



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

GLENCOE CITY COUNCIL MEETING AGENDA

October 31, 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 October 17, 2022
- B. Resolution 2022-025 Appointing General Election Judges
- C. Peddlers license Legacy Restoration

3. PUBLIC COMMENT (agenda items only)

4. PUBLIC HEARINGS

Public Hearing on the ATV Ordinance Amendment – City Attorney

- A. Second Reading Ordinance 617 – Amending the ATV Ordinance

5. BIDS AND QUOTES

- A. 2023 Health Insurance Renewal with Medica – City Administrator Memorandum
- B. 2023 Pavement Management Project – John Rodeberg, SEH
 - a. Supplemental Letter Agreement with SEH for 2023 Pavement Project
 - b. Resolution 2022-26 – Authorizing SEH to Prepare the Report for the 2023 Pavement Management Project
- C. Airport Terminal Bid – Adinda Van Espen, SEH
 - a. Resolution 2022-27 – Approving Plans and Specifications for the Terminal Project at the Glencoe Airport (GYL) and setting a bid opening for November 22, 2022 at 10:00 AM.
- D. Replacement of 2021 TOOLCAT – James Voigt, Public Works Director – Streets and Parks

6. REQUESTS TO BE HEARD

- A. Resolution 2022-25 – Resolution Designating Election Judges for the 2023 General Election, November 8, 2022

7. ITEMS FOR DISCUSSION – None Scheduled

8. ROUTINE BUSINESS

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

9. ADJOURNMENT



SMALL CITY & BIG FUTURE

**PEDDLER, SOLICITOR AND TRANSIENT MERCHANT
PERMIT APPLICATION**

LICENSE FEE

☐

\$25 DAILY

☒

\$200 YEARLY

APPLICATION DATE

10/19/2022

SELLING DATES

BUSINESS INFORMATION

***ATTACH PROOF OF BUSINESS**

NAME

Legacy Restoration LLC

ADDRESS

15350 25th Ave North, Suite 114, Plymouth, MN 55447

PHONE

763 354 7600

WEBSITE

LegacyRestorationLLC.com

BUSINESS DESCRIPTION

Exterior Home Restoration

PERSONAL INFORMATION

***ATTACH A COPY OF DRIVER'S LICENSE**

RESPONSIBLE PERSON

William Dattner

ADDRESS

1229 15th St East Glencoe MN 55336

PHONE

320 296 8020

EMAIL

wdattner@LegacyRestorationLLC.com

DRIVERS LICENSE #

Y715-228-827-913

REFERENCES

***ATTACH A LETTER OF REFERENCE (reference must be located in McLeod County)**

REFERENCE 1

REFERENCE 2

NAME

Brandon Hahn

Collin Gustafson

ADDRESS

204 15th St East Glencoe MN

205 Chandler Ave N Glencoe

PHONE

320 282 3157

320 455 2646

EMAIL

I have not been convicted of any felony, misdemeanor or violation of any City Code provision (excluding minor traffic violations).


APPLICANT SIGNATURE

10/19/22
DATE

POLICE CHIEF



APPROVED

DENIED

CITY COUNCIL

APPROVED

DENIED

Signature/Date:

Signature/Date:

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

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

Others: Justin Black, Brody Bratsch, Carolyn Schiro, Bob Shanahan, Rich Glennie, Phyllis Sopkowiak, Larry Ostendorf, Ken & Bonnie Teschendorf, Travis Stradtman, Dennis Wolter

1. PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

Meeting was called to order by Mayor Voss at 7:00pm with all members present.

2. CONSENT AGENDA

A. Approve Minutes of the Regular Meeting of October 3, 2022

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

3. PUBLIC COMMENT (agenda items only) - none

4. PUBLIC HEARINGS

A. Public Hearing on Delinquent Bills Owed to the City of Glencoe at 7:00 PM

1) Approve Resolution 2022-023 certifying the collection of delinquent bills with the 2023 Property Taxes

Mayor Voss opened the Public Hearing at 7:02pm on Delinquent Bills Owed to the City of Glencoe. There was no public comment.

Motion Lemke, seconded by Neid to close the public hearing at 7:03pm. All in favor, motion carried.

Motion: Neid, seconded by Robeck to Approve Resolution 2022-023 certifying the collection of delinquent bills with the 2023 Property Taxes. All in favor, motion carried.

B. Public Hearing on proposed Special Assessments for the 2022 Pavement Improvement Project

1) Review 2022 Pavement Project and proposed Assessments - SEH

2) Approve Resolution 2022-024 adopting the assessment for the 2022 Pavement Improvement Project

Mayor Voss opened the Public Hearing at 7:04pm.

Brody Bratsch, SEH Engineering, reviewed the 2022 Pavement Plan. Total project cost was \$1,206,245. There was no public comment.

Motion: Lemke, seconded by Olson to close the Public Hearing at 7:12pm. All in favor, motion carried.

Motion: Neid, seconded by Robeck to approve Resolution 2022-024 adopting the assessment for the 2022 Pavement Improvement Project at 2% financing since letters were sent out stating 2%. All in favor, motion carried.

5. BIDS AND QUOTES

A. Miller Manufacturing Land Purchase – Approve Business Subsidy Agreement – City Attorney Ostlund

This is a business subsidy that the City of Glencoe would sell the Glen Tech Industrial Park to Miller Manufacturing for \$265,000. Robeck was concerned about there not being an easement and the two properties on the other side of the highway wouldn't have access to City water and sewer.

Larson responded that there is an easement along the platted property and adequate space.

Motion: Neid, seconded by Brinkmann to Approve the Business Subsidy Agreement with Miller Manufacturing.

Vote 4 – 1 with Robeck against.

Motion: Lemke, seconded by Neid to execute the closing. Vote 4 – 1 with Robeck against, motion carried.

- B.** Proposal for a Geotechnical Evaluation for 2023 + Glencoe Pavement Improvements for Various Streets and Avenues from Braun Intertec – SEH

Justin Black from SEH, has requested to complete 25 soil boring to cover the next five years of street improvements. Neid questioned if 25 borings was enough. Neid requested a copy of the locations of the boring. Robeck also requested the results of the borings.

Motion: Neid, seconded by Robeck to approve the Geotechnical Evaluation for 2023 plus Glencoe Pavement Improvements for Various Streets and Avenues from Braun Intertec. All in favor, motion carried.

6. REQUESTS TO BE HEARD

- A.** Abatement and Business Subsidy Agreement with Hotel Group – Set Interest Rate – City Administrator Larson

Larson is recommending setting the interest rate at 4% based on what the current interest rate is. Neid said that with the way interest rates are going, he thinks 4% is too low and he would recommend it to be set at 5%. Robeck asked if they would have to put a pond in. Larson said that if they do a pond, it will be the hotels responsibility.

Motion: Lemke, seconded by Olson to Abatement and Business Subsidy Agreement with Hotel Group with an interest rate of 4%. Vote 3 – 2 with Robeck and Neid against, motion carried.

- B.** Special Use Permit request of Tracy Larson, 430 Edgewood Drive for Installation of an above ground pool exceeding 5,000 gallons – Planning Commission Recommendation

Planning Commission recommends that this be a Building Permit (not a Special Use Permit) which is typically found in other neighboring communities and that it would require a 6ft privacy fence for safety.

Motion: Lemke, seconded by Olson to approve the Special Use Permit following the recommendations of the Planning Commission. Vote 5 – 0, motion carried.

- C.** Final Plat for Helen Baker Estates – Planning Commission Recommendation

Preliminary plat was for three twin homes in six lots, now it is being requested to build 12 single family homes. These homes would not have basements; it is more like a patio home. This was approved by the Planning Commission last week. Neid questioned if there would be enough green space. City Attorney Ostlund noted that the Council would have flexibility with green space since it is a Planned Unit Development. There was discussion about water and sewer.

Motion: Lemke seconded by Olson to approve the final plat for Helen Baker Estates based on the Planning Commission's recommendation. All in favor, motion carried.

- D.** Police Department Policy changes – Chief Padilla

1) Awards Policy

Motion: Neid, seconded by Brinkmann to approve the Awards Policy. All in favor, motion carries.

2) Off-Duty Employment Policy

Motion: Lemke, seconded by Neid to approve the Off-Duty Employment Policy. All in favor, motion carried.

7. ITEMS FOR DISCUSSION

- A.** Airport Terminal Building Update – City Administrator

1) Well and Septic System Update

Based on tests from a local well driller, a new well needs to be drilled. With the help of the County, a new septic mound system will need to be constructed. Airport Commission meeting this week to go over the entire plan. The bid opening will be set for November 22. A Special City Council meeting will need to take place on November 28 to award the bid. Everything needs to be sent into the FAAA no later than December 1, 2022.

2) Set City Council Meeting for November 28, 2022, at 5:00 PM to award Terminal Building Bid

Motion: Brinkmann, seconded by Olson to set a City Council special meeting on November 28, 2022, at 5:00pm. All in favor, motion carried.

B. Reminder City Council Meeting Date Change from November 7, 2022, To October 31, 2022.

8. ROUTINE BUSINESS

A. Project Updates

William Mueller paved the trail on Friday. For the most part the project is completed, they still need to complete the patching.

B. Economic Development - none

C. Public Input

Resident Bob Shanahan questioned if the city was paying their part of the assessments on his street because he has to pay nearly \$15,000. The City is paying approximately \$52,000.

Robeck questioned why the water breaks haven't been fixed yet, there are dead trees that need to be taken down, and he received a complaint about the dog station at the east end of Glenview Woods and is requesting that it be moved farther east.

Brinkmann came across street signs that need some work. Jamie is aware of these signs and will get them taken care of.

D. Reports – none

E. City Bills

Motion: Neid, seconded by Brinkmann to pay the city bills. All in favor, motion carried.

9. ADJOURNMENT

Motion: Robeck, seconded by Neid to adjourn at 8:15pm. All in favor, motion carried.

Ryan Voss, Mayor

Mark Larson, City Administrator

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



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

To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: October 28, 2022

Re: Item 5A - City of Glencoe Health Insurance

Item 5A - The City of Glencoe Health insurance had increases of **+0.04%** in 2021 and an increase of **+1.38%** in 2022.

The City of Glencoe received the Employee Health Insurance Renewal on 10/21/2022 from Medica, for 2023. The current monthly premium of \$42,323.63 (\$507,883.56 annually) is proposed to increase **+8.52%** to \$45,931.82 (\$551,181.84 annually) or \$43,298.28. The City of Glencoe received a rebate from Medica for \$22,996.24 in May 2022. If the rebate is applied to the 2023 increase, the net increase in 2023 is \$20,302.04 or **+3.99%**.

The employee annual total out of pocket with the current program is \$6,475 for Single and \$12,950 for Family. Employees also currently pay 25% of the monthly Family Premium. The City of Glencoe contributes 100% of the Employee Premium

City Insurance Agent Rich Westlund with Westlund and Associates did look at comparable plans with Health Partners (+13.56%) and Blue Cross-Blue Shield (+15.78%)

It is recommended to approve the renewal with Medica Health Insurance for 2023.

There is no recommendation for employee wages at this time. This will be approved with the 2023 City Budget. The City Council will also meet in closed session after the workshop on 11/14/2022 to discuss the Police Union contract now that the Health Insurance renewal rates are known.

Revised Date:

10/21/2022

CITY OF GLENCOE

Health Plan History

OVERALL AVERAGE: **+6.07%**

Year	Provider	Health Plan	Rate Change
2011	HealthPartners	\$2,750 HSA	
2012	HealthPartners	\$3,000 HSA	-1.82%
2013	HealthPartners	\$3,000 HSA	+1.69%
2014	HealthPartners	\$3,000-80% HSA	+24.5%
2015	HealthPartners	\$3,000-80% HSA	+3.8%
2016	BCBS	\$3,500 HSA	+0.91%
2017	HealthPartners	\$3,600 HSA	+15.3%
2018	Medica	\$4,750-50% HSA	-5.57%
2019	Medica	\$5,500-30% HSA	+13.79%
2020	Medica	\$5,500-30% HSA	+10.21%
2021* January	Medica	Max Liab \$5,500-25% HSA	+0.04%
2022	Medica	Max Liab \$5,500-25% HSA	+1.38%
2023	Medica	Max Liab \$5,500-25% HSA	+8.53%

CITY OF GLENCOE

MAXIMUM LIABILITY RENEWAL RATES

MSI Passport MN \$5,500 - 25% HSA		
	Current	Renewal
Employee Only	\$514.26	\$558.10
Dual	\$1,079.96	\$1,172.01
Family	\$1,645.63	\$1,785.93

MEDICA RENEWAL

CURRENT RATES

MSI Passport MN \$5,500 - 25% HSA				
EE	Sp	Ch	Single	Dual
			Family	TOTAL

RENEWAL RATES: January 2023

MSI Passport MN \$5,500 - 25% HSA			
Single	Dual	Family	TOTAL

Morgan Attenberger
 Michael Bartels
 Jeffrey Bieganek
 Tyler Bruns
 Ian Coates
 Elisa Dording
 Keenan Dummer
 Bradley Eggersgluess
 Andrew Fiebelkorn
 Daniel Gildea
 Leon Grack
 Amy Halquist
 Mitchell Hartwig
 Kelly Hayes
 Johnathon Jerabek
 Brianna Korson
 Mark Larson
 Mark Lemen Jr.
 Garrett Ober
 Joshua Odden
 Jason Oelfke
 Zachary Pedersen
 Jamey Retzer
 Ryan Scheidt
 Steven Schmitt
~~Gary Schreifels~~
 Taylor Schultz
~~Mark Shultz~~
~~Gerald Strobel~~
 Matthew Stuewe
 Susan Terlinden
 Todd Trippel
 Jon VanDamme
 James Voigt
 Ronald VonBerge

\$ 42,323.63

\$ 45,931.82

+8.53%

CURRENT: Out Of Pocket Maximum	
Single	\$6,475
Family	\$12,950

Out Of Pocket Maximum	
Single	\$6,475
Family	\$12,950

CITY OF GLENCOE

ALTERNATE FULLY INSURED OPTIONS

HEALTH PARTNERS						BLUE CROSS BLUE SHIELD				
OpenAccess \$6,000 - 100% HSA (Silver)						BlueAccess \$5,550 - 0% HSA (Silver) 640				
EE	Sp	ch	Employee	Spouse	Child/ren	TOTAL	Employee	Spouse	Child/ren	TOTAL

Out Of Pocket Maximum	
Single	\$6,000
Family	\$12,000

Out Of Pocket Maximum	
Single	\$5,550
Family	\$11,100

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



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

To: Mayor and City Council

From: James Voigt, PW Director Streets and Parks

Date: October 28, 2022

Re: Item 5D – TOOLCAT Issues and replacement

The City of Glencoe Street and Park Department is requesting to trade a 2021 TOOLCAT purchased 3/30/2021 from Lano's equipment. The current machine has had steering issues that the city has been trying to correct since January of this 2021. The City has been working with Lano's from the time it started to repair the problem. The City reported the issue with Lano's on 1/21/22. The City was working with Lano's trying to schedule the machine for repairs during the winter of 2021; at the same time, the 2016 TOOLCAT ended up going down for repairs.

Here is some history of the issue:

On 3/17/22 (545 hrs) Lano's picked up the machine for warranty work. They did a complete diagnosis's of the machine along with some updates and was unable to find an issue. They drove the machine and everything worked with no issues. Once returned the machine was being used by staff with the same issue happening, randomly.

During the summer of 2022, the machine went back to Lano's 3-times along with numerous calls between mechanic and staff, explaining the issues are still happening. On those visits, Lanos replaced the steering selector, steering box, steering alignment switch, along with other repairs to try solving the issue.

The most recent time this happened was 9/15/22 (667 hrs), in which three staff members went to Lano's. They discussed with mechanic on what had been done with the machine, repairs were made and staff test drove the machine. The TOOLCAT worked with no issues. Once machine was back in Glencoe, the steering issue started to randomly occur again. Staff contacted Lano's; Staff started to document each occurrence and what the TOOLCAT was being used for, who was driving, and what attachments were being used.

Since the first two visits, only the cost of the parts have been covered by Lanos. The Bobcat/TOOLCAT Representative stated that each time after the machine was repaired that there were no issues present and the TOOLCAT was returned with City. The TOOLCAT Representative also stated that from now, moving forward, that the machine is now out of warranty. The City has \$1,475.00 into Staff labor on trying to correct this issue; and it is not corrected.

I have tried working with Lano's warranty department stating that this issue started before the warranty expired and the City should not be responsible for any cost. Lano's stated they are required to accept the Bobcat/TOOLCAT representative recommendations.

The City of Glencoe would like to keep doing business with Lano's and have no issues working with their service department; but, we do not accept the fact that the warranty on the 2021 Bobcat/TOOLCAT will not be honored by the Melroe Bobcat company.

The issues the machine is having.

- When turning, the TOOLCAT will not correct itself. The Steering Wheel will with no response from the wheels. After a couple seconds, it will response. This is extremely dangerous to happen while driving on the road.



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

- While driving with steering locked in, the front will steer only and the back wheels will jump out, which makes the machine kick sideways. It will then correct itself on its own.

Staff has minimized the use of this machine for safety reasons.

I am recommending on trading in the 2021 Toolcat for a new 2023 Toolcat UW56 due to the primary reason, the 2021 TOOLCAT machine is unsafe to use. To continue to try and correct this issue will only cost the City on future repairs, and the lost time when the 2021 TOOLDAT is out for service.

I have reached out to Farm-Rite Equipment of Dassel. The City also has a very good service relationship with them.

Farm-Rite currently has two machines due for delivery late November/December of this year. We would be replacing the current “out of warranty” TOOLCAT with a New machine with a for one year; the cab and controls of the new machine have been re-engineered by Melroe Bobcat. This new machine would still be slated for replacement in 2025, this would keep the TOOLCATs on a 4-year replacement schedule. The trade-in value at that time would be higher than the current 2021 saving us money to help recover current costs.

There is still room in this year’s budget to move forward with the purchase. Snow removal cost (plowing, hauling) along with less equipment breakdown due to mild winter.

This is open for discussion on Monday. Attached is the Farm-Rite Quote to replace the 2021 TOOLCAT.

Jamie Voigt
PWD Streets & Parks
City of Glencoe



Product Quotation

Quotation Number: 3231E032985

Date: 2022-10-06 10:25:01

Ship to	Bobcat Dealer	Bill To
City of Glencoe Attn: Jamie Voigt 1107 11th St E Glencoe, MN 55336 Phone: (320) 510-0369 Email: jvoigt@ci.glencoe.mn.us	Farm-Rite Equipment, Inc 901 PARKER AVE P.O. BOX 26 DASSEL MN 55325-0026 Phone: (320) 275-2737 Fax: (320) 275-3232 ----- Contact: David Cox Cellular: 320-250-4393 david.cox@farmriteequip.com	City of Glencoe Attn: Jamie Voigt 1107 11th St E Glencoe, MN 55336 Phone: (320) 510-0369

Description	Part No	Qty	Price Ea.	Total
Bobcat UW56 Adjustable Vinyl Seats All-Wheel Steer Automatically Activated Glow Plugs Auxiliary Hydraulics Variable Flow with dual direction detent Beverage Holders Bob-Tach Boom Float Cargo Box Support Cruise Control Speed Management Enclosed Cab with HVAC Dual Port USB charger Lower Engine Guard Limited Slip Transaxle Engine and Hydraulic Monitor with Shutdown Front LED Work Lights Full-time Four-Wheel Drive Horsepower Management Roll Over Protective Structure (ROPS) . Meets Requirements of SAE-J1040 & ISO 3471 Falling Object Protective Structure (FOPS) . Meets Requirements of SAE-J1043 & ISO3449, Level I Dome Light	M1225	1	\$55,484.60	\$55,484.60
Hydraulic Dump Box Instrumentation: Standard 5" Display with Keyless Start, Engine Temperature and Fuel Gauges, Hour meter, RPM and Warning Indicators. Includes maintenance interval notification, fault display, job codes, quick start, and security lockouts. Joystick, Manually Controlled with Lift Arm Float Lift Arm Support Parking Brake, automatic Power Steering with Tilt Steering Wheel Radiator Screen Rear Receiver Hitch Seat Belts, Shoulder Harness Spark Arrestor Muffler Suspension, 4-wheel independent Tires: 27 x 10.5-15 (8 ply), Lug Tread Toolcat Interlock Control System (TICS) Two-Speed Transmission Machine Warranty: 12 Months, unlimited hours Bobcat Engine Warranty: Additional 12 Months or total of 2000 hours after initial 12 month warranty				
Deluxe Road Package Deluxe Road Package includes: Backup Alarm, Turn Signals, Flashers, Tail Lights, Brake Lights, Rear view mirror, Side Mirrors, Horn, Rear work lights, and headlights	M1225-P01-C01	1	\$2,460.75	\$2,460.75
High Flow Package 29 X 12.5 Turf Tires Heavy Duty Battery Attachment Control Power Bob-Tach Radio Option Traction Control Rear View Camera Engine Block Heater Interior Trim	M1225-R03-C02 M1225-R05-C05 M1225-R07-C02 M1225-R08-C02 M1225-R14-C03 M1225-R15-C02 M1225-R16-C02 M1225-R20-C01 M1225-A01-C02 M1225-A01-C04	1 1 1 1 1 1 1 1 1 1	\$1,475.60 \$668.10 \$82.45 \$200.60 \$934.15 \$453.05 \$463.25 \$306.00 \$110.50 \$174.25	\$1,475.60 \$668.10 \$82.45 \$200.60 \$934.15 \$453.05 \$463.25 \$306.00 \$110.50 \$174.25
Description LED Strobe	Part No	Qty	Price Ea.	Total
		1	\$300.00	\$300.00

Total of Items Quoted	\$63,113.30
Dealer P.D.I.	\$150.00
Freight Charges	\$1,400.00
Discount Trade 2021 Toolcat 5600 AHG819567, 750 hours	(\$50,000.00)
Quote Total - US dollars	\$14,663.30

Notes:

All prices subject to change without prior notice or obligation. This price quote supersedes all preceding price quotes.
--

Customer Acceptance:

Purchase Order: _____

Authorized Signature:

Print: _____ **Sign:** _____ **Date:** _____

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



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

To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: October 28, 2022

Re: **Item 5B - Pavement Management Plan**

Item 5B – 2023 Pavement Management Plan

As discussed at the October 2022 City Council workshop, staff has been working with SEH on a 5-year pavement plan. Based upon this plan the City has budgeted funds for Street Overlay projects as follows:

\$ 900,000 in 2023
\$1,000,000 in 2024
\$1,100,000 in 2025
\$1,200,000 in 2026
<u>\$1,300,000</u> in 2027
\$5,500,000 Total

Based upon these budget amounts, in an effort to hedge inflation, with inflation currently at 8.5%; and, bond interest approaching 5%, to take advantage of Economies of Scale, and decrease annual mobilization costs, I am asking that the City Council consider \$5.3 Million worth of Pavement projects in 2023, through the issuance of bonds, with payback on the bonds being 5 years; or, the city use \$900,000 in funds on hand in 2023 and bond for \$4.4 Million on a 4-year bond issue. Bonds would be paid off in 2027.

Attached is a map with the proposed 5-years of projects for 2023. John Rodeberg with SEH will review this on Monday night.



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

Item 5B1 – It is recommended to approve the Supplemental Letter Agreement with SEH for the 2023 Pavement Management Project

Item 5B2 - It is recommended to approve **Resolution 2022-26** authorizing the preparation of the report on the proposed improvement. Once the City Council has the report completed, the City Council can determine whether to do 1-year or 5-years worth of pavement improvements.

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

RESOLUTION 2022-026

ORDERING PREPARATION OF REPORT ON IMPROVEMENT FOR THE 2023 PAVEMENT MANAGEMENT PROJECT

WHEREAS, it is proposed to make improvements to the following streets:

- 20th Street from Hennepin Avenue to Knight Avenue
- 18th Street from Hennepin Avenue to Loudon Avenue
- Ives Avenue from 18th Street to 20th Street
- Judd Avenue from 18th Street to 20th Street
- Knight Avenue from 16th Street to 20th Street
- McLeod Avenue from 16th Street to 18th Street
- 16th Street from Hennepin Avenue to Judd Avenue
- 16th Street from McLeod Avenue to Pryor Avenue
- Fir Avenue from W 13th Street to 15th Street
- Fir Circle
- Elm Avenue from W 13th Street to 16th Street
- Dogwood Avenue from W 13th Street to 16th Street
- Cedar Avenue from W 13th Street to approximately 200 feet south of 16th Street
- 14th Street from Cedar Avenue to Baxter Avenue
- Desoto Avenue from 12th Street to 15th Street
- Elliott Avenue from 12th Street to 16th Street
- 14th Street from Elliott Avenue to Ford Avenue
- Ives Avenue from 13th Street to 16th Street
- 15th Street from Knight Avenue to Pryor Avenue
- 14th Street from alley west of Knight Avenue to Pryor Avenue
- Knight Avenue from 14th Street to 15th Street
- Loudon Avenue from 13th Street to 16th Street
- Owen Avenue from 13th Street to 14th Street
- 15th Street from Stevens Avenue to Union Avenue
- Baldwin Avenue from 14th Street to 16th Street
- Elsie Drive from 14th Street to 16th Street
- Ranger Drive from 14th Street to 16th Street
- 11th Street from west City Limits to Armstrong Avenue
- 11th Street from Greeley Avenue to Judd Avenue
- Greeley Avenue from 10th Street to 12th Street
- Ives Avenue from 9th Street to 10th Street
- 12th Street from Judd Avenue to Union Avenue
- McLeod Avenue from 11th Street to 12th Street
- 11th Street from Pryor Avenue to Union Avenue
- 9th Street from Pryor Avenue to Queen Avenue
- Pryor Avenue from 9th Street to 10th Street

- 11th Street from Cardinal Avenue to Eagle Avenue
- Eagle Avenue from cul-de-sac south approximately 150 feet south
- Second Street S from Hennepin Avenue to Oak Leaf Park
- Oak Leaf Park roadways and Aquatic Center parking lot
- Welcome Park Trail
- Oscar Olson Park and 16th Street Trail
- Morningside Avenue Trail from 10th Street to 11th Street
- North Country Estates Trail
- Glencoe Municipal Cemetery roadways

and to assess the benefited property for all or a portion of the cost of the improvement, pursuant to Minnesota Statutes, Chapter 429,

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

That the proposed improvement be referred to pursuant to Short Elliott Hendrickson Inc. (SEH®) for study and that they are instructed to report to the council with all convenient speed advising the council in a preliminary way as to whether the proposed improvement is necessary, cost-effective, and feasible and as to whether it should best be made as proposed or in connection with some other improvement, and the estimated cost of the improvement as recommended.

Adopted by the council this 31st day of October, 2022.

Ryan Voss, Mayor

ATTEST:

Jon Jerabek, Assistant City Administrator

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



Building a Better World
for All of Us®

October 31, 2022

RE: City of Glencoe, Minnesota
Proposal for Feasibility Report
2023 Pavement Improvement Project

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

Dear Mayor and Council Members:

This letter outlines our proposed services for feasibility report and topographic survey on the 2023 Pavement Improvement Project.

PROJECT UNDERSTANDING/SCOPE OF SERVICES

The 2023 Pavement Improvement Project was identified and discussed with City staff to complete a larger project covering funding for the next 5-years for pavement improvements. The project will include the following improvements:

- Street reclamation and overlay
- Installation of drain tile with sump pump services
- Thin overlay
- Replacement of certain curb and gutter sections
- Replacement of sidewalk in downtown areas of Greeley Avenue and 11th Street.
- Parking lane pavement replacement
- Seal Coat
- Complete street construction with installation of new sanitary sewer (McLeod Avenue)
- Storm sewer installation (Ives Avenue)

2023 Pavement Improvement Project Map is attached to this letter to show the proposed project areas that will be included in the feasibility report. In addition to those areas shown on the map the following project areas will be included in the feasibility report: Welcome Park Trail, Oscar Olson Park and 16th Street Trail, Morningside Avenue Trail from 10th Street to 11th Street, North Country Estates Trail, Glencoe Municipal Cemetery roadways.

The Public Improvement Process as outlined in State Statute Chapter 429 requires a Feasibility Report to be prepared identifying the proposed improvement, costs of the improvements, and an estimate of the proposed amount to be assessed.

Preliminary budget numbers for costs and assessments have been identified; this report would provide more detailed cost estimates along with a draft assessment roll identifying estimated assessments for each specific property on the project.

Engineers | Architects | Planners | Scientists

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

320.587.7341 | 800.838.8666 | 888.908.8166 fax | sehinc.com

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

Honorable Mayor and
Members of the City Council
October 31, 2022
Page 2

This proposal includes time for meeting with City staff to review preliminary design and cost estimates, along with holding an open house event and a more formal public hearing. After the report is presented to the city council and a public hearing is held, we would submit a proposal for final design services based on the project scope and improvement areas as approved by the city council.

FEE

Our fee is based on the project areas described above and shown on the attached 2023 Pavement Improvement Project Map.

Fee for:

Feasibility Report (including Open House, Public Hearing, and Draft Assessment Roll)	\$45,600
Topographic Survey	\$17,600
Total Proposed Fee	\$63,200 Hourly, Not-to-exceed

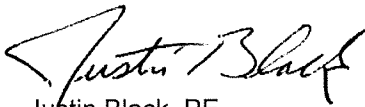
SCHEDULE

We would complete the feasibility report and present it at the December 19, 2022, council meeting. A proposed project schedule is attached.

If these proposed services are acceptable to you, please sign two copies of the attached SLA, keep one copy for your file, and return one copy to our office. We look forward to working with you on this project.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.



Justin Black, PE
Project Manager
(Lic. MN)

jb
Enclosures

\\sp-pz1.sehinc.com\pzprojects\1\jlg\glenc\165855\1-gen\10-setup-cont\03-proposal\2023 pvmt impr\scope of services ltr_feas rpt.docx

**PROPOSED SCHEDULE
2023 PAVEMENT IMPROVEMENT PROJECT
GLENCOE, MINNESOTA
OCTOBER 31, 2022**

Task	Revised Date
Council Authorizes Preparation of Feasibility Report and Soil Borings	October 31, 2022*
Soil Borings	November/December 2022
Utility Meeting #1	November 28, 2022
Neighborhood Open House	December 12, 2022
Present Feasibility Report; Council Calls for Hearing on Improvement	December 19, 2022*
Publish Notice of Hearing on Improvement	Wednesday, December 29 and January 5, 2022 (Submit to paper and mail to property owners Thursday, December 22, 2022)
Public Hearing; Council Authorizes Preparation of Plans and Specifications	Tuesday, January 17, 2023*
Preparation of Final Design, Plans, and Specifications	January–February 2023
Utility Meeting #2	February 23, 2023
Present Final Plans and Specifications; Council Authorizes Advertisement for Bids	March 6, 2023*
Advertise for Bids	Wednesday March 23, 2023 (Submit to paper Monday, March 20, 2023)
Bid Opening	Thursday, April 13, 2023
Council Receives Bids, and Considers Award of Bid	April 17, 2023*
Construction Open House	May 1, 2023
Construction	May–October 2023
Final Completion	October 28, 2023

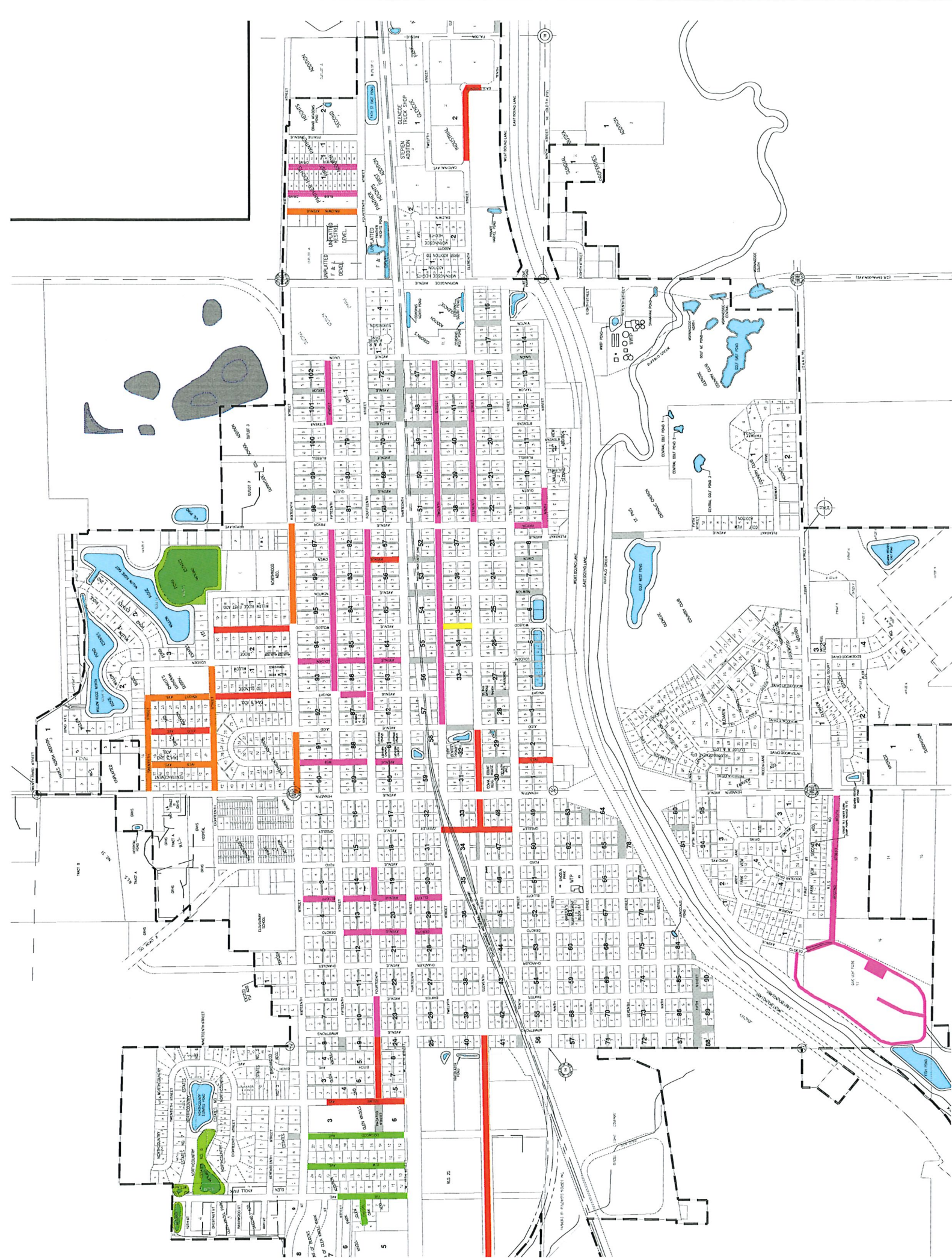
*Milestones where City Council Actions/Resolutions are required

DETAILED TASK HOUR BUDGET / COST ANALYSIS



Project : 2023 Pavement Improvement Project
 Location: Glencoe, MN
 Date: Monday, October 31, 2022

Labor Hours								
Black Sr. Engr PE	Bratsch Proj Eng PE	Rodeberg CSM/Principal	Fink Grad Eng PE	Brinkman Admin Tech	Solmonson Survey Crew	Pomplun Lead Technician	TOTALS	
Task 1 - Project Development & Feasibility Report:								
Information Gathering / Project Scoping / Project Initiation / Project Management								
Preliminary Drain Tile Layout	6.0		3.0	1.0				10.0
Preliminary Street Improvement Limits and Curb Replacement			4.0					14.0
Preliminary Street Section / Review ROW Needs			30.0		10.0			50.0
Prepare Feasibility Study Level Estimates of Probable Construction Costs	1.0		24.0		20.0			45.0
Prepare Draft Assessment Roll	2.0		20.0		10.0			32.0
Draft Feasibility Study / Exhibits, etc.	1.0		10.0		4.0	16.0		31.0
Prepare for and Review Draft Report With City Staff / QAQC / Revisions	4.0		50.0	2.0	30.0	2.0		88.0
Prepare for and Attend Open House Event	6.0		6.0	1.0				13.0
Prepare Final Draft of Feasibility Study & Electronic & Hard Copies to City	1.0		16.0		10.0	3.0		30.0
Prepare for and Present Final Feasibility Study to City Council	1.0		4.0					5.0
Prepare for and Attend Public Hearing	1.0		4.0					5.0
SUBTOTAL HOURS	24.0	175.0	4.0	104.0	22.0	0.0	0.0	329.0
TOTAL TASK FEE	\$	45,600.00						
Task 2 - Topographic Survey								
Information Gathering / Control Points and Bench Marks								
Topo Survey (curb lines, trail ped ramps and structures only)						2.0	2.0	4.0
Prepare / Review Topographic Base Drawing						80.0		80.0
SUBTOTAL HOURS	0.0	0.0	0.0		0.0	84.0	14.0	98.0
TOTAL TASK FEE	\$	17,600.00						
TOTAL PROJECT FEE \$ 63,200.00								



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, 2020, this Supplemental Letter Agreement dated October 31, 2022, authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: 2023 Pavement Improvement 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 preparation of feasibility report and topographic survey as indicated in the attached letter and Task Hour Budget dated October 31, 2022.

Schedule: We will start work upon receipt of a signed copy of this Agreement. See attached letter dated October 31, 2022, for proposed project schedule.

Payment: The total estimated fee for SEH's services is hourly subject to a not-to-exceed amount of \$63,200 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.

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Short Elliott Hendrickson Inc.

City of Glencoe, Minnesota

By: 

By: _____

Title: Client Service Manager

Title: _____

Exhibit A-1
to Supplemental Letter Agreement
Between City of Glencoe, Minnesota (Client)
and
Short Elliott Hendrickson Inc. (Consultant)
Dated October 31, 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**



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

To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: October 28, 2022

Re: **Item 5C – Airport Terminal Building**

Item 5C – SEH Airport Engineer Adinda Van Espen will review the plans and specifications for the construction of the Airport Terminal Building. The City of Glencoe has been awarded a grant with the FAA for a \$750,000 to build a new terminal building. The Airport Commission has been working with SEH on the Plans for the Building. The Bid for the Building must be awarded by December 1, 2022. It is anticipated that construction will take place in 2023.

It is recommended to approve the Plans and Specifications for the Airport Terminal Building and to set the Bid opening for November 22nd at 2:00 PM.

Glencoe Airport Commission Meeting – October 20, 2022

Meeting called to order at 4:00 pm by Airport Commission President Mike Drew. Location
Glencoe City Center West Conference Room.

Members present:

President, Mike Drew
Secretary, Russ Runck
Jonathan Lund (virtual)
Karsten Nordby
Daris Remus
Sue Olson, Glencoe City Council Airport Liaison

Others attending:

Mark Larson, Glencoe City Administrator
Jamie Voigt, Glencoe Public Works Director Streets and Parks
Adinda Van Espen, PE, SEH
Paul Lemke, Glencoe City Council
Arnie Brinkmann, Glencoe City Council
John Rodeberg, PE/Principal, SEH
Virtually, 9 plus others from SEH, FAA

Terminal Grant Update- Adinda VanEspan, SEH

The remaining project schedule was reviewed by Adinda VanEspan. Van Espen also reviewed project funding details between the FAA and the city of Glencoe for the commission members and city council members present. Discussion ensued around the schedule and how the alternate process works for changes needed to stay in budget of \$750,000.

A decision requested from SEH was the need for demolition costs of \$20,000 of the existing Terminal Building. As two private parties have indicated an interest in the building plus the Glencoe Days Committee, it was determined to take the demolition costs of the building out of the project.

Details were reviewed regarding rerouting to the new building of electrical power, water, AWOS wiring and the fuel system shutoff. Other items discussed were structure of the building, outside surface materials, entry systems to the outside doors, inside locks, location of AWOS antennae, location of CTAF radio, location of AWOS monitor, ceiling fan selection, septic mound system, water well location, bathroom plumbing fixtures, tile drainage around the terminal building, flooring, and baseboard.

The meeting ended at 6:20 pm.

Next meeting is November 17, 2022, Glencoe City Offices, West Conference Room.

Russ Runck, Secretary, Glencoe Airport Commission

RESOLUTION 2022-027

APPROVING PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS

WHEREAS, pursuant to a resolution passed by the council on September 6, 2022, the consulting engineer retained for the purpose has prepared plans and specifications for the construction of the **Airport Terminal Building Project**, and has presented such plans and specifications to the council for approval;

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

1. Such plans and specifications, a copy of which is attached hereto and made a part hereof, are hereby approved.
2. The City Administrator shall prepare and cause to be inserted in the official paper an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published as required by law, shall specify the work to be done, and shall state that bids will be received by the City Administrator until 10:00 a.m. on Tuesday, November 22, 2022 at which time they will be publicly opened in the council chambers of the Glencoe City Hall by the City Administrator and engineer, will then be tabulated, and will be considered by the council at 5:00 p.m. on Monday, November 28, 2022, in the council chambers of the Glencoe City Hall. Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the council on the issue of responsibility. No bids will be considered unless sealed and filed with the City Administrator and accompanied by a cashier's check, bid bond, or certified check payable to the clerk for 5 percent of the amount of such bid.

Adopted by the council this 31st day of October, 2022.

Ryan Voss, Mayor

ATTEST:

Jon Jerabek, Assistant City Administrator

ADVERTISEMENT FOR BIDS

2022 Airport Terminal Building
Glencoe Municipal Airport
Glencoe, Minnesota
AIP No.: 3-27-0158-012-2023
SEH No. GLENC 168925

Notice is hereby given that Online Bids will be received by the City of Glencoe until 10:00 AM, Tuesday, November 22, 2022, via [QuestCDN](#) for the furnishing of all labor and material for the construction of 2022 Airport Terminal Building.

The bid opening will be conducted via Microsoft Teams, at which time they will be publicly opened and read aloud:

*GLENCOE – 2022 AIRPORT TERMINAL BUILDING Bid Opening
TUESDAY, NOVEMBER 22, 2022 (CDT)*

Please join my meeting from your computer, tablet or smartphone: <https://bit.ly/3MydvUH>

Or call in (audio only)

[+1 872-242-7640](tel:+18722427640), [861173363](tel:+1861173363)# United States, Chicago
Phone Conference ID: 861 173 363#
[Find a local number](#) | [Reset PIN](#)

Any person monitoring the meeting remotely may be responsible for any documented costs. Message and data rates may apply.

Major components of the Work include:

- Site work
- Construction of a new terminal building
- Construction of sidewalk
- Construction of new septic system
- Construction of new well
- Utility connections
- Asbestos abatement (alternate)
- Removal of existing septic system (alternate)
- Removal of existing well (alternate)
- Parking lot reconstruction including asphalt paving (alternate)
- Fence installation (alternate)

The Bidding Documents may be seen at the Issuing Office of SEH located at 3535 Vadnais Center Drive, St. Paul, MN 55110-3507, 651.490.2000.

The Bidding Documents may be viewed for no cost at <http://www.sehinc.com> by selecting the Project Bid Information link at the bottom of the page and the View Plans option from the menu at the top of the selected project page.

Digital image copies of the Bidding Documents are available at <http://www.sehinc.com> for a fee of \$30. These documents may be downloaded by selecting this project from the "Project Bid Information" link and by entering eBidDoc™ Number 8301815 on the SEARCH PROJECTS page. For assistance and free membership registration, contact QuestCDN at 952.233.1632 or info@questcdn.com.

For this project, bids will **ONLY** be received electronically. Contractors submitting an electronic bid **will** be charged an additional \$30 at the time of bid submission via the online electronic bid service [QuestCDN.com](#). To

access the electronic Bid Worksheet, download the project document and click the online bidding button at the top of the advertisement. Prospective bidders must be on the plan holders list through QuestCDN for bids to be accepted. Bids shall be completed according to the Bidding Requirements prepared by SEH dated November 1, 2022.

In addition to digital plans, paper copies of the Bidding Documents may be obtained from Docunet Corp. located at 2435 Xenium Lane North, Plymouth, MN 55441 (763.475.9600) for a fee of \$175.

An optional virtual pre-Bid conference will be held at 1:00 p.m. on Monday, November 7, 2022.. Representatives of Owner and Engineer will be present to discuss the Project. Bidders are encouraged to attend and participate in the conference.

Please join my meeting from your computer, tablet or smartphone: <https://bit.ly/3EQN5LT>

Or call in (audio only)

[+1 872-242-7640](tel:+18722427640), [746636542#](tel:+18722427640) United States, Chicago

Phone Conference ID: 746 636 542#

[Find a local number](#) | [Reset PIN](#)

Bid security in the amount of 5 percent of the Bid must accompany each Bid in accordance with the Instructions to Bidders.

A Contractor responding to these Bidding Documents must submit to the City/Owner a signed statement under oath by an owner or officer verifying compliance with each of the minimum criteria in Minnesota Statutes, section 16C.285, subdivision 3.

The City of Glencoe reserves the right to reject any and all Bids, to waive irregularities and informalities therein and to award the Contract in the best interests of the City.

Mark Larson
City Administrator
City of Glencoe, Glencoe, MN

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Separate Agenda Items**



SMALL CITY & BIG FUTURE

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

To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: October 28, 2022

Re: **Item 6A – 2022 Election Judges**

Item 6A – It is recommended to approve Resolution 2022-25 Designating the Election Judges for the 2022 General Election.

Mayor: Ryan Voss

City Administrator: Mark D. Larson

Council Members: Allen Robeck – Sue Olson – Arnold Brinkmann – Paul Lemke – Cory Neid



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

Website: www.glencoe.mn.us
Phone: (320) 864-5586
Email: info@ci.glencoe.mn.us

TO: Mayor Voss and City Council

FROM: Kelly Hayes, Deputy City Clerk

DATE: October 31, 2022

RE: Resolution 2022-025 Designation of Election Judges

Attached for your approval is Resolution 2022-025, a Resolution Designating the 2022 General Election Judges. The General Election will be held on Tuesday, November 8, 2022, voters may vote from 7:00am – 8:00pm.

RESOLUTION 2022- 025

RESOLUTION DESIGNATING CITY OF GLENCOE ELECTION JUDGES FOR 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 General Election to be held on Tuesday, November 8, 2022, in the City of Glencoe.

Bonnie Hahn	Greg Ettl	Lynn Exsted
Cheryl Schmidt	James Peterson	Michelle Eiden
Connie Heitz	Jim Eiden	Myranda VanDamme
Coralis Erikson	Jodi Sell	Paula Bulau
Corey Schwanke	John McBride	Rebecca Olmstead
Dawn Peterson	John Thell	Sarah Hueser
Deb Donnay	John Winter	Sharel Hoops
Debra Bargmann	Ken Hults	Shari O'Donnell
Dennis Oltmann	Kevin Dietz	Steve Brelje
Eileen Carter	Lamane Mueller	Steve Olmstead
Eileen Harff	Lesa Hueser	Sue Terlinden
Gary Carter	Linda Huff	Yodee Rivera
Gary Ziemer	Lori Schiroo	

Adopted and approved this 31st day of October, 2022.

Ryan Voss, Mayor

ATTEST:

Mark Larson, City Administrator

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Separate Agenda Items**

CITY OF GLENCOE BILLS

OCTOBER 31, 2022

** PREPAID PAYROLL & WIRE TRANSFER BILLS **

VENDOR	DEPARTMENT: DESCRIPTION	TOTAL
CITY OF GLENCOE EMPLOYEES	MULTIPLE DEPTS.: CITY OF GLENCOE PAYROLL 7-27-22	\$83,656.48
WIRE TRANSFER	MULT DEPTS:EMP/CITY PAYROLL TAXES,HSA,PERA,D COMP,CAFE	\$52,605.61
	TOTAL PREPAID BILLS ----->	<u>\$136,262.09</u>

INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

OCT 31, 2022 - PREPAID BILLS

Date: 10/27/2022

Time: 10:27 am

Page: 1

City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
A.H. HERMEL CO.	0573	LIQUOR STORE: MERCH FOR RESALE	174476	07/25/2022	589.97
				Vendor Total:	589.97
ARCTIC GLACIER USA, INC	0495	LIQUOR STORE: MERCH FOR RESALE	174477	07/25/2022	1,705.15
				Vendor Total:	1,705.15
ARTISAN BEER COMPANY	1258	LIQUOR STORE: MERCH FOR RESALE	174488	07/28/2022	141.90
				Vendor Total:	141.90
BREAKTHRU BEVERAGE	0513	LIQUOR STORE: MERCH FOR RESALE	174483	07/25/2022	799.39
BREAKTHRU BEVERAGE	0513	LIQUOR STORE: MERCH FOR RESALE	174489	07/28/2022	3,527.69
				Vendor Total:	4,327.08
C & L DISTRIBUTING	0492	LIQUOR STORE: MERCH FOR RESALE	174478	07/25/2022	38,232.70
C & L DISTRIBUTING	0492	LIQUOR STORE: MERCH FOR RESALE	174490	07/28/2022	18,188.27
				Vendor Total:	56,420.97
COLONIAL LIFE	0735	MULT DEPTS: INS PREMIUMS	174491	07/28/2022	263.70
				Vendor Total:	263.70
JOHNSON BROS - ST PAUL	0504	LIQUOR STORE: MERCH FOR RESALE	174484	07/25/2022	1,785.50
JOHNSON BROS - ST PAUL	0504	LIQUOR STORE: MERCH FOR RESALE	174492	07/28/2022	2,863.90
				Vendor Total:	4,649.40
LOCHER BROS., INCORPORATED	0503	LIQUOR STORE: MERCH FOR RESALE	174479	07/25/2022	21,847.20
LOCHER BROS., INCORPORATED	0503	LIQUOR STORE: MERCH FOR RESALE	174493	07/28/2022	30,948.93
				Vendor Total:	52,796.13
MARLIN'S TRUCKING	1387	LIQUOR STORE: MERCH FOR RESALE	174480	07/25/2022	656.25
MARLIN'S TRUCKING	1387	LIQUOR STORE: MERCH FOR RESALE	174494	07/28/2022	638.75
				Vendor Total:	1,295.00
MINNESOTA PUBLIC EMPLOYEE	1439	POLICE: UNION DUES	174495	07/28/2022	126.00
				Vendor Total:	126.00
NCPERS GROUP LIFE INS	1619	ADMIN: INS PREMUMS	174496	07/28/2022	16.00
				Vendor Total:	16.00
PHILLIPS WINE & SPIRITS, INC.	1010	LIQUOR STORE: MERCH FOR RESALE	174485	07/25/2022	943.00
PHILLIPS WINE & SPIRITS, INC.	1010	LIQUOR STORE: MERCH FOR RESALE	174497	07/28/2022	4,231.30
				Vendor Total:	5,174.30
PPLSI	0485	MULT DEPTS: INS PREMIUMS	174498	07/28/2022	112.60
				Vendor Total:	112.60
SOUTHERN GLAZER'S OF MN	1429	LIQUOR STORE: MERCH FOR RESALE	174486	07/25/2022	917.31
SOUTHERN GLAZER'S OF MN	1429	LIQUOR STORE: MERCH FOR RESALE	174499	07/28/2022	2,608.40
				Vendor Total:	3,525.71
VIKING BEVERAGES	0973	LIQUOR STORE: MERCH FOR RESALE	174481	07/25/2022	7,574.60
VIKING BEVERAGES	0973	LIQUOR STORE: MERCH FOR RESALE	174500	07/28/2022	6,866.30
				Vendor Total:	14,440.90
VIKING COCA-COLA BOTTLING CC	0494	LIQUOR STORE: MERCH FOR RESALE	174482	07/25/2022	489.57
				Vendor Total:	489.57
VINOCOPIA, INC.	1353	LIQUOR STORE: MERCH FOR RESALE	174487	07/25/2022	81.50
				Vendor Total:	81.50
				Grand Total:	146,155.88
				Less Credit Memos:	0.00
				Net Total:	146,155.88
				Less Hand Check Total:	0.00
				Outstanding Invoice Total :	146,155.88

Total Invoices: 25

INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

OCT 31, 2022 - REGULAR BILLS

Date: 10/28/2022

Time: 12:41 pm

Page: 1

City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
CARGILL, INC	1636	WATER: SALT	0	00/00/0000	5,307.86
				Vendor Total:	5,307.86
CENTER POINT LARGE PRINT	1349	LIBRARY: BOOKS	0	00/00/0000	146.22
				Vendor Total:	146.22
CENTURYLINK	1394	MULT DEPTS: PHONE BILL	0	00/00/0000	786.24
				Vendor Total:	786.24
DEPT. OF PUBLIC SAFETY	0932	LIQUOR STORE: BUYERS CARD	0	00/00/0000	20.00
				Vendor Total:	20.00
EGGERSGLUESS, BRAD	0869	ADMIN: MONTHLY CELL PHONE REIMB	0	00/00/0000	50.00
				Vendor Total:	50.00
FOUNDATION BUSINESS SYSTEM:	1942	STORM WATER: ANNUAL SERVICE FEE FOR MS4	0	00/00/0000	500.00
				Vendor Total:	500.00
FREITAG, BENTON	0659	CABLE TV: COUNCIL MEETING RECORDINGS	0	00/00/0000	150.00
				Vendor Total:	150.00
GACC TOURISM	0168	REIMB: LODING TAX	0	00/00/0000	123.87
				Vendor Total:	123.87
GLENCOE AREA CHAMBER OF CO	0094	ADMIN: ANNUAL BUSINESS MEETING LUNCHEON	0	00/00/0000	132.00
				Vendor Total:	132.00
GLENCOE FIRE RELIEF ASS'N.	0455	REIMB: VFW CALENDAR SPONSORSHIP DONATION	0	00/00/0000	350.00
				Vendor Total:	350.00
GREAT NORTHERN ENVIRONMEN	1601	WWTP: EQUIPMENT REPAIR & MAINTENANCE	0	00/00/0000	2,550.00
				Vendor Total:	2,550.00
HAWKINS, INC.	1133	AQUATIC CENTER, WATER: CHEMICALS	0	00/00/0000	90.00
				Vendor Total:	90.00
HILLYARD HUTCHINSON	0122	ADMIN, PARK: CLEANING SUPPLIES, PAPER PRODUCTS	0	00/00/0000	1,116.20
				Vendor Total:	1,116.20
HY-VEE ACCOUNTS RECEIVABLE	1996	WWTP: OPERATING SUPPLIES	0	00/00/0000	46.08
				Vendor Total:	46.08
ID SIGN SOLUTIONS	0219	STREET: CROSSWALK BEACONS	0	00/00/0000	404.70
				Vendor Total:	404.70
JERABEK, JON	1994	CITY CENTER: MONTHLY CELL PHONE REIMB	0	00/00/0000	50.00
				Vendor Total:	50.00
LANO EQUIPMENT INC.	0216	WWTP: EQUIPMENT MAINTENANCE	0	00/00/0000	42.79
				Vendor Total:	42.79
LIGHT & POWER COMMISSION	1484	MULT DEPTS: ELECTRICITY, BILLING FEES	0	00/00/0000	29,489.66
				Vendor Total:	29,489.66
MCLEOD COOP. POWER ASS'N.	0201	ADMIN, AIRPORT: ELECTRICITY	0	00/00/0000	531.39
				Vendor Total:	531.39
MHSRC-RANGE	1121	POLICE: CLASS FEE	0	00/00/0000	490.00
				Vendor Total:	490.00
MINI BIFF	0177	SANITATION: WASTE REMOVAL	0	00/00/0000	96.90
				Vendor Total:	96.90
MSCIC	1247	POLICE: CONFERENCE FEES	0	00/00/0000	125.00
				Vendor Total:	125.00

INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

OCT 31, 2022 - REGULAR BILLS

Date: 10/28/2022

Time: 12:41 pm

Page: 2

City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
MVTL , INC.	0353	WATER, WWTP: LAB TESTING	0	00/00/0000	980.00
				Vendor Total:	980.00
NORTHLAND TRUST SERVICES	1799	WWTP: BOND PRINCIPAL & INTEREST PAYMENT	0	00/00/0000	40,690.00
				Vendor Total:	40,690.00
OEM SERVICE CO, LLC	0937	WWTP: MODIFY CARTS	0	00/00/0000	892.27
				Vendor Total:	892.27
PLUNKETT'S PEST CONTROL, INC	0446	ADMIN, AQUATIC CTR, WWTP: PEST CONTROL	0	00/00/0000	251.63
				Vendor Total:	251.63
RISACHER, KAYLAN	0194	CITY CENTER: DAMAGE DEPOSIT REFUND	0	00/00/0000	200.00
				Vendor Total:	200.00
SEH	1757	MULT DEPTS: PROFESSIONAL SERVICES	0	00/00/0000	58,705.05
				Vendor Total:	58,705.05
TREASURER, STATE OF MINNESO	0621	AIRPORT: RENEWAL OF PUBLIC USE LANDING AREAS	0	00/00/0000	40.00
				Vendor Total:	40.00
UNDERGROUND TECHNOLOGIES	0615	WWTP: TELEVISIONING	0	00/00/0000	750.00
				Vendor Total:	750.00
USA BLUEBOOK	1693	WATER: PAINT	0	00/00/0000	123.62
				Vendor Total:	123.62
VOSS, RYAN	2217	ADMIN: MONTHLY CELL PHONE REIMB	0	00/00/0000	50.00
				Vendor Total:	50.00
				Grand Total:	145,281.48
				Less Credit Memos:	0.00
				Net Total:	145,281.48
				Less Hand Check Total:	0.00
				Outstanding Invoice Total :	145,281.48
Total Invoices:		32			