



Mayor:	Ryan Voss
Precinct 1 Councilor:	Sue Olson
Precinct 2 Councilor:	OPEN
Precinct 3 Councilor:	Paul Lemke
Precinct 4 Councilor:	Cory Neid
At-Large Councilor:	Allen Robeck

## **GLENCOE CITY COUNCIL MEETING AGENDA**

**July 18, 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 June 20, 2022
- B. Approve the following 3.2 Off-sale liquor licenses: Go For It Gas, Casey's on 13<sup>th</sup> Street
- C. Approve the following book transfers:  
\$190,786.61 from American Rescue Plan to General Fund for CSAH 22 & Oak Leaf Park Trails  
\$102,266.75 from American Rescue Plan to Aquatic Center for improvements
- D. Oath of Office for Officer Morgan Attenberger - Mayor

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

### **4. PUBLIC HEARINGS**

- A. Public Hearing for Ordinance 613 – regulating Streets and Sidewalks for MS4 – City Attorney
- B. Public Hearing for Ordinance 614 – regulating Land Use Control for MS4 – City Attorney
- C. Public Hearing for Ordinance 615 – regulating General Regulations for MS4 – City Attorney

### **5. BIDS AND QUOTES**

- A. Change Order Number 2 on 2022 Pavement Improvement Project for Crosswalk Installation at 14<sup>th</sup> Street and Morningside Avenue – SEH

### **6. REQUESTS TO BE HEARD**

- A. Open City Council Position – City Attorney Ostlund
- B. Approval of Glencoe Comprehensive Plan – Assistant City Administrator
- C. Supplemental Letter Agreement (SLA) for Design of Watermain removal and installation for Morningside Avenue and Highway 212 – SEH
- D. SLA for Resident Project Representative (RPR) for TH 22 Project – SEH
- E. Authorize Conveyance of Property for Construction of Highway Truck Shop at the Glencoe/MNDOT Maintenance Site – City Administrator
- F. Authorize establishing a School Resource Officer Position with Glencoe/Silver Lake School District – City Administrator and Police Chief

- G. Appoint Mitchell Hartwig as operator at the Wastewater Treatment Facility – PW Director Lemen
- H. Approve agreement with MNSPECT to provide Occupancy Inspection on Rental Properties through December 31, 2022 – City Administrator
- I. Approve Resolution 2022-17 to appoint Election Judges for 2022 Elections – Deputy Clerk
- J. City Council Meeting Date Change – Deputy Clerk
- K. County Recycling – Marc Telecky, McLeod County Environmental Services

**7. ITEMS FOR DISCUSSION**

- A. Airport Grant for Terminal Building – City Administrator
- B. National Night Out – Police Chief
- C. Mayoral Proclamation of Welcoming Week
- D. Park Updates and Donations
  - 1) Pickle Ball
  - 2) Dog Park
  - 3) Floatables at the Pool
  - 4) Fence at Oscar Olson
  - 5) Restroom Repair at Oscar Olson

**8. ROUTINE BUSINESS**

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

**9. ADJOURNMENT**



**GLENCOE CITY COUNCIL MEETING MINUTES**  
**June 20, 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, Public Works Director Jamie Voigt, Deputy City Clerk Kelly Hayes, Police Chief Tony Padilla, City Attorney Mark Ostlund

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

Meeting was called to order at 7:00pm. Councilperson Schrupp was absent.

**2. CONSENT AGENDA**

**A.** Approve minutes of the regular meeting of June 6, 2022

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

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

John Bergseng was on the Glencoe Steering Planning Committee, he stated how he uses the recycling bins ever week, with that said, he believes they are an eye sore and the don't promote the beautification and development of the downtown area.

Resident Brian O'Donnell feels as though the recycling bins should not be located downtown so that location can be developed.

Resident Gary Ziemer frustrated that county has been reluctant to move the recycling bins and they are asking the city to help pay for a different site.

**4. PUBLIC HEARINGS**

**A.** Set Public Hearing for July 18, 2022, at 7:00 PM or thereafter, for Second Reading of Streets and Sidewalks Ordinance 613 Amendment for MS4 - City Attorney Ostlund

*Motion: Lemke, seconded by Neid to set the public hearing for July 18, 2022 at 7:00pm or thereafter for Second Reading of Streets and Sidewalks Ordinance 613 Amendment for MS4.*

**B.** Set Public Hearing for July 18, 2022, at 7:00 PM or thereafter, for Second Reading of Land Use Control Ordinance 614 Amendment for MS4 – City Attorney Ostlund

*Motion: Neid, seconded by Lemke to Set Public Hearing for July 18, 2022, at 7:00 PM or thereafter, for Second Reading of Land Use Control Ordinance 614 Amendment for MS4. All in favor, motion carried.*

**C.** Set Public Hearing for July 18, 2022, at 7:00 PM or thereafter, for the Second Reading of the General Regulations Ordinance 615 Amendment for MS4 – City Attorney Ostlund

*Motion: Lemke, seconded by Neid to Set Public Hearing for July 18, 2022, at 7:00 PM or thereafter, for the Second Reading of the General Regulations Ordinance 615 Amendment for MS4. All in favor, motion carried.*

**5. BIDS AND QUOTES**

**A.** 2022 Sealcoat and Crackseal Quotes – PW Director Voigt  
Jamie obtained three quotes for the sealcoat and crackseal.

*Motion: Lemke, seconded by Neid to approve the quote from Pearson Brothers for \$156,845. All in favor, motion carried.*

*Motion: Olson, seconded by Lemke to approve the Crack Seal quote from M/P Asphalt Maintenance for \$25,500. All in favor, motion carried.*

## 6. REQUESTS TO BE HEARD

- A. Awning Grant Request for Nine Sparrows Boutique at 1106 Hennepin Avenue North – Planning Commission and EDC Recommendation

This will be the last awning grant for 2022. Any other applicants will need to wait until 2023.

*Motion: Robeck, seconded by Neid to approve the awning grant request for Nine Sparrows Boutique at 1106 Hennepin Avenue North. All in favor, motion carried.*

- B. Cancel July 5, 2022 City Council Meeting

*Motion: Lemke, seconded by Neid to cancel the July 5, 2022 City Council Meeting. Vote 3 – 1 with Robeck against, motion carried.*

- C. 2022 Master Partnership Agreement with MNDOT – City Attorney

This is very limited to tasks that wouldn't really fit in a contract or emergency tasks so work doesn't stop for a minor issue.

*Motion: Lemke, seconded by Olson to approve the 2022 Master Partnership Agreement with MNDOT. Vote 2 – 2, Mayor breaking the tie vote with voting against. Motion denied.*

*Motion: Neid, seconded by Lemke to approve the 2022 Master Partnership Agreement with MNDOT with a \$2500 limit. Vote 3 – 1 with Robeck against, motion carried.*

- D. Application request of Evon Draeger to be a member of the Cemetery Commission

*Motion: Olson, seconded by Neid to approve the application of Evon Draeger to be a member on the Cemetery Commission. All in favor, motion carried.*

## 7. ITEMS FOR DISCUSSION

- A. Glencoe Recycling Center – County Workshop Recommendation – Recommendation for the City of Glencoe to make the land lease payment of \$500 per year – City Administrator

Larson attended a county workshop where the county talked about moving the recycling bins to a site on Armstrong that MNDot owns. The county is asking the City to pay the \$500 a year lease. Mayor Voss noted how we have offered different sites that the city owns and the county has denied all suggested locations.

Prior to this meeting Mayor Voss spoke to Doug Krueger who is our County Commissioner about wanting to create a partnership. The mayor is asking for this to be tabled at this time. Councilperson Lemke wants to see this done. Councilperson Olson agreed with Lemke and if the county cannot afford to pay for the lease then we should just pay for it even though it is not just Glencoe residents using the bins.

Robeck noted that he would voting against this as he talked to many people living near the Armstrong location and they do not want the bins located there.

*Motion: Olson, seconded by Lemke to accept paying the \$500 land lease. Vote 2 – 2 with Robeck and Neid against. Mayor Voss voted against because he really wants to create a partnership with the county.*

- B. Comprehensive Plan Timeline – City Administrator

The Comprehensive Plan will be brought to the next City Council meeting on July 18th. The county board approved the Comp Plan as long as the property around the courthouse not be listed as development land. No comments were received from Glencoe Township or Helen Township. The Mayor of Plato thought it was a good plan. No action was taken.

- C. Replacement of the Waterline under the proposed roundabout on Morningside Avenue and Highway 212 – Public Works Director Mark Lemen  
No actions was taken.

- D. Midco Land Lease at 2208 14<sup>th</sup> Street East – City Attorney  
Renting property for fiber near the water tower. \$4200 due at the beginning of the year, 3% increase each year after.

*Motion: Neid, seconded by Lemke to approve Midco Land Lease at 2208 14<sup>th</sup> Street East. All in favor, motion carried.*

- E. Occupancy Inspections – City Administrator  
Bob Scheidt retired from rental inspections. Reached out to MNSpect, they do rental inspections for three other communities.

## **8. ROUTINE BUSINESS**

- A. Project Updates  
Centerpoint Energy putting in new gas lines.  
Nuvera started putting in fiber in northwest part of the community.  
There was about a day and a half where the airport was not accessible due to concrete being poured on County Road 1.  
Arvig running fiber to library.
- B. Economic Development  
City Attorney created development agreement for the hotel project. Hope is to break ground at the end of summer.
- C. Public Input  
Councilor Robeck received a request from a resident from 1121 Armstrong Avenue that wants to be put on the agenda to discuss a noise issue. Also there is a hole in the road in Elsie/16<sup>th</sup> St.
- D. Reports
- E. City Bills

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

## **9. ADJOURNMENT**

*Motion: Robeck, seconded by Neid to adjourn at 8:08pm. All in favor, motion carried.*

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Ryan Voss, Mayor

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Date

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Mark D. Larson, City Administrator

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Date

## Glencoe Police Department

# Memo

**To:** Glencoe City Council

**From:** Tony Padilla- Chief of Police

**cc:**

**Date:** July 14, 2022

**Re:** Swearing in ceremony July 18, 2022

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I would like to request Mayor Voss conduct the swearing in ceremony for Officer Attenberger. Officer Attenberger has successfully completed a 14 week Field Training (FT) program. At the conclusion of FT GPD traditionally has the officers come before the council to take the oath to protect and serve the citizens of our city.

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

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To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: July 15, 2022

Re: **Item 4A – 4C** – Public Hearings on MS4 Additions to City Code

**Item 4A** – Ordinance 613 – regulating Streets and Sidewalks for MS4. The Public hearing will be held after the Consent Agenda, and Public Comment. It is recommended to approve the second reading of Ordinance 613.

**Item 4B** – Ordinance 614 – regulating land use control for MS4. The Public hearing will be held after the public hearing on Ordinance 613. It is recommended to approve the second reading of Ordinance 614.

**Item 4C** – Ordinance 615 – regulating General regulations for MS4. The Public hearing will be held after the public hearing on Ordinance 614. It is recommended to approve the second reading of Ordinance 615.



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*Phone: (320) 864-5586*

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To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: July 15, 2022

Re: **Item 5A** – Change Order Number 2 for 2022 Pavement Improvement Project

**Item 5A** – With the construction of Morningside Avenue north of the Railroad tracks, people have been commenting on the need for a pedestrian crossing at 14<sup>th</sup> Street to connect Panther Height to Oscar Olson Park and the City Trail system.

Attached is the proposed cost estimate to install Pedestrian ramps, landings, and install the crossing. This would be done as a Change Order number 2 for the 2022 Pavement Improvement project with William Mueller and Sons. Total cost is \$18,632.00.

Once completed, the City would paint a bike lane on the north side of 14<sup>th</sup> Street from Morningside Avenue to the Panther Heights Apartments.

Funding would come from the Municipal State Aid Fund.



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for All of Us®

## CHANGE ORDER

City of Glencoe, Minnesota

OWNER

July 15, 2022

DATE

OWNER'S PROJECT NO.

2022 Pavement Improvement Project

PROJECT DESCRIPTION

Two

CHANGE ORDER NO.

GLENC 164352 71.50

SEH FILE NO.

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

Add pedestrian ramps and crossing at the Morningside Avenue and 14th Street intersection to the Project. Add 10 working days and extend final completion date to October 21, 2022.

Purpose of Change Order:

At the direction of the Owner.

Basis of Cost: ☐ Actual ☒ Estimated

Attachments (list supporting documents)

Attachment A

Concept Drawing

### Contract Status

Original Contract

Net Change Prior C.O.'s N/A to 1

Change this C.O.

Revised Contract

Time	Cost
45 working days; September 30, 2022	\$943,049.40
	\$79,842.50
55 working days; October 21, 2022	\$18,632.00
55 working days; October 21, 2022	\$1,041,523.90

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

Justin Black, PE (Lic. MN)

Agreed to by Contractor:

Cory Hoernemann

BY Wm. Mueller & Sons, Inc.

Approved for Owner:

BY City of Glencoe, Minnesota

### Project Manager

TITLE

TITLE

Distribution

Contractor 1

Owner 1

Project Representative 1

SEH Office 1

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Engineers | Architects | Planners | Scientists

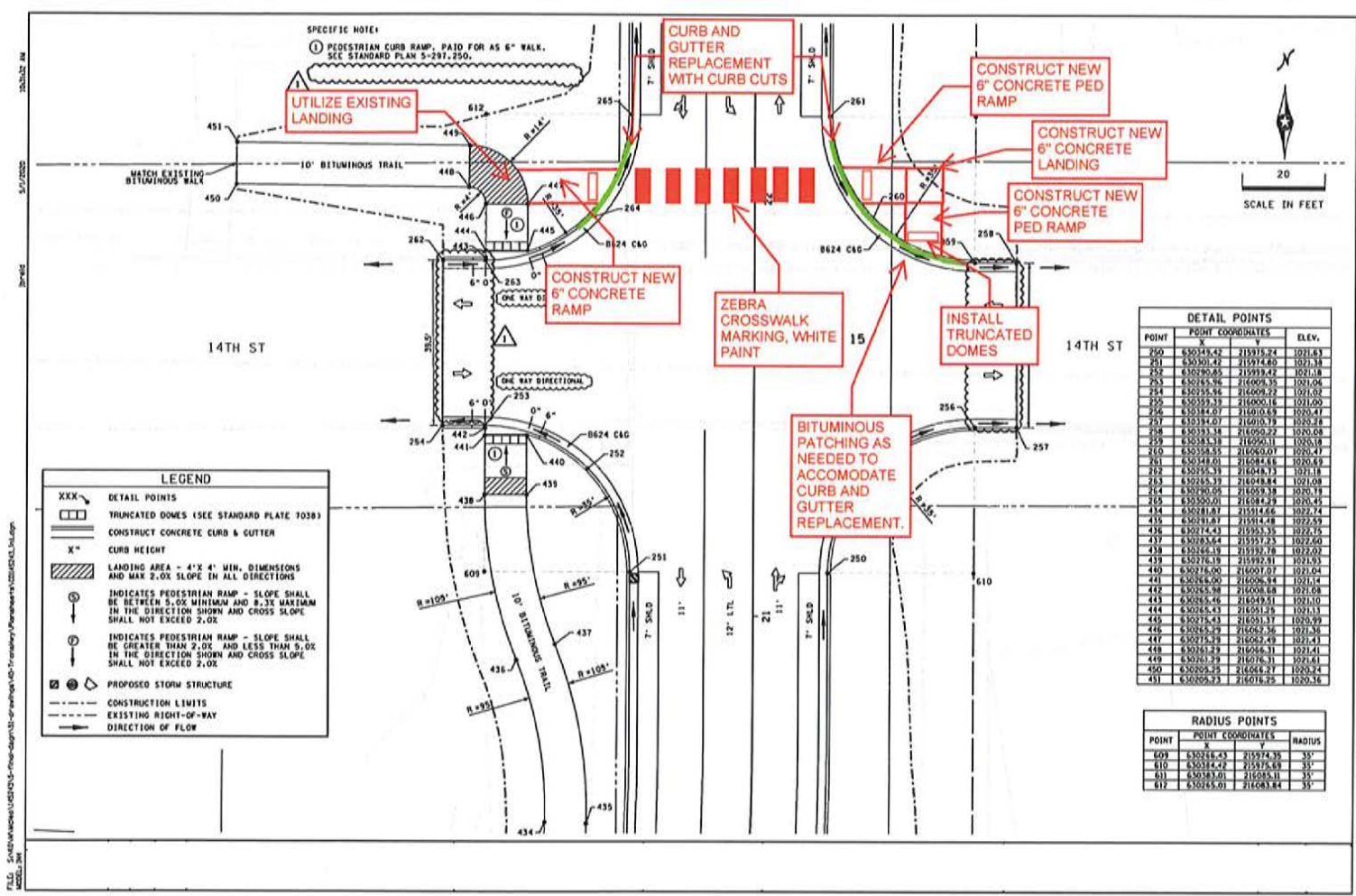
Short Elliott Hendrickson Inc., 1390 Highway 15 South, Suite 200, P.O. Box 308, Hutchinson, MN 55350-0308

320.587.7341 | 800.838.8666 | 888.908.8166 fax | sehinc.com

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ATTACHMENT A  
CHANGE ORDER NO. TWO - MORNINGSIDE AND 14TH PED RAMPS AND CROSSING  
2022 PAVEMENT IMPROVEMENT PROJECT  
GLENCOE, MINNESOTA  
SEH NO. GLENC 164352  
JULY 15, 2022

Item No.	Description	Unit	Qty.	Unit Price	Total Price
<b>Street, Curb and Gutter, Sidewalks, Pavement Markings</b>					
2021.501	MOBILIZATION	LUMP SUM	1.0	\$2,500.00	\$2,500.00
2104.503	REMOVE CONCRETE CURB AND GUTTER	LIN FT	45.0	\$8.00	\$360.00
2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	57.0	\$4.00	\$228.00
2104.504	REMOVE BITUMINOUS PAVEMENT	SQ YD	10.0	\$10.00	\$100.00
2123.610	STREET SWEEPER (WITH BROOM PICKUP)	hour	1.0	\$225.00	\$225.00
2301.602	DRILL AND GROUT DOWEL BAR (EPOXY COATED)	EACH	12.0	\$25.00	\$300.00
2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GAL	20.0	\$4.40	\$88.00
2360.509	TYPE SP 9.5 WEARING COURSE MIX (2,B) (SPWEA240B) (PATCHING)	TON	5.0	\$176.00	\$880.00
2521.518	4" CONCRETE WALK W/ 4" AGGREGATE BASE	SQ FT	160.0	\$9.50	\$1,520.00
2521.518	6" CONCRETE WALK W/ 4" AGGREGATE BASE	SQ FT	210.0	\$14.00	\$2,940.00
2531.503	CONCRETE CURB & GUTTER B624	LIN FT	35.0	\$60.00	\$2,100.00
2531.618	TRUNCATED DOMES	SQ FT	60.0	\$60.00	\$3,600.00
2563.601	TRAFFIC CONTROL	LUMP SUM	1.0	\$750.00	\$750.00
2575.604	TURF RESTORATION	SQ YD	60.0	\$2.35	\$141.00
2575.607	SELECT TOPSOIL BORROW (LV)	CU YD	5.0	\$60.00	\$300.00
2582.503	6" SOLID LINE PAINT, WHITE	LIN FT	1,760.0	\$1.00	\$1,760.00
2582.518	CROSSWALK MARKING, EPOXY, WHITE	SQ FT	105.0	\$8.00	\$840.00
<b>TOTAL CHANGE ORDER NO. TWO</b>					<b>\$18,632.00</b>



**SPECIFIC NOTES:**  
 ① PEDESTRIAN CURB RAMP. PAID FOR AS 6" WALK.  
 SEE STANDARD PLAN S-297.250.

**LEGEND**

- XXX → DETAIL POINTS
- [Hatched Box] TRUNCATED DOMES (SEE STANDARD PLATE 703B)
- [Double Line] CONSTRUCT CONCRETE CURB & GUTTER
- X" CURB HEIGHT
- [Hatched Triangle] LANDING AREA - 4' X 4' MIN. DIMENSIONS AND MAX 2.0% SLOPE IN ALL DIRECTIONS
- ① INDICATES PEDESTRIAN RAMP - SLOPE SHALL BE BETWEEN 5.0% MINIMUM AND 8.3% MAXIMUM IN THE DIRECTION SHOWN AND CROSS SLOPE SHALL NOT EXCEED 2.0%
- ② INDICATES PEDESTRIAN RAMP - SLOPE SHALL BE GREATER THAN 2.0% AND LESS THAN 5.0% IN THE DIRECTION SHOWN AND CROSS SLOPE SHALL NOT EXCEED 2.0%
- [Circle with X] PROPOSED STORM STRUCTURE
- CONSTRUCTION LIMITS
- - - EXISTING RIGHT-OF-WAY
- DIRECTION OF FLOW

**DETAIL POINTS**

POINT	POINT COORDINATES		ELEV.
	X	Y	
250	630145.42	215915.24	1021.43
251	630301.42	215914.40	1021.38
252	630280.85	215913.42	1021.38
253	630285.96	216009.25	1021.04
254	630255.96	216009.27	1021.02
255	630251.33	216009.16	1021.00
256	630144.07	216010.49	1020.47
257	630194.07	216010.19	1020.28
258	630151.34	216050.27	1020.08
259	630141.39	216050.11	1020.18
260	630258.55	216050.07	1020.41
261	630348.01	216041.45	1020.63
262	630255.39	216048.13	1021.18
263	630265.39	216048.84	1021.08
264	630370.05	216053.38	1020.71
265	630300.01	216044.29	1020.45
434	630281.67	215914.66	1022.74
435	630281.67	215914.48	1022.59
436	630174.43	215925.35	1022.35
437	630283.64	215927.23	1022.60
438	630244.19	215927.18	1022.02
439	630276.19	215927.81	1021.93
440	630276.00	216007.07	1021.04
441	630264.00	216006.34	1021.14
442	630265.98	216006.68	1021.08
443	630265.46	216049.91	1021.10
444	630265.43	216051.25	1021.13
445	630275.43	216051.37	1020.99
446	630275.29	216052.36	1021.34
447	630275.29	216052.49	1021.43
448	630261.23	216056.31	1021.41
449	630261.29	216076.31	1021.61
450	630269.25	216068.27	1020.74
451	630269.23	216076.25	1020.36

**RADIUS POINTS**

POINT	POINT COORDINATES		RADIUS
	X	Y	
609	630246.43	215924.35	35'
610	630314.42	215915.69	35'
611	630383.01	216005.11	35'
612	630245.01	216083.84	35'

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

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To: Mayor and City Council  
From: Mark D. Larson, City Administrator  
Date: July 15, 2022  
Re: **Item 6A** – Open City Council Position

**Item 6A** – The City Attorney will review the process for filling the Open City Council position in Precinct Two, due to the resignation of John Schrupp.

Attached is fillable application for the City Council position, very similar to the application for Boards and Commissions.

City staff has noted that we have had a few phone calls regarding the position.

With previous Council openings, the City Council has accepted applications for a period of time and appointed from the applications. The last Council resignation was Glenn Pohland, and at that time Dan Perschau was appointed.



**HUEMOELLER, GONTAREK &  
CHESKIS PLC**

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16670 FRANKLIN TRAIL  
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Email: mwo@priorlakelaw.com

ANTON CHESKIS  
ALLISON J. GONTAREK  
BRYCE D. HUEMOELLER  
MARK W. OSTLUND

**MEMORANDUM**

**TO:** City of Glencoe  
**FROM:** Mark W. Ostlund  
**DATE:** 7/11/2022  
**SUBJECT:** Resignation of John Schrupp

On or about July 11, 2022, the City received the following from sitting councilmember John Schrupp:

July 11, 2022

Mark,

Please consider this as my resignation from the Glencoe City Council and the Glencoe Light and Power Commission.

John Schrupp

The following is the guidance I recommend:

Council members can only choose to resign by their own decision. The City's charter doesn't address these circumstances explicitly. In fact, it only talks about how a vacancy should be filled (by majority vote of council) and nothing about the process for determining if a vacancy exists.



That being said, a vacancy certainly exists in these circumstances. Council needs to declare the vacancy by majority vote on a resolution at their next regular meeting. It should be the first thing on the agenda.

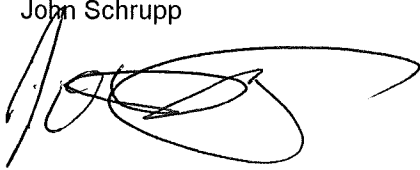
The decision regarding who is appointed is left solely up to the council (and mayor if a tie break is needed). The eventual appointed council person would serve the remainder of the term (if there is less than 2 years until the vacant seat would otherwise be up for election) OR, if there is more than 2 years left in the term, then the appointed councilperson would serve until the next regularly scheduled city election (the seat in question would then be up for a runoff).

July 11, 2022

Mark,

Please consider this as my resignation from the Glencoe City Council and the Glencoe Light and Power Commission.

John Schrupp

A handwritten signature in black ink, consisting of a series of loops and a long horizontal stroke, positioned below the printed name John Schrupp.



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City of Glencoe ♦ 1107 11th Street East, Suite 107 ♦ Glencoe, Minnesota 55336

Website: [www.glencoe.mn.org](http://www.glencoe.mn.org) Phone: (320) 864-5586 Email: [info@ci.glencoe.mn.us](mailto:info@ci.glencoe.mn.us)

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NAME \_\_\_\_\_

TODAY'S DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

EMPLOYER \_\_\_\_\_

YEARS AS GLENCOE RESIDENT \_\_\_\_\_

OCCUPATION \_\_\_\_\_

Why you are interested in serving on the City Council?: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe any prior/current experience that may relate to serving on the City Council: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List other municipal boards/commissions/councils you have served on:

1. \_\_\_\_\_ Served from \_\_\_\_\_ to \_\_\_\_\_

2. \_\_\_\_\_ Served from \_\_\_\_\_ to \_\_\_\_\_

3. \_\_\_\_\_ Served from \_\_\_\_\_ to \_\_\_\_\_

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Signature of Applicant

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Date

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

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To: Mayor and City Council  
From: Mark D. Larson, City Administrator  
Date: July 15, 2022  
Re: **Item 6B** - Approval of the 2022 Comprehensive Plan

**Item 6B** - Other than a few grammatical changes to the wording in the plan and the removal of the County Properties as possible development property, it is recommended to approve the Comprehensive Plan by adopting Resolution 2022-18.

I did not provide a copy of the 156-page plan, but it is available on the City of Glencoe Website, and you all have previously been provided with a hard copy of the plan.

A special thanks should go out to all the members of the Steering Committee and for all of those community members participated in the 18-month planning process.

## **RESOLUTION 2022 – 018**

### **A RESOLUTION ADOPTING THE 2022 COMPREHENSIVE PLAN**

**WHEREAS**, Minnesota Statutes Chapter 462 provides municipalities with the authority to plan for their growth and development through the preparation and adoption of a comprehensive plan; and

**WHEREAS**, in 2020 the City Council of the City of Glencoe approved the development of the City's first Comprehensive Plan; and

**WHEREAS**, the City of Glencoe has solicited the input of the public through surveys, community involvement and public hearings to inform the public about the contents of the Comprehensive Plan; and

**WHEREAS**, draft copies of the Comprehensive Plan were provided to both the Helen and Glencoe Township Boards, which were provided 30 days to comment on the draft plan as required by statute; and

**WHEREAS**, a draft copy of the Comprehensive Plan was provided to McLeod County, which was provided 60 days to comment on the draft plan as required by the statute; and

**WHEREAS**, no comments were received from either of the townships and the edits requested by McLeod County are reflected in the final version of the plan;

**THEREFORE, BE IT RESOLVED** by the Glencoe City Council that the 2022 Comprehensive Plan for the City of Glencoe is hereby adopted as the official Comprehensive Plan for the City of Glencoe.

**ADOPTED** by the Glencoe City Council this 18th day of July, 2022.

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Ryan Voss, Mayor

ATTEST:

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Mark D.Larson, City Administrator

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*Phone: (320) 864-5586*

---

To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: July 15, 2022

Re: **Item 6C** – Supplemental Letter Agreement (SLA) for Watermain design for Morningside Avenue and Highway 212.

**Item 6C** – It is recommended to approve the SLA for designing the new Watermain at Morningside Avenue and Highway 212 due to the construction of the Roundabout. Justin Black will review this with the City Council on Monday night.

MNDOT is currently at the 30% Design phase and wants to include our plans in the overall project plans.

The Roundabout is proposed to be constructed during the 2024 construction season.

The Cost for the SLA is \$20,400 not to exceed. This would be funded by the Water Department Fund.





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for All of Us®

July 18, 2022

RE: City of Glencoe, Minnesota  
Hwy 212/Morningside Water Main  
Relocation  
SEH No. P-GLENC 168064 10.00

Mark Larson  
City Administrator  
City of Glencoe  
1107 11th Street East  
Glencoe, MN 55336

Dear Mark:

Attached is a Supplemental Letter Agreement (SLA) for the proposed design, permitting, and agency coordination work for the water main reconstruction and relocation under the proposed Hwy 212 and Morningside Avenue roundabout. The proposed services are outlined in the attached task hour budget with an hourly not to exceed fee of \$20,400. A separate proposal would be submitted for construction phase services after bids are received.

## PROJECT BACKGROUND

MnDOT has requested that the City of Glencoe relocate the water main crossing under the roundabout at Hwy 212 and Morningside Avenue proposed to be constructed in 2024. Research has shown that the crossing involves a 12-inch diameter CIP (cast iron pipe) water main that was installed in 1969 in a "segmented" concrete casing pipe. The 55 year old water main will be within a decade or two of its design life. Cast iron pipe is a brittle material and is no longer used in municipal main line water systems. The segmented casing pipe does not meet current standards and would be susceptible to failure if a water main break occurred. The potential for failure of this water main after construction of the new roundabout is a significant risk to the City and to MnDOT.

## SCOPE OF WORK

Based on our discussions with MnDOT representatives and City staff it has been proposed to have the City complete the design and plans and include the water main work within the State's roundabout project. This would allow the work to be completed concurrently with the roundabout construction under a single prime contractor. The City would be responsible for the costs associated with the water main replacement.

If you have any questions, please don't hesitate to contact us. If these proposed services are acceptable to you, please sign two copies of the enclosed Supplemental Letter Agreement (SLA), keep one copy for your file, and return one copy to our office.

Engineers | Architects | Planners | Scientists

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

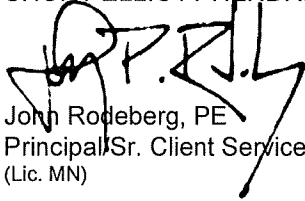
320.587.7341 | 800.838.8666 | 888.908.8166 fax | [sehinc.com](http://sehinc.com)

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

Mark Larson  
July 18, 2022  
Page 2

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.

A handwritten signature in black ink, appearing to read "J. Rodeberg", with a large, stylized flourish extending from the bottom right.

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

Enclosures

c: Justin Black and Brody Bratsch, SEH

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## DETAILED TASK HOUR BUDGET / COST ANALYSIS



Project : 2024 Hwy 212 RAB Water Main Relocation Project  
 Location: Glencoe, MN  
 Date: Monday, July 18, 2022

	Labor Hours					TOTALS
	Black Sr. Engr PE	Rodeberg Sr. Engr PE	Bratsch Proj Eng PE	Brinkman Admin Tech	Solomonson Crew Chief	
<b>Task 1 - Final Design, Specifications and Preparing Permits</b>						
<i>Project Management / Project Schedule Management</i>	3.0			1.0		4.0
<i>Topographic Survey, processing topo data</i>					10.0	10.0
<i>Establish and confirm water main alignment</i>		2.0	2.0			4.0
<i>Construction Limits, Review Water Main Connection Locations</i>		2.0	2.0			4.0
<i>Prepare plan sheets and construction notes</i>			40.0			40.0
<i>Take off quantities and preparation of Statement of Estimated Quantities and Bid Form</i>	1.0		2.0			3.0
<i>Prepare opinion of estimated project costs</i>			2.0	1.0		3.0
<i>Prepare project specifications and assemble bid documents</i>	1.0		4.0	4.0		9.0
<i>Utility Meetings and correspondence regarding design details for project.</i>	1.0		2.0	1.0		4.0
<i>Prepare SWPPP and Turf Establishment Plan</i>			4.0			4.0
<i>Permit Coordination (MnDOT and MN Dept of Health)</i>		8.0	8.0	1.0		17.0
<i>City Staff Review Meetings (60%, 100%)</i>		4.0	6.0	1.0		11.0
<i>QAQC of construction plans, specifications and quantities</i>	4.0	1.0	1.0	1.0		7.0
<i>Coordination with MnDOT's consultant on plan set coordination and bidding docs</i>		2.0	8.0	4.0		14.0
<b>SUBTOTAL HOURS</b>	<b>10.0</b>	<b>19.0</b>	<b>81.0</b>	<b>14.0</b>	<b>10.0</b>	<b>134.0</b>
<b>TOTAL TASK FEE</b>	<b>\$ 20,400.00</b>					

<b>TOTAL PROJECT FEE</b>	<b>\$ 20,400.00</b>
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## Supplemental Letter Agreement

In accordance with the Master Agreement for Professional Services between City of Glencoe, Minnesota ("Client"), and Short Elliott Hendrickson Inc. ("Consultant"), effective January 1, 2021, this Supplemental Letter Agreement dated July 18, 2022, authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: Hwy 212/Morningside Water Main Relocation.

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

**Project Manager:** Justin Black, PE (Lic. MN)  
**Address:** 1390 Hwy 15 S, Suite 200, PO Box 308  
Hutchinson, MN 55350  
**Telephone:** 952.913.0702 **email:** jblack@sehinc.com

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

Development of plan sheets and required bidding data related to the relocation and reconstruction of water main improvements under Hwy 212 in the Morningside Avenue Corridor. Expected tasks are as indicated in the attached letter and Task Hour Budget dated July 18, 2022.

**Assumptions:**

- MnDOT and Stonebrooke will provide available survey and design information
- Plan sheets will be incorporated in the MnDOT plans by Stonebrooke
- RPR services are not included in this scope of work

**Schedule:** Work will start upon receipt of a signed copy of this Agreement and be work completed within 60 days.

**Payment:** The estimated fee is hourly and subject to a not-to-exceed amount of \$20,400 including expenses and equipment.

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

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

**Short Elliott Hendrickson Inc.**

**City of Glencoe, Minnesota**

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

John Rodeberg

Title: Principal/Sr. Client Service Manager

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

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

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

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

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

**A. Hourly Basis Option**

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

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

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

**B. Expenses**

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

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

The Client shall pay Consultant monthly for expenses.

### **C. Equipment Utilization**

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

The Client shall pay Consultant monthly for equipment utilization.

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Separate Agenda Items**





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

---

To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: July 15, 2022

Re: **Item 6D** – SLA for Resident Project Representative (RPR)

**Item 6D** – Attached is the SLA for RPR services by SEH during the construction of the TH 22 Pavement and ADA project through Glencoe. SEH would only be inspecting the City Utility (Water, Sanitary and Storm Sewer) portion of the project. The cost for Construction Administration is \$9,100 and RPR is \$19,700. Total of \$28,800, not to exceed.

The Light and Power Commission will be responsible for inspector their Utility.

It is recommended that the City Council approve the SLA for RPR with SEH on Monday night.



Building a Better World  
for All of Us®

July 18, 2022

RE: City of Glencoe, Minnesota  
MnDOT SP 4307-47 TH 22 ADA /  
Resurfacing Project  
SEH No. GLENC 164352 10.03

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:

MnDOT is moving forward into the construction phase of project SP 4307-47 TH 22 ADA / Resurfacing Project. Short Elliott Hendrickson Inc. (SEH®) is pleased to submit this proposal to the City of Glencoe to provide professional engineering services for the Construction Administration phase of this project for those construction items pertaining to the city's cost participation.

### **BACKGROUND/PROJECT UNDERSTANDING**

The TH 22 ADA / Resurfacing Project includes certain elements that impact city owned utilities. The adjustment or relocation of these items are included in the overall project bid package, however MnDOT staff will not observe the work being completed or track the pay quantities for these city bid items.

### **WORK PLAN/SCOPE**

The project work plan, from which this proposal is being submitted, includes Construction Administration, and Construction Observation (RPR) to track quantities and provide on-site observation for improvements to city owned facilities. It also includes budgeted time for responding to questions, addressing change of conditions, and correspondence with MnDOT and their contractor. The on-site RPR services would be considered part time.

### **Proposed Tasks**

Our services will consist of the following Tasks, as outlined in detail in the attached Task Hour Budget.

#### ***Construction Administration***

- MnDOT correspondence and coordination
- Review change of conditions with MnDOT that would impact city owned facilities
- Responding to questions or requests from MnDOT or Contractor
- Progress Meetings, Onsite Meetings with MnDOT and City Staff

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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***Resident Project Representative (part-time)***

- Observing the quantity and quality of the work by the contractor according to the plans and Contract Documents for city owned facilities only.
- Maintaining a daily log of work completed on the project, along with a tabulation of all city participating project quantities.
- Attending progress meetings.
- Review shop drawings and submittals
- Along with the Engineer and MnDOT, making recommendations regarding acceptance of work on City utilities at time of final completion.

**Proposed Fee**

SEH's total fee is proposed to be reimbursed as an Hourly Not-to-Exceed fee. The estimated fee for each Task is as follows:

<u>Task</u>	<u>Fee</u>	
Construction Administration	\$9,100	
Resident Project Representative (RPR) (part-time)	\$19,700	
<b>Total Construction Administration Phase (SEH)</b>	<b>\$28,800</b>	<b>Hourly Not-to Exceed</b>

**SCHEDULE**

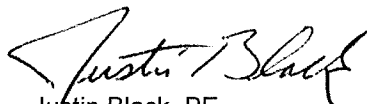
At the present time, the proposed schedule for the project would be as follows:

Construction Start Date	July 18, 2022
Construction	July–October 2022
Substantial Completion	October 14, 2022
Final Completion	June 2, 2023

Thank you for the opportunity to submit this proposal to the City of Glencoe. Please contact me with any questions or comments concerning this proposal. If these proposed services are acceptable to you, please sign the enclosed Supplemental Letter Agreement (SLA) and return a scanned copy me.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.



Justin Black, PE  
Project Manager  
(Lic. MN)



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

jb

Enclosures

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# DETAILED TASK HOUR BUDGET / COST ANALYSIS



Project : MnDOT SP 4307-47 TH 22 ADA Resurfacing Project  
 Location: Glencoe, MN  
 Date: Monday, July 18, 2022

	Labor Hours				TOTALS
	Black Sr. Engr PE	Bratsch RPR PE	Brinkman Admin Tech		
Task 1 - Construction Administration					
MnDOT Correspondence, review change of conditions, change orders, responding to questions, onsite contractor / staff / MnDOT meetings	32.0		2.0		34.0
Progress meetings, MnDOT, resident and city correspondence	8.0				8.0
Record Drawings	1.0	4.0			5.0
SUBTOTAL HOURS	41.0	4.0	2.0	0.0	47.0
TOTAL TASK FEE	\$	9,100.00			
Task 2 - RPR (Resident Project Representative)					
On Site Construction Observation (Part Time)		100.0			100.0
Tracking City Quantities / Progress Meetings / Daily Logs		25.0	4.0		29.0
Review shop drawings and submittals		3.0			3.0
Punch List Follow Up with Contractor and MnDOT		8.0			8.0
SUBTOTAL HOURS	0.0	136.0	4.0	0.0	140.0
TOTAL TASK FEE	\$	19,700.00			
TOTAL PROJECT FEE					
	\$	28,800.00			

## Supplemental Letter Agreement

In accordance with the Master Agreement for Professional Services between City of Glencoe, Minnesota ("Client"), and Short Elliott Hendrickson Inc. ("Consultant"), effective January 1, 2021, this Supplemental Letter Agreement dated July 18, 2022, authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: MnDOT SP 4307-47 TH 22 ADA/Resurfacing Project.

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

**Project Manager:** Justin Black, PE (Lic. MN)  
**Address:** 1390 Hwy 15 S, Suite 200, PO Box 308  
Hutchinson, MN 55350  
**Telephone:** 952.913.0702 **email:** jblack@sehinc.com

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

Scope includes Construction Administration and Construction Observation (RPR). See attached letter dated July 18, 2022, for a list of tasks to be completed.

### Resident Project Representative Services

RPR services will be provided in accordance with attached Exhibit B.

**Schedule:** We will begin our services upon receipt of a signed copy of this Agreement. As indicated in the attached proposal letter dated July 18, 2022.

**Payment:** The total estimated fee for SEH's services is a not-to-exceed amount of \$28,800 including expenses and equipment. The estimated fee for each Task is as indicated in the attached letter dated July 18, 2022, and as follows:


<u>Task</u>	<u>Fee</u>
Construction Administration	\$9,100
Resident Project Representative (RPR)	\$19,700
<b>Total Construction Administration Phase (SEH)</b>	<b>\$28,800</b> <b>Hourly Not-to Exceed</b>

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

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

**Short Elliott Hendrickson Inc.**

**City of Glencoe, Minnesota**

By:  \_\_\_\_\_  
John Rodeberg  
Title: Client Service Manager \_\_\_\_\_

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

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

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

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

**A. Hourly Basis Option**

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

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

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

**B. Expenses**

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

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

The Client shall pay Consultant monthly for expenses.

### **C. Equipment Utilization**

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

The Client shall pay Consultant monthly for equipment utilization.

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

**A Listing of the Duties, Responsibilities and  
Limitations of Authority of the Resident Project Representative**

Through more extensive on site observations of the construction work in progress and field checks of materials and equipment by the Resident Project Representative (RPR), Consultant shall endeavor to provide further protection for Client against defects and deficiencies in the work of contractor (Work); but, the furnishing of such services will not make Consultant responsible for or give Consultant control over construction means, methods, techniques, sequences or procedures or for safety precautions or programs, or responsibility for contractor's failure to perform the Work in accordance with the Contract Documents. Contract Documents are the documents that govern or are pertinent to contractor's Work including but not limited to the agreement between Client and contractor, the contractor's bid, the bonds, specs, drawings, field orders, addenda, clarifications, interpretations, approved shop drawings and reports collectively called the Contract Documents. The duties and responsibilities of the RPR are further defined as follows:

**A. General**

RPR is an agent of Consultant at the site, will act as directed by and under the supervision of Consultant, and will confer with Consultant regarding RPR's actions. RPR's dealings in matters pertaining to the on site work shall in general be with Consultant and contractor keeping the Client advised as necessary. RPR's dealings with subcontractors shall only be through or with the full knowledge and approval of contractor. RPR shall generally communicate with Client with the knowledge of and under the direction of Consultant.

**B. Duties and Responsibilities of RPR**

1. Schedules: Review the progress schedule, schedule of shop drawing submittals and schedule of values prepared by Contractor and consult with Consultant concerning acceptability.
2. Conferences and Meetings: Attend meetings with contractor, such as preconstruction conferences, progress meetings, job conferences and other project-related meetings, and prepare and circulate copies of minutes thereof.
3. Liaison:
  - (a) Serve as Consultant's liaison with contractor, working principally through contractor's superintendent and assist in understanding the intent of the Contract Documents; and assist Consultant in serving as Client's liaison with contractor when contractor's operations affect Client's on-site operations.
  - (b) Assist in obtaining from Client additional information, when required for proper execution of the Work.
4. Shop Drawings and Samples\*:
  - (a) Record date of receipt of shop drawings and samples.
  - (b) Receive samples furnished at the site by contractor, and notify Consultant of availability of samples.
  - (c) Advise Consultant and contractor of the commencement of any Work requiring a shop drawing or sample if the submittal has not been approved by Consultant.
5. Review of Work, Observations and Tests:
  - (a) Conduct on-site observations of the Work in progress to assist Consultant in determining if the Work is in general proceeding in accordance with the Contract Documents.
  - (b) Report to Consultant whenever RPR believes that any Work is unsatisfactory, faulty or defective or does not conform to the Contract Documents, or has been damaged, or does not meet the requirements of any inspection, test or approval required to be made; and advise Consultant of

- Work that RPR believes should be corrected or rejected or should be uncovered for observation, or requires special testing, inspection or approval.
- (c) Determine if tests, equipment and systems start-ups and operating and maintenance training are conducted in the presence of appropriate personnel, and that Contractor maintains adequate records thereof; and observe, record and report to Consultant appropriate details relative to the test procedures and start-ups.
  - (d) Accompany visiting inspectors representing public or other agencies having jurisdiction over the Project, record the results of these inspections and report to Consultant.
6. Interpretation of Contract Documents: Report to Consultant when clarification and interpretations of the Contract Documents are requested by contractor and transmit to contractor clarifications and interpretations as issued by Consultant.
7. Modifications: Consider and evaluate contractor's suggestions for modifications in drawings or specifications and report with RPR's recommendations to Consultant. Transmit to contractor decisions as issued by Consultant.
8. Records:
- (a) Maintain at the job site orderly files for correspondence, reports of job conferences, shop drawings and samples, reproductions of original Contract Documents including all addenda, change orders, field orders, additional drawings issued subsequent to the execution of the construction contract, Consultant's clarifications and interpretations of the Contract Documents, progress reports, and other related documents.
  - (b) Keep a diary or log book, recording contractor hours on the job site, weather conditions, data relative to questions of change orders, or changed conditions, list of job site visitors, daily activities, decisions, observations in general, and specific observations in more detail as in the case of observing test procedures; and send copies to Consultant.
  - (c) Record names, addresses and telephone numbers of all contractors, subcontractors and major suppliers of materials and equipment.
9. Reports:
- (a) Furnish Consultant periodic reports as required of progress of the Work and of contractor's compliance with the progress schedule and schedule of shop drawing and sample submittals.
  - (b) Consult with Consultant in advance of scheduled major tests, inspections or start of important phases of the Work.
  - (c) Draft proposed change orders and Work, obtaining backup material from contractor and recommend to Consultant change orders, and field orders.
  - (d) Report immediately to Consultant and Client upon the occurrence of any accident.
10. Payment Requests: Review applications for payment with contractor for compliance with the established procedure for their submission and forward with recommendations to Consultant, noting particularly the relationship of the payment requested to the schedule of values, Work completed and materials and equipment delivered at the site but not incorporated in the Work.
11. Certificates, Maintenance and Operation Manuals: During the course of the Work, verify that certificates, maintenance and operation manuals and other data required to be assembled and furnished by contractor are applicable to the items actually installed and in accordance with the Contract Documents, and have this material delivered to Consultant for review and forwarding to Client prior to final payment for the Work.
12. Completion:
- (a) Before Consultant issues a certificate of substantial completion, submit to contractor a list of observed items requiring completion or correction.
  - (b) Conduct final inspection in the company of Consultant, Client, and contractor and prepare a final list of items to be completed or corrected.
  - (c) Observe that all items on final list have been completed or corrected and make recommendations to Consultant concerning acceptance.

### **C. Limitations of Authority**

Resident Project Representative:

1. Shall not authorize any deviation from the Contract Documents or substitution of materials or equipment, unless authorized by Client.
2. Shall not exceed limitations of Consultant's authority as set forth in the Agreement for Professional Services.
3. Shall not undertake any of the responsibilities of contractor, subcontractors or contractor's superintendent.
4. Shall not advise on, issue directions regarding or assume control over safety precautions and programs in connection with the Work.
5. Shall not accept shop drawing or sample submittals from anyone other than contractor.
6. Shall not authorize Client to occupy the Project in whole or in part.
7. Shall not participate in specialized field or laboratory tests or inspections conducted by others except as specifically authorized by Consultant.

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Separate Agenda Items**



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

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To: Mayor and City Council  
From: Mark D. Larson, City Administrator  
Date: July 15, 2022  
Re: **Item 6E** - Conveyance of Land for County Truck Shop

**Item 6E** – As we have discussed previously at City Council Workshops, McLeod County Public Works has expressed an interest in constructing a truck shop in Glencoe adjacent to the City/State Maintenance Facility between Highway 22 and CSAH 3. This was necessitated by the sale of the County’s North Complex earlier this year. The Glencoe site is currently jointly owned by the City of Glencoe and the State of Minnesota.

The State has approved selling the property to McLeod County for \$0.00. The City of Glencoe has to concur to complete the Sale.

Attached is a letter request from County Engineer John Brunkhorst for the City of Glencoe to concur in selling the property to McLeod County for \$0.00. The Parcel is 208’ X 110’ and it is proposed for the County to construct a \$1.8 million facility at that location.

It is recommended to approve. It is my understanding that MNDOT will prepare the necessary documents for completing the sale.

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



## PUBLIC WORKS DEPARTMENT

John Brunkhorst, PE County Engineer/Director

*Sent via Email*

7/15/2022

Mark Larson  
Glencoe City Administrator  
1107 11<sup>th</sup> Street East, Suite 107  
Glencoe, MN 55336

Re: Request for conveyance of property on joint MnDOT/Glencoe truck station land for new County highway shop

Hi Mark,

Last week the County Board authorized us to proceed with the design and bid solicitation for a new highway maintenance vehicle storage facility on the Glencoe Area Transportation Services (GATS) site.

Per previous discussions with MnDOT and the City of Glencoe, it is our understanding that both parties will convey a 208' x 110' parcel to the County at zero dollar value.

This week I received the conveyance for MnDOT's half of this parcel, see attached. Please consider this letter a request to the City of Glencoe to convey the City half of the parcel to McLeod County.

McLeod County is very grateful to MnDOT and the City for allowing us to build a shop on this property. I believe this is a win-win for the taxpayers we serve. There is no doubt it will enhance our partnership and open up additional opportunities for future sharing of resources.

We look forward to City conveyance of this property. Please let me know if there are any questions or anything else needed.

Sincerely,

Digitally signed by John  
Brunkhorst  
Date: 2022.07.15 09:46:26 -05'00'

John Brunkhorst, PE  
McLeod County Engineer/Public Works Director

Cc: Kelly Brunkhorst, MnDOT Assistant District Engineer – Maintenance/Operations  
Sheila Murphy, County Administrator



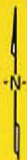




CONVEYANCE 2022-0011  
C.S. 4391 (0=0) 000  
PARCEL 1 (FEE)  
AREA = 22880 SQ FT  
MAP 33-36

08

SCALE IN FEET



**Memo**

Minnesota Department of Transportation – DISTRICT 8  
2505 Transportation Rd  
Willmar, MN 56201

Office Tel: 320-231-5195  
Fax: 320-231-5168

Date: July 13, 2022

To: Joseph D. Pignato  
Director, Office of Land Management

From: Pat Jaeger  
District RW Supervisor

Subject: Justification Memo  
CS 4391  
Conveyance No. 2022-0011  
County of McLeod

District 8 is requesting approval from the Office of Land Management (OLM) to proceed moving forward with a conveyance to Glencoe Maintenance Site and/or the owner of McLeod County Parcel ID # 220890103 for \$0.

This property is located at the northwest quadrant of the intersection of 11<sup>th</sup> Street and Armstrong Avenue of Glencoe, MN. McLeod County has requested to build a truck station on the Glencoe Area Transportation Services site. This property is jointly owned by MnDOT and the City of Glencoe. District 8 has met with the City of Glencoe and both agencies are in favor of conveying a portion of the property to McLeod County for \$0. The County has requested that this matter be expedited as their current location in Glencoe needs to be vacated January 2023.

This has been reviewed and concurred upon by District 8 functional groups.

1. The existing drainage will be altered by the construction of the new building pad. McLeod County will fix any resulting drainage issues at its own expense. There is currently an overland swale that water drains from the west to the east side of the property. This needs to be addressed with either a new overland swale / channel or a pipe.
2. The land may have salt sediment due to years of maintenance storage use so it may be a less than desirable site. Having all three local units of government share a site is convenient and provides good public service as well as fiscal sense. The County currently owns 50% of the salt shed on this property.
3. MnDOT does not have full control of the total site as we own 50% of the property. Any property sale should be valued at about half of the market value. The City of Glencoe owns the other half and is agreeable to convey their half of the property for \$0.
4. The sale of the property will not impede any possible future expansion of the joint City/State Maintenance Site. The site contains enough space for future cold storage expansion for either the state or the city.



5. The total site area is 9.87 acres which has a total County assessed land value of \$317,200.00.
6. The County assessed value of the 0.53 acres of land to be conveyed is \$17,033.00 for an approximate value of \$32,138.00 per acre.
7. The County will expand their fleet building storage site. The County already jointly shares ownership 50% of the salt shed on this site. (County and the City share the salt shed on the property as to agreement 79130). Now they want to build a truck station storage to house their operations at Glencoe on this site.

This conveyance for \$0 seems fair and reasonable.

Recommended for Approval:

Dated: \_\_\_\_\_  
**Pat Jaeger** Digitally signed by Pat Jaeger  
Date: 2022.07.13 14:45:04 -05'00'  
\_\_\_\_\_  
Pat Jaeger  
R/W Supervisor

Dated: \_\_\_\_\_  
**Jon Huseby** Digitally signed by Jon Huseby  
Date: 2022.07.13 16:16:48 -05'00'  
\_\_\_\_\_  
Jon Huseby  
District Engineer

Approved:

Dated: \_\_\_\_\_  
**Joseph Pignato** Digitally signed by Joseph  
Pignato  
Date: 2022.07.14 08:04:03 -05'00'  
\_\_\_\_\_  
Joseph D. Pignato  
Director, Office of Land Management

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Separate Agenda Items**



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

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To: Mayor and City Council

From: Mark D. Larson, City Administrator and Police Chief Tony Padilla

Date: July 15, 2022

Re: **Item 6F** - School Resource Officer Position (SRO)

## **BACKGROUND**

In the Mid-1990's the Federal Government had a program to fund SRO positions through the COPS Grant system. The City of Glencoe received a COPS Grant that funded an SRO for three years, with the City agreeing to fund the position in year four. The program was extremely successful, and the City and the School district continued the program, sharing the cost until 2011. In 2011, the program was discontinued due to budget constraints and a mutual decision between the City and the District. This position was last held by Wyatt Bienfang in 2011.

Since December of 2019, the Glencoe-Silver Lake School District (GSL) Administrative Staff, City of Glencoe and Glencoe Police Department (PD) Administration have met, on and off, to discuss re-establishing the SRO position. Based upon calls for service by the PD to the GSL campus over the last couple of years, there is more of an urgency to have a peace officer at the campus in a full-time capacity.



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*City of Glencoe ♦ 1107 11<sup>th</sup> Street East, Suite 107 ♦ Glencoe, Minnesota 55336*  
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After the recent mass shooting in Uvalde, Texas, we started meeting again to further these discussions. A couple of weeks ago, we met with Superintendent Chris Sonju and a couple of School Board members about how we would put this together. Superintendent Sonju has indicated that the School District has a Safe Schools Levy that was established by MN Statute 126C.44. This currently amounts to about \$60,000 per year that can be used toward the cost of the SRO position.

### **CALLS FOR SERVICE**

As I mentioned, there were discussions with the City Council during our 2022 Budgeting sessions and during the recent hire of a Glencoe PD Officer position, about the SRO position and calls for service. Chief Padilla and I indicated at that time that discussions were ongoing with the GSL Administration about this position. The City Council had asked about calls for service to the District at that time. During the 2021-22 school year, there were 142 calls for service to the district campus in Glencoe. (See attached spreadsheet).

Lakeside in Silver Lake had 36 calls for service by McLeod County Sheriff's Office, most having to do with the DARE program taught there. (See attached)

### **FUNDING/COST**

The cost of a full-time Peace Officer, depending upon benefits, is about \$92,000 to \$102,000 per year. (See attached employee compensation statement) The City is requesting that the District provide office space and furnishings for the officer. Initially, it is assumed since this is the Officer's assignment, they would report to the campus in their personal vehicle and that a City vehicle is not needed for this position.





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

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## **PROPOSAL**

It is proposed to reimplement the SRO Program with the GSL School District. It is further proposed for the program to begin with the start of the 2022-23 School year. The SRO Officer would be working in the GSL School campus from approximately August 30, 2022 to June 1, 2023. During the summer months, the officer would rotate patrol with the rest of the PD.

To fund the SRO position in 2022, the City PD Budget still has funds available, because the City budgeted for a full-time officer in 2022, but the new officer was not formally hired until the end of April. The funds not expended in January-April, would be expended in September-December.

The SRO would be appointed from within the existing PD. This would require hiring another officer to replace the officer appointed as the SRO.

If the School District contracted for \$60,000 with the City of Glencoe, the City's cost in 2023 for the SRO position would be between \$30,000 to \$40,000, depending upon which officer is assigned that position. On a side note, under current law, the City of Glencoe's increase in Local Government Aid for 2023 is about \$43,000. If the Legislature holds a special session in 2022, there is a good chance that that number might be higher.



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

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## **CONTRACT**

It is recommended to have a contract between the City of Glencoe and the GSL School District, outlining the responsibilities of both parties.

City Attorney Mark Ostlund drafted the attached contract for an SRO position between the City of Glencoe and the GSL School District . Chief Padilla, Jon Jerabek, and I made some slight modifications to it as Mark Ostlund was on vacation last week. I have attached a draft of the Contract.

The initial contract would be for three (3) years with either party being able to terminate if notified by May 1 of any year of the contract.

## **ACTION**

No Action is recommended at the workshop. The School Board discussed at their regular meeting on July 11<sup>th</sup> and appeared satisfied with the proposal. It is recommended to approve this proposal and still iron out the minor details in the contract and present this proposal to the School Board for Action at their regular August meeting.

# CONTRACT

## SCHOOL RESOURCE OFFICER SERVICES AGREEMENT

This School Resource Officer Services Agreement (“Agreement”) is entered into by and between Independent School District No. 2859 (“District”) and the City of Glencoe (“City”).

**WHEREAS**, the District and the City desire to create a cooperative and coordinated approach to maintaining and protecting the safety of all students and staff on school property, and to provide a safe environment for everyone in our community; and

**WHEREAS**, the District and the City jointly value the general principle that it is in the best interests of District students to remain in class and in their learning environment to every extent possible, and both parties to this Agreement have a mutual responsibility to provide a quality education for all District students; and

**WHEREAS**, the District and the City are committed to our shared beliefs that all people deserve respect, dignity, security, and justice, and join in this Agreement to further these shared beliefs. Both parties to this Agreement will work together to ensure the rights of all students, families and District staff are protected and valued under this Agreement; and

**WHEREAS**, Minnesota Statutes section 126C.44 authorizes the District to contract with the City to have peace officers in District buildings to provide school resources officer services, hereinafter referred to as “SRO” services; and

**WHEREAS**, Minnesota Statutes section 126C.44 further authorizes the District to levy for an appropriate portion of the costs the City incurs in paying wages, providing benefits, and providing transportation for peace officers who are assigned to perform SRO duties in the District; and

**NOW, THEREFORE, IN CONSIDERATION OF** the mutual promises contained in this Agreement and other valuable consideration, the sufficiency of which is acknowledged, the District and the City agree as follows:

1. **Term.** This Agreement is for a term of three years beginning on August 30, 2022, and ending on August 1, 2025. This Agreement can be terminated if written notice of termination is received before May 1<sup>st</sup> of any year, by the other party.
2. **Definitions.** The following definitions apply to this Agreement:
  - a. **“Additional services”** means services that a peace officer provides, at the District’s request, outside the regular school day. By way of example, but without limitation, a SRO performs additional services if, at the request of a school administrator or District administrator, the SRO attends a school board meeting, an extracurricular activity, or a community function related to their work as an SRO that is held in the evening. A SRO extending their regular work day to provide regular services to the District would not be considered to be providing additional services. The SRO must be allowed to flex



their hours to cover additional hours the District is requesting SRO for a specific event.

- b. **“School resource officer” or “SRO”** means a licensed peace officer who is employed by the City and assigned to provide SRO duties or additional services pursuant to this Agreement.
- c. **“School day”** means a day on which school is in session and general student attendance is required, including any make-up days that are scheduled because school was canceled for any reason. School days are identified on the annual District calendar, which is published on the District’s website and provided to each assigned SRO and their supervisor when published by the District each year. Days on which students attend summer school are not included in the definition of “school day”.
- d. **“School property”** means: (1) any property, within the City of Glencoe, and the City of Silver Lake, owned, leased, or controlled by the District where an elementary school, middle school, or secondary school, secondary vocational center, alternative learning program, or other school providing educational services is located or used for education purposes, or where extracurricular or co-curricular activities are regularly provided; (2) the area surrounding school property, within the City of Glencoe, and the City of Silver Lake as described in the first clause of this paragraph to a distance of 300 feet or one city block, whichever distance is greater, beyond the school property; and (3) within the City of Glencoe, the area within a school bus or other school vehicle when the bus or vehicle is being used to transport one or more elementary, middle or secondary school students.

3. **SRO Duties.** SRO duties include, but are not necessarily limited to, the following:

a. Student and Staff Safety

- SROs will provide customary police duties to protect students, staff and others who are present on school property or at a school sponsored event or activity.
- SROs will provide customary police duties to respond to emergencies including, but not limited to, medical emergencies on school property or at a school sponsored event or activity.

b. SRO Responsibilities

- As sworn peace officers, the SROs assume primary responsibility for responding to requests for assistance from school or District administrators and for coordinating the response of other law enforcement resources as needed at the school building.
- SROs assume sole responsibility for carrying out their law enforcement duties as authorized by law, such as lawful searches on school property, including lawful searches at the request of a school administrator or District administrator when the school administrator or District administrator has reasonable legal



grounds for the search.

- Consistent with the general principles noted earlier that it is each student's best interests to remain in class and in their learning environment. It is the intent of the City and the Glencoe Police Department to avoid removal of a student present in a District school building, unless the student presents an imminent and substantial risk of harm to self or others. School administrators or District administrators confronted with a situation in perceived conflict with this intent should immediately notify the assigned building SRO or supervisor of the SROs prior to locating the student in the school and/or removal of the student from the school.
- SROs will respond to situations on school property involving clear and imminent threats to student and/or staff safety. As a general practice, unless there is a clear and imminent threat to student and/or staff safety, requests from school staff for SRO or other law enforcement assistance are to be channeled through a school administrator.
- SROs will serve as a law enforcement resource for students, staff, families and other members of the school community.
- SROs will facilitate the effective delivery of law enforcement services and assist with safety and security and the lawful two-way exchange of information.

c. Coordinated Team Response

- SROs will make all reasonable efforts to collaborate with school administrators and other school personnel such as counselors, social workers and mental health practitioners to respond to situations in the building involving students.
- SROs will make all reasonable efforts to work with these professionals to support positive school climates that focus on resolving conflicts, restorative justice principles and restorative practices, reducing student engagement with the juvenile and criminal justice system and diverting youth from the court system whenever possible.
- SROs will make all reasonable efforts to provide referrals to school-based or community-based resources when students may need additional assistance and will work with these professionals to provide referrals as needed.

d. Member of the School Community/Civic Engagement and Educator

- SROs will make all reasonable efforts to be active members of their assigned school communities. SROs will work with school administrators and District equity specialists to promote safety in the school environment.
- While both parties value consistency in the SRO role across District buildings, school administration, District administration and the Glencoe Police Department may work together, as appropriate, to identify site-specific needs, either short-term or longer-term, for the role of the assigned SRO to best meet the needs of students,

staff and families in each building community.

- Through formal and informal interactions with students, staff and families, SROs will make all reasonable efforts to develop positive relationships with all students and staff. Building positive relationships with all students and staff is a key role of the SRO.
  - SROs will make all reasonable efforts to meet with students, staff and families, as requested or as organized by the SRO in collaboration with school or District administration, to address topics related to the role of law enforcement in the school community and broader community including, but not limited to, equity, social justice and ways law enforcement, students, and the broader community can work together to reduce community violence and to create better police and community interactions and outcomes, particularly in historically under-represented communities of color.
  - SROs will make all reasonable efforts promote a positive and supportive school climate, and will communicate with students about acceptable and unacceptable behavior. SROs will set a positive example for handling stressful situations, resolving conflicts and showing respect and consideration for others. SROs will express high expectations for student behavior.
- 
- SROs will serve as a resource for students seeking their direction, guidance and advice.
  - SROs will serve as informal and formal mentors to students and will serve as a role model for students, parents and community members.
- e. School Safety Responsibilities: SROs will make all reasonable efforts to assist school administrators in developing school crisis response plans and emergency management protocols and identifying and advising on security vulnerabilities in the District's buildings, and generally preventing situations that might require a law enforcement response.
- f. Joint Expectations
- Even if SROs interact with students in situations that could lead to school discipline, SROs will not be involved in any decision to discipline District students for violations of District or school rules or policies. SROs shall not participate in recommending or determining student discipline or in investigating incidents of student discipline which do not involve potential violations of the law. All discipline decisions are the sole responsibility of School District administration.
  - SROs will attend training provided by the District at the request and expense of the District, and such training could include education related to equity and inclusion, childhood trauma, child (neuro/cognitive) development, cultural

responsiveness, supporting special education students, responding to students in crisis and others as requested by the Superintendent or designee.

- SROs will meet and collaborate with School District Administration to develop and work toward mutually agreed upon goals.

g. SRO duties include other tasks as assigned by the Glencoe Police Department.

#### 4. **SRO Uniforms and Equipment.**

- a. The decision about an appropriate uniform for a SRO will be made by the Glencoe Police Department.

#### 5. **Assignment of School Resource Officers.** The City will assign one full-time licensed peace officers to perform SRO duties on a full-time basis during each school day. The SRO shall be assigned to all School properties in Glencoe and Silver Lake. The assignment of time between high school, middle school and/or elementary school will be flexible and will be a collaborative decision between school administration, District administration and the Glencoe Police Department. Locations of assignments may change upon mutual agreement of the parties, but the vast majority of the time the SRO will be in Glencoe.

- a. **Absences.** If a SRO is absent for more than 5 consecutive school days, the City will undertake reasonable efforts to assign another licensed peace officer to serve as a temporary replacement and perform the regular SRO's duties during any additional absences. If the SRO misses a day or if the SRO is sick, coordination will be made between the District and Glencoe Police Department to ensure any SRO responsibilities are met.
- b. **Vehicles, Equipment, and Training.** The City is responsible for providing each SRO with a vehicle and all necessary law enforcement equipment, including any necessary electronic devices. The City is also responsible for providing peace officer training and education to all peace officers who are assigned to provide services pursuant to this Agreement.
- c. **Objections to Personnel.** The City will undertake reasonable efforts to assign peace officers who are acceptable to the District. The District will notify the Glencoe Chief of the Police of any concerns related to the performance of the SRO. Any request for reassignment for a SRO that is based on work-related concerns must be made in writing to the Glencoe Police Department Chief of Police. The City will have thirty (30) calendar days to demonstrate to the District's satisfaction that the concern has been addressed.

6. **Base Payment.** The School District will pay the City \$60,000 annually for all SRO services, excluding additional services, which are provided pursuant to this Agreement. This payment is intended to cover a reasonable amount of the cost the City incurs in paying wages, providing benefits, and providing transportation for one peace officer assigned to perform SRO duties under this Agreement.
7. **District Responsibilities.** In addition to making the payments described in this Agreement, the District will provide dedicated office space for an SRO. At a minimum, the office space will be furnished with a desk, chair, safe (lockable and not-moveable) and landline telephone. The SRO may print materials and make photocopies at the school where the SRO is assigned if the materials and photocopies relate to SRO duties. Individual schools may elect to provide additional resources, such as a two-way radio, to the SRO. School administrators and District administrators will provide guidance and assistance to each SRO as needed.
8. **Relationship of the Parties.** Nothing in this Agreement may be construed to create a partnership or joint venture between the District and the City. Neither party has any authority or power to take any unilateral action that could legally bind the other party. For purposes of the Minnesota Government Data Practices Act, each party is considered to be an independent contractor relative to the other party.
9. **SRO Employment Status.** At all times and for all purposes, the City is and will remain the exclusive employer of all peace officers who perform services pursuant to this Agreement. No SRO may be considered to be an official, employee, agent, or educational service provider, or representative of the District, and no SRO may make any representation to the contrary. The City maintains full control over the peace officers it employs and is solely responsible for all employment and administrative functions related to its employees, including, but not limited to, supervision and evaluation, payroll and deductions, maintenance of all required insurance (e.g. workers' compensation insurance, unemployment insurance, liability insurance), and any labor disputes or grievances.
10. **Liability of Indemnification.** Each party is solely responsible for the act(s) and omission(s) of its own officers, employees, officials, agents, and representatives. To the extent permitted by law, each party agrees to indemnify for the other party from any and all damages, liability, judgments, claims, expenses, attorney fees, and costs resulting from any act or omission of any of its officers, employees, officials, agents, or representatives. Each party's liability, if any, is limited under Minnesota Statutes Chapter 466, and nothing in this Agreement may be deemed to constitute a waiver of those limits.
11. **Notices.** The District must provide all official notices under this Agreement by electronic mail or U.S. Mail addressed to the City's Chief of Police, Tony Padilla, at [tpadilla@ci.glencoe.mn.us](mailto:tpadilla@ci.glencoe.mn.us) or 911 Greeley Avenue North, Glencoe, MN 55336. The City must provide all official notices under this Agreement by electronic mail or U.S. Mail addressed to the District to Chris Sonju, Superintendent at [csonju@gsl.k12.mn.us](mailto:csonju@gsl.k12.mn.us) or 1621 16<sup>th</sup> Street East, Glencoe, MN 55336.

Either party may designate a different addressee or address at any time by giving written notice to the other party. Notice that is delivered by mail is effective upon mailing. Notice that is delivered by email is effective upon transmission.

12. **Data Practices.** All government data that are collected, created, received, or maintained as a result of this Agreement will be handled in accordance with all applicable federal and state laws, including, but not limited to, the Minnesota Government Data Practices Act (“MGDPA”). The parties recognize that educational data maintained by the District are protected under the MGDPA and under the Family Educational Rights Privacy Act (“FERPA”), including its implementing regulations at 34 C.F.R. part 99. The parties acknowledge that unless a statutory exception applies, the District may not disclose provide educational data to a SRO without the written consent of the student’s parent or guardian (or the written consent of the student if the student is eighteen years old of age or older); a lawfully issued subpoena, or a court order. Nothing in this Agreement may be construed to modify the responsibilities of either party under the MGDPA or the District’s responsibilities under the FERPA.
13. **Background Checks.** The City must conduct, or have conducted, a criminal background check on all peace officers who provide any service pursuant to this Agreement. The background check must be completed before the peace officer provides any service pursuant to this Agreement.
14. **No Unlawful Discrimination.** The District and the City each agree to provide equal employment opportunities to all employees and applicants for employment in accordance with all applicable federal, state, and local laws. No person may be excluded from full employment rights in, participation in, be denied benefits or, or be otherwise subjected to discrimination in any program, service, or activity based on race, color, religion, age, sex, disability, marital status, sexual preference, HIV status, public assistance status, creed, or national origin. In addition, the District and the City each specifically agree not to discriminate unlawfully against any student in any program, service, activity, or decision based on race, color, religion, age, sex, disability, marital status, sexual preference, HIV status, public assistance status, creed, or national origin.
15. **Waiver of Enforcement.** The failure to insist on compliance with any term, covenant, or condition contained in this Agreement must not be deemed to be a waiver of that term, covenant, or condition, nor will any waiver or relinquishment of any right or power contained in this Agreement at any time be deemed to be a waiver or relinquishment of any right or power at any other time. Each party will be responsible for its own costs, expenses, and any attorneys’ fees associated with this Agreement and any related matters, including enforcement of this Agreement.
16. **Equal Drafting.** In the event that either party asserts that a provision of this Agreement is ambiguous, this Agreement must be construed to have been drafted equally by the parties.

17. **Choice of Law, Forum and Severability.** This Agreement is governed by the laws of the State of Minnesota. The parties agree that the Minnesota state and federal courts will have exclusive jurisdiction over any dispute arising out of this Agreement. If a court determines that any party of this Agreement is unlawful or unenforceable, the remaining portions of the Agreement will remain in full force and effect.
18. **Entire Agreement, Changes, and Effect.** This Agreement constitutes the entire agreement between the District and the City regarding SRO duties and additional services. This Agreement supersedes any inconsistent statements or promises made by either party. This Agreement also supersedes and terminates any prior or existing agreements or contracts regarding the same or any similar subject matter. Neither party has relied upon any statements, promises, agreements, or representations that are not stated in this Agreement. No changes to this Agreement are valid unless they are in writing and signed by both parties. A signed copy of this Agreement has the same legal effect as the original.

[Signature Page to Follow – Remainder of Page Left Blank]

**IN WITNESS WHEREOF**, the parties have entered into this Agreement on the dates recorded by their signature. By signing below, each party specifically acknowledges that it has read this Agreement and that it understands and voluntarily agrees to be legally bound by all terms of this Agreement.

**CITY OF GLENCOE**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief of Police

\_\_\_\_\_  
Date

**INDEPENDENT SCHOOL DISTRICT NO. 2859**

\_\_\_\_\_  
School Board Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
School District Superintendent

\_\_\_\_\_  
Date

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SMALL CITY  BIG FUTURE

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

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To: Mayor and City Council  
From: Mark Lemen, Public Works Director  
Date: July 18, 2022  
Re: **Item 6G** - Mitchell Hartwig Approval

**Item 6G** - On May 16, 2022, council approved the transfer of wastewater operator Michael Bartels to the water treatment plant to replace operator Gerard Strobel who is retiring effective August 1, 2022. Subsequently, this transfer created a need at the wastewater treatment facility for a replacement operator. Therefore, the city posted for the open wastewater treatment plant operator position shortly after the transfer of Mr. Bartels.

After reviewing applications, the city performed the first round of interviews which consisted of six applicants. Following the first round of interviews the city brought back two candidates for a second round of interviews accompanied with a tour of the wastewater treatment facility.

After the second round of interviews, it was clear that the candidate the city wished to move forward with was Mitchell Hartwig. Mr. Hartwig has an exceptional educational background, earning a Bachelor of Science degree from Minnesota State University Mankato in Earth Science with a focus in Geology. In addition, Mr. Hartwig has certifications in GIS, which will be beneficial to the city as we implement and expand our GIS programs and capabilities.

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



SMALL CITY  BIG FUTURE

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

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Along with Mr. Hartwig's educational background he has experience with subterranean septic treatment systems inspections as well as displaying a mechanical aptitude for plant maintenance. Moreover, Mr. Hartwig is a Glencoe resident with strong ties to the Glencoe community.

As the city continues to expand the scope of work within the wastewater treatment plant and the collection system, the need to fill the vacant wastewater treatment plant operator position immediately is necessary.

Considering Mr. Hartwig's educational background, giving him the opportunity to achieve his MPCA class A wastewater license in as few as 5 years, his experiences in GIS and subterranean septic treatment systems, and his close network within the Glencoe community, the city has afforded Mr. Hartwig with a conditional offer for employment.

Upon council approval, a successful background check, pre-employment physical, and drug screening Mr. Hartwig would be available for a start date of August 8, 2022.

Mr. Hartwig will start at \$26.00 per hour.

The city is asking for approval for the hire of Mitchell Hartwig for the position of wastewater treatment plant operator.

# Mitchell G. Hartwig

329 15<sup>th</sup> St. East Glencoe, MN 55336 . 320-296-2516 . [mitchell.hartwig@mnsu.edu](mailto:mitchell.hartwig@mnsu.edu)

## Objective

Hard working environmental technician seeking city wastewater operator position to utilize and diversify my skills and knowledge

## Education

**Minnesota State University Mankato**

Graduated May 2017

*Bachelor of Science in Earth Science with Geology focus*

*GIS Certification*

*Household Hazardous Waste Trainings*

*SSTS –Site visits needed to complete trainings*

## Experience

**McLeod County**

June 2021 – Present

Environmental Technician

- Assisted with sorting and lab packing of household hazardous waste

**Nobles County**

October 2017 – May 2021

Environmental Specialist

Worthington, MN

- Conducted feedlot inspections, registrations and permits for new construction
- Assisted with septic inspections focusing on compliance and enforcement of SSTs
- Assisted with hazardous household waste and special waste collection programs
- Worked effectively with state agencies, (MN Dept. of Agriculture, MN PCA) during the recent pork production crisis for composting of swine

**Prairie Pride Farms**

August 2016 – May 2017

Laborer

St. Clair, MN

- Performed farm duties for a non GMO, no nitrates all organic pork and poultry farm

**Pope County SWCD**

May 2016 – August 2016

Hydrologist Intern

Glenwood, MN

- Worked with the Minnesota Department of Agriculture in collecting water samples for a nitrate-nitrogen analysis
- Assisted with shoreline restorations, tree planting, and stream monitoring projects

**Ero-guard – Erosion Control Blankets**

May 2015 – August 2015

Laborer

Mapleton, MN

- Manufactured rolled erosion control products meeting product specifications and machine safety standards, loaded products
- Demonstrated responsibility to work independently to meet deadlines and use time wisely

**Boorsma Masonry**

June 2015 – August 2015; June 2017- September 2017

Laborer

Victoria, MN

- Prepared product for production line and kept worksites organized

## Leadership and Involvement

- Assistant Wrestling Coach – Minnesota West Technical College 2018 - 2021
- Assistant Wrestling Coach – St. Clair High School 2016-2017
- Minnesota State Mankato Wrestling Team – 2013-14, 2014-15
- High School Wrestling – 5 year letter winner, 3 year Captain, State Champion, 2 year state participant



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

---

To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: July 15, 2022

Re: Item 6H – MNSPECT Agreement for Rental Inspection

Item 6H – It is recommended to approve the attached Agreement for MNSPECT to conduct rental inspections concurrent with their existing contract for Building Inspection Services. That contract expires on December 31, 2022.

Between now and the end of the year, the City Council will review inspection services for both rental and building code enforcement.

**AMENDMENT ONE TO AGREEMENT AND CONTRACT  
BETWEEN CITY OF GLENCOE, MINNESOTA  
AND MNSPECT, LLC**

This Amendment is entered into to amend the Agreement previously entered into on April 01, 2019, by and between City of Glencoe, Minnesota, (Municipality) and MNSPECT, LLC, a wholly owned subsidiary of SAFEbuilt, LLC, (Inspector). Municipality and Inspector shall be jointly referred to as the "Parties".

**Amendment Effective Date:** Amendment shall be effective the 1<sup>st</sup> (first) day of the month following full execution by both Parties.

**RECITALS AND REPRESENTATIONS**

Parties entered into a Agreement (Agreement), by which both Parties established the terms and conditions for service delivery on April 01, 2019; and

Parties hereto now desire to amend the Agreement as set forth herein; and

**NOW, THEREFORE**

Agreement is hereby amended as set forth below:

1. Agreement, is amended to include Rental Housing/Property Maintenance Services and associated fee.

Rental Housing/Property Maintenance Services

- ✓ Customize our approach at the direction of Municipal Council/Board and staff
- ✓ Help manage the program and attend meetings as requested
- ✓ Accept and review application forms and determine compliance with requirements
- ✓ Inspect dwellings, dwelling units, and property to ensure compliance with ordinance requirements
- ✓ Issue documentation for dwellings, dwelling units, and properties found to be in compliance
- ✓ Provide documentation for dwellings, dwelling units and property in violation of requirements
- ✓ Provide rental inspection services as called for by ordinance or state law, whichever has jurisdiction
- ✓ Facilitate annual rental registration and provide annual rental dwelling inspections
- ✓ Provide statistical, narrative information and detailed reports within agreed upon frequencies

Performance Time - Rental Housing/Property Maintenance Services

- ✓ Inspections requested before 4:00 p.m. will be performed the following business day

Fee - Rental Housing/Property Maintenance Services

- ✓ \$85.00 per hour – one (1) hour minimum

**All other provisions of the original Agreement shall remain in effect, to the extent not modified by Amendment.**

IN WITNESS HEREOF, the undersigned have caused this Amendment to be executed in their respective names on the dates hereinafter enumerated.

\_\_\_\_\_  
Gary Amato, CAO  
MNSPECT, LLC

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature  
City of Glencoe, Minnesota

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name & Title

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City of Glencoe  
1107 11<sup>th</sup> Street E, Suite 107  
Glencoe, MN 55336

Website: [www.glencoe.mn.org](http://www.glencoe.mn.org)  
Phone: (320) 864-5586  
Email: [info@ci.glencoe.mn.us](mailto:info@ci.glencoe.mn.us)

---

TO: Mayor Voss and City Council  
FROM: Kelly Hayes  
DATE: July 18, 2022  
RE: 6.I Resolution 2022-017 – Designation of Election Judges

---

Attached for your approval is Resolution 2022 – 017, a resolution designating City of Glencoe Election Judges for the Primary Election to be held on Tuesday, August 9, 2022, and the General Election to be held on November 8, 2022.

A complaint that was brought to my attention from former election judges was that the 15-hour shift (6:00am – 9:00pm) was way too long. In efforts to retain former judges and to attract new judges, the day has been split into three shifts, each shift approximately 5 hours. Judges were given the opportunity to select how many shifts that they wanted to work and if they preferred working morning, afternoon, or evening.

There has been a great response from the community as this year's list of Election Judges consists of 16 returning judges and 25 new judges.

## RESOLUTION 2022-17

### RESOLUTION DESIGNATING CITY OF GLENCOE ELECTION JUDGES FOR THE PRIMARY ELECTION TO BE HELD ON AUGUST 9, 2022 AND THE GENERAL ELECTION TO BE HELD ON NOVEMBER 8, 2022

WHEREAS, the election laws of the State of Minnesota providing that the governing body of a municipality must designate election judges for the municipality for the Primary and General Elections:

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

That the following persons are hereby declared to be judges of the Primary Election to be held on Tuesday August 9, 2022, and the General Election to be held on November 8, 2022, in the City of Glencoe:

Bonnie Hahn	Gary Ziemer	Sharel Hoops
Cheryl Schmidt	Gregory Ettel	Shari O'Donnell
Connie Heltz	John Thell	Sharon Hoesel
Coralis Eriksen	Ken Hults	Steve Brelje
Corey Schwanke	Kevin Dietz	Steven Olmstead
Deb Donnay	Lesla Hueser	Sue Terlinden
Debra Bargmann	Linda Huff	Summer Hayes
Dennis Oltmann	Linda Ranzau	Wayne Sanderson
Eileen Carter	Lori Schiroo	Yodee Rivera
Eileen Harff	Lynn Exsted	Lamane Mueller
Gary Carter	Maureen Krumery	John McBride
Gary Holmgren	Myranda VanDamme	Jerilyn Shearer
Gary Schriefels	Paula Bulau	John Winter
	Sarah Hueser	Rebecca Olmstead

Adopted and approved this 18<sup>TH</sup> day of July, 2022.

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Ryan Voss, Mayor

ATTEST:

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Mark Larson, City Administrator

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City of Glencoe  
1107 11<sup>th</sup> Street E, Suite 107  
Glencoe, MN 55336

Website: [www.glencoemn.org](http://www.glencoemn.org)  
Phone: (320) 864-5586  
Email: [info@ci.glencoe.mn.us](mailto:info@ci.glencoe.mn.us)

---

TO: Mayor Voss and City Council

FROM: Kelly Hayes

DATE: July 18, 2022

RE: 6.J City Council Meeting Date Change

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There is a lot of set-up time when it comes to getting a polling place ready for an election. Ideally, the set-up would take place the day before to ensure that there isn't anything missing. This year, the General Election takes place on Tuesday, November 8, which is the day after the first Monday of the month – a City Council meeting day.

Since the City's polling place is in the City Center ballroom, the same location as City Council meetings, I am asking that you consider changing the date, time, or venue of the November 7, 2022, City Council meeting. Here are a few options:

1. Change the date of the City Council meeting to the Monday prior (October 31, 2022). This is actually the 5<sup>th</sup> Monday of October, so it would be two weeks after the second City Council meeting in October.
2. Change the venue of the City Council meeting to one of the conference rooms in the City Center, however, I'm not sure if we would have the capability to stream the meeting live.
3. Change the City Council meeting time to be held in the morning, thus giving plenty of time to set-up the election.

Thank you for your consideration.

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



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

---

To: Mayor and City Council  
From: Mark D. Larson, City Administrator  
Date: July 15, 2022  
Re: Item 6K - County Recycling

Mayor Voss has invited Mark Telecky with McLeod County to Attend the City Council Meeting.

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## FUND BALANCES

FUND #	2022 CASH BALANCES	MONTH MARCH	MONTH FEBRUARY	MONTH JANUARY
101	General-Operating	\$ 1,418,204.86	\$ 1,622,521.60	\$ 1,938,180.98
101	General-Childhood Intervention	\$ 886.55	\$ 886.55	\$ 886.55
101	General-Crime Prevention	\$ 5,500.24	\$ 5,500.24	\$ 4,660.24
601	Water-Operating	\$ 2,200,541.05	\$ 2,105,093.40	\$ 2,083,191.45
601	Water-Water Availability Charge	\$ 564,542.54	\$ 564,282.96	\$ 564,273.83
601	Water-Trunk Water Charge	\$ 25,233.13	\$ 25,232.70	\$ 25,232.29
601	Water-Bonds	\$ 1,916.49	\$ 1,916.46	\$ 1,916.43
601	Water-Construction	\$ -	\$ -	\$ -
602	W.W.T.P.-Operating	\$ 2,444,650.43	\$ 2,284,369.25	\$ 2,314,914.47
602	W.W.T.P.-Sewer Availability Charge	\$ 1,097,007.60	\$ 1,096,988.98	\$ 1,096,971.23
602	W.W.T.P.-Trunk Sewer Charge	\$ 128,701.00	\$ 128,698.82	\$ 128,696.74
602	W.W.T.P.-Bonds	\$ 12,980.60	\$ 9,580.44	\$ 6,180.34
602	W.W.T.P.-Construction	\$ -	\$ -	\$ -
603	Sanitation	\$ 24,072.24	\$ 14,593.91	\$ 13,613.51
604	City Center-Operating	\$ (40,041.16)	\$ (18,800.95)	\$ (6,009.60)
604	City Center-Bonds	\$ (535,805.20)	\$ (535,796.11)	\$ (535,787.44)
609	Liquor Store	\$ 63,173.36	\$ 44,985.18	\$ 49,295.56
612	Airport	\$ (45,789.93)	\$ (62,510.16)	\$ (62,674.83)
651	Storm Water Management	\$ 80,495.29	\$ 21,383.86	\$ (2,174.79)
213	Park Improvement	\$ 139,520.78	\$ 139,518.41	\$ 139,516.15
223	Aquatic Center	\$ (111,027.61)	\$ (110,537.42)	\$ (110,447.91)
223	Aquatic Center-Lifeguard Training	\$ 2,202.43	\$ 1,702.43	\$ 1,702.43
225	Cable TV	\$ 17,049.06	\$ 18,498.75	\$ 18,548.45
226	Cemetery	\$ 1,060.61	\$ 1,035.96	\$ 757.88
229	Municipal State Aid	\$ 218,442.93	\$ 219,572.20	\$ 219,348.40
230	Engineering/Inspection Services	\$ (135,305.03)	\$ (135,302.73)	\$ (135,300.54)
231	American Rescue Plan	\$ -	\$ -	\$ -
300	City Sinking	\$ 37,287.55	\$ 37,286.92	\$ 37,286.32
382	2007 Tax Increment Bond-2007 Industrial Park	\$ (63,283.29)	\$ (63,282.22)	\$ (63,281.20)
383	2014 Tax Increment Bond-West Industrial Park	\$ 47.78	\$ 47.78	\$ 47.78
384	2018 Tax Increment Bond-Panther Heights	\$ 16.70	\$ 16.70	\$ 16.70
409	Tax Increment #4-Industrial Park	\$ 245,043.55	\$ 245,039.39	\$ 245,035.42
421	Tax Increment #14-Downtown Redevelopment	\$ 45,448.54	\$ 45,448.54	\$ 45,448.54
424	Tax Increment #17-Miller Manufacturing	\$ 31,495.68	\$ 31,495.15	\$ 31,494.64
425	Tax Increment #18-West Industrial Park	\$ (92.24)	\$ 2,677.21	\$ 2,677.17
426	Tax Increment #19-Panther Heights	\$ 13,386.22	\$ 13,385.99	\$ 13,385.77
465	2021 Street Improvement-10th Street	\$ 112,361.48	\$ 113,756.15	\$ (366,237.92)
523	2008 11th Street/Morningside Bond	\$ 2,645.21	\$ 2,645.17	\$ 2,645.13
524	2014 Street Improvement Bond	\$ (143,538.78)	\$ (143,536.34)	\$ (143,534.02)
525	2015 Street Improvement Bond-Lincoln Park	\$ (20,013.56)	\$ (20,013.22)	\$ (20,012.90)
526	2016 Street Improvement Bond-Armstrong Avenue	\$ 120,659.81	\$ 120,657.76	\$ 120,655.81
527	2017 Street Improvement Bond-Baxter Avenue	\$ 165,307.62	\$ 165,304.81	\$ 165,302.13
528	2018 Storm Water Improvement Bond-Central Storm Sewer	\$ 143,431.82	\$ 143,429.39	\$ 143,427.07
529	2021 Street Improvement Bond-10th Street	\$ 135,416.35	\$ 135,414.05	\$ 135,411.86
<b>TOTALS</b>		<b>\$ 8,403,832.70</b>	<b>\$ 8,273,187.96</b>	<b>\$ 8,105,260.12</b>



**Glencoe Municipal Liquor Store**  
**Profit & Loss Statement for March 2022**

<b>Sales</b>	
Liquor	60,341.07
Beer	94,942.27
Wine	19,127.89
Other Merchandise	3,376.20
<b>Total Sales</b>	<u>177,787.43</u>

<b>Cost of Sales</b>	
Beginning Inventory	384,221.44
Purchases	138,743.24
<b>Total Merch. Avail. for Sale</b>	<u>522,964.68</u>
Less Inventory Ending	400,447.98
<b>Cost of Sales</b>	<u>122,516.70</u>
<b>Gross Profit on Sales</b>	<u>55,270.73</u>
	31.09%

<b>Operating Expenses</b>	
Sales Tax (Use tax)	181.00
Full-Time Employees	5,711.14
Full-Time Employees- Overtime	0.00
Part-Time Employees	4,675.24
PERA Contributions	771.56
FICA Contributions	639.60
Medicare Contributions	149.59
Health & Life Insurance	2,137.03
Operating Supplies	5,862.44
Cleaning Supplies	0.00
Repair & Maintenance	677.99
Professional Services	0.00
Training	0.00
Computer Repair/Equipment	0.00
Telephone	65.85
Travel Expense	0.00
Advertising	1,165.07
Printing & Binding	0.00
Electricity	755.98
Natural Gas	608.76
Uniforms	0.00
Miscellaneous	0.00
<b>Sub-total</b>	<u>23,401.25</u>
Insurance- Liquor, Property, Gen'l Liability	787.51
Depreciation	3,587.18
Audit	250.00
Worker's Comp	342.03
Bond Interest	1,042.29
<b>Total Operating Expenses</b>	<u>29,410.26</u>

<b>Non-Operating Expenses/Income</b>	
Interest Income	0.76
Miscellaneous	500.00
Sales Tax Variance	1.31
Cash Drawer +/-	16.54
Bottle Deposit/Paid Out	0.00
Bad/Collected Checks	0.00
<b>Total Non-Operating Exp./Inc.</b>	<u>518.61</u>

<b>Net Income</b>	26,379.08
<b>Year-To-Date Income</b>	51,831.62

**Comparative Figures**

**Previous Year (2021)**

Total Sales	181,914.85
Gross Profit on Sales	45,787.39
Total Operating Expenses	27,500.03
Total Non-Operating Exp./Inc.	92.19
Net Income	18,379.55
Year-To-Date Income	55,453.12

Current YTD Cash Balance	63,173.36
Last Month YTD Income	25,452.54

# GLENCOE

SMALL CITY & BIG FUTURE

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

---

To: City Council

Date: 07/08/2022

From: Jon VanDamme

Re: Monthly Sales Summary – Glencoe Wine & Spirits

	<u>Monthly (June) Sales</u>	<u>Year-to-date Sales (1/1-6/30)</u>
2022	\$266,307.00 (GP 25.4%)	\$1,229,245.64
<u>2021</u>	<u>\$238,173.50</u>	<u>\$1,252,511.62</u>
	+11.81%	-1.86%

June was up significantly from last year, and even above the pandemic numbers of June 2020. Sales were helped along by post-pandemic events - graduation parties, Winstock, Glencoe Days, and leading into the Fourth of July - and we are seeing more price increases now as well. Customer counts were up 379 transactions from last year. Average transaction size was up: \$30.55 compared to \$28.57 last year.

- Beer sales were up 7.8%, with some sub-categories showing an increase - Domestic +10.5%, Imports +8.7%, and Malt bev +27.7%. Craft (-1.5%) and Seltzers (-17.4%) were down – Seltzers are continuing to be getting share taken away by pre-mixed cocktails and Malt bev. A very good month for domestics.
- Liquor sales were up a very strong 22.4%. Nice growth in Bourbon (+24.1%), Canadian (+40.0%), Irish (+45.2%), Pre-mix (+87.9%), and Tequila (+34.8%). Again, innovation and premium products seemed to lead the growth.
- Wine sales were flat with last year. A few varietals showed some decent growth – Minnesota (+49.1%), Pinot Grigio (+39.2%), and Sauv Blanc (+49.2%). It was good to see the summer whites do well.
- June promotions included some print ads along with radio and Facebook. Sales were mostly driven by the events of the month, which we tied into with in-store promotions and pricing. The large number of new items also drove people to try some new things.

- YTD Quantity Sold – Product Count (1/1-6/30)

2022	85,131	(-5.3%)
<u>2021</u>	<u>89,938</u>	

## Sales Item Report

Glencoe Municipal Liquor

Sorts: Department Description

6/1/2022 - 6/30/2022

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Description 1		Description 2		Class Desc		Item #		Manufacturer		Size		Style		Color	
Avg Cost	Price 1	GP %	SaleQty	Ext Cost	Ext Disc	Sales	Gross Profit	GP %	Min Qty	On Order	QoH	PtD Qty	MtD Qty	YtD Qty	PY Qty
Dept Desc: BEER - 10															
Subtotal 538	Dept Desc: BEER - 10		9258.00	111614.11	232.32	145482.53	33873.32	23.3			7338.00	393.00	2.00	38605.00	83502.00
Dept Desc: LIQUOR - 20															
Subtotal 720	Dept Desc: LIQUOR - 20		6047.00	53823.89	289.44	73795.91	19973.70	27.1			18709.00	302.00	2.00	28623.00	54085.00
Dept Desc: MISC 7.375% TAX															
Subtotal 99	Dept Desc: MISC 7.375% TAX		876.00	3554.53	3.89	4582.79	1028.29	22.4			1464.00	48.00	0.00	4084.00	8996.00
Dept Desc: MISC BEER															
Subtotal 1	Dept Desc: MISC BEER		4.00	0.00	0.00	50.46	50.46	100.0			0.00	0.00	0.00	26.00	40.00
Dept Desc: MISC LIQUOR															
Subtotal 1	Dept Desc: MISC LIQUOR		1.00	0.00	0.00	0.00	0.00	0.0			0.00	0.00	0.00	6.00	14.00
Dept Desc: MISC NONTAX															
Subtotal 5	Dept Desc: MISC NONTAX		678.00	1789.70	0.00	3266.06	1476.36	45.2			210.00	11.00	0.00	1518.00	3832.00
Dept Desc: WINE - 30															
Subtotal 431	Dept Desc: WINE - 30		1350.00	10334.71	319.28	15611.22	5276.52	33.8			8935.00	57.00	0.00	6883.00	15213.00
Total 1795			18214.00	181116.94	844.93	242788.97	61678.65	25.4			36656.00	811.00	4.00	79745.00	165682.0

Sales Item Report

Glencoe Municipal Liquor

Sorts: Department Description

6/1/2021 - 6/30/2021

7/1/2022 9:10:14 AM

Page 1

Description 1		Description 2		Class Desc Ext Disc	Sales	Gross Profit	Item #		Manufacturer		Size		Style		Color	
Avg Cost	Price 1	GP %	SaleQty				Ext Cost	GP %	Min Qty	On Order	QoH	PtD Qty	MtD Qty	YtD Qty	PY Qty	
Dept Desc: BEER - 10																
Subtotal 567	Dept Desc: BEER - 10		9288.00	108650.21	294.59	134970.18	26325.19	19.5		6158.00	328.00	2.00	35549.00	89225.00		
Dept Desc: LIQUOR - 20																
Subtotal 664	Dept Desc: LIQUOR - 20		4931.00	44497.26	152.49	60313.09	15817.09	26.2		16545.00	220.00	2.00	26406.00	55776.00		
Dept Desc: MISC 7.375% TAX																
Subtotal 93	Dept Desc: MISC 7.375% TAX		837.00	3107.61	0.00	3896.81	789.31	20.3		1229.00	45.00	0.00	3910.00	9281.00		
Dept Desc: MISC BEER																
Subtotal 1	Dept Desc: MISC BEER		1.00	0.00	0.00	6.99	6.99	100.0		0.00	0.00	0.00	26.00	40.00		
Dept Desc: MISC NONTAX																
Subtotal 2	Dept Desc: MISC NONTAX		625.00	1636.25	2.75	2255.91	619.66	27.5		0.00	0.00	0.00	864.00	3830.00		
Dept Desc: MISC WINE																
Subtotal 1	Dept Desc: MISC WINE		0.00	0.00	0.00	0.00	0.00	0.0		0.00	0.00	0.00	2.00	4.00		
Dept Desc: WINE - 30																
Subtotal 467	Dept Desc: WINE - 30		1340.00	10422.69	88.33	15620.27	5197.60	33.3		8770.00	43.00	0.00	6389.00	16504.00		
Total 1795			17022.00	168314.02	538.16	217063.25	48755.84	22.5		32702.00	636.00	4.00	73146.00	174660.0		

Sales Item Report

Glencoe Municipal Liquor  
Sorts: Department Description

1/1/2022 - 6/30/2022

7/1/2022 9:10:44 AM  
Page 1

Description 1		Description 2		Class Desc		Item #		Manufacturer		Size		Style		Color	
Avg Cost	Price 1	GP %	SaleQty	Ext Cost	Ext Disc	Sales	Gross Profit	GP %	Min Qty	On Order	QoH	PtD Qty	MtD Qty	YtD Qty	PY Qty
Dept Desc: BEER - 10															
Subtotal 700	Dept Desc: BEER - 10		39954.00	483869.82	1236.79	624816.41	140966.82	22.6			7529.00	393.00	2.00	39956.00	88856.00
Dept Desc: LIQUOR - 20															
Subtotal 1103	Dept Desc: LIQUOR - 20		30588.00	266694.71	1052.56	365778.69	99091.86	27.1			21944.00	302.00	2.00	30590.00	59328.00
Dept Desc: MISC 7.375% TAX															
Subtotal 124	Dept Desc: MISC 7.375% TAX		4195.00	14038.40	3.89	18347.94	4309.62	23.5			1558.00	48.00	0.00	4195.00	9573.00
Dept Desc: MISC BEER															
Subtotal 1	Dept Desc: MISC BEER		26.00	0.00	0.40	237.74	237.74	100.0			0.00	0.00	0.00	26.00	40.00
Dept Desc: MISC LIQUOR															
Subtotal 1	Dept Desc: MISC LIQUOR		6.00	0.00	0.00	91.77	91.77	100.0			0.00	0.00	0.00	6.00	14.00
Dept Desc: MISC NONTAX															
Subtotal 5	Dept Desc: MISC NONTAX		1518.00	3592.05	0.00	6147.37	2555.32	41.6			210.00	11.00	0.00	1518.00	3832.00
Dept Desc: MISC WINE															
Subtotal 1	Dept Desc: MISC WINE		2.00	0.00	0.00	8.98	8.98	100.0			0.00	0.00	0.00	2.00	4.00
Dept Desc: WINE - 30															
Subtotal 903	Dept Desc: WINE - 30		8842.00	69841.79	2015.69	104338.92	34497.27	33.1			13840.00	57.00	0.00	8842.00	20276.00
Total 2838			85131.00	838036.77	4309.33	1119767.82	281759.38	25.2			45081.00	811.00	4.00	85135.00	181923.0

Sales Item Report

Glencoe Municipal Liquor

Sorts: Department Description

1/1/2021 - 6/30/2021

7/1/2022 9:10:30 AM

Description 1		Description 2		Class Desc		Item #		Manufacturer		Size		Style		Color	
Avg Cost	Price 1	GP %	SaleQty	Ext Cost	Ext Disc	Sales	Gross Profit	GP %	Min Qty	On Order	QoH	PtD Qty	MtD Qty	YtD Qty	PY Qty
Dept Desc: BEER - 10															
Subtotal 722	Dept Desc: BEER - 10		45150.00	522008.62	1466.46	648141.94	126155.71	19.5			6289.00	335.00	2.00	36347.00	91849.00
Dept Desc: LIQUOR - 20															
Subtotal 1038	Dept Desc: LIQUOR - 20		28960.00	263649.08	687.85	356060.61	92418.03	26.0			18639.00	241.00	2.00	28154.00	61003.00
Dept Desc: MISC 7.375% TAX															
Subtotal 125	Dept Desc: MISC 7.375% TAX		4565.00	15783.06	23.98	20075.96	4293.34	21.4			1337.00	46.00	0.00	4026.00	9648.00
Dept Desc: MISC BEER															
Subtotal 1	Dept Desc: MISC BEER		3.00	0.00	0.00	46.95	46.95	100.0			0.00	0.00	0.00	26.00	40.00
Dept Desc: MISC LIQUOR															
Subtotal 1	Dept Desc: MISC LIQUOR		3.00	0.00	0.00	25.48	25.48	100.0			0.00	0.00	0.00	6.00	14.00
Dept Desc: MISC NONTAX															
Subtotal 2	Dept Desc: MISC NONTAX		1628.00	3964.40	4.18	5459.74	1495.34	27.4			0.00	0.00	0.00	864.00	3830.00
Dept Desc: MISC WINE															
Subtotal 1	Dept Desc: MISC WINE		1.00	0.00	0.00	16.49	16.49	100.0			0.00	0.00	0.00	2.00	4.00
Dept Desc: WINE - 30															
Subtotal 873	Dept Desc: WINE - 30		9628.00	74103.39	1671.33	111077.92	36975.06	33.3			12130.00	51.00	0.00	7976.00	20829.00
Total 2763			89938.00	879508.55	3853.80	1140905.09	261426.40	22.9			38395.00	673.00	4.00	77401.00	187217.0

# CITY OF GLENCOE BILLS

JULY 18, 2022

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

VENDOR	DEPARTMENT: DESCRIPTION	TOTAL
CITY OF GLENCOE EMPLOYEES	MULTIPLE DEPTS.: CITY OF GLENCOE PAYROLL 4-6-22	\$61,987.13
CITY OF GLENCOE EMPLOYEES	MULTIPLE DEPTS.: CITY OF GLENCOE PAYROLL 4-20-22	\$68,690.20
WIRE TRANSFER	MULT DEPTS: STATE SALES TAX	\$18,161.00
WIRE TRANSFER	MULTIPLE DEPTS.: MEDICA INSURANCE PREMIUM	\$39,084.30
WIRE TRANSFER	MULT DEPTS:EMP/CITY PAYROLL TAXES,HSA,PERA,D COMP,CAFE	\$93,295.78
	TOTAL PREPAID BILLS ----->	<u><u>\$281,218.41</u></u>



## INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

JULY 18, 2022 PREAID BILLS

Date: 07/15/2022

Time: 12:33 pm

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City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
BREAKTHRU BEVERAGE	0513	LIQUOR STORE: MERCH FOR RESALE	173285	04/08/2022	3,135.49
BREAKTHRU BEVERAGE	0513	LIQUOR STORE: MERCH FOR RESALE	173291	04/14/2022	3,648.58
				Vendor Total:	6,784.07
COLONIAL LIFE	0735	MULT DEPTS: INS PREMIUMS	173286	04/08/2022	263.70
				Vendor Total:	263.70
JOHNSON BROS - ST PAUL	0504	LIQUOR STORE: MERCH FOR RESALE	173287	04/08/2022	3,406.35
JOHNSON BROS - ST PAUL	0504	LIQUOR STORE: MERCH FOR RESALE	173292	04/14/2022	2,402.38
				Vendor Total:	5,808.73
MINNESOTA PUBLIC EMPLOYEE	1439	POLICE: UNION DUES	173288	04/08/2022	126.00
				Vendor Total:	126.00
MUSTANG SEEDS, INC	0148	TAX INC #18: PURCHASE LOT - GLENTECH PARK	173293	04/14/2022	29,901.00
				Vendor Total:	29,901.00
PHILLIPS WINE & SPIRITS, INC.	1010	LIQUOR STORE: MERCH FOR RESALE	173289	04/08/2022	3,005.00
PHILLIPS WINE & SPIRITS, INC.	1010	LIQUOR STORE: MERCH FOR RESALE	173294	04/14/2022	2,939.15
				Vendor Total:	5,944.15
SOUTHERN GLAZER'S OF MN	1429	LIQUOR STORE: MERCH FOR RESALE	173290	04/08/2022	1,080.70
SOUTHERN GLAZER'S OF MN	1429	LIQUOR STORE: MERCH FOR RESALE	173295	04/14/2022	2,616.42
				Vendor Total:	3,697.12
VINOCOPIA, INC.	1353	LIQUOR STORE: MERCH FOR RESALE	173296	04/14/2022	926.46
				Vendor Total:	926.46
				Grand Total:	53,451.23
				Less Credit Memos:	0.00
				Net Total:	53,451.23
				Less Hand Check Total:	0.00
				Outstanding Invoice Total :	53,451.23
Total Invoices:		12			

## INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

JULY 18, 2022 PREAID BILLS

Date: 07/15/2022

Time: 12:34 pm

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City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
A.H. HERMEL CO.	0573	LIQUOR STORE: MERCH FOR RESALE	173434	04/22/2022	503.02
				Vendor Total:	503.02
ARCTIC GLACIER USA, INC	0495	LIQUOR STORE: MERCH FOR RESALE	173435	04/22/2022	326.45
				Vendor Total:	326.45
ARTISAN BEER COMPANY	1258	LIQUOR STORE: MERCH FOR RESALE	173442	04/22/2022	894.70
				Vendor Total:	894.70
BRASS FOUNDRY BREWING CO	0823	LIQUOR STORE: MERCH FOR RESALE	173436	04/22/2022	148.38
				Vendor Total:	148.38
BREAKTHRU BEVERAGE	0513	LIQUOR STORE: MERCH FOR RESALE	173443	04/22/2022	505.29
BREAKTHRU BEVERAGE	0513	LIQUOR STORE: MERCH FOR RESALE	173451	04/29/2022	1,143.24
				Vendor Total:	1,648.53
C & L DISTRIBUTING	0492	LIQUOR STORE: MERCH FOR RESALE	173437	04/22/2022	22,897.19
C & L DISTRIBUTING	0492	LIQUOR STORE: MERCH FOR RESALE	173452	04/29/2022	23,402.17
				Vendor Total:	46,299.36
INDIAN ISLAND WINERY	1512	LIQUOR STORE: MERCH FOR RESALE	173444	04/22/2022	421.92
				Vendor Total:	421.92
JOHNSON BROS - ST PAUL	0504	LIQUOR STORE: MERCH FOR RESALE	173445	04/22/2022	8,962.94
JOHNSON BROS - ST PAUL	0504	LIQUOR STORE: MERCH FOR RESALE	173453	04/29/2022	7,671.31
				Vendor Total:	16,634.25
LOCHER BROS., INCORPORATED	0503	LIQUOR STORE: MERCH FOR RESALE	173438	04/22/2022	12,218.06
LOCHER BROS., INCORPORATED	0503	LIQUOR STORE: MERCH FOR RESALE	173454	04/29/2022	25,186.23
				Vendor Total:	37,404.29
MARLIN'S TRUCKING	1387	LIQUOR STORE: MERCH FOR RESALE	173439	04/22/2022	315.15
MARLIN'S TRUCKING	1387	LIQUOR STORE: MERCH FOR RESALE	173455	04/29/2022	451.50
				Vendor Total:	766.65
MINNESOTA PUBLIC EMPLOYEE	1439	POLICE: UNION DUES	173447	04/22/2022	126.00
				Vendor Total:	126.00
NCPERS GROUP LIFE INS	1619	ADMIN: INS PREMIUMS	173448	04/22/2022	16.00
				Vendor Total:	16.00
PHILLIPS WINE & SPIRITS, INC.	1010	LIQUOR STORE: MERCH FOR RESALE	173449	04/22/2022	5,063.95
PHILLIPS WINE & SPIRITS, INC.	1010	LIQUOR STORE: MERCH FOR RESALE	173456	04/29/2022	6,041.96
				Vendor Total:	11,105.91
PPLSI	0485	MULT DEPTS: INS PREMIUMS	173446	04/22/2022	112.60
				Vendor Total:	112.60
SOUTHERN GLAZER'S OF MN	1429	LIQUOR STORE: MERCH FOR RESALE	173450	04/22/2022	1,345.11
SOUTHERN GLAZER'S OF MN	1429	LIQUOR STORE: MERCH FOR RESALE	173457	04/29/2022	4,635.24
				Vendor Total:	5,980.35
VIKING BEVERAGES	0973	LIQUOR STORE: MERCH FOR RESALE	173440	04/22/2022	5,688.93
VIKING BEVERAGES	0973	LIQUOR STORE: MERCH FOR RESALE	173458	04/29/2022	5,144.70
				Vendor Total:	10,833.63
VIKING COCA-COLA BOTTLING CC	0494	LIQUOR STORE: MERCH FOR RESALE	173441	04/22/2022	658.65
				Vendor Total:	658.65
VINOCOPIA, INC.	1353	LIQUOR STORE: MERCH FOR RESALE	173459	04/29/2022	343.50
				Vendor Total:	343.50
WINE MERCHANTS	0667	LIQUOR STORE: MERCH FOR RESALE	173460	04/29/2022	926.00
				Vendor Total:	926.00

# INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

JULY 18, 2022 PREAID BILLS

Date: 07/15/2022

Time: 12:34 pm

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City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
Grand Total:					<b>135,150.19</b>
Less Credit Memos:					<b>0.00</b>
Net Total:					<b>135,150.19</b>
Less Hand Check Total:					<b>0.00</b>
Outstanding Invoice Total :					<b>135,150.19</b>
Total Invoices:		<b>27</b>			



## INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

JULY 5, 2022 - REGULAR BILLS

Date: 07/07/2022

Time: 3:49 pm

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City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
1ST LINE-LEEWES VENTURES LLC	0509	AQUATIC CENTER: MERCH FOR RESALE	0	00/00/0000	1,460.74
				Vendor Total:	1,460.74
BRADLEY SECURITY, LLC	0209	POLICE: REKEY LOCK, KEYS	0	00/00/0000	233.00
				Vendor Total:	233.00
BUREAU OF CRIM. APPREHENSIO	1067	POLICE: CONNECTION & OPERATION CHARGES	0	00/00/0000	270.00
				Vendor Total:	270.00
CARGILL, INC	1636	WATER: SALT	0	00/00/0000	5,270.48
				Vendor Total:	5,270.48
CENGAGE LEARNING INC-GALE	1828	LIBRARY: BOOKS	0	00/00/0000	72.72
				Vendor Total:	72.72
CENTERPOINT ENERGY	0204	WWTP: NATURAL GAS	0	00/00/0000	20,168.59
				Vendor Total:	20,168.59
CENTURYLINK	1394	MULT DEPTS: PHONE BILL	0	00/00/0000	776.69
				Vendor Total:	776.69
CLIFTONLARSONALLEN LLP	2090	ADMIN: AUDITING FEES	0	00/00/0000	18,270.00
				Vendor Total:	18,270.00
COMPASS MINERALS AMERICA IN	0345	WATER: BULK SALT	0	00/00/0000	8,917.03
				Vendor Total:	8,917.03
CORE & MAIN LP	1741	WWTP: ACCESS COVERS	0	00/00/0000	420.88
				Vendor Total:	420.88
CREEKSID SOILS	0938	STREET: MULCH	0	00/00/0000	341.00
				Vendor Total:	341.00
EGGERSGLUESS, BRAD	0869	ADMIN: MONTHLY CELL PHONE REIMB	0	00/00/0000	50.00
				Vendor Total:	50.00
FLEET SERVICES DIVISION	2144	POLICE: SQUAD CAR LEASE	0	00/00/0000	3,808.71
				Vendor Total:	3,808.71
FRANKLIN PRINTING INC.	0085	POLICE, AQ CENTER, WATER, WWTP: OFFICE SUPPLIES	0	00/00/0000	104.41
				Vendor Total:	104.41
GACC TOURISM	0168	REIMB: LODGING TAX	0	00/00/0000	96.72
				Vendor Total:	96.72
GALLS, LLC	0452	POLICE: UNIFORMS	0	00/00/0000	122.88
				Vendor Total:	122.88
GAVIN, JANSSEN, STABENOW &	0087	POLICE: LEGAL SERVICES	0	00/00/0000	4,564.50
				Vendor Total:	4,564.50
GILLETTE PEPSI COMPANIES, INC	0496	AQUATIC CENTER: MERCH FOR RESALE	0	00/00/0000	3,113.50
				Vendor Total:	3,113.50
GOLDEN TONGUE CONSULTANTS	1305	POLICE: TRANSLATION SERVICES	0	00/00/0000	80.00
				Vendor Total:	80.00
GOPHER STATE ONE CALL	0482	WATER, WWTP, STORM WATER: LOCATE TICKETS	0	00/00/0000	136.35
				Vendor Total:	136.35
GRAINGER	0544	WATER: MARKING WANDS	0	00/00/0000	164.76
				Vendor Total:	164.76
HAWKINS, INC.	1133	AQUATIC CENTER, WATER, WWTP: CHEMICALS	0	00/00/0000	12,281.79
				Vendor Total:	12,281.79
HILLYARD HUTCHINSON	0122	MULT DEPTS: PAPER PRODUCTS, CLEANING SUPPLIES, REPAIRS	0	00/00/0000	1,583.75

# INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

JULY 5, 2022 - REGULAR BILLS

Date: 07/07/2022

Time: 3:49 pm

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City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
				Vendor Total:	1,583.75
HY-VEE ACCOUNTS RECEIVABLE	1996	WWTP: OPERATING SUPPLIES	0	00/00/0000	19.20
				Vendor Total:	19.20
JERABEK, JON	1994	CITY CENTER: MONTHLY CELL PHONE REIMB	0	00/00/0000	50.00
				Vendor Total:	50.00
KUNKEL ELECTRICAL, INC	2246	WWTP: FUSES	0	00/00/0000	116.60
				Vendor Total:	116.60
KWIK TRIP	1653	POLICE: FUEL	0	00/00/0000	2,843.06
				Vendor Total:	2,843.06
LEAGUE OF MN CITIES	1323	COUNCIL: CONFERENCE FEE	0	00/00/0000	50.00
				Vendor Total:	50.00
LEMKE, PAUL	0529	COUNCIL: MILEAGE REIMB.	0	00/00/0000	242.78
				Vendor Total:	242.78
LOCATORS & SUPPLIES, INC	0564	WATER, WWTP: MARKING FLAGS	0	00/00/0000	992.00
				Vendor Total:	992.00
LUCKY BRAKE AUTO SHOP	1711	POLICE: VEHICLE REPAIRS	0	00/00/0000	719.90
				Vendor Total:	719.90
METRO SALES, INC	1066	ADMIN, POLICE, LIBRARY: OFFICE EQUIPMENT LEASE	0	00/00/0000	732.29
				Vendor Total:	732.29
MEYER, ZACHERY	0212	PARK: SAFETY BOOTS REIMB	0	00/00/0000	250.00
				Vendor Total:	250.00
MINI BIFF	0177	PARK, SANIATION: WASTE REMOVAL	0	00/00/0000	591.60
				Vendor Total:	591.60
MMBA - MN MUNICIPAL BEV. ASSC	0444	LIQUOR STORE: DUES	0	00/00/0000	1,700.00
				Vendor Total:	1,700.00
MN DEPT. OF HEALTH	1223	WATER: SUPPLY SERVICE CONNECTION FEE	0	00/00/0000	4,911.00
				Vendor Total:	4,911.00
MVTL, INC.	0353	WWTP: LAB TESTING	0	00/00/0000	744.80
				Vendor Total:	744.80
NINE SPARROWS BOUTIQUE	0507	REIMB: AWNING/SIGN GRANT	0	00/00/0000	2,075.00
				Vendor Total:	2,075.00
NORTH CENTRAL LABORATORIES	0631	WWTP: LAB SUPPLIES	0	00/00/0000	52.76
				Vendor Total:	52.76
NUVERA	2120	MULT DEPTS: INTERNET, PHONE, IT SUPPORT	0	00/00/0000	6,852.93
				Vendor Total:	6,852.93
PIONEERLAND LIBRARY SYSTEMS	0227	REIMB: CARDS & FINES	0	00/00/0000	101.20
				Vendor Total:	101.20
PLUNKETT'S PEST CONTROL, INC	0446	AQUATIC CENTER, WWTP, CITY CENTER: PEST CONTROL	0	00/00/0000	245.48
				Vendor Total:	245.48
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	STREET: TRUCK REPAIR	0	00/00/0000	306.17
				Vendor Total:	306.17
QUALITY FLOW SYSTEMS, INC.	1038	WWTP: PUMP REPAIR	0	00/00/0000	547.00
				Vendor Total:	547.00

# INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

JULY 5, 2022 - REGULAR BILLS

Date: 07/07/2022

Time: 3:49 pm

Page: 3

City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
RECREATION SUPPLY COMPANY	1917	AQUATIC CENTER: TESTING SUPPLIES	0	00/00/0000	138.67
				Vendor Total:	138.67
SCHRUPP, JAKE	1773	CABLE TV: COUNCIL MEETING RECORDINGS	0	00/00/0000	100.00
				Vendor Total:	100.00
SEH	1757	MULT DEPTS: ENGINEERING SERVICES	0	00/00/0000	36,387.99
				Vendor Total:	36,387.99
SHRED-N-GO, INC	0032	FINANCE, POLICE: PAPER SHREDDING SERVICE	0	00/00/0000	79.08
				Vendor Total:	79.08
TACTICAL SOLUTIONS, INC	0041	POLICE: CERTIFICATION OF RADAR UNITS	0	00/00/0000	185.00
				Vendor Total:	185.00
THOMSON REUTERS	1260	POLICE: INVESTIGATION MATERIALS	0	00/00/0000	171.55
				Vendor Total:	171.55
TRI-COUNTY WATER	1016	STREET, REIMB, AIRPORT: WATER	0	00/00/0000	163.25
				Vendor Total:	163.25
TWIN CITIES & WESTERN R.R.	0590	REIMB: TAX REIMBURSEMENT	0	00/00/0000	290.00
				Vendor Total:	290.00
VERIZON WIRELESS	1110	POLICE: SQUAD CAR PHONES	0	00/00/0000	200.05
				Vendor Total:	200.05
VOSS, RYAN	2217	COUNCIL, ADMIN: PARADE CANDY & MONTHLY CELL PHONE REIMB	0	00/00/0000	206.02
				Vendor Total:	206.02
				Grand Total:	149,228.32
				Less Credit Memos:	0.00
				Net Total:	149,228.32
				Less Hand Check Total:	0.00
				Outstanding Invoice Total :	149,228.32
Total Invoices:	55				



# INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

JULY 18, 2022 - REGULAR BILLS

Date: 07/15/2022

Time: 11:53 am

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City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
A & K REPAIR	0001	CITY CENTER: BELTS	0	00/00/0000	42.98
				Vendor Total:	42.98
A.H. HERMEL CO.	0573	AQUATIC CENTER: MERCH FOR RESALE	0	00/00/0000	9,793.61
				Vendor Total:	9,793.61
AT&T MOBILITY	1205	MULT DEPTS: CELL PHONE BILL	0	00/00/0000	613.90
				Vendor Total:	613.90
BLACKWELL, KERRI	2100	PARK: CAMPGROUND REFUND	0	00/00/0000	1,418.71
				Vendor Total:	1,418.71
BORDER STATES INDUSTRIES INC	0852	PARK: RESTROOM LIGHTS	0	00/00/0000	832.48
				Vendor Total:	832.48
BRINKMANN, TOM	1230	FIRE: TRAINING & TRAVEL EXP REIMB	0	00/00/0000	297.42
				Vendor Total:	297.42
CARGILL, INC	1636	WATER: SALT	0	00/00/0000	10,204.78
				Vendor Total:	10,204.78
CENTERPOINT ENERGY	0204	MULT DEPTS: NATURAL GAS	0	00/00/0000	6,272.41
				Vendor Total:	6,272.41
CUSTOMIZED FIRE RESCUE	0866	FIRE: TRAINING	0	00/00/0000	1,600.00
				Vendor Total:	1,600.00
D. ERVASTI SALES CO	0015	REIMB: BALLYARD CLAY	0	00/00/0000	460.00
				Vendor Total:	460.00
FASHION INTERIORS	1673	WATER: PAINT	0	00/00/0000	68.98
				Vendor Total:	68.98
FERGUSON WATERWORKS #2518	0567	WATER: HYDRANT PAINT	0	00/00/0000	180.92
				Vendor Total:	180.92
FRANKLIN PRINTING INC.	0085	POLICE, WATER: OFFICE SUPPLIES, PRINTING	0	00/00/0000	311.47
				Vendor Total:	311.47
GACC TOURISM	0168	REIMB: LODGING TAX	0	00/00/0000	399.30
				Vendor Total:	399.30
GILDEA, DANIEL	0456	STREET: SAFETY BOOTS REIMB	0	00/00/0000	95.99
				Vendor Total:	95.99
GLENCOE CO-OP ASSN.	1842	MULT DEPTS: FUEL, TIRE REPAIR	0	00/00/0000	12,742.59
				Vendor Total:	12,742.59
GLENCOE FLEET SUPPLY	2074	MULT DEPTS: REPAIR & MAINT SUPPLIES, PAINT/SUPPLIES, TOOLS	0	00/00/0000	1,917.93
				Vendor Total:	1,917.93
GRAINGER	0544	WATER, WWTP: FILTERS, LOCKOUT STATIONS	0	00/00/0000	667.64
				Vendor Total:	667.64
HAHN, BRANDON	2018	FIRE: REIMB FOR STORAGE TOTES	0	00/00/0000	122.77
				Vendor Total:	122.77
HAWKINS, INC.	1133	AQUATIC CENTER: CHEMICALS	0	00/00/0000	1,992.45
				Vendor Total:	1,992.45
HILLYARD HUTCHINSON	0122	PARK: PAPER PRODUCTS, CLEANING SUPPLIES	0	00/00/0000	683.19
				Vendor Total:	683.19
HUEMOELLER, GONTAREK &	1800	ADMIN, TAX INC #18, WATER: LEGAL SERVICES	0	00/00/0000	8,326.67
				Vendor Total:	8,326.67

# INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

JULY 18, 2022 - REGULAR BILLS

Date: 07/15/2022

Time: 11:53 am

Page: 2

City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
JOHN DEERE FINANCIAL	1299	STREET, PARK, CEMETERY: EQUIPMENT REPAIR & MAINT PARTS	0	00/00/0000	1,744.91
				Vendor Total:	1,744.91
JOHNSON CONTROLS FIRE	0874	ADMIN, POICE, LIBRARY, CITY CTR, LIQUOR ST: MONITORING FEE	0	00/00/0000	882.00
				Vendor Total:	882.00
KDUZ - KARP - KGLB	2248	ADMIN, FIRE, AQUATIC CENTER, LIQUOR STORE: ADVERTISING	0	00/00/0000	1,433.00
				Vendor Total:	1,433.00
KRANZ LAWN & POWER	1155	PARK: MOWER BLADES & PARTS	0	00/00/0000	375.00
				Vendor Total:	375.00
LEEDSTONE	1541	WWTP: CLEANING SUPPLIES	0	00/00/0000	13.79
				Vendor Total:	13.79
LIGHT & POWER COMMISSION	1484	MULT DEPTS: ELECTRICITY, CREDIT CARD & BILLING FEES	0	00/00/0000	26,892.19
				Vendor Total:	26,892.19
LOCATORS & SUPPLIES, INC	0564	WATER, WWTP: MARKING PAINT, BATTERIES	0	00/00/0000	185.77
				Vendor Total:	185.77
MCLEOD COOP. POWER ASS'N.	0201	ADMIN, AIRPORT: ELECTRICITY	0	00/00/0000	563.96
				Vendor Total:	563.96
MCLEOD PUBLISHING, INC.	0339	MULT DEPTS: ADVERTISING & PUBLISHING	0	00/00/0000	1,384.04
				Vendor Total:	1,384.04
METRO SALES, INC	1066	POLICE: OFFICE EQUIPMENT LEASE	0	00/00/0000	157.32
				Vendor Total:	157.32
MINNESOTA UI FUND	0566	CEMETERY: UNEMPLOYEMENT INSURANCE	0	00/00/0000	1,560.00
				Vendor Total:	1,560.00
MN. DEPT. OF LABOR & INDUSTRY	0055	REIMB: STATE SURCHARGE	0	00/00/0000	638.52
				Vendor Total:	638.52
MNSPECT	0722	CODE ENFORCE: INSPECTIONS	0	00/00/0000	2,867.19
				Vendor Total:	2,867.19
MORRIS ELECTRONICS INC	1372	POLICE: IT SERVICE	0	00/00/0000	593.75
				Vendor Total:	593.75
MVTL, INC.	0353	WWTP: LAB TESTING	0	00/00/0000	247.20
				Vendor Total:	247.20
NORTHLAND TRUST SERVICES	1799	MULT DEPTS: BOND PRINCIPAL & INTEREST PAYMENTS	0	00/00/0000	1,652,321.88
				Vendor Total:	1,652,321.88
OFFICE OF MN. IT SERVICES	1423	POLICE: INTERNET SERVICE	0	00/00/0000	120.92
				Vendor Total:	120.92
OXYGEN SERVICE COMPANY	0653	STREET: WELDING SUPPLIES	0	00/00/0000	444.20
				Vendor Total:	444.20
PITNEY BOWES BANK INC	0271	ADMIN: POSTAGE	0	00/00/0000	503.50
				Vendor Total:	503.50
PLUMBING AND HEATING BY CRAI	1275	WATER: TEST & REPAIR BACKFLOWS	0	00/00/0000	3,308.00
				Vendor Total:	3,308.00
PREMIUM WATERS, INC.	1081	MULT DEPTS: WATER	0	00/00/0000	244.57
				Vendor Total:	244.57
PRO AUTO GLENCOE, INC	0527	WATER: TRUCK REPAIR	0	00/00/0000	130.75
				Vendor Total:	130.75
QUALITY FLOW SYSTEMS, INC.	1038	WWTP: PUMP REPAIR	0	00/00/0000	259.03

# INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

JULY 18, 2022 - REGULAR BILLS

Date: 07/15/2022

Time: 11:53 am

Page: 3

City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
Vendor Total:					<b>259.03</b>
QUILL LLC	1691	LIBRARY: OFFICE SUPPLIES	0	00/00/0000	<b>63.75</b>
Vendor Total:					<b>63.75</b>
SAM'S TIRE SERVICE INC.	0250	STREET: TIRE REPLACEMENTS	0	00/00/0000	<b>285.00</b>
Vendor Total:					<b>285.00</b>
SCHLAUDERAFF IMPLEMENT COM	1607	PARK: TOOLCAT SPRAYER	0	00/00/0000	<b>5,792.63</b>
Vendor Total:					<b>5,792.63</b>
SECURITY BANK & TRUST CO.	0259	MULT DEPTS: BOND INTEREST PAYMENTS	0	00/00/0000	<b>12,693.75</b>
Vendor Total:					<b>12,693.75</b>
SEWER SEPTIC GREASE SERVICE	0442	WWTP: ON CALL SERVICES	0	00/00/0000	<b>3,900.00</b>
Vendor Total:					<b>3,900.00</b>
STAR GROUP, L.L.C.	0972	MULT DEPTS: LUBRICANTS, FILERS, REPAIR PARTS	0	00/00/0000	<b>544.33</b>
Vendor Total:					<b>544.33</b>
TEK MECHANICAL SERVICE, INC	1451	WWTP: BOILER REPAIR	0	00/00/0000	<b>1,498.32</b>
Vendor Total:					<b>1,498.32</b>
THOMSON REUTERS	1260	POLICE: INVESTIGATION MATERIALS	0	00/00/0000	<b>171.55</b>
Vendor Total:					<b>171.55</b>
TRUIST GOVERNMENTAL FINANCE	0809	CITY CENTER: BOND INTEREST	0	00/00/0000	<b>14,339.00</b>
Vendor Total:					<b>14,339.00</b>
UNHINGED PIZZA	1412	AQUATIC CENTER: PIZZAS FOR RESALE	0	00/00/0000	<b>1,881.00</b>
Vendor Total:					<b>1,881.00</b>
WM. MUELLER & SONS, INC.	0206	STREET: BLACKTOP	0	00/00/0000	<b>1,389.46</b>
Vendor Total:					<b>1,389.46</b>
Grand Total:					<b>1,798,476.47</b>
Less Credit Memos:					<b>0.00</b>
Net Total:					<b>1,798,476.47</b>
Less Hand Check Total:					<b>0.00</b>
Outstanding Invoice Total :					<b>1,798,476.47</b>
Total Invoices:		<b>56</b>			

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Separate Agenda Items**

## **City of Glencoe Welcoming Week Proclamation**

WHEREAS, the City of Glencoe acknowledges and celebrates the fact that the United States of America is a nation of people with diverse backgrounds, and our country's cultural and economic richness is rooted in diversity and its promise of freedom, equity and opportunity; and

WHEREAS, Glencoe is a community that values the fresh perspectives and ideas contributed by people of diverse backgrounds and experiences and is committed to providing a welcoming environment in which all residents have opportunities to strive, grow, and succeed; and

WHEREAS, treating all individuals with compassion and respect, regardless of their background, enhances Glencoe's cultural fabric, economic growth, and overall prosperity for current and future generations; and

WHEREAS, Glencoe aspires to be a welcoming place where people, families and institutions thrive and the contributions of all are celebrated and valued; and

WHEREAS, Glencoe is committed to ensuring a welcoming and neighborly atmosphere in our community, where all people are accepted and encouraged to participate fully in civic life and feel like they belong; and

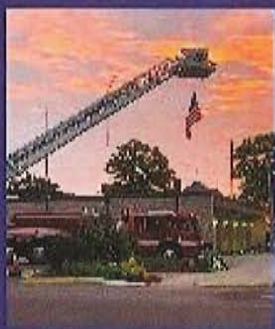
WHEREAS, Glencoe is stronger and greater when we work together toward those core American values that afford everyone the right to life, liberty, and the pursuit of happiness.

NOW, THEREFORE, I, Ryan Voss, Mayor of Glencoe, do hereby proclaim September 9-18 as

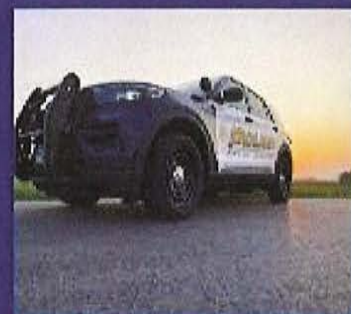
### **"Welcoming Week"**

In the City of Glencoe, Minnesota, and encourage all residents to greet their neighbor and those that they don't know and participate in one or more of the Welcoming Week events taking place within our community.





# City of Glencoe Presents



**August**

**2nd**



**5PM**

**-**

**7PM**

Fun  
for all  
ages



Fire  
Trucks!



Neighbors

Police  
Cars!

Meet with Officers of the Glencoe Police  
Department, Firemen of the Glencoe Fire  
Department, and your neighbors!

Having a block party? contact: Officer Coates to have the  
Police Department and Fire Department stop out!  
phone: 320-864-5171 [icoates@ci.glencoe.mn.us](mailto:icoates@ci.glencoe.mn.us)



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Separate Agenda Items**

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

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

**Supervisor Name:** Jamie Voigt

**Month:** June 2022

**Week of 6/6/22**

Detail bathrooms, shop, trucks  
Pool  
Mowing/Weed whip Route  
Mowing/Weed whip Oak Leaf  
Catch Basin clean/vactor  
Alley maintenance  
Mosquito spraying (2)  
Yard waste maintenance  
Water trees central storm  
Cemetery Cremation (1), Mark (2)  
Garbage route/bathrooms/shelters  
Equipment maintenance/repairs

**Week of 6/13/22**

Detail break room, bathrooms  
Pool  
Mowing/Weed whip Route/Push route  
Mowing/Weed whip Oak Leaf  
Fire Extinguisher/Ladder inspections  
Safety meeting/Safeassure seasonal  
Storm clean up branches/catch Basin  
Blacktop patching  
Bathroom remodel Oak Leaf  
Cemetery Burial (1)  
Garbage route/bathrooms/shelters  
Equipment maintenance/repairs

**Week of 6/20/22**

Detail bathrooms, shop, trucks  
Pool  
Mowing/Weed whip Route/Push route  
Mowing/Weed whip Oak Leaf  
Glencoe Days prep  
BMX annual event prep  
Cemetery Burial (1), Mark (1)  
Garbage route/bathrooms/shelters  
Equipment maintenance/repairs

**Week of 6/27/22**

Detail break room, bathrooms

Pool

Glencoe Days cleanup

BMX annual event cleanup

Mowing Route/Push route

Mowing Oak Leaf

Mow Airport

Central trees water

Small flags up

Water trees central storm

Garbage route/bathrooms/shelters

Equipment maintenance/repairs

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

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## BUILDING PERMITS

DATE	ADDRESS	PERMIT TYPE
6/7/2022	1115 14th St E	reroof
6/22/2022	2025 10th St E	change of use
7/5/2022	1405 n prairie ave	new home
6/10/2022	1018 10th St E	reroof
6/22/2022	2025 10th St E	properly vent
6/13/2022	1403 Ranger Drive	mechanical furnace AC
6/23/2022	1729 Hennepin Ave N	replace deck
6/22/2022	1805 Hennepin Ave	signage
6/17/2022	1710 11th St e	replace window
6/16/2022	1628 16th St E	reroof
6/21/2022	1111 Baldwin Ave N	reroof
7/7/2022	1514 Elsie Drive	new home
6/22/2022	708 Park St W	mech permit a/c
6/21/2022	1327 15th St E	reroof garage
6/22/2022	1906 11th St E	res plumb
6/22/2022	1906 11th St E	res mech
6/23/2022	1612 Ives Ave N	replace 15 windows
6/23/2022	1604 McLeod Ave N	replace 5 windows
6/23/2022	601 Fir Circle	replace 8 windows
6/27/2022	813 desoto ave n	3 windows
6/29/2022	1405 n prairie ave	plumb, new home
6/29/2022	1405 n prairie ave	mechanical, new home
7/7/2022	1509 16th st e	deck
7/14/2022	2031 10th st e	comm: baseboard heat replace
7/6/2022	209 w 18th st	replace furnace/air
7/6/2022	1608 chandler	rewindow
7/13/2022	505 9th st	reroof

# August 2022

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

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

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**DEPARTMENT SUPERVISOR**  
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(Due by 10th of each month)

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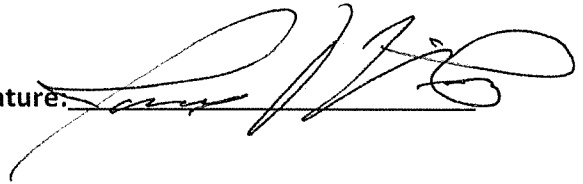
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