inch subcut, placement of 24 inches of select granular embankment, 8 inches of Class 5 aggregate base, and 4 inches of bituminous pavement in 2 separate lifts.

The roadway width of 22 feet was chosen based on the minimum standards for a low traffic road with a 30 mph design speed with no concrete curb and gutter. Having the roadway be a rural section without curb and gutter was in the best interest of the project budget as well as the uncertainty of when development would occur north of the new 16th Street.

2.2.2 Urban Section – Prairie Avenue Extension

The current Prairie Avenue section south of the cul-de-sac is about 39 feet wide face to face (F-F) of concrete curb and gutter. It is proposed to extend Prairie Avenue north to the future 16th Street at the same width as existing, 39 feet F-F, as an urban section which would include concrete curb and gutter. The extension of road will be constructed to a 7-ton design standard, which will include a 36 inch subcut, placement of 24 inches of select granular embankment, 8 inches of Class 5 aggregate base, and 4 inches of bituminous pavement in 2 separate lifts.

Part of the urban section of roadway will also include installation of 6 inch drain tile at the bottom of the subcut to improve road section drainage. Also included with the drain tile installation will be installation of 4 inch PVC sump pump service lines to each of the empty lots to allow for future connections behind the curb.

2.3 Water Main and Sanitary Sewer

2.3.1 Water Main

2.3.1.1 Looping

Currently the City of Glencoe has dead end water mains on the streets of Baldwin Avenue, Else Drive, Ranger Drive, and Prairie Avenue. To create a water main loop and better circulate the pressurized water in the pipe, a 12 inch water main will be constructed along 16th Street and connected to the water main at both Baldwin Avenue and at Prairie Avenue. The 12 inch water main will be installed by means of horizontal directionally drilling (HDD), due to avoiding digging up 16th Street along its length and having to replace the poor soils underneath if having to install by means of open trenching.

2.3.1.2 Open Cut

An 8 inch water main is proposed to connect to the existing dead end at the turn around at the north end of Prairie Avenue and continue north to connect to the new 12 inch water main on 16th Street. The 8 inch water main in this section will be installed by means of open cut trench. Once inch service lines will be installed and stubbed into each of the platted lots on the west of Prairie Avenue for future home connections.

2.3.2 Sanitary Sewer

An 8 inch PVC sanitary sewer main will be extended north from the existing main that was stubbed out of the manhole on Prairie Avenue. This sanitary extension will allow for 4 inch sanitary sewer services to be stubbed into each of the empty lots on the west side of the street which will allow for future home connections.

2.4 Storm Sewer

2.4.1 Stormwater Design Criteria

The following section provides a summary of the applicable stormwater management rules and guidelines for this project. It is assumed that the proposed 16th Street Extension Project will result in a change of impervious area from 0.94 acres to 1.43 acres, an increase of 0.49 acres, shown on Figure 9. Permanent stormwater management features will be required to improve water quality and limit peak runoff rates leaving the site.

The design criteria summarized in the following paragraphs is based on the current regulations at the time this report was prepared.

2.4.1.1 Buffalo Creek Watershed District

The Buffalo Creek Watershed District's (BCWD's) rules related to stormwater management are summarized below:

- Peak runoff rates for the 2-, 10-, and 100-yr critical duration events shall not be increased in aggregate. NOAA Atlas 14 rainfall depths shall be used.
- inch of runoff from newly created impervious and 0.5 inch of runoff from reconstructed impervious surfaces shall be treated to achieve a removal of 90% TSS and 50% TP consistent with MPCA guidance.
- The 100-yr floodplain volume of any basin larger than 1 ac-ft shall not be diminished.

2.4.1.2 City of Glencoe

The City's stormwater management design standards for post-construction stormwater management include:

- Water quality treatment must be provided for 1.1 inches of runoff from all impervious surfaces.
- Peak runoff rates for the 2-, 10-, and 100-yr, 24-hr events shall not be increased.
- Storm sewer conveyance systems shall be designed for the 10-yr storm event.
- Stormwater ponds must be constructed with an emergency overflow to convey a 100-yr discharge away from buildings to the next downstream water body.

2.4.1.3 Minnesota Pollution Control Agency

The MPCA's regulations associated with the General Construction Stormwater Permit are:

- The MPCA does not require an all-encompassing, project-wide, rate control requirement. However, discharge rates are regulated based on specific type of BMP used. Specifically, wet sedimentation basins must be designed such that the water quality volume is not discharged at greater than 5.66 cfs per acre of surface area of the basin.
- Water quality treatment of 1.0 inch of runoff from new impervious surfaces is required.

Based on the regulations presented in the preceding paragraphs, the water quality treatment requirement will be dictated by the City of Glencoe's rule requiring treatment for 1.1 inches of runoff from all impervious surfaces. Based on a proposed impervious area of 1.48 acres, a total water quality treatment volume of 0.14 ac-ft will be required.

2.4.2 Stormwater Management Approach

2.4.2.1 Area within Pond Watershed

From the centerline of 16th Street to the south, the proposed project is within the watershed that currently drains to the existing stormwater pond located south of 14th Street and east of Prairie Avenue. This pond was expanded in 2020 to accommodate the additional flows from a new storm sewer system built in 2020, and plan for future development within the watershed between 14th Street and 16th Street. The portion of the 16th Street Extension Project that is within this pond watershed is therefore being treated by the pond. Therefore, additional stormwater treatment for runoff from the proposed impervious surfaces within the existing pond watershed is not expected to be a requirement of the Buffalo Creek Watershed District or City.

2.4.2.2 Existing Drainage Patterns

The proposed 16th Street Extension Project will reconstruct 16th Street but maintain a rural section with drainage split along the centerline of the road. Based on a review of available topographic data along 16th Street, drainage areas have been delineated along the project and are expected to generally be maintained with the proposed project. Figure 10 and Figure 11 show the existing and proposed drainage patterns for the area. The northern half of the roadway drains toward the north, away from 16th Street and into three low points outside of the right-of-way. The southern half of the roadway generally drains to low points within the right-of-way immediately next to the roadway.

An existing storm sewer system is in place along Prairie Avenue extending from the 14th Street Pond up to 16th Street. This pipe is a 15 inch diameter pipe the grades ranging from 0.45% to 0.73%. Midway between 14th Street and 16th Street, this pipe receives drainage from another system that drains portions of Baldwin Avenue, Elsie Drive, and Ranger Drive. This storm sewer system on Prairie Avenue is relatively shallow, with an invert elevation of approximately 1011.8 at 16th Street, and an invert elevation of approximately 1009.1 midway between 14th Street and 16th Street.

Another storm sewer system, which was constructed in 2020, flows south along Baldwin Avenue toward the 14th Street Pond. While this system is outside of the 16th Street Extension Project area, it was constructed with an invert elevation of approximately 1004.8.

While it is assumed that some of the existing low points along the south side of 16th Street may be drained by agricultural tile systems, these systems have not been located or surveyed to date. The proposed stormwater management will not rely on any in place tile systems.

2.4.2.3 Proposed Stormwater Management Concept

The proposed concept for stormwater management for the 16th Street Extension Project is shown on Figure 11, attached. Figure 11 shows that two filtration basins are proposed along the north side of 16th Street, on filtration basin along the south side of 16th Street, and the overall drainage routing is toward the west into the existing storm sewer on Baldwin Avenue. The two filtration basins on the north side of 16th Street are proposed to treat stormwater runoff and

provide peak rate control from the north half of 16th Street that was not part of the 14th Street pond watershed. The additional filtration basin on the south side of 16th Street is proposed to further reduce the peak flow rate and delay the timing of the peak flow prior to connection to the existing storm sewer system on Baldwin Avenue.

The current right-of-way limit is approximately 45 feet north of the north edge of pavement, which provides an opportunity to provide stormwater treatment along the roadway. Due to the presence of primarily C/D soils within the project area, filtration basins with underdrain systems are proposed to capture and treat runoff from the north half of 16th Street. Due to elevation constraints, the proposed underdrain systems cannot daylight to the north to maintain the existing drainage patterns. Instead, the underdrain systems are proposed to be routed west, then south into the existing storm sewer on Baldwin Avenue.

Since the southern half of 16th Street is part of the watershed that receives stormwater treatment from the 14th Street pond, only the north half of 16th Street was considered for the determination of required stormwater treatment volume. The northern half of 16th Street will have approximately 0.43 acres of impervious area reconstructed, with an associated water quality volume requirement of .04 ac-ft or 1715 cu ft. This is proposed to be provided by the two filtration basins, each having a capacity of approximately 900 cu ft with bottom width of approximately 8 feet, live storage depth of 1 foot and length of 115 feet. The basin will extend 6 feet below the finished grade to include a 12 inch drainage layer with tile, and an 18 inch layer of filter media and mulch. The filtration basin should be seeded with native grasses that are tolerant of moist soil conditions.

As the 16th Street Extension Project advances to preliminary and final design, a more detailed stormwater analysis should be conducted to finalize the number, location, size and routing of the proposed filtration basins. Coordination with the Buffalo Creek Watershed District must also be conducted to obtain concurrence with the stormwater management approach described herein.

New culverts will be needed to convey stormwater runoff across Ranger Drive and Elsie Drive. Based on a full buildout condition within these contributing watersheds, an 18-inch RCP culvert is recommended at Ranger Drive and a 24-inch culvert is recommended at Elsie Drive. In addition, an area drain is proposed at the intersection of 16th Street and Baldwin Avenue, connecting to a new 24-inch storm sewer to convey the 16th Street stormwater to the existing storm sewer on Baldwin Avenue. The underdrain systems from the filtration basins are also proposed to connect to the area drain and be conveyed by the proposed storm sewer system.

3 Required Permits and Approvals

The following permits and agency approvals have been identified for this project:

- Buffalo Creek Watershed District (BWCD) - Permit
- Minnesota Pollution Control Agency (MPCA) - NPDES General Stormwater Permit
- Minnesota Department of Health (MDH) - Water Main Construction
- Minnesota Pollution Control Agency (MPCA) - Sanitary Sewer Main Extension Permit

4 Estimated Costs

The costs noted herein are estimates only. The actual cost of the work would be determined through the public bidding process and a reconciliation of all project related costs. A detailed cost estimate broken down by each street segment has been included in Appendix A. The figures

include budget amounts for construction cost, contingency, and project related costs, such as administrative, engineering, fiscal, and legal. Estimated project costs are summarized below:

16th Street Extension	\$1,440,000
Prairie Avenue Extension	\$497,000
Total Estimated Project Cost	\$1,937,000

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

5 Proposed Project Financing

The City of Glencoe's assessment policy was applied to this project for purposed of preparing the feasibility report. This policy would assess 100 percent of the project cost for the following improvements: 16th Street Extension and Prairie Avenue Extension. This policy is based on the cost per front foot method for new street construction. This is different from the past City projects that have been assessed at 35 percent of the project costs because they were reconstruction projects.

Costs relating to the street section of 16th Street that is unbuildable and along existing wetlands at the west end were not included as part of the assessments to the benefiting property owners.

Assessments to land on the north side of the future 16th Street would likely need to be deferred until future develop occurs so the land can then be annexed into the City limits.

Neighborhood Assessments	\$1,375,000
General Tax Levy, Sanitary Utility Fund, Water Utility Fund	\$562,000
Total Estimated Project Cost	\$1,937,000

6 Summary and Recommendations

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

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

We recommend the following:

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

7 Standard of Care

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

jb

Figures

Figure 1 – Project Location

Figure 2 – Typical Sections

Figure 3 – Plan and Profile - 16th Street Extension

Figure 4 – Plan and Profile - 16th Street Extension

Figure 5 – Plan and Profile - 16th Street Extension

Figure 6 – Plan and Profile - 16th Street Extension

Figure 7 – Plan and Profile - 16th Street Extension

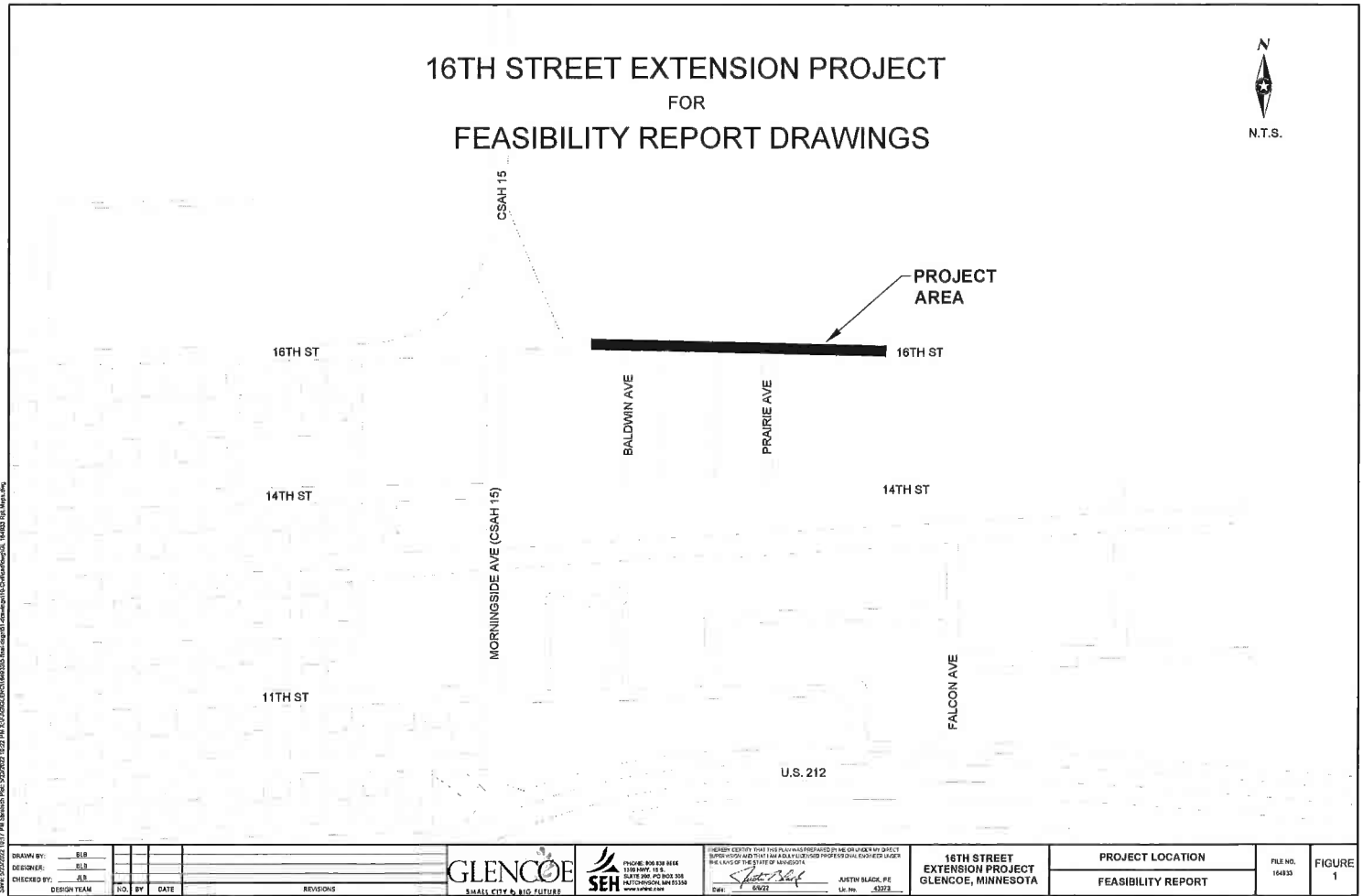
Figure 8 – Plan and Profile - Prairie Avenue Extension

Figure 9 – Impervious Area Comparison

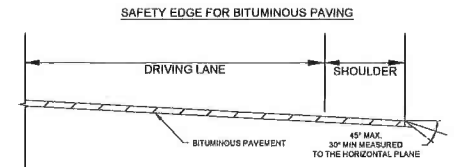
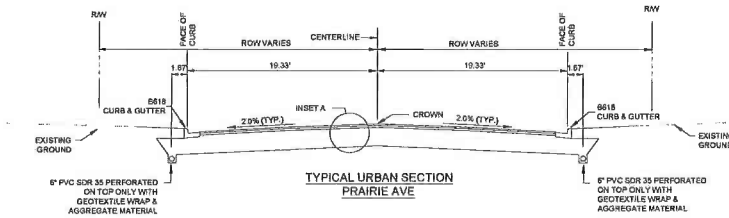
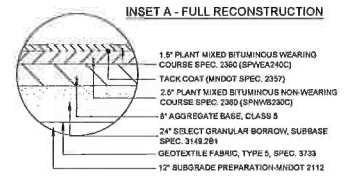
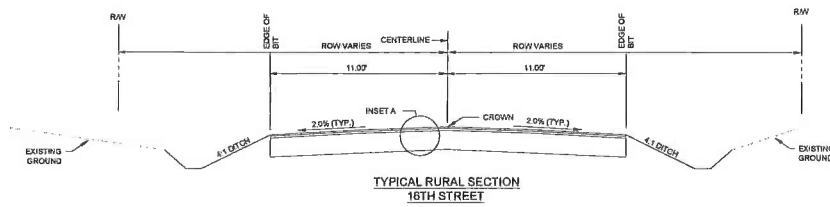
Figure 10 – Existing Watershed Map

Figure 11 – Proposed Watershed Map

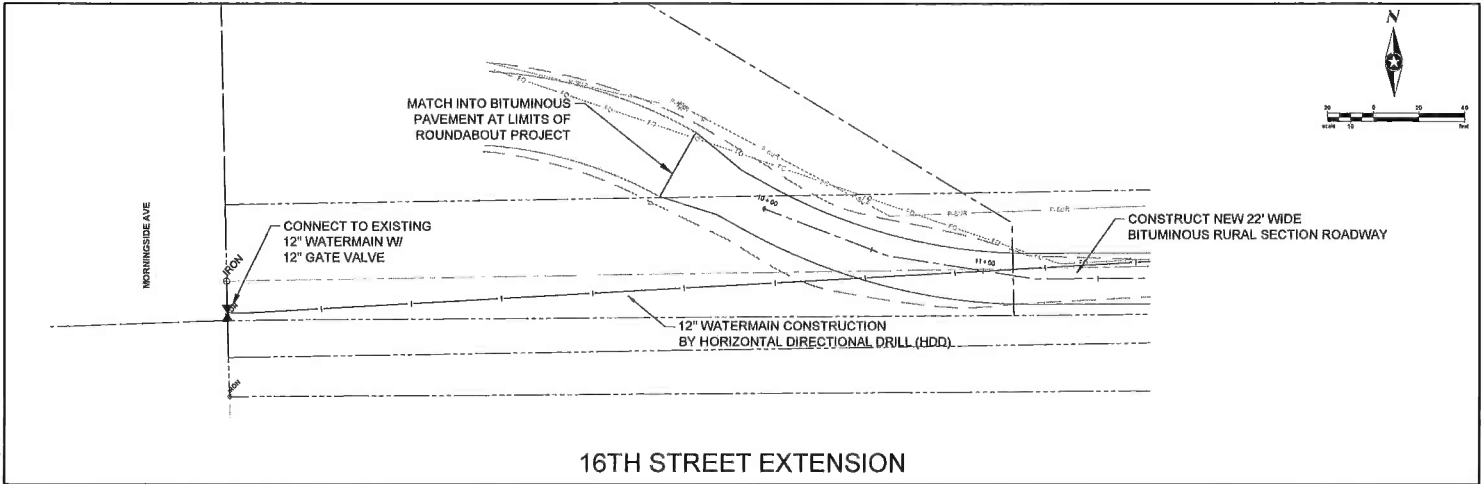
16TH STREET EXTENSION PROJECT FOR FEASIBILITY REPORT DRAWINGS



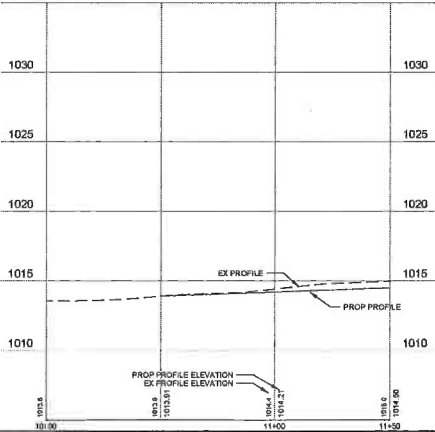
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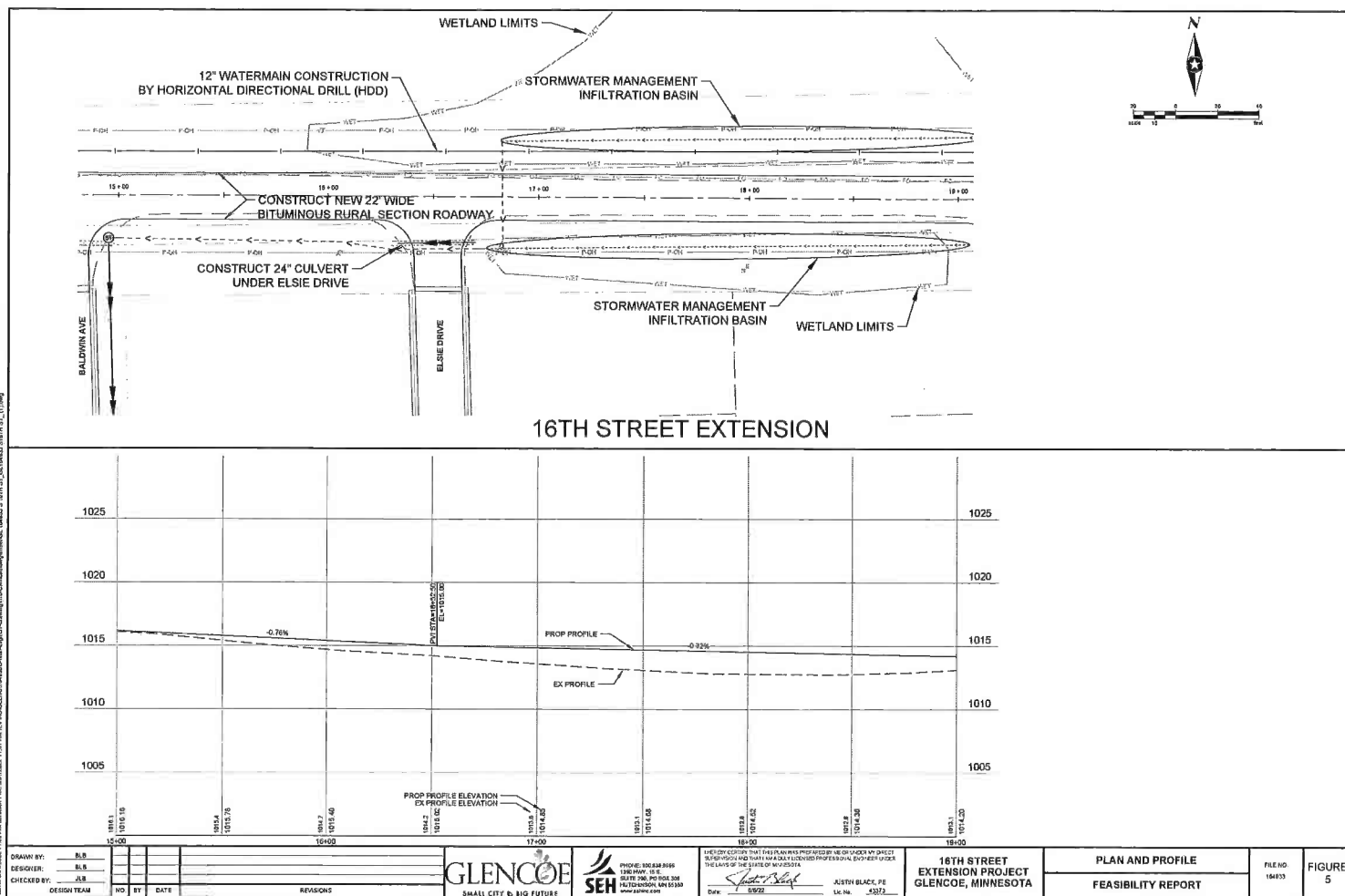
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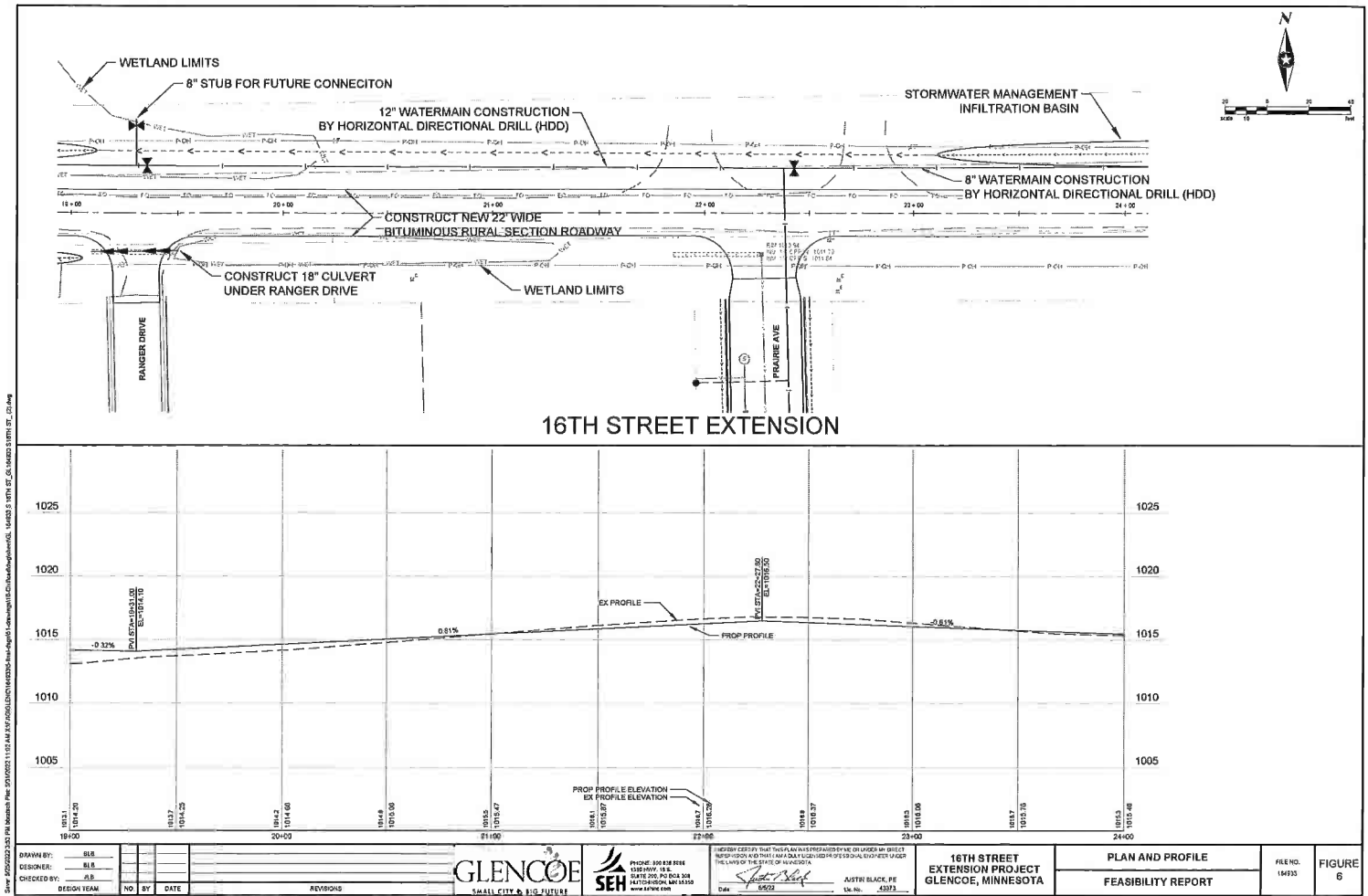


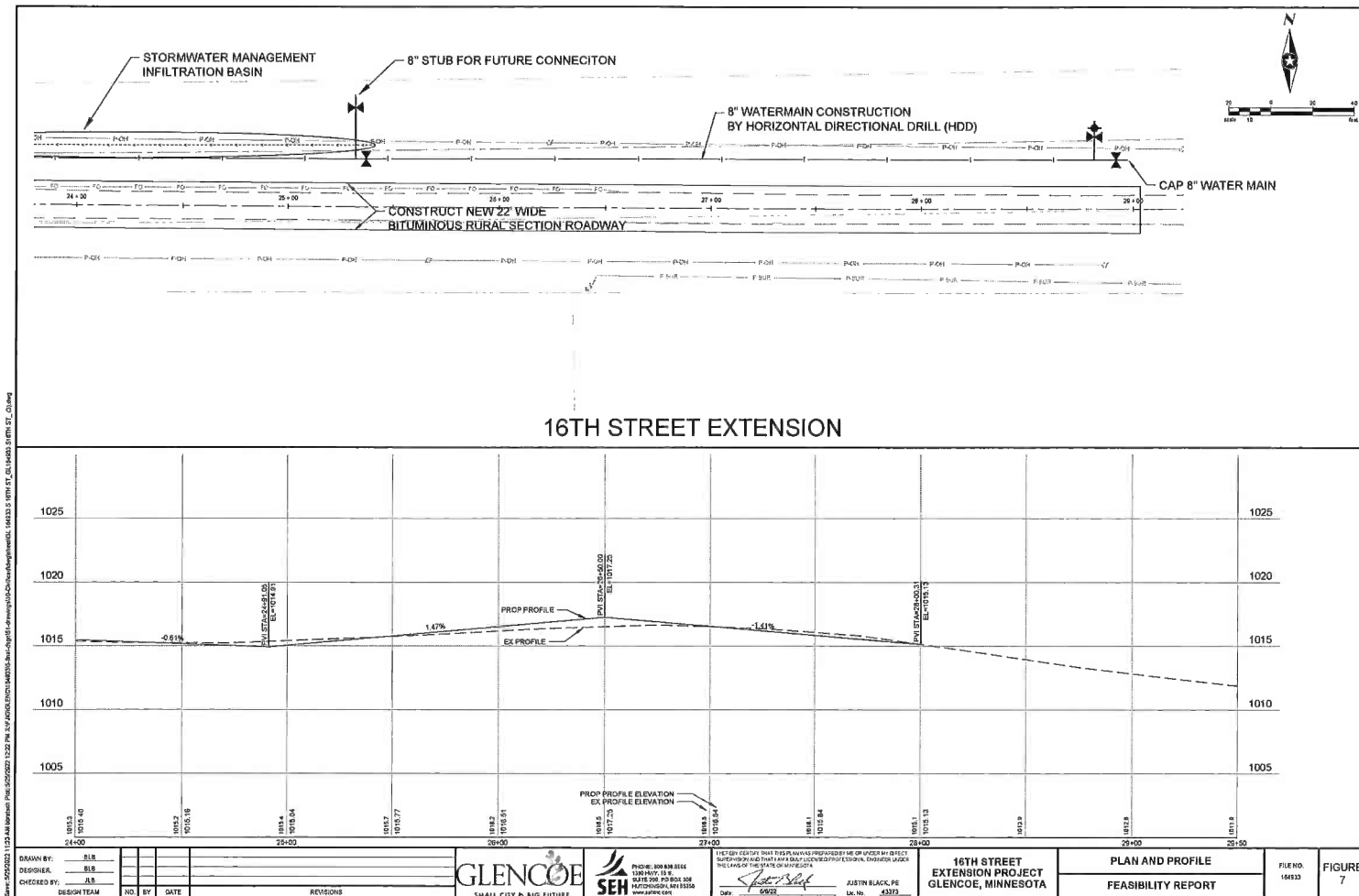
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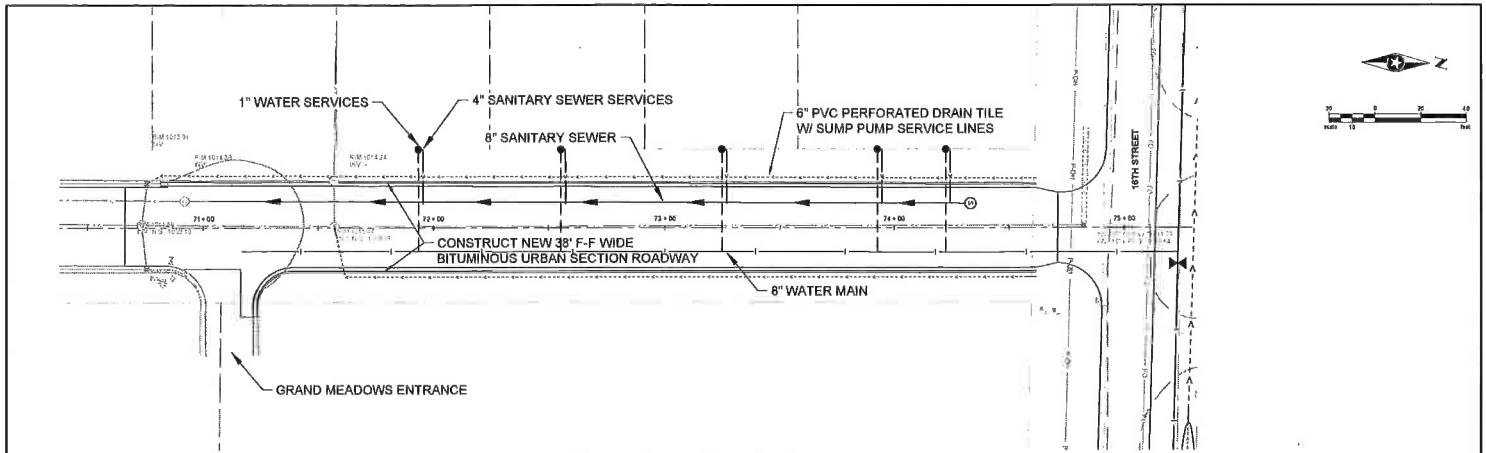


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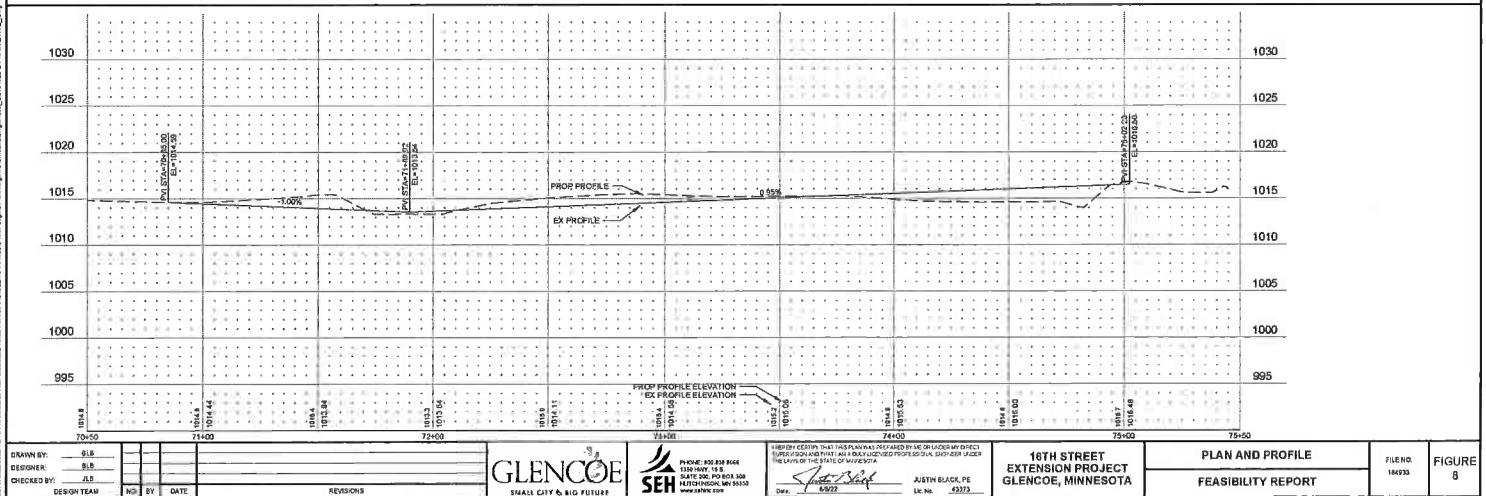




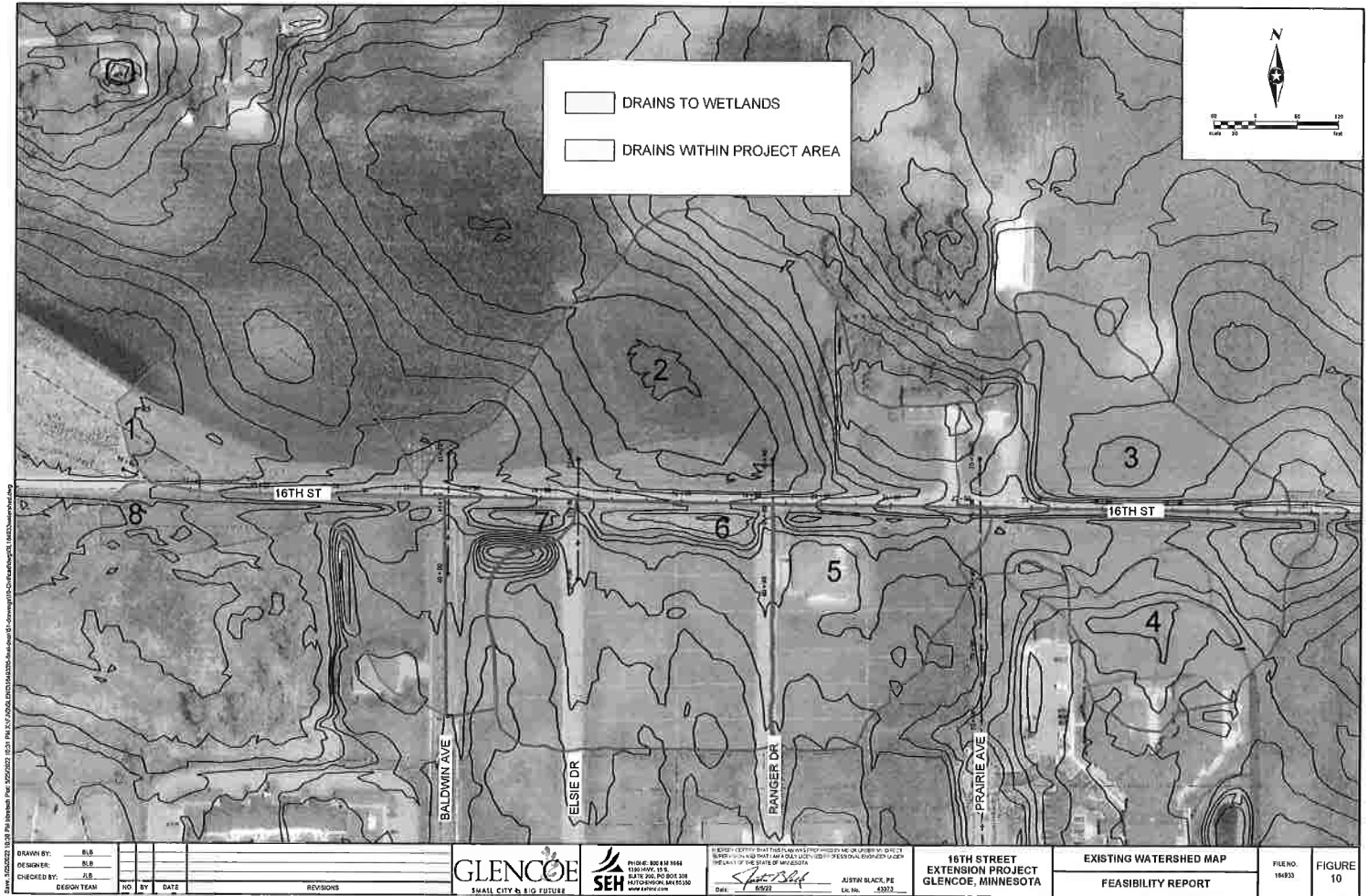


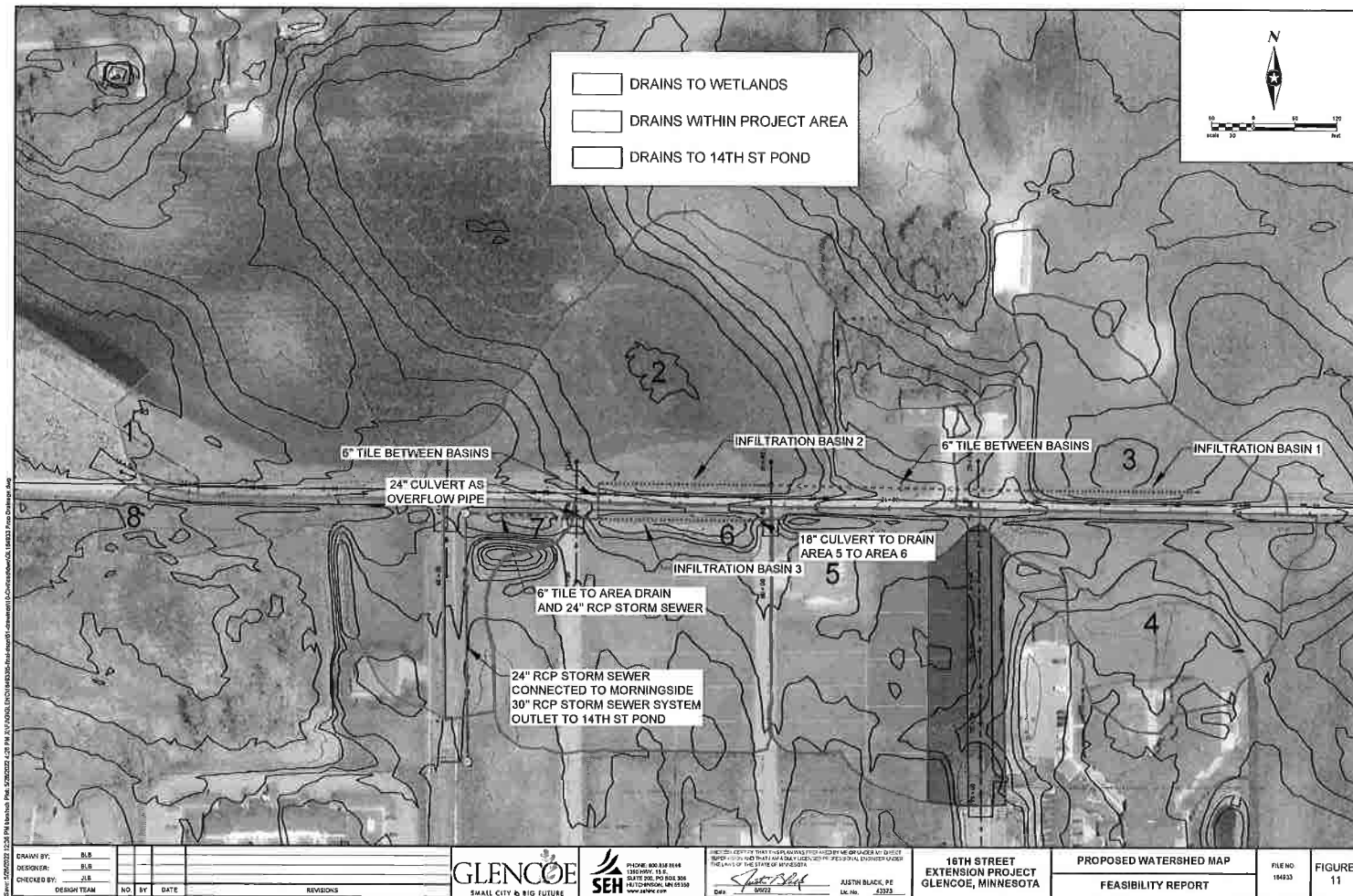


PRAIRIE AVENUE EXTENSION



DRAWN BY: S.B. DESIGNER: S.B. CHECKED BY: A.B. DESIGN TEAM:	NO. BY DATE REVISIONS	GLENCOE SMALL CITY & MID-FUTURE	SEH PLANNING AND DESIGN 1500 HWY. 13 S SUITE 200, PO BOX 300 FORT PIERCE, FL 34939 www.seh.com	16TH STREET EXTENSION PROJECT GLENCOE, MINNESOTA	PLAN AND PROFILE FEASIBILITY REPORT	FILE NO. 16033	FIGURE 8
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Appendix A

Cost Estimate

PRELIMINARY ENGINEER'S ESTIMATE
16TH ST EXTENSION
SEH NO. GLENC 164933
JUNE 6, 2022

	BASIS OF ESTIMATED QUANTITIES			
	PAVEMENT AREA	6190	SY	1590
	SUBCUT AREA	6110	SY	1870
	NON WEAR LIFT	2.5	IN	2.5
	WEAR LIFT	1.5	IN	1.5
	AGGREGATE BASE	8	IN	8
	SELECT GRANULAR	24	IN	24

			PROJECT TOTAL			16TH ST		PRAIRIE AVE	
Item No.	Item Description	Unit	Est. Qty.	Est. Unit Price	Est. Cost	Est. Qty.	Est. Cost	Est. Qty.	Est. Cost
STREET, CURB AND GUTTER, DRAINAGE PIPE, SIDEWALKS									
2021.501	MOBILIZATION	LUMP SUM	1.0	\$50,000.00	\$50,000.00	0.70	\$35,000.00	0.30	\$15,000.00
2104.503	REMOVE CONCRETE CURB AND GUTTER	LIN FT	20.0	\$12.00	\$240.00	0.0	\$0.00	20.0	\$240.00
2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	222.0	\$2.00	\$444.00	112.0	\$224.00	110.0	\$220.00
2104.504	REMOVE BITUMINOUS PAVEMENT	SQ YD	378.0	\$5.00	\$1,890.00	24.0	\$120.00	354.0	\$1,770.00
2105.504	GEOTEXTILE FABRIC, TYPE 5	SQ YD	7,980.0	\$5.00	\$38,900.00	6,110.0	\$30,550.00	1,870.0	\$9,350.00
2105.507	COMMON EXCAVATION (EV)	CU YD	7,980.0	\$20.00	\$159,600.00	6,110.0	\$122,200.00	1,870.0	\$37,400.00
2105.507	SELECT GRANULAR EMBANKMENT (CV)	CU YD	5,321.0	\$30.00	\$159,630.00	4,074.0	\$122,220.00	1,247.0	\$37,410.00
2105.504	GEGRID (TENSAR TX-7)	SQ YD	7,980.0	\$13.00	\$103,740.00	6,110.0	\$79,430.00	1,870.0	\$24,310.00
2123.610	STREET SWEEPER (WITH BROOM PICKUP)	HOUR	6.0	\$125.00	\$750.00	3.0	\$375.00	3.0	\$375.00
2211.507	AGGREGATE BASE, CLASS 5 (CV)	CU YD	1,774.0	\$50.00	\$88,700.00	1,358.0	\$67,900.00	416.0	\$20,800.00
2301.602	DRILL AND GROUT DOWEL BAR (EPOXY COATED)	EACH	8.0	\$12.00	\$96.00	0.0	\$0.00	8.0	\$96.00
2331.603	JOINT ADHESIVE (MASTIC)	LIN FT	926.0	\$1.00	\$926.00	0.0	\$0.00	926.0	\$926.00
2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GAL	340.0	\$5.00	\$1,700.00	260.0	\$1,300.00	80.0	\$400.00
2360.509	TYPE SP 9.5 WEARING COURSE MIX (2,C) (SPWEA240C)	TON	661.0	\$135.00	\$89,235.00	506.0	\$68,310.00	155.0	\$20,925.00
2360.509	TYPE SP 12.5 NON-WEARING COURSE MIX (2,C) (SPNWB230C)	TON	1,101.0	\$115.00	\$126,615.00	843.0	\$96,945.00	258.0	\$29,670.00
2504.602	ADJUST GATE VALVE BOX OR MANHOLE CASTING (WATER MAIN)	EACH	1.0	\$300.00	\$300.00	0.0	\$0.00	1.0	\$300.00
2531.503	CONCRETE CURB & GUTTER B618	LIN FT	733.0	\$32.00	\$23,458.00	0.0	\$0.00	733.0	\$23,456.00
	RELOCATE POWER POLE	EACH	4.0	\$5,000.00	\$20,000.00	4.0	\$20,000.00	0.0	\$0.00
2563.601	TRAFFIC CONTROL	LUMP SUM	1.0	\$8,000.00	\$8,000.00	0.70	\$5,600.00	0.30	\$2,400.00
2575.604	TURF RESTORATION	SQ YD	4,858.0	\$8.00	\$38,864.00	3,612.0	\$28,896.00	1,246.0	\$9,968.00
2575.607	SELECT TOPSOIL BORROW (LV)	CU YD	539.0	\$45.00	\$24,255.00	401.0	\$18,045.00	138.0	\$6,210.00
STREET, CURB AND GUTTER, DRAINAGE PIPE, SIDEWALKS SUBTOTAL					\$938,341.00		\$897,116.00		\$241,226.00
STORM SEWER									
2405.502	ADJUST FRAME AND RING CASTING (STORM)	EACH	6.0	\$600.00	\$3,600.00	0.0	\$0.00	6.0	\$3,600.00
2405.502	ADJUSTING METAL RING FOR MANHOLE CASTING (STORM)	EACH	3.0	\$200.00	\$600.00	0.0	\$0.00	3.0	\$600.00
2502.602	6" PVC CLEAN OUT	EACH	8.0	\$400.00	\$3,200.00	8.0	\$3,200.00	0.0	\$0.00
2502.602	SUMP SERVICE LINE	EACH	5.0	\$500.00	\$2,500.00	0.0	\$0.00	5.0	\$2,500.00
2505.503	6" PVC SDR 35 PERF PIPE DRAIN W/ SOCK & AGG. MATERIAL	LIN FT	1,400.0	\$30.00	\$42,000.00	680.0	\$20,700.00	710.0	\$21,300.00
2505.503	6" PVC SDR 35 NON-PERF PIPE DRAIN W/ SOCK & AGG. MATERIAL	LIN FT	635.0	\$30.00	\$19,050.00	635.0	\$19,050.00	0.0	\$0.00
2505.503	24" RC PIPE SEWER DESIGN 3006 CL III	LIN FT	395.0	\$80.00	\$31,600.00	395.0	\$31,600.00	0.0	\$0.00
2503.602	CONNECT TO EXISTING STORM SEWER MANHOLE	EACH	1.0	\$1,500.00	\$1,500.00	1.0	\$1,500.00	0.0	\$0.00
2506.502	CASTING ASSEMBLY, NEENAH R-1733	EACH	1.0	\$950.00	\$950.00	1.0	\$950.00	0.0	\$0.00
2506.502	CASTING ASSEMBLY, NEENAH R-4243	EACH	1.0	\$1,100.00	\$1,100.00	1.0	\$1,100.00	0.0	\$0.00
2451.507	COARSE FILTER AGGREGATE	CY	120.0	\$65.00	\$7,800.00	120.0	\$7,800.00	0.0	\$0.00
2573.502	STORM DRAIN INLET PROTECTION	EACH	5.0	\$140.00	\$700.00	2.0	\$280.00	3.0	\$420.00
2574.507	FILTER TOPSOIL BORROW	CY	200.0	\$60.00	\$12,000.00	200.0	\$12,000.00	0.0	\$0.00
STORM SEWER SUBTOTAL					\$126,000.00		\$98,180.00		\$28,420.00
WATER MAIN									
2104.502	REMOVE GATE VALVE	EACH	1.0	\$300.00	\$300.00	1.0	\$300.00	0.0	\$0.00
2140.502	SALVAGE HYDRANT	EACH	1.0	\$600.00	\$600.00	1.0	\$600.00	0.0	\$0.00
2104.503	REMOVE WATER MAIN	LIN FT	20.0	\$5.00	\$100.00	20.0	\$100.00	0.0	\$0.00
2504.601	TEMPORARY WATER	LUMP SUM	1.0	\$20,000.00	\$20,000.00	0.5	\$10,000.00	0.5	\$10,000.00
2504.602	CONNECT TO EXISTING WATER MAIN	EACH	3.0	\$1,550.00	\$4,650.00	2.0	\$3,100.00	1.0	\$1,550.00
2504.602	HYDRANT (WATEROUS WB67-250)	EACH	2.0	\$8,000.00	\$16,000.00	2.0	\$16,000.00	0.0	\$0.00
2504.602	6" GATE VALVE AND BOX	EACH	2.0	\$4,000.00	\$8,000.00	2.0	\$8,000.00	0.0	\$0.00
2504.602	8" GATE VALVE AND BOX	EACH	7.0	\$5,000.00	\$35,000.00	7.0	\$35,000.00	0.0	\$0.00
2504.602	12" GATE VALVE AND BOX	EACH	2.0	\$6,000.00	\$12,000.00	2.0	\$12,000.00	0.0	\$0.00
2504.602	1" CORPORATION STOP W/ SADDLE	EACH	5.0	\$750.00	\$3,750.00	0.0	\$0.00	5.0	\$3,750.00
2504.602	1" CURB STOP AND BOX	EACH	5.0	\$800.00	\$4,000.00	0.0	\$0.00	5.0	\$4,000.00
2504.603	1" SERVICE PIPE W/ TRACER WIRE	LIN FT	220.0	\$30.00	\$6,600.00	0.0	\$0.00	220.0	\$6,600.00
2504.603	6" PVC DR 18 WATER MAIN HYDRANT LEAD W/TRACER WIRE	LIN FT	60.0	\$60.00	\$3,600.00	60.0	\$3,600.00	0.0	\$0.00
2504.603	6" PVC DR 18 WATER MAIN W/TRACER WIRE	LIN FT	477.0	\$80.00	\$38,160.00	87.0	\$6,960.00	390.0	\$31,200.00
2504.603	12" PVC DR 18 WATER MAIN W/TRACER WIRE	LIN FT	37.0	\$100.00	\$3,700.00	37.0	\$3,700.00	0.0	\$0.00
2504.60	6" PVC C900 WATER MAIN W/TRACER WIRE (HDD)	LIN FT	1,450.0	\$70.00	\$101,500.00	1,450.0	\$101,500.00	0.0	\$0.00
2504.60	12" PVC C900 WATER MAIN W/TRACER WIRE (HDD)	LIN FT	660.0	\$90.00	\$59,400.00	660.0	\$59,400.00	0.0	\$0.00
2504.603	TRACER WIRE BOX	EACH	3.0	\$300.00	\$900.00	2.0	\$600.00	1.0	\$300.00
2504.608	WATER MAIN FITTINGS	POUND	120.0	\$15.00	\$1,800.00	80.0	\$1,200.00	40.0	\$600.00
WATER MAIN SUBTOTAL					\$320,080.00		\$262,080.00		\$58,000.00
SANITARY SEWER									
2502.602	CONNECT TO EXISTING SANITARY SEWER	EACH	1.0	\$1,500.00	\$1,500.00	0.0	\$0.00	1.0	\$1,500.00
2503.602	8" X 4" WYE	EACH	5.0	\$1,200.00	\$6,000.00	0.0	\$0.00	5.0	\$6,000.00
2405.502	ADJUST FRAME AND RING CASTING (SANITARY)	EACH	1.0	\$600.00	\$600.00	0.0	\$0.00	1.0	\$600.00
2405.502	ADJUSTING METAL RING FOR MANHOLE CASTING (SANITARY)	EACH	2.0	\$300.00	\$600.00	0.0	\$0.00	2.0	\$600.00
2503.603	4" SANITARY SEWER SERVICE	LIN FT	117.0	\$50.00	\$5,850.00	0.0	\$0.00	117.0	\$5,850.00
2503.603	6" SANITARY SEWER (REGARDLESS OF DEPTH)	LIN FT	332.0	\$90.00	\$29,880.00	0.0	\$0.00	332.0	\$29,880.00
2506.502	CASTING ASSEMBLY (SANITARY W/ CONCEALED PICK HOLES)	EACH	2.0	\$1,300.00	\$2,600.00	0.0	\$0.00	2.0	\$2,600.00
2506.602	INTERNAL MANHOLE SEAL (SANITARY)	EACH	2.0	\$350.00	\$700.00	0.0	\$0.00	2.0	\$700.00
2506.603	CONSTRUCT SANITARY MANHOLE DESIGN 4007	LIN FT	10.0	\$650.00	\$6,500.00	0.0	\$0.00	10.0	\$6,500.00
SANITARY SEWER SUBTOTAL					\$54,230.00		\$0.00		\$54,230.00
WETLAND MITIGATION									
					\$50,000.00		\$50,000.00		\$0.00
TOTAL ESTIMATED CONSTRUCTION COST					\$1,489,231.00		\$1,107,356.00		\$381,876.00
10% PROJECT CONTINGENCY					\$148,923.10		\$110,735.50		\$38,187.60
PROJECT RELATED COSTS					\$297,846.20		\$221,471.00		\$76,375.20
TOTAL ESTIMATED PROJECT COST					\$1,936,000.30		\$1,439,561.60		\$496,438.80

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

To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: June 3, 2022

Re: **Item 6B – Master Partnership Agreement with Minnesota Department of Transportation (MNDOT)**

Item 6B – City Engineer John Rodeberg will review **Resolution 2022-16**, authorizing the Mayor and City Administrator to execute the Master Agreement with MNDOT. It is recommended to approve Resolution 2022-16.

RESOLUTION 2022-016

A Resolution Authorizing the Mayor and City Administrator to enter into a Master Partnership with the Minnesota Department of Transportation

Whereas, The Minnesota Department of Transportation wishes to cooperate closely with local units of government to coordinate the delivery of transportation services and maximize the efficient delivery of such services at all levels of government; and

Whereas, MnDOT and local governments are authorized by Minnesota Statutes sections 471.59, 174.02, and 161.20, to undertake collaborative efforts for the design, construction, maintenance and operation of state and local roads; and

Whereas, the parties wish to be able to respond quickly and efficiently to such opportunities for collaboration, and have determined that having the ability to write "work orders" against a master contract would provide the greatest speed and flexibility in responding to identified needs.

Therefore, be it resolved:

1. That the City of Glencoe enter into a Master Partnership Contract with the Minnesota Department of Transportation, a copy of which was before the Glencoe City Council.
2. That the proper City of Glencoe officers are authorized to execute such contract, and any amendments thereto.
3. That the City of Glencoe City Administrator and Mayor may execute such work order contracts on behalf of the City of Glencoe without further approval by this Glencoe City Council.

Approved this 6th day of June, 2022.

Ryan Voss, Mayor

Attest:

Mark Larson, City Administrator

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Ryan Voss, Mayor

Attest:

Mark Larson, City Administrator

**STATE OF MINNESOTA
MASTER PARTNERSHIP CONTRACT**

This master contract is between the State of Minnesota, acting through its Commissioner of Transportation in this contract referred to as the "State" and the Glencoe City, acting through its City Council, in this contract referred to as the "Other Party."

Recitals

1. The parties are authorized to enter into this contract pursuant to Minnesota Statutes, §§15.061, 471.59 and 174.02.
2. Minn. Stat. § 161.20, subd. 2, authorizes the Commissioner of Transportation to make arrangements with and cooperate with any governmental authority for the purposes of constructing, maintaining and improving the trunk highway system.
3. Each party to this contract is a "road authority" as defined by Minn. Stat. §160.02, subd. 25.
4. Minn. Stat. § 161.39, subd. 1, authorizes a road authority to perform work for another road authority. Such work may include providing technical and engineering advice, assistance and supervision, surveying, preparing plans for the construction or reconstruction of roadways, and performing roadway maintenance.
5. Minn. Stat. §174.02, subd. 6, authorizes the Commissioner of Transportation to enter into contracts with other governmental entities for research and experimentation; for sharing facilities, equipment, staff, data, or other means of providing transportation-related services; or for other cooperative programs that promote efficiencies in providing governmental services, or that further development of innovation in transportation for the benefit of the citizens of Minnesota.
6. Each party wishes to occasionally purchase services from the other party, which the parties agree will enhance the efficiency of delivering governmental services at all levels. This Master Partnership Contract (MPC) provides a framework for the efficient handling of such requests. This MPC contains terms generally governing the relationship between the parties. When specific services are requested, the parties will (unless otherwise specified) enter into a "Work Order" contracts.
7. After the execution of this MPC, the parties may (but are not required to) enter into "Work Order" contracts. These Work Orders will specify the work to be done, timelines for completion, and compensation to be paid for the specific work.
8. The parties are entering into this MPC to establish terms that will govern all of the Work Orders subsequently issued under the authority of this Contract.

Contract

1. **Term of Master Partnership Contract; Use of Work Order Contracts; Survival of Terms**
 - 1.1. **Effective Date:** This contract will be effective on July 1st, 2022, or upon the date last signed by all State officials as required under Minn. Stat. § 16C.05, subd. 2, whichever occurs last. The Other Party must not begin work under this Contract until ALL required signatures have been obtained and the Other Party has been notified in writing to begin such work by the State's Authorized Representative.
 - 1.2. **Expiration Date.** This Contract will expire on June 30, 2027.
 - 1.3. **Exhibits.** Exhibit A is attached and incorporated into this agreement.
 - 1.4. **Work Order Contracts.** A work order contract must be negotiated and executed (by both the State and the Other Party) for each particular engagement, except for Technical Services provided by the State to the Other Party as specified in Article 2. The work order contract must specify the detailed scope of work and deliverables for that project. A party must not begin work under a work order until the work order is fully

executed. The terms of this MPC will apply to all work order contracts issued, unless specifically varied in the work order. The Other Party understands that this MPC is not a guarantee of any payments or work order assignments, and that payments will only be issued for work actually performed under fully-executed work orders.

- 1.5. **Survival of Terms.** The following clauses survive the expiration or cancellation of this master contract and all work order contracts: 12. Liability; 13. State Audits; 14. Government Data Practices and Intellectual Property; 17. Publicity; 18. Governing Law, Jurisdiction, and Venue; and 22. Data Disclosure. All terms of this MPC will survive with respect to any work order contract issued prior to the expiration date of the MPC.
- 1.6. **Sample Work Order.** A sample work order contract is available upon request from the State.
- 1.7. **Definition of “Providing Party” and “Requesting Party”.** For the purpose of assigning certain duties and obligations in the MPC to work order contracts, the following definitions will apply throughout the MPC. “Requesting Party” is defined as the party requesting the other party to perform work under a work order contract. “Providing Party” is defined as the party performing the scope of work under a work order contract.

2. Technical Services

- 2.1. Technical Services include repetitive low-cost services routinely performed by the State for the Other Party. If requested and authorized by the Other Party, these services may be performed by the State for the Other Party without the execution of a work order, as these services are provided in accordance with standardized practices and processes and do not require a detailed scope of work. Exhibit A – Table of Technical Services is attached.
 - 2.1.1. Every other service not falling under the services listed in Exhibit A will require a work order contract (If you have questions regarding whether a service is covered under 2.1.1, please contact Contract Management).
- 2.2. The Other Party may request the State to perform Technical Services in an informal manner, such as by the use of email, a purchase order, or by delivering materials to a State lab and requesting testing. A request may be made via telephone, but will not be considered accepted unless acknowledged in writing by the State.
- 2.3. The State will promptly inform the Other Party if the State will be unable to perform the requested Technical Services. Otherwise, the State will perform the Technical Services in accordance with the State’s normal processes and practices, including scheduling practices taking into account the availability of State staff and equipment.
- 2.4. **Payment Basis.** Unless otherwise agreed to by the parties prior to performance of the services, the State will charge the Other Party the State’s then-current rate for performing the Technical Services. The then-current rate may include the State’s normal and customary additives. The State will invoice the Other Party upon completion of the services, or at regular intervals not more than once monthly as agreed upon by the parties. The invoice will provide a summary of the Technical Services provided by the State during the invoice period.

3. Services Requiring a Work Order Contract

- 3.1. **Work Order Contracts:** A party may request the other party to perform any of the following services under individual work order contracts.
- 3.2. **Professional and Technical Services.** A party may provide professional and technical services upon the request of the other party. As defined by Minn. Stat. §16C.08, subd. 1, professional/technical services “means services that are intellectual in character, including consultation, analysis, evaluation, prediction, planning, programming, or recommendation; and result in the production of a report or completion of a task.” Professional and technical services do not include providing supplies or materials except as incidental to performing such services. Professional and technical services include (by way of example and without limitation) cultural resources, engineering services, surveying, foundation recommendations and reports, environmental documentation, right-of-way assistance (such as performing appraisals or providing

relocation assistance, but excluding the exercise of the power of eminent domain), geometric layouts, final construction plans, graphic presentations, public relations, and facilitating open houses. A party will normally provide such services with its own personnel; however, a party's professional/technical services may also include hiring and managing outside consultants to perform work provided that a party itself provides active project management for the use of such outside consultants.

- 3.3. **Roadway Maintenance.** A party may provide roadway maintenance upon the request of the other party. Roadway maintenance does not include roadway reconstruction. This work may include but is not limited to snow removal, ditch spraying, roadside mowing, bituminous mill and overlay (only small projects), seal coat, bridge hits, major retaining wall failures, major drainage failures, and message painting. All services must be performed by an employee with sufficient skills, training, expertise or certification to perform such work, and work must be supervised by a qualified employee of the party performing the work.
- 3.4. **Construction Administration.** A party may administer roadway construction projects upon the request of the other party. Roadway construction includes (by way of example and without limitation) the construction, reconstruction, or rehabilitation of mainline, shoulder, median, pedestrian or bicycle pathway, lighting and signal systems, pavement mill and overlays, seal coating, guardrail installation, and channelization. These services may be performed by the Providing Party's own forces, or the Providing Party may administer outside contracts for such work. Construction administration may include letting and awarding construction contracts for such work (including state projects to be completed in conjunction with local projects). All contract administration services must be performed by an employee with sufficient skills, training, expertise or certification to perform such work.
- 3.5. **Emergency Services.** A party may provide aid upon request of the other party in the event of a man-made disaster, natural disaster or other act of God. Emergency services includes all those services as the parties mutually agree are necessary to plan for, prepare for, deal with, and recover from emergency situations. These services include, without limitation, planning, engineering, construction, maintenance, and removal and disposal services related to things such as road closures, traffic control, debris removal, flood protection and mitigation, sign repair, sandbag activities and general cleanup. Work will be performed by an employee with sufficient skills, training, expertise or certification to perform such work, and work must be supervised by a qualified employee of the party performing the work. If it is not feasible to have an executed work order prior to performance of the work, the parties will promptly confer to determine whether work may be commenced without a fully-executed work order in place. If work commences without a fully-executed work order, the parties will follow up with execution of a work order as soon as feasible.
- 3.6. When a need is identified, the State and the Other Party will discuss the proposed work and the resources needed to perform the work. If a party desires to perform such work, the parties will negotiate the specific and detailed work tasks and cost. The State will then prepare a work order contract. Generally, a work order contract will be limited to one specific project/engagement, although "on call" work orders may be prepared for certain types of services, especially for "Technical Services" items as identified section 2.1.. The work order will also identify specific deliverables required, and timeframes for completing work. A work order must be fully executed by the parties prior to work being commenced. The Other Party will not be paid for work performed prior to execution of a work order contract and authorization by the State.

4. Responsibilities of the Providing Party

- 4.1. **Terms Applicable to ALL Work Order Contracts.** The terms in this section 4.1 will apply to ALL work order contracts.
 - 4.1.1. Each work order will identify an Authorized Representative for each party. Each party's authorized representative is responsible for administering the work order, and has the authority to make any decisions regarding the work, and to give and receive any notices required or permitted under this MPC or the work order.
 - 4.1.2. The Providing Party will furnish and assign a publicly employed licensed engineer (Project Engineer), to be in responsible charge of the project(s) and to supervise and direct the work to be performed under each work order contract. For services not requiring an engineer, the Providing Party will

furnish and assign another responsible employee to be in charge of the project. The services of the Providing Party under a work order contract may not be otherwise assigned, sublet, or transferred unless approved in writing by the Requesting Party's authorized representative. This written consent will in no way relieve the Providing Party from its primary responsibility for the work.

- 4.1.3. If the Other Party is the Providing Party, the Project Engineer may request in writing specific engineering and/or technical services from the State, pursuant to Minn. Stat. Section 161.39. The work order Contract will require the Other Party to deposit payment in advance. The costs and expenses will include the current State additives and overhead rates, subject to adjustment based on actual direct costs that have been verified by audit.
- 4.1.4. Only the receipt of a fully executed work order contract authorizes the Providing Party to begin work on a project. Any and all effort, expenses, or actions taken by the Providing Party before the work order contract is fully executed are considered unauthorized and undertaken at the risk of non-payment.
- 4.1.5. In connection with the performance of this contract and any work orders issued, the Providing Agency will comply with all applicable Federal and State laws and regulations. When the Providing Party is authorized or permitted to award contracts in connection with any work order, the Providing Party will require and cause its contractors and subcontractors to comply with all Federal and State laws and regulations.
- 4.2. **Additional Terms for Roadway Maintenance.** The terms of section 4.1 and this section 4.2 will apply to all work orders for Roadway Maintenance.
 - 4.2.1. Unless otherwise provided for by contract or work order, the Providing Party must obtain all permits and sanctions that may be required for the proper and lawful performance of the work.
 - 4.2.2. The Providing Party must perform maintenance in accordance with MnDOT maintenance manuals, policies and operations.
 - 4.2.3. The Providing Party must use State-approved materials, including (by way of example and without limitation), sign posts, sign sheeting, and de-icing and anti-icing chemicals.
- 4.3. **Additional Terms for Construction Administration.** The terms of section 4.1 and this section 4.3 will apply to all work order contracts for construction administration.
 - 4.3.1. Contract(s) must be awarded to the lowest responsible bidder or best value proposer in accordance with state law.
 - 4.3.2. Contractor(s) must be required to post payment and performance bonds in an amount equal to the contract amount. The Providing Party will take all necessary action to make claims against such bonds in the event of any default by the contractor.
 - 4.3.3. Contractor(s) must be required to perform work in accordance with the latest edition of the Minnesota Department of Transportation Standard Specifications for Construction.
 - 4.3.4. For work performed on State right-of-way, contractor(s) must be required to indemnify and hold the State harmless against any loss incurred with respect to the performance of the contracted work, and must be required to provide evidence of insurance coverage commensurate with project risk.
 - 4.3.5. Contractor(s) must pay prevailing wages pursuant to applicable state and federal law.
 - 4.3.6. Contractor(s) must comply with all applicable Federal, and State laws, ordinances and regulations, including but not limited to applicable human rights/anti-discrimination laws and laws concerning the participation of Disadvantaged Business Enterprises in federally-assisted contracts.
 - 4.3.7. Unless otherwise agreed in a work order contract, each party will be responsible for providing rights of way, easement, and construction permits for its portion of the improvements. Each party will, upon the other's request, furnish copies of right of way certificates, easements, and construction permits.

- 4.3.8. The Providing Party may approve minor changes to the Requesting Party's portion of the project work if such changes do not increase the Requesting Party's cost obligation under the applicable work order contract.
- 4.3.9. The Providing Party will not approve any contractor claims for additional compensation without the Requesting Party's written approval, and the execution of a proper amendment to the applicable work order contract when necessary. The Other Party will tender the processing and defense of any such claims to the State upon the State's request.
- 4.3.10. The Other Party must coordinate all trunk highway work affecting any utilities with the State's Utilities Office.
- 4.3.11. The Providing Party must coordinate all necessary detours with the Requesting Party.
- 4.3.12. If the Other Party is the Providing Party, and there is work performed on the trunk highway right-of-way, the following will apply:
 - a. The Other Party will have a permit to perform the work on the trunk highway. The State may revoke this permit if the work is not being performed in a safe, proper and skillful manner, or if the contractor is violating the terms of any law, regulation, or permit applicable to the work. The State will have no liability to the Other Party, or its contractor, if work is suspended or stopped due to any such condition or concern.
 - b. The Other Party will require its contractor to conduct all traffic control in accordance with the Minnesota Manual on Uniform Traffic Control Devices.
 - c. The Other Party will require its contractor to comply with the terms of all permits issued for the project including, but not limited to, National Pollutant Discharge Elimination System (NPDES) and other environmental permits.
 - d. All improvements constructed on the State's right-of-way will become the property of the State.

5. Responsibilities of the Requesting Party

- 5.1. After authorizing the Providing Party to begin work, the Requesting Party will furnish any data or material in its possession relating to the project that may be of use to the Providing Party in performing the work.
- 5.2. All such data furnished to the Providing Party will remain the property of the Requesting Party and will be promptly returned upon the Requesting Party's request or upon the expiration or termination of this contract (subject to data retention requirements of the Minnesota Government Data Practices Act and other applicable law).
- 5.3. The Providing Party will analyze all such data furnished by the Requesting Party. If the Providing Party finds any such data to be incorrect or incomplete, the Providing Party will bring the facts to the attention of the Requesting Party before proceeding with the part of the project affected. The Providing Party will investigate the matter, and if it finds that such data is incorrect or incomplete, it will promptly determine a method for furnishing corrected data. Delay in furnishing data will not be considered justification for an adjustment in compensation.
- 5.4. The State will provide to the Other Party copies of any Trunk Highway fund clauses to be included in the bid solicitation and will provide any required Trunk Highway fund provisions to be included in the Proposal for Highway Construction, that are different from those required for State Aid construction.
- 5.5. The Requesting Party will perform final reviews and inspections of its portion of the project work. If the work is found to have been completed in accordance with the work order contract, the Requesting Party will promptly release any remaining funds due the Providing Party for the Project(s).
- 5.6. The work order contracts may include additional responsibilities to be completed by the Requesting Party.

6. Time

- 6.1. In the performance of project work under a work order contract, time is of the essence.

7. Consideration and Payment

- 7.1. **Consideration.** The Requesting Party will pay the Providing Party as specified in the work order. The State's normal and customary additives will apply to work performed by the State, unless otherwise specified in the work order. The State's normal and customary additives will not apply if the parties agree to a "lump sum" or "unit rate" payment.
- 7.2. **State's Maximum Obligation.** The total compensation to be paid by the State to the Other Party under all work order contracts issued pursuant to this MPC will not exceed \$100,000.00.
- 7.3. **Travel Expenses.** It is anticipated that all travel expenses will be included in the base cost of the Providing Party's services, and unless otherwise specifically set forth in an applicable work order contract, the Providing Party will not be separately reimbursed for travel and subsistence expenses incurred by the Providing Party in performing any work order contract. In those cases where the State agrees to reimburse travel expenses, such expenses will be reimbursed in the same manner and in no greater amount than provided in the current "MnDOT Travel Regulations" a copy of which is on file with and available from the MnDOT District Office. The Other Party will not be reimbursed for travel and subsistence expenses incurred outside of Minnesota unless it has received the State's prior written approval for such travel.

7.4. **Payment**

- 7.4.1. **Generally.** The Requesting Party will pay the Providing Party as specified in the applicable work order, and will make prompt payment in accordance with Minnesota law.
- 7.4.2. **Payment by the Other Party.**
 - a. The Other Party will make payment to the order of the Commissioner of Transportation.
 - b. **IMPORTANT NOTE: PAYMENT MUST REFERENCE THE "MNDOT CONTRACT NUMBER" SHOWN ON THE FACE PAGE OF THIS CONTRACT AND THE "INVOICE NUMBER" ON THE INVOICE RECEIVED FROM MNDOT.**
 - c. Remit payment to the address below:
MnDOT
Attn: Cash Accounting
RE: MnDOT Contract Number 1050079W[XX] and Invoice Number: 00000[#####]
(see note above)
Mail Stop 215
395 John Ireland Blvd
St. Paul, MN 55155
- 7.4.3. **Payment by the State.**
 - a. Generally. The State will promptly pay the Other Party after the Other Party presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices must be submitted as specified in the applicable work order, but no more frequently than monthly.
 - b. **Retainage for Professional and Technical Services.** For work orders for professional and technical services, as required by Minn. Stat. § 16C.08, subd. 2(10), no more than 90 percent of the amount due under any work order contract may be paid until the final product of the work order contract has been reviewed by the State's authorized representative. The balance due will be paid when the State's authorized representative determines that the Other Party has satisfactorily fulfilled all the terms of the work order contract.

8. **Conditions of Payment**

- 8.1. All work performed by the Providing Party under a work order contract must be performed to the Requesting Party's satisfaction, as determined at the sole and reasonable discretion of the Requesting Party's Authorized Representative and in accordance with all applicable federal and state laws, rules, and

regulations. The Providing Party will not receive payment for work found by the Requesting Party to be unsatisfactory or performed in violation of federal or state law.

9. State's Authorized Representative and Project Manager

- 9.1. The State's Authorized Representative for this master contract is the District State Aid Engineer, who has the responsibility to monitor the State's performance.
- 9.2. The State's Project Manager will be identified in each work order contract.

10. Other Party's Authorized Representative and Project Manager

- 10.1. The Other Party's Authorized Representative for administering this master contract is the Other Party's Engineer, and the Engineer has the responsibility to monitor the Other Party's performance. The Other Party's Authorized Representative is also authorized to execute work order contracts on behalf of the Other Party without approval of each proposed work order contract by its governing body.
- 10.2. The Other Party's Project Manager will be identified in each work order contract.

11. Assignment, Amendments, Waiver, and Contract Complete

- 11.1. **Assignment.** Neither party may assign or transfer any rights or obligations under this MPC or any work order contract without the prior consent of the other and a fully executed Assignment Contract, executed and approved by the same parties who executed and approved this MPC, or their successors in office.
- 11.2. **Amendments.** Any amendment to this master contract or any work order contract must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original contract, or their successors in office.
- 11.3. **Waiver.** If a party fails to enforce any provision of this master contract or any work order contract, that failure does not waive the provision or the party's right to subsequently enforce it.
- 11.4. **Contract Complete.** This master contract and any work order contract contain all negotiations and contracts between the State and the Other Party. No other understanding regarding this master contract or any work order contract issued hereunder, whether written or oral may be used to bind either party.

12. Liability

- 12.1. Each party will be responsible for its own acts and omissions to the extent provided by law. The Other Party's liability is governed by Minn. Stat. chapter 466 and other applicable law. The State's liability is governed by Minn. Stat. section 3.736 and other applicable law. This clause will not be construed to bar any legal remedies a party may have for the other party's failure to fulfill its obligations under this master contract or any work order contract. Neither party agrees to assume any environmental liability on behalf of the other party. A Providing Party under any work order is acting only as a "Contractor" to the Requesting Party, as the term "Contractor" is defined in Minn. Stat. §115B.03 (subd. 10), and is entitled to the protections afforded to a "Contractor" by the Minnesota Environmental Response and Liability Act. The parties specifically intend that Minn. Stat. §471.59 subd. 1a will apply to any work undertaken under this MPC and any work order issued hereunder.

13. State Audits

- 13.1. Under Minn. Stat. § 16C.05, subd. 5, the party's books, records, documents, and accounting procedures and practices relevant to any work order contract are subject to examination by the parties and by the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this MPC.

14. Government Data Practices and Intellectual Property

- 14.1. **Government Data Practices.** The Other Party and State must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the State under this MPC and any work order contract, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Other Party under this MPC and any work order contract. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data referred to in this clause by either the Other Party or the State.
- 14.2. **Intellectual Property Rights**

14.2.1. Intellectual Property Rights. The Requesting Party will own all rights, title, and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks, and service marks in the Works and Documents created and paid for under work order contracts. Works means all inventions, improvements, discoveries (whether or not patentable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, and disks conceived, reduced to practice, created or originated by the Providing Party, its employees, agents, and subcontractors, either individually or jointly with others in the performance of this master contract or any work order contract. Works includes "Documents." Documents are the originals of any databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks, or other materials, whether in tangible or electronic forms, prepared by the Providing Party, its employees, agents, or contractors, in the performance of a work order contract. The Documents will be the exclusive property of the Requesting Party and all such Documents must be immediately returned to the Requesting Party by the Providing Party upon completion or cancellation of the work order contract. To the extent possible, those Works eligible for copyright protection under the United States Copyright Act will be deemed to be "works made for hire." The Providing Party Government assigns all right, title, and interest it may have in the Works and the Documents to the Requesting Party. The Providing Party must, at the request of the Requesting Party, execute all papers and perform all other acts necessary to transfer or record the Requesting Party's ownership interest in the Works and Documents. Notwithstanding the foregoing, the Requesting Party grants the Providing Party an irrevocable and royalty-free license to use such intellectual property for its own non-commercial purposes, including dissemination to political subdivisions of the state of Minnesota and to transportation-related agencies such as the American Association of State Highway and Transportation Officials.

14.2.2. Obligations with Respect to Intellectual Property.

- a. **Notification.** Whenever any invention, improvement, or discovery (whether or not patentable) is made or conceived for the first time or actually or constructively reduced to practice by the Providing Party, including its employees and subcontractors, in the performance of the work order contract, the Providing Party will immediately give the Requesting Party's Authorized Representative written notice thereof, and must promptly furnish the Authorized Representative with complete information and/or disclosure thereon.
- b. **Representation.** The Providing Party must perform all acts, and take all steps necessary to ensure that all intellectual property rights in the Works and Documents are the sole property of the Requesting Party, and that neither Providing Party nor its employees, agents or contractors retain any interest in and to the Works and Documents.

15. Affirmative Action

- 15.1. The State intends to carry out its responsibility for requiring affirmative action by its Contractors, pursuant to Minn. Stat. §363A.36. Pursuant to that Statute, the Other Party is encouraged to prepare and implement an affirmative action plan for the employment of minority persons, women, and the qualified disabled, and submit such plan to the Commissioner of the Minnesota Department of Human Rights. In addition, when the Other Party lets a contract for the performance of work under a work order issued pursuant to this MPC, it must include the following in the bid or proposal solicitation and any contracts awarded as a result thereof:
- 15.2. **Covered Contracts and Contractors.** If the Contract exceeds \$100,000 and the Contractor employed more than 40 full-time employees on a single working day during the previous 12 months in Minnesota or in the state where it has its principle place of business, then the Contractor must comply with the requirements of Minn. Stat. § 363A.36 and Minn. R. Parts 5000.3400-5000.3600. A Contractor covered by Minn. Stat. § 363A.36 because it employed more than 40 full-time employees in another state and does not have a certificate of compliance, must certify that it is in compliance with federal affirmative action requirements.

15.3. **Minn. Stat. § 363A.36.** Minn. Stat. § 363A.36 requires the Contractor to have an affirmative action plan for the employment of minority persons, women, and qualified disabled individuals approved by the Minnesota Commissioner of Human Rights ("Commissioner") as indicated by a certificate of compliance. The law addresses suspension or revocation of a certificate of compliance and contract consequences in that event. A contract awarded without a certificate of compliance may be voided.

15.4. **Minn. R. Parts 5000.3400-5000.3600.**

15.4.1. **General.** Minn. R. Parts 5000.3400-5000.3600 implement Minn. Stat. § 363A.36. These rules include, but are not limited to, criteria for contents, approval, and implementation of affirmative action plans; procedures for issuing certificates of compliance and criteria for determining a contractor's compliance status; procedures for addressing deficiencies, sanctions, and notice and hearing; annual compliance reports; procedures for compliance review; and contract consequences for non-compliance. The specific criteria for approval or rejection of an affirmative action plan are contained in various provisions of Minn. R. Parts 5000.3400-5000.3600 including, but not limited to, parts 5000.3420-5000.3500 and 5000.3552-5000.3559.

15.4.2. **Disabled Workers.** The Contractor must comply with the following affirmative action requirements for disabled workers:

- a. The Contractor must not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The Contractor agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified disabled persons without discrimination based upon their physical or mental disability in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.
- b. The Contractor agrees to comply with the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.
- c. In the event of the Contractor's noncompliance with the requirements of this clause, actions for noncompliance may be taken in accordance with Minn. Stat. Section 363A.36, and the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.
- d. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices in a form to be prescribed by the commissioner of the Minnesota Department of Human Rights. Such notices must state the Contractor's obligation under the law to take affirmative action to employ and advance in employment qualified disabled employees and applicants for employment, and the rights of applicants and employees.
- e. The Contractor must notify each labor union or representative of workers with which it has a collective bargaining agreement or other contract understanding, that the Contractor is bound by the terms of Minn. Stat. Section 363A.36, of the Minnesota Human Rights Act and is committed to take affirmative action to employ and advance in employment physically and mentally disabled persons.

15.4.3. **Consequences.** The consequences for the Contractor's failure to implement its affirmative action plan or make a good faith effort to do so include, but are not limited to, suspension or revocation of a certificate of compliance by the Commissioner, refusal by the Commissioner to approve subsequent plans, and termination of all or part of this contract by the Commissioner or the State.

15.4.4. **Certification.** The Contractor hereby certifies that it is in compliance with the requirements of Minn. Stat. § 363A.36 and Minn. R. Parts 5000.3400-5000.3600 and is aware of the consequences for noncompliance.

16. Workers' Compensation

- 16.1. Each party will be responsible for its own employees for any workers compensation claims. This MPC, and any work order contracts issued hereunder, are not intended to constitute an interchange of government employees under Minn. Stat. §15.53. To the extent that this MPC, or any work order issued hereunder, is determined to be subject to Minn. Stat. §15.53, such statute will control to the extent of any conflict between the contract and the statute.

17. Publicity

- 17.1. **Publicity.** Any publicity regarding the subject matter of a work order contract where the State is the Requesting Party must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Other Party individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from a work order contract.
- 17.2. **Data Practices Act.** Section 17.1 is not intended to override the Other Party's responsibilities under the Minnesota Government Data Practices Act.

18. Governing Law, Jurisdiction, and Venue

- 18.1. Minnesota law, without regard to its choice-of-law provisions, governs this master contract and all work order contracts. Venue for all legal proceedings out of this master contract or any work order contracts, or the breach of any such contracts, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

19. Prompt Payment; Payment to Subcontractors

- 19.1. The parties must make prompt payment of their obligations in accordance with applicable law. As required by Minn. Stat. § 16A.1245, when the Other Party lets a contract for work pursuant to any work order, the Other Party must require its contractor to pay all subcontractors, less any retainage, within 10 calendar days of the prime contractor's receipt of payment from the Other Party for undisputed services provided by the subcontractor(s) and must pay interest at the rate of one and one-half percent per month or any part of a month to the subcontractor(s) on any undisputed amount not paid on time to the subcontractor(s).

20. Minn. Stat. § 181.59.

- 20.1. The Other Party will comply with the provisions of Minn. Stat. § 181.59 which requires: Every contract for or on behalf of the state of Minnesota, or any county, city, town, township, school, school district, or any other district in the state, for materials, supplies, or construction shall contain provisions by which the Contractor agrees: (1) That, in the hiring of common or skilled labor for the performance of any work under any contract, or any subcontract, no contractor, material supplier, or vendor, shall, by reason of race, creed, or color, discriminate against the person or persons who are citizens of the United States or resident aliens who are qualified and available to perform the work to which the employment relates; (2) That no contractor, material supplier, or vendor, shall, in any manner, discriminate against, or intimidate, or prevent the employment of any person or persons identified in clause (1) of this section, or on being hired, prevent, or conspire to prevent, the person or persons from the performance of work under any contract on account of race, creed, or color; (3) That a violation of this section is a misdemeanor; and (4) That this contract may be canceled or terminated by the state, county, city, town, school board, or any other person authorized to grant the contracts for employment, and all money due, or to become due under the contract, may be forfeited for a second or any subsequent violation of the terms or conditions of this contract.

21. Termination; Suspension

- 21.1. **Termination by the State for Convenience.** The State or commissioner of Administration may cancel this MPC and any work order contracts at any time, with or without cause, upon 30 days written notice to the Other Party. Upon termination, the Other Party and the State will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.
- 21.2. **Termination by the Other Party for Convenience.** The Other Party may cancel this MPC and any work order contracts at any time, with or without cause, upon 30 days written notice to the State. Upon termination,

the Other Party and the State will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

- 21.3. **Termination for Insufficient Funding.** The State may immediately terminate or suspend this MPC and any work order contract if it does not obtain funding from the Minnesota legislature or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination or suspension must be by written or fax notice to the Other Party. The State is not obligated to pay for any services that are provided after notice and effective date of termination or suspension. However, the Other Party will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the master contract or work order is terminated because of the decision of the Minnesota legislature or other funding source, not to appropriate funds. The State must provide the Other Party notice of the lack of funding within a reasonable time of the State's receiving that notice.

22. Data Disclosure

- 22.1. Under Minn. Stat. §270C.65, subd. 3, and other applicable law, the Other Party consents to disclosure of its federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Other Party to file state tax returns and pay delinquent state tax liabilities, if any.

23. Defense of Claims and Lawsuits

- 23.1. If any lawsuit or claim is filed by a third party (including but not limited to the Other Party's contractors and subcontractors), arising out of trunk highway work performed pursuant to a valid work order issued under this MPC, the Other Party will, at the discretion of and upon the request of the State, tender the defense of such claims to the State or allow the State to participate in the defense of such claims. The Other Party will, however, be solely responsible for defending any lawsuit or claim, or any portion thereof, when the claim or cause of action asserted is based on its own acts or omissions in performing or supervising the work. The Other Party will not purport to represent the State in any litigation, settlement, or alternative dispute resolution process. The State will not be responsible for any judgment entered against the Other Party, and will not be bound by the terms of any settlement entered into by the Other Party except with the written approval of the Attorney General and the Commissioner of Transportation and pursuant to applicable law.

24. Additional Provisions

- 24.1. NONE

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OTHER PARTY

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

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

COMMISSIONER OF TRANSPORTATION

By: _____

Date: _____

Title: _____

COMMISSIONER OF ADMINISTRATION

By: _____

Date: _____

Exhibit A – Table of Technical Services
Master Partnership Contract Program FY 2023-2027

Date: 3/28/2022

Source Code	Title	Description
1735	Bituminous Plant Inspection	Performing QA/QC physical testing at the plant; sampling and transporting of materials from the plant to the lab for lab testing, plant reviews, and operations; investigating plant discrepancies; and other technical services in the plant or office associated with bituminous plant inspection.
2830	Bridge Bearing Assemblies	All tasks related to the repair and maintenance of fixed or expansion-bearing assemblies on bridges. Includes related traffic
2819	Bridge Curb, Walk And Railing	Repairing and maintaining bridge curb, walk, rail, coping, and fencing connected to the rail. Includes glare screen and median barriers on bridges. Includes related traffic control.
2820	Bridge Deck	Work associated with bridge deck and slab repair regardless of removal depth or type of material used for patching. Includes deck or slab overlays and replacements and underside deck delamination. Includes related traffic control.
2838	Bridge Deck Crack Sealing	All tasks related to deck crack sealing. Includes related traffic control.
2827	Bridge Expansion, Relief Joints	All maintenance tasks associated with bridge expansion joints, except joint reestablishment. Includes tightening expansion device bolts and replacing seal glands. Includes related traffic control.
2855	Bridge Inspection Direct Support	Activities that support bridge inspection, but are not direct production (i.e., leadership, technical, administrative assistance).
2828	Bridge Inspection-Federal Fund	All bridge inspection tasks for non-MnDOT bridges funded by the federal Fracture-Critical Bridge Program (Project Code will begin with TSL and with the local bridge number). Includes related inspection reports. For MnDOT Trunk Highway bridges (Project Code begins with TSO followed by the bridge number) and local and Department of Natural Resources (DNR) (bridge number begins with 9A follow by bridge number) bridge inspections to be billed to the local government or Department of Natural Resources (DNR) use Source Code 2824.
2824	Bridge Inspection-Non-Federal	All tasks related to inventory, inspection, and load capacity rating work done on trunk highway bridges to meet the requirements of the National Bridge Inspection System and/or Minnesota Bridge Safety Inspection Program or for billing to local governments. Includes related inspection reports and deck condition surveys.
1421	Bridge Management System Operation/Administration/Data	Use for tasks related to the Bridge Management System, including operations, administration, or data entry.
2847	Bridge Poured/ Relief Joint Seal	All tasks associated with resealing bridge construction joints. Includes related traffic control. Related source type codes: Activities that support bridge inspection, but are not direct production (i.e., leadership, technical, administrative assistance).
2829	Bridge Superstructure	All tasks to repair any bridge component above the bridge seat that is not included in other source codes. Includes repairs to all types of bridge superstructure elements such as girders, beams, floor beams, trusses, stringers, t-beams, precast channels, and box girders. Includes related traffic control.
2316	Brush & Tree Removal	Maintaining, watering, trimming, and removing highway right of way tree and brush. Includes chipping of tree limbs and stump removal/grinding. Includes related traffic control.
0032	Business Unit Management	All expenses of business/office managers for general management and administration of support functions. includes administering central facilities maintenance and facilities capital budgets.
3000	Class Of Frequency Coordination	Use for frequency coordination done with APCO, AASHTO or FCCA.

Source Code	Title	Description
1733	Concrete Plant Inspections	Performing QA/QC physical testing at the plant; sampling and transporting of materials from the plant to the lab for lab testing, plant reviews, and operations; investigating plant discrepancies; and other technical services in the plant or office associated with stationary concrete plants or mobile concrete paving plant inspection.
1734	Construction Materials Inspections	Performing construction phase material inspection and engineering, for structural steel, precast and pre-stressed concrete, reinforcement steel, and electrical products and related technical services in the field and office for materials to be used in multiple projects. Includes travel time, sampling, and sample delivery. Includes tasks related to reviewing shop drawings furnished by suppliers or fabricators and contractor working drawings or calculations, and for tasks related to structural metals inspection (materials surveys, physical and chemical laboratory testing, material inspection and engineering, and technical services in the field and offices).
1802	Construction Surveying	Use for surveys to provide staking for the contractor's operations and for any other construction phase surveying
2106	Crack Sealing	All surface crack sealing, crack filling, or rout and seal operations. Includes related materials, hauling, stockpiling, and traffic control.
3023	Elec Comm Eq Rep - Miles	
0400	Equipment Calibration-Mat Insp	Use when performing periodic equipment calibration for equipment used in the materials lab or on construction projects.
		All construction project field inspection (not cyclical inspection of assets), including preparatory plans & spec review, measurement, and verification other than environmental monitoring. Includes field inspection of materials such as gradations, densities/DCP, proctors, compaction, slump tests, and field air tests. Witnessing claims, determination and computation of pay quantities, materials control and certification for progress vouchers, but not for final payments. Includes collecting and transporting samples for lab tests, but not the actual laboratory verifications. Includes all construction phase project related activities for project and resident engineers such as problem resolution, guidance and direction to field technicians. Includes all miscellaneous field engineering expenses used by district offices such as space rental, utilities, or other costs charged to the construction project Includes all work associated with evaluation of implementation of intelligent compaction devices to determine if construction contract terms have been met.
1800	Field Inspection	All district field and office tasks needed to respond to supplemental "Requests for Survey Data" and add the data to the surveys base map or DTM.
1040	Final Design Surveys	Use for time, materials, and travel expenses when developing or delivering training. includes course preparation, designing materials, and managing training records.
0601	Gen Training Preparation - Delivery	Install, repair, or maintain low tension cable, plate beams, and end treatments; cable tension adjustments; and reflector replacement. includes related traffic control.
2210	Guardrail-Install/Repair/Maintenance	Indirect shop expenses and shop equipment. Allocate to mobile equipment.
2624	Indirect Expense	
		All work related to installing, maintaining, restoring, or removing highway lighting systems and fixtures. Includes repairing, maintaining, or replacing supports necessary for roadway lighting luminaries. Includes patrol highway lighting, inspect lighting structures, electrical service for highway lighting, re-lamping, pump stations, anti-icing systems, truck roll-over warning systems and electrical repairs. Includes traffic control in support of roadway lighting activities. Use for tasks related to public inquiries/complaints, review utility billings, provide data, and conduct field reviews.
1871	Lighting Maintenance & Utilities	

Source Code	Title	Description
1875	Locate One Call	Finding and marking locations of buried conduit, cables, hand holes, loops, etc. in order to maintain or repair the traffic management system, signal systems, or roadway lighting systems.
1732	Material Testing & Inspection	Performing construction phase and research physical and chemical laboratory testing, and related technical services in the districts and central labs, and for performing research and construction phase non-destructive testing materials surveys, and related technical services in the field and offices. Includes detour surveys. Non-destructive tests include, skid resistance and falling weight deflectometer (FWD) testing.
2660	Misc Revenue	Used only by Office of Financial Management for billing and deposit transactions and to record payments to the department for gravel sold to contractors and others.
2822	Miscellaneous Bridge Maintenance	Miscellaneous maintenance tasks performed on a specific bridge or structure not covered by other source codes. Includes work on items such as stairways, drains, fencing, light bases, transient guards, and access doors. Includes transient removal, ordering materials, and picking up equipment. Includes related traffic control.
3049	On Call Electronic Communications Infrastructure Maintenance	To be used by Statewide Radio Communications personnel to record on-call time.
2142	Overhead Sign Panel Maintenance	Work related to the repair and replacement of overhead sign panels, extruded sign panels mounted on I-beams, and overhead sign structures. Includes related cable locates and traffic control. Does not include structural work.
2102	Patching	Related source type codes: 2103-Heavy patching, 2104-Bituminous paving, 2105-Blow patching
1520	Pavement Management System	For tasks related to the operation of the pavement management system, including development and maintenance/technical support. Includes tasks to meet needs external to MnDOT.
2406	Plowing & Material Application	Shoulder to shoulder snow removal operation, winging back, snow blowing drifts, and the application of de-icing chemicals using mobile equipment. Includes changing cutting edges during event and related traffic control.
3005	Radio - Mobile Equipment	Use for the repair and preventative maintenance of all equipment associated with wireless two-way radio communications systems (includes mobile radios, portable radios, base stations, console workstations, recorders, etc.). Non-MnDOT equipment - Must use Project number assigned to requesting agency (State Patrol, DNR, BCA, Fire Marshall). See OSRC Project Code list.
3027	Radio Programming	Creating or modifying radio frequency programs and programming mobile and portable radios. Does not include mobile radios used as fixed base radios as part of the Inter-OP System (Use 3009).
3002	Radio/Electronic Infrastructure	Use for the repair and preventative maintenance of all equipment associated with wireless two-way radio communications systems (includes mobile radios, portable radios, base stations, console workstations, recorders, etc.). Non-MnDOT equipment - Must use Project number assigned to requesting agency; Department of Public Safety (DPS) includes State Patrol (SP) Bureau of Criminal Apprehension (BCA), Fire Marshall); does not include Department of Natural Resources (DNR). See OSRC Project
3007	Radio/Electronic System Engineering	Use for design of microwave, radio and miscellaneous electronic systems.
3009	Radio/Electronic System Upgrade & Installation	Use for the installation and other services needed to provide major system upgrades or improvements to wireless or electronic systems. Use for all work performed to correct or repair deficiencies found in a new installation.
1716	Record Sampling	Used by Materials and Research Section and district materials staff to verify inspector's sampling and testing procedures and checking inspectors' equipment during project construction as required by FHWA. Use when performing field tests on split sample.

Source Code	Title	Description
2222	Sign/Delineation/Marker Repair	Replacing, repairing, and washing signs (including temporary stop signs). Includes re-sequencing intersection signing and repair/replace overhead and extrude signs mounted on I-beams. Includes related cable locates and traffic control.
1182	Soils/Foundation Field/Laboratory Tests	All laboratory testing necessary to provide geotechnical information to complete roadway soils recommendations and approvals for use in the development of Final Design Plans and Special Provisions. Lab work includes R-value, resilient modulus, soil classification, gradation, proctor testing, unconfined compression, consolidation, direct simple shear, direct shear, permeability and triaxial tests.
1879	State Furnished Materials	Use to record labor hours, equipment usage, and material costs to supply state furnished materials to a state road construction project with federal participation.
1738	State Project - Specific Materials Inspection	Performing material inspection and engineering for materials designated for a specific construction project (SP). Generally applies to inspection of such things as structural steel, prestressed concrete items, and most precast concrete items and related technical services in the field and offices when related to a particular SP. Use for SP specific tasks related to performing the review of shop drawings furnished by suppliers or fabricators and contractor working drawings or calculations, and for tasks related to structural metals inspection (materials surveys, physical and chemical laboratory testing, material inspection and engineering and technical services in the field and offices).
1434	Structural Metals Inspection-Non DOT	Reviewing shop drawings furnished by suppliers, fabricators, and contractors (working drawing or calculations), and for tasks related to structural metals inspection (materials surveys, physical and chemical laboratory testing, material inspection and engineering, and technical services in the field and offices) for local agency projects.
2629	Supplies & Small Tools	Shop tools, small equipment, and supplies that cannot be directly charged to a mobile equipment unit.
0152	Support Services	Work that supports general office management, system management such as entering data into SWIFT, PPMS, PUMA and other MnDOT systems, attending staff meetings and other indirect support activities.
1312	Tech Assist-Outside MnDOT	Use when providing technical assistance to an organization external to MnDOT.
3025	Tower/Building Maintenance	Use for all tasks related to the maintenance of a tower building or site. Includes towers, buildings, generators, LP system, fencing, landscaping, grounding, ice bridge, cable management, climbing ladders, card key systems, and HVAC.
1876	Traffic Counting	Use to record labor, equipment usage, and material costs for activities related to traffic counts made for statewide traffic monitoring or traffic operations. Includes all activities related to traffic counting, such as taking requests, assigning priorities, collecting field data, processing data, and developing new techniques for collection.
1501	Traffic Management System (TMS)	Used by traffic operations staff for all tasks that support the RTMC's operations center (or TOCC) providing traveler information, managing incidents and monitoring the FMS. Includes dynamic message sign maintenance, ramp meter maintenance, camera maintenance, and loop detection activities. Includes maintenance activities related to any ITS or TMS device such as RTMC cables, monitor wall, switchers, routers, or modems. Use to record all costs for maintenance activities related to traffic management fiber optics. Use for tasks related to maintaining traffic operations software including minor software enhancements and fixes. Use when providing traffic operations technical assistance external to MnDOT. Use with

Source Code	Title	Description
1513	Traffic Management System (TMS) Integration	For tasks associated with the incorporation of new and existing TMS devices (cameras, loops, DMS, and other ITS devices) into existing infrastructure to ensure proper operation. Use with the Construction/Program Delivery Appropriation.
1500	Traffic Mgt System Maintenance	Used by staff to maintain various Intelligent Transportation System (ITS) devices such as dynamic message signs, ramp meters, cameras, detection, cables, RICWS, video wall monitors, switches, routers or modems. Used to record all costs for maintenance activities related to traffic management fiber optics. Not to be used for Lighting or Traffic Signal maintenance.
1721	Traffic Sign Work Orders	Use for work involved in preparing work orders for traffic signs. Use only with Maintenance Operations appropriation (T790081).
2863	Traffic Signal Inspection	Work related to cyclical structural and electrical inspection and preventive maintenance checks of traffic signal systems/structures. Includes labor, equipment, materials, and traffic control.
1870	Traffic Signal Maintenance	Work related to the structural repair and replacement of traffic signal system structures and all electrical maintenance for traffic signal systems including electrical power, labor, equipment materials, GSOC locates, traffic control and responses to public inquiries.
2834	Waterway Maintenance	All tasks related to waterway maintenance for deck bridges. Includes debris removal, waterway cleanup, channel repair, and channel protection repair that is not part of slope protection. Includes related traffic control.

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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: June 3, 2022

Re: **Item 6C – Special Events Application and Approval**

Item 6A – Assistant City Administrator Jerabek will review the attached update Special Events Application and request to submit future special events to the City Council for approval with the Consent Agenda.

It is also recommended to set the price of a Police Officer and Vehicle at \$100.00/Hour if needed for the special event.



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

To: Mayor and City Council

Date: May 26, 2022

From: Jon Jerabek, Assistant City Administrator

Re: Special Event Permit Application and Approval Process

Discussions were held with Chief Padilla, Captain Retzer, Administrator Larson, PW Director Voigt and myself regarding Special Event Permits and the approval process. Currently Chief Padilla reviews the application and approves or denies it. Chief Padilla contacted some neighboring communities (Hutchinson, Winsted, NYA, Gaylord) regarding their process and found that their permits are approved by the City Council.

I have included our current Special Event Application as well as a proposed application. The new process would require PW Director Street/Parks as well as the PD Chief to review and make a recommendation to the City Council who would ultimately vote on approval/denial. Also, If it is determined by the PD Chief that extra officers are needed for the event, the event organizers would be billed an hourly rate per officer. Currently, our fee schedule has that rate at \$50/hour. In our discussions, we felt the fee should be increased to \$100/hour to better cover the cost of wages, equipment, vehicle, etc.

It is recommended to approve the new application and review process and to increase the hourly rate for an officer from \$50 to \$100.



City of Glencoe
Special Event Application
1107 11th Street East, Suite 107
Glencoe, MN 55336
320-864-5586

Proposed event name: _____ Proposed location: _____

Date(s) of the event: _____ Time(s) of event: _____

Group name or organization: _____ Contact Name: _____

Address: _____ City: _____ Zip: _____

Email: _____ Phone Number: _____

Type of organization (please circle): For Profit Non-Profit Charity

Location requested use (please circle): City Parking Lot City Park Street Closure

Estimate the number of participants you expect to attend the event: _____

Event Description: _____

Assistance Requested: _____

Street Closure Request:

Describe the name and sections of the streets you are requesting temporary closure:

Date/Time for beginning of street closure: _____

Date/Time for reopening of streets: _____

Events using public streets and parking lots (parades, walk/runs, dances, etc.) must submit a map with precise locations.

See back side for guidelines and information.

Updated: 7.20.2021

Guidelines for Special Events

City of Glencoe Special Events

Special Event Permits are required to conduct special events. Special events include walk/runs, tournaments, concerts or gatherings of 50 participants or more in the City of Glencoe. Special Event Applications must be completed at least 30 calendar days prior the event. Below is a list of additional items that may be required for your event, please review carefully.

Certificate of Liability Insurance: The City of Glencoe, at its discretion, may require the applicant to obtain certificate of Liability Ins to host a special event. If required, applicants must provide a minimum of \$1,000,000 of general liability coverage for each occurrence and shall name the City of Glencoe as an additional insured. Based on special event activities, some events may be required to obtain additional coverage. Contact your organization or private insurance company to obtain liability insurance. If you don't have private insurance or your organization does not have insurance, you may obtain insurance through the League of MN Cities Tenant User Liability Insurance Program (TULIP). Information on TULIP is located online at: <http://www.lmc.org/page/1/Tenant-User-Liability-Insurance-Program.jsp>.

Alcohol: If alcohol is sold or provided, the event must have proper licensing through State of MN and City of Glencoe. Liquor Liability Insurance is required for events that sell or provide alcohol.

Street Closures: All street closures must be approved by Chief of Police. If a street closure occurs along residential streets, reasonable efforts must be made to alert all property owners along the street of the proposed closure. Failure to notify property owners in street closure areas or gain approval of street closures will result in revocation of this permit.

Garbage: Depending on the size of the event and the number of participants may be required to provide own garbage containers and pick up.

Sanitary Restrooms: Depending on the size of the event and the number of participants may be required to provide own sanitary restrooms.

Directional Markers: No paint or chalk paint should be used as directional markers on the trail systems in the parks or on the sidewalks and streets. Suggestions for directional markers include cones, sidewalk chalk, small signs or volunteers. Renter will be charged a fee if paint or permanent marks are placed on the trail system, sidewalks or streets. If you need cones or other materials from the Street Department, please make sure to include these items in the assistance requested section.

Contract Agreement: The renter will abide by all rules governed in City Ordinances and all City of Glencoe Department policies. The renter also understands that failure to abide by these rules and regulations could result in additional fees or denial of facility use.

Signature

Date

Items below completed by City Staff Only:

Date Received: _____ Approval Date: _____ Authorized Staff: _____

Updated: 7.20.2021



City of Glencoe
Special Event Application
1107 11th Street East, Suite 107
Glencoe, MN 55336
320-864-5586
info@ci.glencoe.mn.us

Event name: _____ Location: _____

Date(s) of the event: _____ Time(s) of event: _____

Group name or organization: _____ Contact Name: _____

Address: _____ City: _____ Zip: _____

Email: _____ Phone: _____

Type of organization: For Profit ☐ Non-Profit ☐ Charity ☐

Location requested: City Parking Lot ☐ City Park ☐ Street Closure ☐

Estimated number of participants expected to attend the event: _____

Event Description: _____

Assistance Requested: _____

Street Closure Request - Describe the name and sections of the streets for requested closure.

Date/Time for beginning of street closure: _____

Date/Time for reopening of streets: _____

NOTE: Events using public streets and parking lots must submit a map with precise locations.

See back side for guidelines and agreement.

Updated: 5.20.2022

Special Event Guidelines

Special events include walk/runs, tournaments, concerts or gatherings of 50 participants or more in the City of Glencoe. Special Event Applications must be submitted at least 30 calendar days prior the event. Below is a list of additional items that may be required for your event, please review carefully.

Certificate of Liability Insurance: The City of Glencoe, at its discretion, may require the applicant to obtain a certificate of Liability Insurance. If required, applicants must provide a minimum of \$1,000,000 of general liability coverage for each occurrence and shall name the City of Glencoe as an additional insured. Based on special event activities, some events may be required to obtain additional coverage. If you don't have private insurance or your organization does not have insurance, you may obtain insurance through the League of MN Cities Tenant User Liability Insurance Program (TULIP). Information on TULIP is located online at: www.lmc.org

Alcohol: If alcohol is sold or provided, the event must have proper licensing through State of MN and City of Glencoe. Liquor Liability Insurance is required for events that sell or provide alcohol.

Security: If the Chief of Police determines security is needed for the event, the organizer will be charged an hourly rate per officer as set by the City's fee schedule.

Street Closures: If a street closure occurs along residential streets, reasonable efforts must be made to alert all property owners along the street of the proposed closure. Failure to notify property owners in street closure areas or gain approval of street closures will result in revocation of permit.

Garbage: Organizers may be required to provide garbage containers and removal depending on the size of the event and the number of participants.

Sanitary Restrooms: Organizers may be required to provide sanitary restrooms depending on the size of the event and the number of participants.

Directional Markers: No paint or chalk paint should be used as directional markers on the trail systems in the parks or on the sidewalks and streets. Suggestions for directional markers include cones, sidewalk chalk, small signs or volunteers. Renter will be charged a fee if paint or permanent marks are placed on the trail system, sidewalks or streets. If you need cones or other materials from the Street Department, please make sure to include these items in the assistance requested section.

Contract Agreement: The renter will abide by all rules governed in City Ordinances and all City of Glencoe policies. The renter also understands that failure to abide by these rules and regulations could result in additional fees or denial of facility use.

Signature

Date

City Staff Use Only

Date Received: _____

Public Works Director Street/Parks Recommendation:

Approve ☐ Deny ☐

Comments: _____

Chief of Police Recommendation: Approve ☐ Deny ☐

Comments: _____

City Council: Approve ☐ Deny ☐ Date: _____

Updated: 5.20.2022



SMALL CITY & BIG FUTURE

**City of Glencoe
Special Event Application**

1107 11th Street East, Suite 107
Glencoe, MN 55336
320-864-5586

Proposed event name: Glencoe-Fest Proposed location: City center Parking Lot

Date(s) of the event: July 16th Time(s) of event: 11-5pm

Group name or organization: The River Church Contact Name: David Blair

Address: 1000 MN 7 City: Hutchinson Zip: 55350

Email: pastordavid@rivermss.com Phone Number: 813-458-4221

Type of organization (please circle): For Profit ☐ Non-Profit ☒ Charity ☐

Location requested use (please circle): City Parking Lot ☐ City Park ☐ Street Closure ☐

Estimate the number of participants you expect to attend the event: 500 +

Event Description: Free Community Event, yard games, and giveaways

Assistance Requested: _____

Street Closure Request:

Describe the name and sections of the streets you are requesting temporary closure:

Will Not Need.

Date/Time for beginning of street closure: N/A

Date/Time for reopening of streets: N/A

Events using public streets and parking lots (parades, walk/runs, dances, etc.) must submit a map with precise locations.

See back side for guidelines and information.

Updated: 7.20.2021



SMALL CITY & BIG FUTURE

City of Glencoe
Special Event Application
1107 11th Street East, Suite 107
Glencoe, MN 55336
320-864-5586

Proposed event name: Buffalo Creek BMX State Qualifier & Gold Cup Qualifier Proposed location: Sterner Meyer Park
Date(s) of the event: 6/24-26 Time(s) of event: 4-9 6/24 8-5 6/25 8-5 6/26
Group name or organization: Buffalo Creek BMX Contact Name: Matt Conklin
Address: _____ City: _____ Zip: _____

Email: buffalocreekbmx@gmail.com Phone Number: 320.282.5098

Type of organization (please circle): For Profit ☐ Non-Profit ☒ Charity ☐

Location requested use (please circle): City Parking Lot ☐ City Park ☒ Street Closure ☐

Estimate the number of participants you expect to attend the event: 400 riders & spectators

Event Description: BMX State Series qualifier race & Gold Cup regional qualifier race

Assistance Requested: Street closure, garbage cans, picnic tables

Street Closure Request:

Describe the name and sections of the streets you are requesting temporary closure:

9th St. from Hennepin to Knight & Ives from park entrance to 9th St.

Date/Time for beginning of street closure: 8 a.m. 6/25

Date/Time for reopening of streets: 3 p.m. 6/26

Events using public streets and parking lots (parades, walk/runs, dances, etc.) must submit a map with precise locations.

See back side for guidelines and information.

Updated: 7.20.2021

meeting

Guidelines for Special Events

City of Glencoe Special Events

Special Event Permits are required to conduct special events. Special events include walk/runs, tournaments, concerts or gatherings of 50 participants or more in the City of Glencoe. Special Event Applications must be completed at least 30 calendar days prior the event. Below is a list of additional items that may be required for your event, please review carefully.

Certificate of Liability Insurance: The City of Glencoe, at its discretion, may require the applicant to obtain certificate of Liability Ins to host a special event. If required, applicants must provide a minimum of \$1,000,000 of general liability coverage for each occurrence and shall name the City of Glencoe as an additional insured. Based on special event activities, some events may be required to obtain additional coverage. Contact your organization or private insurance company to obtain liability insurance. If you don't have private insurance or your organization does not have insurance, you may obtain insurance through the League of MN Cities Tenant User Liability Insurance Program (TULIP). Information on TULIP is located online at: <http://www.lmc.org/page/1/Tenant-User-Liability-Insurance-Program.jsp>.

Alcohol: If alcohol is sold or provided, the event must have proper licensing through State of MN and City of Glencoe. Liquor Liability Insurance is required for events that sell or provide alcohol.


Street Closures: All street closures must be approved by Chief of Police. If a street closure occurs along residential streets, reasonable efforts must be made to alert all property owners along the street of the proposed closure. Failure to notify property owners in street closure areas or gain approval of street closures will result in revocation of this permit.

Garbage: Depending on the size of the event and the number of participants may be required to provide own garbage containers and pick up.

Sanitary Restrooms: Depending on the size of the event and the number of participants may be required to provide own sanitary restrooms.

Directional Markers: No paint or chalk paint should be used as directional markers on the trail systems in the parks or on the sidewalks and streets. Suggestions for directional markers include cones, sidewalk chalk, small signs or volunteers. Renter will be charged a fee if paint or permanent marks are placed on the trail system, sidewalks or streets. If you need cones or other materials from the Street Department, please make sure to include these items in the assistance requested section.

Contract Agreement: The renter will abide by all rules governed in City Ordinances and all City of Glencoe Department policies. The renter also understands that failure to abide by these rules and regulations could result in additional fees or denial of facility use.


Signature

5-7-22
Date

Items below completed by City Staff Only:

Date Received: _____ Approval Date: _____ Authorized Staff: _____

Updated: 7.20.2021



— Closed 8 a.m. Sat.
3 p.m. Sun.

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



ELECTION JUDGES NEEDED!

The City of Glencoe is searching for Election Judges for the 2022 Elections. Election dates are:

Primary Election – Tuesday, August 9

General Election – Tuesday, November 8

Election judges are essential to our democracy; they are responsible for administering election day procedures in the polling place. Serving as an election judge is a great opportunity to serve your community and to be involved in the election process.

So who can be an election judge? Requirements include: ability to vote in Minnesota and ability to speak, read, and write in English.

To apply to be an election judge, please complete the bottom portion and return it to City Hall. You can also call Kelly at 320/864-5586 or send an email to info@ci.glencoe.mn.us.

NAME _____

MAILING ADDRESS _____

EMAIL ADDRESS _____

PHONE # _____

Which shift(s) would you prefer? Place a number "1" on your first choice, "2" on your second, "3" your last choice. If there is a shift that you do not want to work, please write "NO" next to it.

_____ Morning
6:00am - 11:30am

_____ Afternoon
11:15am - 4:45pm

_____ Evening
4:30pm - 9:30pm

How many shifts would you like to work? _____

Which political party do you affiliate yourself with? _____

CITY OF GLENCOE BILLS

JUNE 6, 2022

** PREPAID PAYROLL & WIRE TRANSFER BILLS **

<u>VENDOR</u>	<u>DEPARTMENT: DESCRIPTION</u>	<u>TOTAL</u>
CITY OF GLENCOE EMPLOYEES	MULTIPLE DEPTS.: CITY OF GLENCOE PAYROLL 3-9-22	\$64,381.08
WIRE TRANSFER	MULT DEPTS:EMP/CITY PAYROLL TAX,HSA,PERA,D COMP,CAFE,SALES TAX	\$94,645.73
	TOTAL PREPAID BILLS ----->	<u><u>\$159,026.81</u></u>

INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

JUNE 6, 2022 - PREPAID BILLS

Date: 06/03/2022

Time: 2:06 pm

Page: 1

City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
A.H. HERMEL CO.	0573	LIQUOR STORE: MERCH FOR RESALE	173042	03/18/2022	418.99
				Vendor Total:	418.99
ARCTIC GLACIER USA, INC	0495	LIQUOR STORE: MERCH FOR RESALE	173043	03/18/2022	115.10
				Vendor Total:	115.10
BRASS FOUNDRY BREWING CO	0823	LIQUOR STORE: MERCH FOR RESALE	173044	03/18/2022	197.84
				Vendor Total:	197.84
BREAKTHRU BEVERAGE	0513	LIQUOR STORE: MERCH FOR RESALE	173034	03/11/2022	1,138.62
BREAKTHRU BEVERAGE	0513	LIQUOR STORE: MERCH FOR RESALE	173050	03/18/2022	1,527.02
				Vendor Total:	2,665.64
C & L DISTRIBUTING	0492	LIQUOR STORE: MERCH FOR RESALE	173045	03/18/2022	12,081.69
				Vendor Total:	12,081.69
COLONIAL LIFE	0735	MULT DEPTS: INS PREMIUMS	173035	03/11/2022	263.70
				Vendor Total:	263.70
JOHNSON BROS - ST PAUL	0504	LIQUOR STORE: MERCH FOR RESALE	173036	03/11/2022	1,194.60
JOHNSON BROS - ST PAUL	0504	LIQUOR STORE: MERCH FOR RESALE	173051	03/18/2022	5,353.35
				Vendor Total:	6,547.95
LOCHER BROS., INCORPORATED	0503	LIQUOR STORE: MERCH FOR RESALE	173046	03/18/2022	9,183.80
				Vendor Total:	9,183.80
MARLIN'S TRUCKING	1387	LIQUOR STORE: MERCH FOR RESALE	173047	03/18/2022	514.05
				Vendor Total:	514.05
MINNESOTA PUBLIC EMPLOYEE	1439	POLICE: UNION DUES	173037	03/11/2022	108.00
				Vendor Total:	108.00
MN DEPT. OF HEALTH	1223	WWTP: OPERATOR LICENSE RENEWAL	173038	03/11/2022	23.00
				Vendor Total:	23.00
MORGAN CREEK VINEYARDS	0784	LIQUOR STORE: MERCH FOR RESALE	173039	03/11/2022	465.00
				Vendor Total:	465.00
PHILLIPS WINE & SPIRITS, INC.	1010	LIQUOR STORE: MERCH FOR RESALE	173040	03/11/2022	6,967.90
PHILLIPS WINE & SPIRITS, INC.	1010	LIQUOR STORE: MERCH FOR RESALE	173052	03/18/2022	5,259.05
				Vendor Total:	12,226.95
SOUTHERN GLAZER'S OF MN	1429	LIQUOR STORE: MERCH FOR RESALE	173041	03/11/2022	5,593.95
SOUTHERN GLAZER'S OF MN	1429	LIQUOR STORE: MERCH FOR RESALE	173053	03/18/2022	6,886.20
				Vendor Total:	12,480.15
VIKING BEVERAGES	0973	LIQUOR STORE: MERCH FOR RESALE	173048	03/18/2022	2,041.90
				Vendor Total:	2,041.90
VIKING COCA-COLA BOTTLING CC	0494	LIQUOR STORE: MERCH FOR RESALE	173049	03/18/2022	447.95
				Vendor Total:	447.95
VINOCOPIA, INC.	1353	LIQUOR STORE: MERCH FOR RESALE	173054	03/18/2022	894.00
				Vendor Total:	894.00
WINE COMPANY	2004	LIQUOR STORE: MERCH FOR RESALE	173055	03/18/2022	498.00
				Vendor Total:	498.00
WINE MERCHANTS	0667	LIQUOR STORE: MERCH FOR RESALE	173056	03/18/2022	144.00
				Vendor Total:	144.00
				Grand Total:	61,317.71
				Less Credit Memos:	0.00
Total Invoices:	23			Net Total:	61,317.71
				Less Hand Check Total:	0.00
				Outstanding Invoice Total :	61,317.71

INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

JUNE 6, 2022 - REGULAR BILLS

Date: 06/03/2022

Time: 2:02 pm

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City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
ANDOVER ARMS LLC	2273	POLICE: FIREARM	0	00/00/0000	790.00
				Vendor Total:	790.00
ASPEN MILLS	1527	FIRE: UNIFORMS	0	00/00/0000	580.70
				Vendor Total:	580.70
AUL, GARY	1544	POLICE: INTERIOR PAINTING	0	00/00/0000	600.00
				Vendor Total:	600.00
BARTELS, MIKE	0641	WWTP: LICENSE FEE REIMB	0	00/00/0000	51.00
				Vendor Total:	51.00
BROTHERS FIRE & SECURITY	0642	STREET: SPRINKLER ALARM SYSTEM CHECK	0	00/00/0000	590.00
				Vendor Total:	590.00
CENTER POINT LARGE PRINT	1349	LIBRARY: BOOKS	0	00/00/0000	142.62
				Vendor Total:	142.62
CENTRAL LANDSCAPE SUPPLY	1912	STREET: STRAW BLANKET NET	0	00/00/0000	69.80
				Vendor Total:	69.80
CENTURYLINK	1394	MULT DEPTS: PHONE BILL	0	00/00/0000	781.12
				Vendor Total:	781.12
CLIFTONLARSONALLEN LLP	2090	ADMIN: AUDITING FEES	0	00/00/0000	4,095.00
				Vendor Total:	4,095.00
COLEMAN EQUIPMENT, INC	1955	PARK: KUBOTA BLADES & SHOOT	0	00/00/0000	199.29
				Vendor Total:	199.29
COUNTRYSIDE CUSTOM APPAREL	1856	AQUATIC CENTER: UNIFORMS	0	00/00/0000	1,880.00
				Vendor Total:	1,880.00
EGGERSGLUESS, BRAD	0869	ADMIN: MONTHLY CELL PHONE REIMB	0	00/00/0000	50.00
				Vendor Total:	50.00
ENVIRONMENTAL TOXICITY	1620	WWTP: CHRONIC TOXICITY TESTING	0	00/00/0000	2,920.00
				Vendor Total:	2,920.00
FASHION INTERIORS	1673	POLICE: PAINT	0	00/00/0000	568.04
				Vendor Total:	568.04
FLEET SERVICES DIVISION	2144	POLICE: SQAUD CAR LEASES	0	00/00/0000	3,823.39
				Vendor Total:	3,823.39
FLOW MEASUREMENT AND CONT	0386	WATER: CERTIFICATION OF FLOW METERS	0	00/00/0000	995.00
				Vendor Total:	995.00
FRANKLIN PRINTING INC.	0085	FINANCE, AQUATIC CENTER: OFFICE SUPPLIES	0	00/00/0000	163.51
				Vendor Total:	163.51
FRED HOLASEK & SON, INC	2257	STREET: FLOWERBASKETS	0	00/00/0000	3,837.00
				Vendor Total:	3,837.00
FREITAG, BENTON	0659	CABLE TV: COUNCIL MEETING RECORDINGS	0	00/00/0000	100.00
				Vendor Total:	100.00
GACC TOURISM	0168	REIMB: LODGING TAX	0	00/00/0000	57.60
				Vendor Total:	57.60
GAVIN, JANSSEN, STABENOW &	0087	POLICE: LEGAL SERVICES	0	00/00/0000	6,138.38
				Vendor Total:	6,138.38
GILLETTE PEPSI COMPANIES, INC	0496	LIQUOR STORE: MERCH FOR RESALE	0	00/00/0000	396.00
				Vendor Total:	396.00
GLENCOE CO-OP ASSN.	1842	FIRE: FUEL	0	00/00/0000	687.92
				Vendor Total:	687.92
GLENCOE V.F.W. POST #5102	0987	REIMB: AWNING/SIGN GRANT	0	00/00/0000	2,500.00

INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

JUNE 6, 2022 - REGULAR BILLS

Date: 06/03/2022

Time: 2:02 pm

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City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
				Vendor Total:	2,500.00
GOOD, JAMIE & SHERRY	0016	CITY CENTER: DEPOSIT REFUND	0	00/00/0000	200.00
				Vendor Total:	200.00
GOPHER STATE ONE CALL	0482	WATER, WWTP, STORM WATER: LOCATE TICKETS	0	00/00/0000	141.75
				Vendor Total:	141.75
GUARDIAN FLEET SAFETY	0907	POLICE: SQUAD SET-UP	0	00/00/0000	10,610.31
				Vendor Total:	10,610.31
HAWKINS, INC.	1133	AQUATIC CENTER, WATER: CHEMICALS	0	00/00/0000	1,743.32
				Vendor Total:	1,743.32
HOME SOLUTIONS OF GLENCOE	1947	REIMB: AWNING/SIGN GRANT	0	00/00/0000	2,179.96
				Vendor Total:	2,179.96
J & J ATHLETICS	1242	WATER, WWTP: SAFETY APPAREL	0	00/00/0000	2,241.00
				Vendor Total:	2,241.00
JERABEK, JON	1994	CITY CENTER: MONTHLY CELL PHONE REIMB	0	00/00/0000	50.00
				Vendor Total:	50.00
K & M DIESEL	0768	STREET, WWTP: DOT INSPECTIONS, MAINTENANCE	0	00/00/0000	589.13
				Vendor Total:	589.13
KDUZ - KARP - KGLB	2248	ADMIN, FIRE, CITY CENTER: ADVERTISING	0	00/00/0000	1,004.00
				Vendor Total:	1,004.00
KRUGER	0088	WWTP: CHEMICALS	0	00/00/0000	3,450.00
				Vendor Total:	3,450.00
KUNKEL ELECTRICAL, INC	2246	WATER: INSTALL CURRENT SENSING RELAY ON WELL	0	00/00/0000	264.78
				Vendor Total:	264.78
KURITA AMERICA, INC	2216	WATER: METER SOFTENER	0	00/00/0000	184.71
				Vendor Total:	184.71
LAZY LOON BREWING COMPANY I	0951	REIMB: ECON DEV TAX REIMB	0	00/00/0000	1,502.38
				Vendor Total:	1,502.38
LEAGUE OF MN. CITIES INS TRUS	0915	MULT DEPTS: PROPERTY & LIABILITY INS	0	00/00/0000	189,942.00
				Vendor Total:	189,942.00
LITZAU EXCAVATING	0380	WATER: WATERMAIN REPAIRS	0	00/00/0000	7,386.15
				Vendor Total:	7,386.15
MACQUEEN EMERGENCY	0159	FIRE: REPAIR PART	0	00/00/0000	19.42
				Vendor Total:	19.42
MCLEOD COUNTY ATTORNEY	1215	REIMB: 20% OF FORFEITURES	0	00/00/0000	273.16
				Vendor Total:	273.16
MENA, MARGARITA	0060	REIMB: PARK SHELTER CANCELLATION REIMB	0	00/00/0000	139.59
				Vendor Total:	139.59
METERING & TECHNOLOGY	1050	WATER: METERS	0	00/00/0000	1,437.57
				Vendor Total:	1,437.57
METRO SALES, INC	1066	ADMIN, POLICE, LIBRARY: OFFICE EQUIPMENT LEASES	0	00/00/0000	1,117.56
				Vendor Total:	1,117.56
MFSCB	2098	FIRE: FIREFIGHTER CERTIFICATION EXAM	0	00/00/0000	960.00
				Vendor Total:	960.00
MID-AMERICAN RESEARCH CHEM	1032	ADMIN, STREET, PARK: CLEANING SUPPLIES, CHEMICALS	0	00/00/0000	725.06

INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

JUNE 6, 2022 - REGULAR BILLS

Date: 06/03/2022

Time: 2:02 pm

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City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
				Vendor Total:	725.06
MINI BIFF	0177	PARK, SANITATION: WASTE REMOVAL	0	00/00/0000	701.25
				Vendor Total:	701.25
MINNESOTA ASSOCIATION	0724	CEMETERY: ANNUAL DUES	0	00/00/0000	75.00
				Vendor Total:	75.00
MN. CITY-COUNTY MGMT. ASSOC.	0934	ADMIN: MEMBERSHIP DUES	0	00/00/0000	136.80
				Vendor Total:	136.80
MVTL, INC.	0353	WWTP: LAB TESTING	0	00/00/0000	500.00
				Vendor Total:	500.00
NORTH AMERICAN SAFETY INC	0903	WATER: SAFETY EQUIPMENT	0	00/00/0000	53.90
				Vendor Total:	53.90
NORTH CENTRAL LABORATORIES	0631	WWTP: LAB SUPPLIES	0	00/00/0000	50.65
				Vendor Total:	50.65
NUVERA	2120	MULT DEPTS: INTERNET, PHONE, IT SUPPORT	0	00/00/0000	5,023.30
				Vendor Total:	5,023.30
OELFKE, JASON	0243	WWTP: LICENSE FEE REIMB	0	00/00/0000	51.00
				Vendor Total:	51.00
PIONEERLAND LIBRARY SYSTEM	0227	REIMB: CARDS & FINES	0	00/00/0000	137.40
				Vendor Total:	137.40
PLUNKETT'S PEST CONTROL, INC	0446	AQUATIC CENTER, WWTP, CITY CENTER: PEST CONTROL	0	00/00/0000	245.48
				Vendor Total:	245.48
PREMIUM WATERS, INC.	1081	LIBRARY: WATER	0	00/00/0000	11.00
				Vendor Total:	11.00
PRINCIPAL LIFE INSURANCE CO	1167	MULT DEPTS: INS PREMIUMS	0	00/00/0000	4,854.44
				Vendor Total:	4,854.44
PRO AUTO GLENCOE, INC	0527	WATER, WWTP: REPAIRS & MAINTENANCE	0	00/00/0000	368.24
				Vendor Total:	368.24
READY WATT ELECTRIC	1040	POLICE: TORNADO SIREN REPAIR	0	00/00/0000	940.00
				Vendor Total:	940.00
SANDRY FIRE SUPPLY	0322	FIRE: SMALL TOOLS, LUBRICANTS	0	00/00/0000	82.00
				Vendor Total:	82.00
SECURITY BANK & TRUST CO.	0259	FINANCE: SAFE DEPOSIT BOX RENTAL	0	00/00/0000	75.00
				Vendor Total:	75.00
SEH	1757	MULT DEPTS: ENGINEERING SERVICES	0	00/00/0000	46,817.86
				Vendor Total:	46,817.86
SHRED-N-GO, INC	0032	FINANCE, POLICE: PAPER SHREDDING SERVICE	0	00/00/0000	79.08
				Vendor Total:	79.08
STATE OF MN - DEPT. OF FINANCE	1218	REIMB: 10% OF FORFEITURE	0	00/00/0000	136.58
				Vendor Total:	136.58
VANDUYNHOVEN, JOHN	1921	FIRE: TRAINING/TRAVEL EXPENSE REIMBURSEMENT	0	00/00/0000	863.10
				Vendor Total:	863.10
VERIZON WIRELESS	1110	POLICE: SQUAD CAR PHONES	0	00/00/0000	200.13
				Vendor Total:	200.13
VISA	0350	MULT DEPTS: TRAINING/TRAVEL, LAWN VAC, SCANNER, SUPPLIES	0	00/00/0000	7,251.15
				Vendor Total:	7,251.15

INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

JUNE 6, 2022 - REGULAR BILLS

Date: 06/03/2022

Time: 2:02 pm

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City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
VOSS, RYAN	2217	ADMIN: MONTHLY CELL PHONE REIMB	0	00/00/0000	50.00
				Vendor Total:	50.00
ZARNOTH BRUSH WORKS, INC.	1910	STREET: STREET SWEEPER BROOM REFILLS	0	00/00/0000	784.00
				Vendor Total:	784.00
				Grand Total:	327,665.58
				Less Credit Memos:	0.00
				Net Total:	327,665.58
				Less Hand Check Total:	0.00
				Outstanding Invoice Total :	327,665.58
Total Invoices:	70				

May Building Permits

425 Edgewood	replace windows
1106 Morningside	fence
718 13th St E	add door
730 Chandler Ave	reroof
830 E 11th St	commercial mechanical
305 11th St W	Footings for tesserack
365 Edgewood	replace windows
1406 Fir	mechanical air conditioner
1611 11th St	deck
1611 11th St	reside
1611 11th St	reroof
1611 11th St	windows
1303 Elm Ave N	plumbing
1303 Elm Ave N	basement finish
1122 Rusell Ave	windows
1122 Rusell Ave	reside
206 8th St E	reroof
929 Ford	remodel basement
1311 14th St E	8x12 shed
1007 10th st	reroof
506 20th st w	reroof
1615 14th st e	furnace/air

June 2022

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

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