



Mayor: Ryan Voss
Precinct 1 Councilor: Sue Olson
Precinct 2 Councilor: Mark Hueser
Precinct 3 Councilor: Paul Lemke
Precinct 4 Councilor: Cory Neid
At-Large Councilor: Luz Duvall

GLENCOE CITY COUNCIL MEETING AGENDA

Tuesday, January 17, 2023 – 7:00pm

City Center Ballroom

1. PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

- A. "Mayor for a Day" Essay Recognition

2. CONSENT AGENDA

- A. Approve Minutes of January 3, 2023 City Council Meeting

3. PUBLIC COMMENT (agenda items only)

4. PUBLIC HEARINGS

- A. Public Hearing on 2023 Public Improvement Project – Brody Bratsch, SEH
 - 1. Resolution 2023-001 Ordering Improvement and Preparation of Plans
 - 2. Supplemental Letter Agreement on 1-year or 5-year Plan

5. BIDS AND QUOTES

- A. Presentation of General Engineering Contract – Justin Black, SEH

6. REQUEST TO BE HEARD

- A. Police Department Collective Bargaining Agreement (CBA)
- B. City Center Fee Schedule – Assistant City Administrator Jon Jerabek
- C. Appoint Bob Scheidt to the Planning Commission – Planning Commission

7. ITEMS FOR DISCUSSION

8. ROUTINE BUSINESS

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

9. ADJOURNMENT

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

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

Others: Rich Glennie

1. PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

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

2. CONSENT AGENDA

- A. Approve Minutes of December 19, 2022
- B. Glencoe Wine & Spirits Bills from 2022

Motion: Robeck, seconded by Olson to approve the consent agenda. Vote 5 – 0, motion carried.

3. ADJOURN

Motion: Robeck, seconded by Neid to adjourn at 7:02pm. Vote 5 – 0. Motion carried.

2023 ORGANIZATION MEETING AGENDA
January 3, 2023

Attendees: Ryan Voss, Sue Olson, Cory Neid, Paul Lemke, Luz Duvall, Mark Hueser

Mayor Voss called to order of the January 3, 2023 Organization Meeting with all members present.

1. Oath of Office - Council Members – Mark Ostlund, City Attorney

- A. Luz Duvall, City Councilor at Large
- B. Mark Hueser, Councilor Second Precinct
- C. Paul Lemke, Councilor, Third Precinct

City Attorney, Mark Ostlund, administered the Oath of Office for the recent elected Councilors on the City of Glencoe City Council: Precinct 3 Paul Lemke, Precinct 2 Mark Hueser, Councilor At-Large Luz Duvall.

2. ELECT VICE-PRESIDENT OF THE CITY COUNCIL

Motion: Hueser, seconded by Lemke to nominate Cory Neid as the City Council Vice-President. All in favor, motion carried.

3. DESIGNATE DEPOSITORY OF CITY FUNDS

- A. Security Bank & Trust Company for City of Glencoe

Motion: Neid, seconded by Lemke to designate Security Bank & Trust Company as the designate depository of City funds. All in favor, motion carried.

4. DESIGNATE REGULAR MEETING NIGHTS & TIME OF CITY COUNCIL MEETINGS

- A. First and Third Mondays at 7:00 p.m. Except for Holidays on Following Tuesday
- B. Workshops on the 2 Monday with time to be determined

Motion: Neid, seconded by Hueser to Designate Regular Meeting Nights & Time of City Council Meetings. All in favor, motion carried.

5. SET PRICES FOR RENTAL EQUIPMENT & PART TIME LABOR FOR 2023 See Attached

- A. City Center Non-Profit Fee Schedule

Councilor Neid requested to table the City Center Rate adjustments and to discuss it at the workshop meeting.

Motion: Lemke, seconded by Neid to approve the 2023 Fee Schedule (except for the City Center portion). All in favor, motion carried.

6. APPOINTMENTS MADE BY THE CITY COUNCIL

- A. Cemetery Commission

In 1988, the Cemetery Commission was created. At that time, there were funds available. Since then the Cemetery budget has completely depleted and no longer holds a positive balance. Administrator Larson's recommendation is to abolish the Cemetery Commission. No action was taken.

- B. Airport Commission – Re-appoint Mike Drew and 1 Open position

Motion: Hueser, seconded by Neid to re-appoint Mike Drew to the Airport Commission and to wait with the appointing of new commission members and to get a recommendation from the current Airport Commission. All in favor, motion carried.

- C. Light & Power Commission - 1 Open Position

Motion: Lemke, seconded by Neid to table the Glencoe Light & Power. All in favor, motion carried.

- D. Library Board – Re-appoint Mark Schmidt

Motion: Olson, seconded by Neid to reappoint Mark Schmidt to a second term. All in favor, motion carried.

- E. Park Board –Re-Appoint Jarrod Fisher and Amanda Ortloff; 1 open position

Motion: Lemke, seconded by Olson to reappoint Jerrod Fisher and Amanda Ortloff to the Park Commission. All in favor, motion carried.

- F. Planning & Industrial Commission – Re-Appoint Robert Senst and 1 Open position

Motion: to re-appoint Bob Senst to the Planning Commission. All in favor, motion carried.

- G. Charter Commission – Mark Ostlund update – Appointment by First District Court Judge

Charter Commission members are appointed by the district judge.

Motion: Neid to table the Charter Commission recommendation until the first meeting in February. All in favor, motion carried.

7. LIAISONS

- A. Park Board – Luz Duvall
- B. Library Board – Cory Neid
- C. Light & Power Commission – Paul Lemke
- D. Planning & Industrial Commission – Mark Hueser
- E. Cemetery Commission- Ryan Voss
- F. Airport Commission – Susan Olson

- G. Fire Department – Ryan Voss
- H. Glencoe Wine & Spirits – Ryan Voss
- I. Police Department – Ryan Voss
- J. Administration – Ryan Voss
- K. Economic Development Committee– Paul Lemke

Motion: Hueser, seconded by Neid to approve the liaisons as presented. All in favor, motion carried.

REGULAR BUSINESS MEETING
JANUARY 3, 2023

8. CONSENT AGENDA

- A. Approve License / Permits
 - Family Dollar – Tobacco
 - Dollar Fresh – Tobacco

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

9. PUBLIC COMMENT (agenda items only) - none

10. PUBLIC HEARINGS – none

11. BIDS AND QUOTES

- A. Official Newspaper Bid for 2023 Printing

Motion: Neid, seconded by Olson to appoint the Chronicle as the Official Newspaper for 2023 printing. All in favor, motion carried.

12. REQUESTS TO BE HEARD

- A. City Council Rules of Decorum – City Attorney

City Attorney reviewed the rules of decorum. He recommends that if the council has questions about something that is on the agenda, please ask those questions to Administrator Larson (or Attorney Ostlund if it is a legal question) so if it is brought up at the council meeting that an answer can be given right away.

- B. Glencoe CSAH 15-33 Trail Maintenance Agreement – City Administrator

Motion: Neid, seconded by Hueser to approve the "Glencoe CSAH 15-33 Trail Maintenance Agreement" with McLeod County. All in favor, motion carried.

13. ITEMS FOR DISCUSSION – none

14. ROUTINE BUSINESS

- a. Project Updates
- b. Economic Development
- c. Public Input
- d. Reports
- e. City Bills

Motion: Neid, seconded by Olson to approve the payment of the City bills. All in favor, motion carried.

f. Close Meeting for Police Union Negotiations

Motion: Lemke, seconded by Neid to close the meeting at 7:51pm to discuss Police Union Negotiations. All in favor, motion carried.

Meeting was re-opened at 8:43pm.

15. ADJOURNMENT

Motion: Lemke, seconded by Neid to adjourn at 8:43pm. All in favor, motion carried.

Ryan Voss, Mayor

Mark Larson, City Administrator



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

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

To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: January 13, 2023

Re: **Item 4A** – Public Hearings

Item 4A – At 7:00 PM, City Engineer Brody Bratsch will review the 2023 Public Improvement Project with the Public and the City Council. The City Council will then hold the Public Hearing.

Item 4A1 – Once the hearing is completed, the City Council will close the hearing by motion and approve the attached Resolution to order the project. Either a 1-Year or a 5-Year Project.

Item 4A2 – Attached are the supplemental letter agreements (SLA) with SEH for either a 1-year project or a 5-year project.

The primary reason that we have looked at a 5-year (\$5 Million) project is due to the current fact that the rate of inflation has been exceeding the interest rate on the funds needed for the 5-year project.

SEH Project
Drawn By
Designed By
Checked By

GLENC 170394
BLS
BLS
ALS

Rev#

Revision Issue
Description

Date

GLENCOE
SMALL CITY & BIG FUTURE

SEH

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT
SUPERVISION AND THAT I AM A LICENSED PROFESSIONAL ENGINEER
THE LAND OF THE STATE OF MINNESOTA
DATE: 12/14/2022
DRAWING NO. 42373

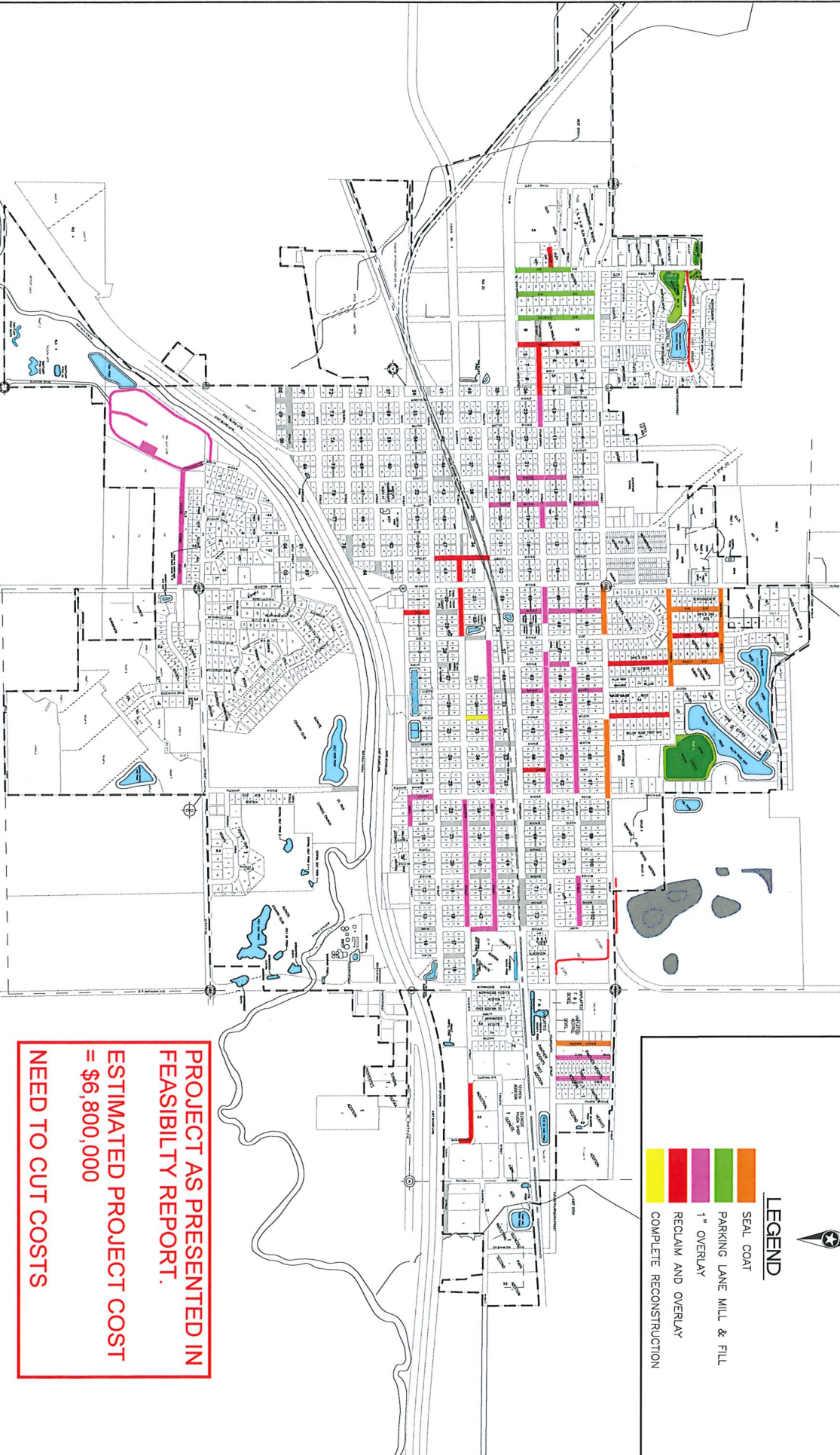
2023 PAVEMENT IMPROVEMENT
PROJECT

GLENCOE, MINNESOTA

OVERALL PROJECT AREAS MAP

1
of 15

2023 PAVEMENT IMPROVEMENT PROJECT AREAS



PROJECT AS PRESENTED IN
FEASIBILITY REPORT.
ESTIMATED PROJECT COST
= \$6,800,000
NEED TO CUT COSTS

RESOLUTION 2023-001
ORDERING IMPROVEMENT and PREPARATION OF PLANS

WHEREAS, a resolution of the city council adopted the 19th day of December, 2022, fixed a date for a council hearing on the proposed improvement of 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 Knight 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 WHEREAS, ten days' mailed notice and two weeks' published notice of the hearing was given, and the hearing was held thereon on the 17th day of January, 2023, at which all persons desiring to be heard were given an opportunity to be heard thereon,

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

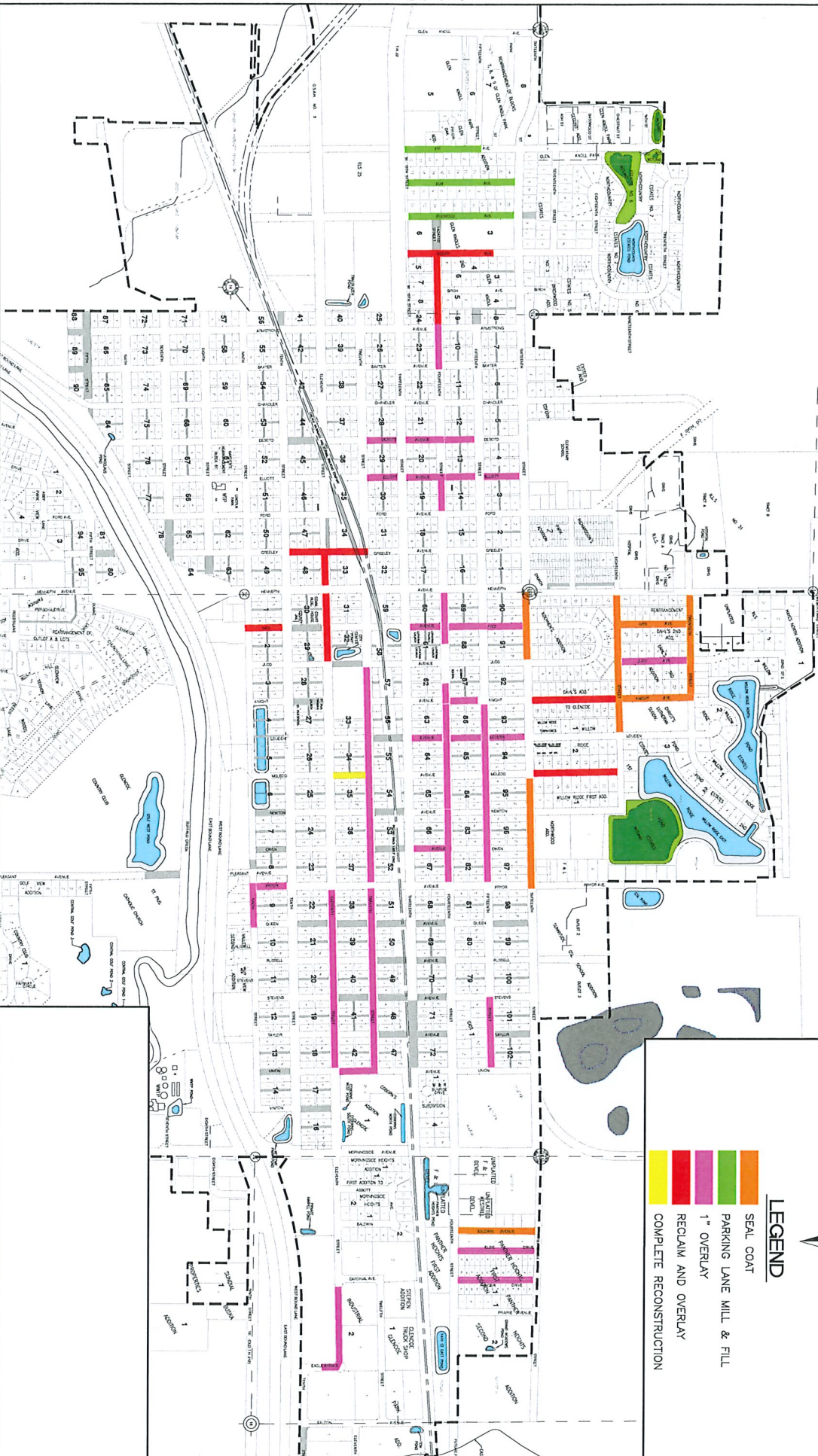
1. Such improvement is necessary, cost-effective, and feasible as detailed in the feasibility report.
2. Such improvement is hereby ordered as proposed in the council resolution adopted the 19th day of December, 2022.
3. Short Elliott Hendrickson Inc. (SEH®) is hereby designated as the engineer for this improvement. The engineer shall prepare plans and specifications for the making of such improvement, according to the feasibility report dated December 19, 2022.
4. The city council declares its official intent to reimburse itself for the costs of the improvement from the proceeds of the tax exempt bond.

Adopted by the council this 17th day of January, 2023.

Mayor

City Administrator

2023 PAVEMENT IMPROVEMENT PROJECT AREAS



LEGEND

- SEAL COAT
- PARKING LANE MILL & FILL
- 1" OVERLAY
- RECAIM AND OVERLAY
- COMPLETE RECONSTRUCTION



Building a Better World
for All of Us®

January 17, 2023

RE: City of Glencoe, Minnesota
2023 Pavement Improvement Project
SEH No. GLENC 170394 10.00

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

Dear Mayor and Council Members:

The feasibility phase of 2023 Street Improvement Project is complete, and the scope of the project is defined. This letter outlines our proposed scope of services to provide professional engineering services for the Final Design, Final Assessment Documents, and Bidding Services. Attached to this letter is a Supplemental Letter Agreement (SLA) for these services. Our proposal is based on the scope of work defined in the December 19, 2022, Feasibility Report.

BACKGROUND/PROJECT UNDERSTANDING

The proposed project will include street pavement improvements on local residential streets. The proposed improvements vary, but generally will consist of full-depth reclamation and overlay, parking lane repair (8-foot mill and overlay), and downtown partial reconstruction. The project also includes areas where a 1-inch thin overlay is proposed. ADA improvements to sidewalks and pedestrian ramps will be completed in the reclaim and overlay project areas. Drain tile installation with sump pump service lines are also proposed in areas as outlined in the feasibility report. McLeod Avenue between 11th Street and 12th Street will be fully reconstructed with a full pavement section, curb and gutter, and new catch basins.

WORK PLAN/SCOPE

This proposal is for tasks needed to complete design of the project, prepare bidding documents, assist the city in receiving bids, and holding an assessment hearing. An additional proposal for construction phase services will be provided after the bid opening.

A detailed task hour budget is attached to this letter outlining specific tasks and hours included in the work plan.

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
January 17, 2023
Page 2

FEE ESTIMATE

We propose to provide professional engineering services for these tasks for the fees outlined below:

Final Design	\$162,100
Bidding Services	\$6,700
Final Assessment Documents	\$8,600
Total Proposed Fee	\$177,400

SCHEDULE

The schedule for this work can be adjusted to meet the needs or desires of the City council and staff. At the present time, the proposed schedule for the project would be as follows:

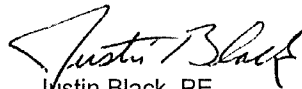
Council Authorizes Final Design Work to Begin	January 17, 2023
Present Final Plans and Specifications; Council Authorizes Advertisement for Bids	March 6, 2023
Bid Opening	April 13, 2023

Thank you for the opportunity to submit this proposal to the City of Glencoe. Please contact us with any questions or comments concerning this proposal. 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.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.


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


Justin Black, PE
Project Manager
(Lic. MN)

jb

Enclosures

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DETAILED TASK HOUR BUDGET / COST ANALYSIS



Project : 2023 Street Improvement Project - 5-yr Project
 Location: Glencoe, MN
 Date: Tuesday, January 17, 2023

	Labor Hours						TOTALS
	Black Sr. Engr PE	Bratsch Proj Engr PE	Rodeberg CSM/Principal	Fink Proj Engr PE	Brinkman Admin Tech	Pomplun Lead Technician	
Task 1 - Final Design, Specifications and Preparing Bid Documents							
Project Management / Project Schedule Management	30.0	10.0	4.0		2.0		46.0
Drain Tile Layout and Connections	4.0	2.0		16.0			22.0
Construction Limits and Curb Replacement Identification	4.0	10.0	1.0	24.0			39.0
Street Typical Section / Pavement Section Review	4.0	10.0	1.0	8.0		8.0	31.0
Prepare plan sheets and construction notes	6.0	80.0		80.0		90.0	256.0
Utility, Curb and Gutter, ADA sidewalk and Driveway Design	70.0	80.0	8.0	8.0		90.0	256.0
Take off quantities and preparation of Statement of Estimated Quantities and bid form	6.0	16.0		40.0	4.0		66.0
Prepare opinion of estimated project costs	2.0	10.0	1.0	12.0	2.0		27.0
Prepare project specifications	16.0	16.0	2.0		8.0		42.0
Utility Meeting and correspondence regarding design details for project.	8.0	16.0	1.0		3.0		28.0
Prepare SWPPP and Turf Establishment Plan	2.0	4.0	1.0	40.0		10.0	57.0
Traffic Control and Signing	4.0	4.0	1.0	32.0			41.0
Prepare Permits and Agency Coordination (MDH, Railroad, MPCA)	4.0	6.0	5.0		1.0	1.0	17.0
Prepare Easement Documents / Meet with Landowners	4.0	4.0	1.0		2.0	12.0	23.0
City Staff Review Meetings (60%, 100%)	10.0	10.0	6.0		2.0		28.0
QAQC of construction plans, specifications and quantities	8.0	16.0	12.0	30.0	6.0	30.0	102.0
SUBTOTAL HOURS	182.0	294.0	44.0	290.0	30.0	241.0	1,081.0
TOTAL TASK FEE	\$	162,100.00					
Task 2 - Bidding Services							
Prepare Ad and Bid Documents for upload to Qwest CDN		1.0			4.0		5.0
Answer Contractor Questions and Issue Addendum as Needed	8.0	12.0			4.0		24.0
Administer bid opening and review / tabulate bids	4.0	2.0			4.0		10.0
Prepare contracts and attend city council meeting for award	2.0	2.0			2.0		6.0
SUBTOTAL HOURS	14.0	17.0	0.0	0.0	14.0	0.0	45.0
TOTAL TASK FEE	\$	6,700.00					
Task 3 - Assessment Documents							
Prepare final assessment roll and maps/ meet with city staff to review	8.0	20.0			16.0		44.0
Prepare Notice of Assessment Hearing for Publications and Mailing of notice	1.0				3.0		4.0
Prepare for and attend assessment hearing	3.0	2.0					5.0
Provide follow up on assessment questions and send out final assessment notices.	2.0	4.0			1.0		7.0
SUBTOTAL HOURS	14.0	26.0	0.0	0.0	20.0	0.0	60.0
TOTAL TASK FEE	\$	8,600.00					
TOTAL PROJECT FEE		\$	177,400.00				

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 January 17, 2023, 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 East, 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 South, 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 final design, bidding services, and final assessment documents as indicated in the attached letter and Task Hour Budget dated January 17, 2023.

Schedule: We will start work upon receipt of a signed copy of this Agreement. As indicated in the attached letter dated January 17, 2023.

Payment: The total estimated fee is subject to a not-to-exceed amount of \$177,400, including expenses and equipment. The estimated fee for each Task is as indicated in the attached letter dated January 17, 2023.

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: 
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 January 17, 2023

**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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ENGINEER'S ESTIMATE
2023 PAVEMENT IMPROVEMENT PROJECT
GLENCOE, MINNESOTA
SEH NO. GLENC 170394
JANUARY 17, 2023

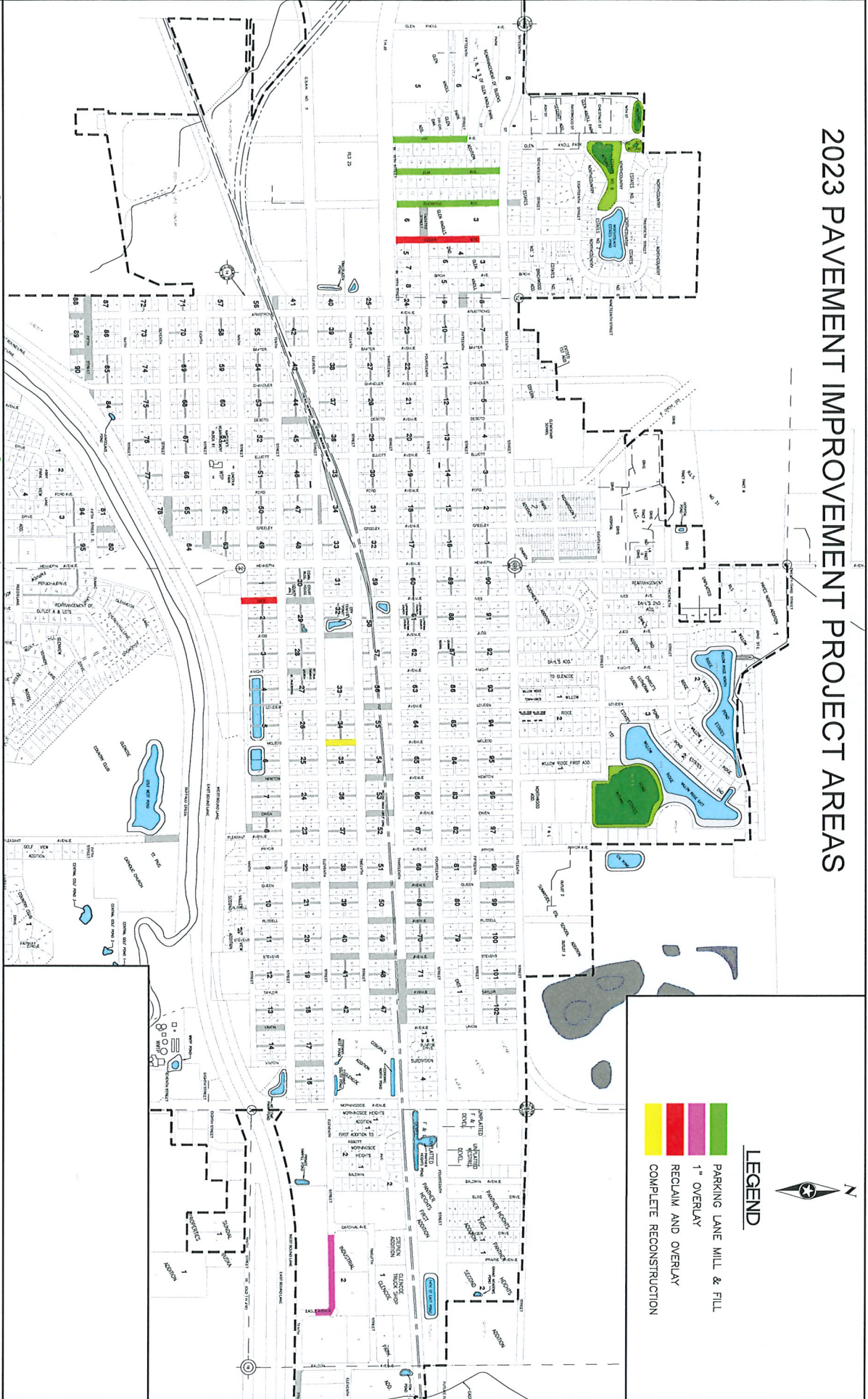
Street	From	To	REPORT Total Estimated Cost	LARGE PROJECT Total Estimated Cost - PROJECT	SMALL PROJECT Total Estimated Cost - PROJECT
Full Reconstruction					
McLeod Avenue	11th Street	12th Street	\$555,268.50	Alternate 1	Alternate 1
Downtown Partial Reconstruction					
Greeley Avenue	10th Street	12th Street	\$551,542.50	\$551,542.50	\$95,000.00
11th Street	Greeley Avenue	Judd Avenue	\$889,941.60	\$889,941.60	
Reclaim & Overlay - Streets					
Cedar Avenue	W 13th Street	South of 16th Street	\$288,434.25	\$288,434.25	\$288,434.25
Fir Circle	Fir Avenue	End of Cul-de-sac	\$70,011.00	\$0.00	\$0.00
14th Street	Cedar Avenue	Armstrong Avenue	\$282,136.50	\$282,136.50	
Ives Avenue	9th Street	10th Street	\$312,997.50	\$312,997.50	\$312,997.50
Judd Avenue	18th Street	20th Street	\$283,586.40	\$55,000.00	
Knight Avenue	16th Street	18th Street	\$321,205.50	\$321,205.50	
McLeod Avenue	16th Street	18th Street	\$274,720.95	\$274,720.95	
Owen Avenue	13th Street	14th Street	\$113,806.35	\$28,000.00	\$28,000.00
11th Street	Cardinal Avenue	Eagle Avenue	\$426,122.10	\$90,000.00	\$90,000.00
Parking Lane Mill and Fill					
Fir Avenue	W 13th Street	15th Street	\$26,136.00	\$26,136.00	
Elm Avenue	W 13th Street	16th Street	\$43,706.25	\$43,706.25	
Dogwood Avenue	W 13th Street	16th Street	\$43,476.75	\$43,476.75	
1 inch Overlay					
W of Hennepin Avenue	-	-	\$251,856.00	\$251,856.00	
NE of Hennepin Avenue and 13th Street	-	-	\$609,862.50	\$609,862.50	
SE of Hennepin Avenue & 13th Street	-	-	\$578,272.50	\$578,272.50	
Oak Leaf Park	-	-	\$316,737.00	Alternate 2	
Elsie Drive and Ranger Drive	14th Street	16th Street	\$55,196.10	\$55,196.10	
Cemetery Roads	-	-	\$169,263.00	\$0.00	\$0.00
Reclaim & Overlay - Trails					
Willow Ridge Trail	-	-	\$76,671.90	\$0.00	\$0.00
16th Street Trail	-	-	\$37,401.75	\$0.00	\$0.00
Oscar Olson Trail	-	-	\$59,690.25	\$0.00	\$0.00
Seal Coat					
Dahl's Addition	-	-	\$98,328.60	\$98,328.60	
16th Street and Baldwin Avenue	-	-	\$66,935.70	\$66,935.70	
TOTAL BASE BID			\$6,804,000.00	\$4,868,000.00	\$815,000.00

ALTERNATE 1 - MCLEOD AVENUE
ALTERNATE 2 - OAK LEAF PARK 1" OVERLAY

-	\$555,000.00	\$555,000.00
-	\$317,000.00	-

TOTAL BASE BID + ALTERNATES 1 & 2

\$6,804,000.00	\$5,740,000.00	\$1,370,000.00
REPORT	LARGE PROJECT	SMALL PROJECT





Building a Better World
for All of Us®

January 17, 2023

RE: City of Glencoe, Minnesota
2023 Pavement Improvement Project
SEH No. GLENC 170394 10.00

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

Dear Mayor and Council Members:

The feasibility phase of 2023 Street Improvement Project is complete, and the scope of the project is defined. This letter outlines our proposed scope of services to provide professional engineering services for the Final Design, Final Assessment Documents, and Bidding Services. Attached to this letter is a Supplemental Letter Agreement (SLA) for these services. Our proposal is based on the scope of work defined in the December 19, 2022, Feasibility Report.

BACKGROUND/PROJECT UNDERSTANDING

The proposed project will include street pavement improvements on local residential streets. The proposed improvements vary, but generally will consist of full-depth reclamation and overlay. The project also includes areas where a 1-inch thin overlay is proposed. Drain tile installation with sump pump service lines are also proposed in areas as outlined in the feasibility report. New catch basins and a storm sewer main will be installed on Ives Avenue. McLeod Avenue between 11th Street and 12th Street will be fully reconstructed with a full pavement section, curb and gutter, and new catch basins.

WORK PLAN/SCOPE

This proposal is for tasks needed to complete design of the project, prepare bidding documents, assist the city in receiving bids, and holding an assessment hearing. An additional proposal for construction phase services will be provided after the bid opening.

A detailed task hour budget is attached to this letter outlining specific tasks and hours included in the work plan.

FEE ESTIMATE

We propose to provide professional engineering services for these tasks for the fees outlined below:

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
January 17, 2023
Page 2

Final Design	\$41,900
Bidding Services	\$3,400
Final Assessment Documents	\$3,200
Total Proposed Fee	\$48,500

SCHEDULE

The schedule for this work can be adjusted to meet the needs or desires of the City council and staff. At the present time, the proposed schedule for the project would be as follows:

Council Authorizes Final Design Work to Begin	January 17, 2023
Present Final Plans and Specifications; Council Authorizes Advertisement for Bids	March 6, 2023
Bid Opening	April 13, 2023

Thank you for the opportunity to submit this proposal to the City of Glencoe. Please contact us with any questions or comments concerning this proposal. 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.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.



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



Justin Black, PE
Project Manager
(Lic. MN)

jb

Enclosures

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DETAILED TASK HOUR BUDGET / COST ANALYSIS



Project : 2023 Street Improvement Project - 1-yr Project
 Location: Glencoe, MN
 Date: Tuesday, January 17, 2023

	Labor Hours					TOTALS
	Black Sr. Engr PE	Bratsch Proj Engr PE	Rodeberg CSM/Principal	Brinkman Admin Tech	Pomplun Lead Technician	
Task 1 - Final Design, Specifications and Preparing Bid Documents						
Project Management / Project Schedule Management	8.0	2.0	1.0	2.0		13.0
Drain Tile Layout and Connections		2.0				2.0
Construction Limits and Curb Replacement Identification	1.0	4.0				5.0
Street Typical Section / Pavement Section Review	4.0	3.0	1.0			8.0
Designing and preparing plan sheets and construction notes	16.0	70.0	4.0		24.0	114.0
Take off quantities and preparation of Statement of Estimated Quantities and bid form	2.0	8.0		2.0		12.0
Prepare opinion of estimated project costs	2.0	6.0	1.0	2.0		11.0
Prepare project specifications	8.0	12.0		6.0		26.0
Utility Meeting and correspondence regarding design details for project.	4.0	4.0		1.0		9.0
Prepare SWPPP and Turf Establishment Plan	2.0	4.0				6.0
Traffic Control and Signing	2.0	2.0				4.0
Prepare Easement Documents / Meet with Landowners	4.0	4.0		2.0	12.0	22.0
Prepare Permits and Agency Coordination (MDH, Railroad, MPCA)	2.0	6.0		1.0		9.0
City Staff Review Meetings (60%, 100%)	5.0	5.0		1.0		11.0
QAQC of construction plans, specifications and quantities	6.0	4.0	4.0	2.0	4.0	20.0
SUBTOTAL HOURS	66.0	136.0	11.0	19.0	40.0	272.0
TOTAL TASK FEE	\$	41,900.00				
Task 2 - Bidding Services						
Prepare Ad and Bid Documents for upload to Qwest CDN		1.0		4.0		5.0
Answer Contractor Questions and Issue Addendum as Needed	2.0	3.0		1.0		6.0
Administer bid opening and review / tabulate bids	2.0	2.0		4.0		8.0
Prepare contracts and attend city council meeting for award	1.0	2.0		2.0		5.0
SUBTOTAL HOURS	5.0	8.0	0.0	11.0	0.0	24.0
TOTAL TASK FEE	\$	3,400.00				
Task 3 - Assessment Documents						
Prepare final assessment roll and maps/ meet with city staff to review	2.0	4.0		2.0		8.0
Prepare Notice of Assessment Hearing for Publications and Mailing of notice	1.0			3.0		4.0
Prepare for and attend assessment hearing	2.0	2.0				4.0
Provide follow up on assessment questions and send out final assessment notices.	2.0	2.0		1.0		5.0
SUBTOTAL HOURS	7.0	8.0	0.0	6.0	0.0	21.0
TOTAL TASK FEE	\$	3,200.00				
TOTAL PROJECT FEE						
	\$	48,500.00				

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 January 17, 2023, 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 East, 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 South, 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 final design, bidding services, and final assessment documents as indicated in the attached letter and Task Hour Budget dated January 17, 2023.

Schedule: We will start work upon receipt of a signed copy of this Agreement. As indicated in the attached letter dated January 17, 2023.

Payment: The total estimated fee is subject to a not-to-exceed amount of \$48,500, including expenses and equipment. The estimated fee for each Task is as indicated in the attached letter dated January 17, 2023.

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: 
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 January 17, 2023

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

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

To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: January 13, 2023

Re: **Item 5A** – General Engineering Agreement for the City of Glencoe

Item 5A – Justin Black with SEH will review the General Engineering contract for the City of Glencoe. The General Engineering contract is split between the General Fund, Water and Wastewater Fund, and the Stormwater Fund.

It is recommended to approve the General Engineering Agreement with SEH.



Building a Better World
for All of Us®

January 1, 2023

RE: City of Glencoe, Minnesota
2023 Agreement for Professional
Services
SEH No. GLENC 159487 10.03

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

Dear Mark:

Short Elliott Hendrickson Inc. (SEH®) is honored to serve as the City Engineer for the City of Glencoe. As a supplement to the Master Agreement for Professional Services dated January 1, 2020, we are submitting our yearly Supplemental Letter Agreements (SLA) to continue our services for calendar year 2023 to provide city engineering, architectural, and other consulting services to the City of Glencoe, as well as Municipal State Aid Engineering services on an "as requested" basis.

Some of the services provided under the 2022 Agreement included the following:

- Preliminary design and cost estimates for 8th Street sewer and water extension
- WWTF Operational Assistance
- MS4 Permit Review and Updates
- Stormwater Ordinance Review
- Zoning Ordinance Review
- Water Tower Tele Communication Services
- City Map Updates
- Sidewalk Mapping and Cost Estimates
- Plan Reviews for multiple site developments
- Review of North Central Pond Expansion for Future Development

Generally, the work includes services provided by a City Engineer. However, SEH expertise expands beyond just city engineering services and work may include items such as:

- Architectural review
- Structural review
- Wetland delineation and environmental services
- Specialized RPR services
- Water Treatment Plant Review
- Water Resources
- Other work as requested

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

SEH only completes this work at the specific request of the City.

For the Municipal State Aid System work, we complete all work required as part of state requirements for updating and reporting, which include:

- Yearly Certification of Mileage updates
- State Aid Needs System on-line yearly updates
- Funding review related to advances, bonds, federal funding, and balances
- Communication and coordination with State Aid services staff
- Communication and coordination with MnDOT related to federal funding, ATP, and other opportunities
- Jurisdictional Route Changes to MSA System including County turnback routes

As has been our long-term practice, the City would be provided a detailed invoice of the work completed.

For all significant projects with the City, a separate SLA is developed that outlines the specific assumed scope and estimated cost for the project. Our work often includes specialists/experts at SEH. If the scope of the project increases, a separate SLA may be completed and presented to the City Council for approval.

Notes regarding SEH services:

- *SEH generally attends City Council meetings at no cost. Some time may be charged for the time when individual projects are discussed. We may also be asked to present at Planning Commission, Finance Team, or other community meetings, and often attend these meetings at no cost.*
- *SEH also attends Director's Meetings at no cost, unless specific projects are discussed.*
- *SEH completes a yearly review of wage rates to verify that our rates are comparable with our peers.*
- *SEH invoices include a Billing Back-up that includes an extensive break-down of work completed, including scope, efforts, and costs.*

PROPOSED FEES

We propose to provide the services outlined above for the City of Glencoe on an hourly basis estimated at \$50,000 for City Engineering services and \$10,000 for Municipal State Aid services in calendar year 2023.

Please contact us with any questions or comments concerning this proposal/agreement.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.



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

jb
Enclosures

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 January 1, 2023, authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: **2023 General Engineering Services**.

Client's Authorized Representative: Mark Larson, City Administrator

Address: 1107 11th Street East, 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 South, 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:

General engineering, architectural, or other consulting services as indicated in the attached letter dated January 1, 2023.

Schedule: Services to be provided in calendar year 2023.

Payment: The fee is hourly estimated to be \$50,000 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: 
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 January 1, 2023

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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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 January 1, 2023, authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: **2023 Municipal State Aid (MSA) Services**.

Client's Authorized Representative: Mark Larson, City Administrator
Address: 1107 11th Street East, 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 South, 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:

Municipal State Aid (MSA) services as indicated in the attached letter dated January 1, 2023.

Schedule: Services to be provided in calendar year 2023.

Payment: The fee is hourly estimated to be \$10,000 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: 
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 January 1, 2023

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

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

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

To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: January 13, 2023

Re: **Item 6A** – Collective Bargaining Agreement (CBA) with Police Union for 2023-24

Item 6A – It is recommended to approve the CBA with the Police Union for 2023-24. The basics are a 2-year agreement at 3.25% for each year of the agreement, moving the 7-year step to a 4-year step, keeping the Health Insurance premium at 80/20 for dependent coverage, providing family leave for the birth of a child, and allowing for the City to hire new officers at lateral level of experience and provide vacation at that rate.

I will provide a detailed breakdown for the City Council on Monday prior to the City Council meeting when I return from vacation.



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

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

To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: January 13, 2023

Re: **Item 6B** – City Center Fee Schedule

Item 6B – It is recommended to approve the attached City Center Fee Schedule.

2023 Proposed City Center Rates

CITY CENTER			
Full Grand Ballroom (Sunday-Thursday)		\$650.00	\$700.00
Additional Hour		\$50.00	\$60.00
Non-Profit Rate		\$400.00	\$425.00
Full Grand Ballroom (Friday, Saturday, Holiday)		\$800.00	\$850.00
Additional Hour		\$50.00	\$60.00
Wedding Package		\$1,400.00	\$1,600.00
North Grand Ballroom (Sunday-Thursday)		\$350.00	\$400.00
Additional Hour		\$25.00	\$35.00
Non-Profit Rate		\$250.00	\$275.00
South Grand Ballroom (Sunday-Thursday)		\$300.00	\$350.00
Additional Hour		\$25.00	\$35.00
Non-Profit Rate		\$200.00	\$225.00
Balcony		\$200.00	\$225.00
Non-Profit Rate		\$100.00	\$125.00
Courtyard		\$100.00	\$125.00
Non-Profit Rate		\$50.00	\$75.00
Martin McLeod Room (Senior Community Room)		per hour	\$35.00
Non-Profit Rate		per hour	\$17.50
North Conference Room		per hour	\$25.00
Non-Profit Rate		per hour	\$12.50
West Conference Room		per hour	\$20.00
Non-Profit Rate		per hour	\$10.00
Henry Hill Room		per hour	\$20.00
Non-Profit Rate		per hour	\$10.00
Basement Meeting Room		per hour	\$15.00
Non-Profit Rate		per hour	\$7.50
Non-Refundable Reservation Fee		of room rental fee	25%
Grand Ballroom Refundable Damage Deposit		\$200.00	
All Other Rooms Refundable Damage Deposit		\$100.00	
Technology/Communications Package		\$25-\$100	
Platform		\$150.00	\$175.00
Performance Stage Backdrop		\$100.00	\$150.00
Catering Kitchen		\$100.00	\$125.00
Coffee/Water Service		1 - 30 cups	\$20.00
		50 - 80 cups	\$35.00
		all day service	\$50.00
Table Linens		per linen	\$7.00
Linen Napkins		per napkin	\$0.35
Dishware		per place setting	\$1.25
Bar Service		per day	\$150.00
Security (public dances/events)		per day	\$250.00



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

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

To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: January 13, 2023

Re: **Item 6C** – Appoint Robert “Bob” Scheidt to the Planning and Industrial Commission

Item 6C – It is recommended by the Planning and Industrial Commission to appoint Robert “Bob” Scheidt to the open position on the Commission.

GLENCOE

SMALL CITY & BIG FUTURE

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

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

NAME Bob Scheidt
ADDRESS 420 9th St. E.
EMAIL bscheidt@ci.glencoe.mn.us
YEARS AS GLENCOE RESIDENT 70 years

TODAY'S DATE 12-27-2022
TELEPHONE 320-510-1363
EMPLOYER Retired
OCCUPATION Retired

I am interested in serving on the following City Board or Commission (descriptions on next page):

☒ AIRPORT COMMISSION

☒ LIGHT & POWER COMMISSION

☐ CEMETERY BOARD

☐ PARK BOARD

☒ CHARTER COMMISSION

☒ PLANNING & INDUSTRIAL COMMISSION

☐ LIBRARY BOARD

Why you are interested in serving on this board/commission: I would like to continue my
with the City of Glencoe

Describe any prior/current experience that may relate to serving on this board/commission: 32 years
on the Glencoe Fire Dept. (retired) Deputy Emergency Manager, Retired Rental Inspector
for the City of Glencoe, Prepared the Emergency Operations manual for the City

List other municipal boards/commissions you have served on:

1. _____ Served from _____ to _____
2. _____ Served from _____ to _____
3. _____ Served from _____ to _____

Robert Scheidt

12-27-2022

Signature of Applicant

Date

City of Glencoe
Planning and Industrial Commission
Thursday, January 12, 2023
Glencoe City Center West Conference Room
7:00 PM

The meeting was called to order by Chairperson Wes Olson at 1900 hours. Other Commissioners there were Barbara Jenneke, Bob Senst and Kevin Dietz. Also present was Assistant City Administrator Jon Jerebek, City Council Liaison Mark Hueser and City Council member Cory Neid.

Other Community members present were Karin Ramige of the McLeod County Chronicle and Kerry Ward representing the Glencoe Comprehensive Plan Implementation – Plan Implementation Committee (PIC)

Planning Commission Item #1: Approve Minutes of the December 22 Meeting.

There was one correction. The spelling of McLeod County Chronicle Reporter Amy Newsom. The last name was corrected.

Jenneke motioned to approve. Senst seconded. Motion passed 4 – 0

Planning Commission Item Two: 2023 Organizational Meeting.

This was for the Election of Officers.

Dietz nominated Olson for Commission Chair. Senst seconded. Motion passed 4 – 0

Senst nominated Dietz for Commission Vice-Chair. Jenneke seconded. Motion passed 4 – 0

Dietz motioned for Jenneke for Commission Secretary. Senst seconded. After brief discussion motion passed 4 – 0

Planning Commission Item Three: New Member Applications.

Applications received were from Bob Scheidt, Arnold Brinkmann and Milan Alexander.

Senst motioned for the approval of Arnold Brinkmann. Jenneke seconded. Vote was 2 – 2 tie.

Dietz motioned for the approval of Bob Scheidt. Olson seconded. Motion passed 4 – 0

It should be noted that the three applications were appreciated and that the three were well known and respected.

Planning Commission Item Four: Comprehensive Plan Implementation – Citizens of Implementation Committee.

Kerry Ward presented information for the Comprehensive Plan Implementation – Citizens of Implementation Committee, now to be referred as the Plan Implementation Committee (PIC).

Ward presented a Citizens of Implementation Committee Organization Chart with the City Council, Planning and Industrial Commission, Citizens of Implementation Committee Chairs and the Sub-groups of Land Use and Development, Housing, Transportation, Economic Development, Parks and Recreation, Arts and Culture, Community Facilities and Utilities and Growing Civic Engagement and Participation.

Ward also supplied a copy of the Purpose and expectations of the Sub-groups. Ward said that all the Sub-groups don't need to be active right now and some maybe combined with other groups. This is a starting point. The goal is that the sub-groups come up with ideas and pass them onto the Planning and Industrial Commission for review and then pass the information onto the City Council. Ward also said that there should be a year end report from each group, looking at strategy and goals. Ward also said her regular job involves the writing of Grants. There is money available from a variety of sources.

Jenneke said they are working on a Comprehensive Plan Toolbox, condensing each chapter of the Comprehensive Plan to one to two pages.

One goal involves how to communicate with the City Council, the City as a community and making this something with a regional reach.

Planning Commission Item Five: Adjourn.

Senst motioned to Adjourn. Jenneke seconded. Motion passed 4 – 0

Kevin Dietz

Planning Commission Secretary.



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

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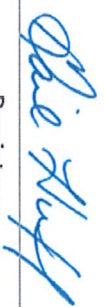
ACKNOWLEDGEMENT

The National Development Council
recognizes

Jon Jerabek

For successfully completing the course

ED202 Exam Only


Registrar

13/01/2023

Issued Date





SMALL CITY & BIG FUTURE

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

To: City Council

Date: 01/08/2023

From: Jon VanDamme

Re: Monthly Sales Summary – Glencoe Wine & Spirits

	<u>Monthly (December) Sales</u>	<u>Year-to-date Sales (1/1-12/31)</u>
2022	\$288,332.77 (GP 26.7%)	\$2,661,115.86
<u>2021</u>	<u>\$273,781.05</u>	<u>\$2,639,518.51</u>
	+5.32%	+0.82%

We ended the year strong with December up from last year +\$14.5K. Recent cost/retail increases on beer and other items were a large part of the growth. Customer counts were down 52 transactions from last year, while item count was down 342 items. Average transaction size was up \$34.68 from \$32.72 last year.

- Beer sales were up +8.1%, driven by price increases - Domestic +9.7%, Imports +19.9%, Malt bev +31.6%, Craft -5.93%, and Seltzers -24.1%. Imports and Malt Bev seem to be the hot categories, although there wasn't much for innovation in either. Malt Bev seems to be taking back some of the Seltzer volume. Ciders were actually up for the first time in a long time.
- Liquor sales were up +6.8%. Some different trends than what we have been seeing, but some of it is holiday seasonal related - Liqueurs and Schnapps were strong. Other highlights: Pre-Mix (+93.3%), Bourbon (+10.4%), Canadian (+14.04%), Vodka (+11.2%), Other Whiskey (+8.5%). Brandy, Rum, and Scotch were down more than expected.
- Wine sales were down -6.7%, which was disappointing. Few highlights: Minnesota (+15.8%), Pinot Grigio (+24.7%), Sauvignon Blanc (+24.4%). Some surprising categories that were down: Bubbly (-16.2%), Cab (-7.7%), Chardonnay (-40.6%). We will regroup and check trends elsewhere to see if similar.
- December promotions included in store tastings; aggressive monthly sale items; newspaper ad prior to Christmas; along with various Facebook posts, and some extra radio ads.
- YTD Quantity Sold – Product Count (1/1-12/31)

2022	183,788	(-3.75%)
<u>2021</u>	<u>190,943</u>	

Sales Item Report

Glencoe Municipal Liquor

Sorts: Department Description, Description 1

12/1/2022 - 12/31/2022

1/1/2023 8:50:16 AM

Page 1

Description 1 Avg Cost	Price 1	Description 2		Ext Cost	Class Desc		Sales	Item #		Manufacturer	Size		Style		Color	
		GP %	SaleQty		Ext Desc			GP %	Min Qty		QoH	PtD Qty	MtD Qty	YtD Qty	PY Qty	
Dept Desc: BEER - 10																
Subtotal 497		Dept Desc: BEER - 10	7284.00	93247.56	209.32	121163.46	27917.37	23.0			6247.00	1599.00	0.00	0.00	82324.00	
Dept Desc: LIQUOR - 20																
Subtotal 840		Dept Desc: LIQUOR - 20	7003.00	70750.14	182.33	97986.06	27238.59	27.8			18035.00	1459.00	0.00	0.00	60638.00	
Dept Desc: MISC 7.375% TAX																
Subtotal 107		Dept Desc: MISC 7.375% TAX	1006.00	3443.47	8.39	4884.85	1441.45	29.5			1386.00	261.00	0.00	0.00	8700.00	
Dept Desc: MISC BEER																
Subtotal 1		Dept Desc: MISC BEER	2.00	0.00	0.00	22.98	22.98	100.0			0.00	2.00	0.00	0.00	32.00	
Dept Desc: MISC LIQUOR																
Subtotal 1		Dept Desc: MISC LIQUOR	1.00	0.00	0.00	9.99	9.99	100.0			0.00	0.00	0.00	0.00	13.00	
Dept Desc: MISC NONTAX																
Subtotal 3		Dept Desc: MISC NONTAX	165.00	380.05	0.00	617.15	237.10	38.4			152.00	33.00	0.00	0.00	3115.00	
Dept Desc: MISC WINE																
Subtotal 1		Dept Desc: MISC WINE	2.00	0.00	0.00	7.98	7.98	100.0			0.00	0.00	0.00	0.00	5.00	
Dept Desc: WINE - 30																
Subtotal 663		Dept Desc: WINE - 30	3109.00	24666.29	238.59	37897.36	13231.26	34.9			10938.00	672.00	0.00	0.00	17488.00	
Total 2113			18572.00	192487.51	638.63	262589.83	70106.72	26.7			36758.00	4026.00	0.00	0.00	172315.0	

Sales Item Report

Glencoe Municipal Liquor

Sorts: Department Description, Description 1

12/1/2021 - 12/31/2021

1/1/2023 8:49:57 AM

Page 1

Description 1		Description 2		Class Desc		Item #		Manufacturer		Size		Style		Color	
Avg Cost	Price 1	GP %	SaleQty	Ext Cost	Ext Desc	Sales	Gross Profit	GP %	Min Qty	On Order	QoH	PtD Qty	MtD Qty	YtD Qty	PY Qty
Dept Desc: BEER - 10															
Subtotal 543	Dept Desc: BEER - 10		7359.00	94001.93	168.87	112070.21	18069.81	16.1			5232.00	1385.00	0.00	0.00	77018.00
Dept Desc: LIQUOR - 20															
Subtotal 776	Dept Desc: LIQUOR - 20		6942.00	68458.45	173.73	91721.43	23264.91	25.4			15733.00	1159.00	0.00	0.00	56047.00
Dept Desc: MISC 7.375% TAX															
Subtotal 100	Dept Desc: MISC 7.375% TAX		963.00	3225.82	0.00	4207.18	981.43	23.3			1224.00	241.00	0.00	0.00	8362.00
Dept Desc: MISC BEER															
Subtotal 1	Dept Desc: MISC BEER		13.00	0.00	0.00	101.89	101.89	100.0			0.00	2.00	0.00	0.00	32.00
Dept Desc: MISC LIQUOR															
Subtotal 1	Dept Desc: MISC LIQUOR		2.00	0.00	0.00	33.98	33.98	100.0			0.00	0.00	0.00	0.00	13.00
Dept Desc: MISC NONTAX															
Subtotal 3	Dept Desc: MISC NONTAX		176.00	363.55	0.00	559.75	196.20	35.1			0.00	0.00	0.00	0.00	868.00
Dept Desc: MISC WINE															
Subtotal 1	Dept Desc: MISC WINE		2.00	0.00	0.00	19.98	19.98	100.0			0.00	0.00	0.00	0.00	5.00
Dept Desc: WINE - 30															
Subtotal 627	Dept Desc: WINE - 30		3457.00	27487.24	363.55	40619.01	13131.99	32.3			9811.00	567.00	0.00	0.00	16777.00
Total 2052			18914.00	193536.99	706.15	249333.43	55800.19	22.4			32000.00	3354.00	0.00	0.00	159122.0

Sales Item Report

Glencoe Municipal Liquor

Sorts: Department Description, Description 1

1/1/2022 - 12/31/2022

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 750	Dept Desc: BEER - 10			86420.00	1068741.42	2110.24	1342217.21	273493.31	20.4		6408.00	1599.00	0.00	0.00	86420.00
Dept Desc: LIQUOR - 20															
Subtotal 1305	Dept Desc: LIQUOR - 20			65300.00	579853.03	2000.78	792389.62	212559.92	26.8		20743.00	1459.00	0.00	0.00	65300.00
Dept Desc: MISC 7.375% TAX															
Subtotal 135	Dept Desc: MISC 7.375% TAX			9006.00	29967.87	39.53	40359.53	10392.46	25.7		1493.00	261.00	0.00	0.00	9006.00
Dept Desc: MISC BEER															
Subtotal 1	Dept Desc: MISC BEER			32.00	0.00	0.40	347.02	347.02	100.0		0.00	2.00	0.00	0.00	32.00
Dept Desc: MISC LIQUOR															
Subtotal 1	Dept Desc: MISC LIQUOR			13.00	0.00	0.00	126.73	126.73	100.0		0.00	0.00	0.00	0.00	13.00
Dept Desc: MISC NONTAX															
Subtotal 5	Dept Desc: MISC NONTAX			3314.00	8241.75	0.00	13411.79	5170.04	38.5		152.00	33.00	0.00	0.00	3314.00
Dept Desc: MISC WINE															
Subtotal 1	Dept Desc: MISC WINE			5.00	0.00	0.00	27.95	27.95	100.0		0.00	0.00	0.00	0.00	5.00
Dept Desc: WINE - 30															
Subtotal 1048	Dept Desc: WINE - 30			19698.00	156580.05	3699.42	235236.49	78657.65	33.4		13919.00	672.00	0.00	0.00	19698.00
Total 3246				183788.0	1843384.12	7850.37	2424116.34	580775.08	24.0		42715.00	4026.00	0.00	0.00	183788.0

Sales Item Report

Glencoe Municipal Liquor

Sorts: Department Description, Description 1

1/1/2021 - 12/31/2021

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 809	Dept Desc: BEER - 10		93551.00	1121254.17	2528.30	1339585.88	218352.24	16.3			5498.00	1434.00	0.00	0.00	80025.00
Dept Desc: LIQUOR - 20															
Subtotal 1214	Dept Desc: LIQUOR - 20		62365.00	569487.12	1853.71	760584.09	191115.20	25.1			17696.00	1267.00	0.00	0.00	59337.00
Dept Desc: MISC 7.375% TAX															
Subtotal 135	Dept Desc: MISC 7.375% TAX		9719.00	32827.82	92.49	42031.11	9204.77	21.9			1310.00	252.00	0.00	0.00	8712.00
Dept Desc: MISC BEER															
Subtotal 1	Dept Desc: MISC BEER		40.00	0.00	0.00	302.02	302.02	100.0			0.00	2.00	0.00	0.00	32.00
Dept Desc: MISC LIQUOR															
Subtotal 1	Dept Desc: MISC LIQUOR		14.00	0.00	0.00	157.30	157.30	100.0			0.00	0.00	0.00	0.00	13.00
Dept Desc: MISC NONTAX															
Subtotal 3	Dept Desc: MISC NONTAX		3832.00	9357.70	4.43	13742.00	4384.30	31.9			0.00	0.00	0.00	0.00	868.00
Dept Desc: MISC WINE															
Subtotal 1	Dept Desc: MISC WINE		4.00	0.00	0.00	51.40	51.40	100.0			0.00	0.00	0.00	0.00	5.00
Dept Desc: WINE - 30															
Subtotal 1029	Dept Desc: WINE - 30		21418.00	167478.25	4342.26	248082.43	80605.47	32.5			11992.00	619.00	0.00	0.00	18496.00
Total 3193			190943.0	1900405.06	8821.19	2404536.23	504172.70	21.0			36496.00	3574.00	0.00	0.00	167488.0

FUND BALANCES

FUND #	2022 CASH BALANCES	MONTH AUGUST	MONTH JULY	MONTH JUNE
101	General-Operating	\$ 1,955,182.65	\$ 2,223,591.06	\$ 1,476,201.72
101	General-Childhood Intervention	\$ 886.55	\$ 886.55	\$ 886.55
101	General-Crime Prevention	\$ 5,203.97	\$ 5,203.97	\$ 2,615.55
601	Water-Operating	\$ 2,463,501.55	\$ 2,396,614.92	\$ 2,354,396.75
601	Water-Water Availability Charge	\$ 566,057.95	\$ 565,712.38	\$ 565,163.65
601	Water-Trunk Water Charge	\$ 25,244.98	\$ 25,240.72	\$ 25,238.54
601	Water-Bonds	\$ 1,917.39	\$ 1,917.07	\$ 1,916.90
601	Water-Construction	\$ -	\$ -	\$ -
602	W.W.T.P.-Operating	\$ 2,106,682.27	\$ 2,755,185.47	\$ 2,686,715.02
602	W.W.T.P.-Sewer Availability Charge	\$ 1,098,773.06	\$ 1,098,337.51	\$ 1,097,742.87
602	W.W.T.P.-Trunk Sewer Charge	\$ 128,761.44	\$ 128,739.69	\$ 128,728.59
602	W.W.T.P.-Bonds	\$ 29,300.52	\$ 25,896.15	\$ 22,494.21
602	W.W.T.P.-Construction	\$ -	\$ -	\$ -
603	Sanitation	\$ 28,641.18	\$ 26,433.16	\$ 25,872.22
604	City Center-Operating	\$ (43,226.36)	\$ (31,913.91)	\$ (18,019.52)
604	City Center-Bonds	\$ (557,125.62)	\$ (557,031.52)	\$ (535,920.07)
609	Liquor Store	\$ 161,979.60	\$ 136,988.66	\$ 97,347.78
612	Airport	\$ (61,740.19)	\$ (37,279.45)	\$ (57,188.73)
651	Storm Water Management	\$ 262,841.77	\$ 219,364.74	\$ 183,345.89
213	Park Improvement	\$ 158,516.07	\$ 157,689.43	\$ 156,075.97
223	Aquatic Center	\$ (64,481.43)	\$ (25,986.66)	\$ (100,382.58)
223	Aquatic Center-Lifeguard Training	\$ 2,702.43	\$ 2,202.43	\$ 2,202.43
225	Cable TV	\$ 29,304.87	\$ 29,399.90	\$ 22,178.88
226	Cemetery	\$ (26,498.48)	\$ (23,459.24)	\$ (18,482.83)
229	Municipal State Aid	\$ 334,258.20	\$ 338,034.09	\$ 213,881.62
230	Engineering/Inspection Services	\$ (135,368.57)	\$ (135,345.71)	\$ (135,334.04)
231	American Rescue Plan	\$ -	\$ -	\$ 293,053.36
300	City Sinking	\$ 37,404.37	\$ 37,398.05	\$ 37,394.83
382	2007 Tax Increment Bond-2007 Industrial Park	\$ (64,668.43)	\$ (64,657.51)	\$ (63,296.85)
383	2014 Tax Increment Bond-West Industrial Park	\$ (5,249.02)	\$ (5,248.13)	\$ (5,247.68)
384	2018 Tax Increment Bond-Panther Heights	\$ (30,976.41)	\$ (30,971.18)	\$ (30,968.51)
409	Tax Increment #4-Industrial Park	\$ 370,085.01	\$ 370,022.50	\$ 369,990.60
421	Tax Increment #14-Downtown Redevelopment	\$ 24,060.86	\$ 24,060.86	\$ 24,060.86
424	Tax Increment #17-Miller Manufacturing	\$ 5,772.89	\$ 35,766.85	\$ 35,763.77
425	Tax Increment #18-West Industrial Park	\$ (36,457.26)	\$ (36,082.26)	\$ (35,615.19)
426	Tax Increment #19-Panther Heights	\$ 57,041.17	\$ 57,031.54	\$ 57,026.62
465	2021 Street Improvement-10th Street	\$ 101,996.15	\$ 104,903.03	\$ 107,542.26
523	2008 11th Street/Morningside Bond	\$ (52,030.91)	\$ (52,022.12)	\$ 66,422.15
524	2014 Street Improvement Bond	\$ (61,872.91)	\$ (61,862.46)	\$ (59,435.69)
525	2015 Street Improvement Bond-Lincoln Park	\$ (411,775.36)	\$ (411,705.81)	\$ 85,599.31
526	2016 Street Improvement Bond-Armstrong Avenue	\$ (119,192.93)	\$ (119,172.80)	\$ 169,250.11
527	2017 Street Improvement Bond-Baxter Avenue	\$ (84,269.37)	\$ (84,255.14)	\$ 276,870.99
528	2018 Storm Water Improvement Bond-Central Storm Sewer	\$ (156,230.40)	\$ (156,204.01)	\$ 230,747.98
529	2021 Street Improvement Bond-10th Street	\$ 151,487.43	\$ 151,461.84	\$ 151,448.78
TOTALS		\$ 8,196,440.68	\$ 9,084,884.66	\$ 9,908,285.07

Glencoe Municipal Liquor Store
Profit & Loss Statement for August 2022

Sales	
Liquor	64,665.36
Beer	120,586.14
Wine	16,640.62
Other Merchandise	4,875.05
Total Sales	<u>206,767.17</u>

Cost of Sales	
Beginning Inventory	419,863.42
Purchases	154,533.75
Total Merch. Avail. for Sale	<u>574,397.17</u>
Less Inventory Ending	422,521.07
Cost of Sales	<u>151,876.10</u>
Gross Profit on Sales	54,891.07
	26.55%

Operating Expenses	
Sales Tax (Use tax)	77.00
Full-Time Employees	5,711.14
Full-Time Employees- Overtime	0.00
Part-Time Employees	4,816.44
PERA Contributions	794.30
FICA Contributions	648.35
Medicare Contributions	151.64
Health & Life Insurance	2,310.96
Operating Supplies	6,864.30
Cleaning Supplies	0.00
Repair & Maintenance	370.79
Professional Services	0.00
Training	0.00
Computer Repair/Equipment	1,068.38
Telephone	65.34
Travel Expense	0.00
Advertising	660.04
Printing & Binding	0.00
Electricity	1,219.39
Natural Gas	417.66
Uniforms	0.00
Miscellaneous	0.00
Sub-total	<u>25,175.73</u>
Insurance- Liquor, Property, Gen'l Liability	701.96
Depreciation	3,587.18
Audit	250.00
Worker's Comp	456.92
Bond Interest	1,042.29
Total Operating Expenses	<u>31,214.08</u>

Non-Operating Expenses/Income	
Interest Income	23.14
Miscellaneous	0.00
Sales Tax Variance	1.37
Cash Drawer +/-	19.07
Bottle Deposit/Paid Out	0.00
Bad/Collected Checks	0.00
Total Non-Operating Exp./Inc.	<u>43.58</u>

Net Income	23,720.57
Year-To-Date Income	157,102.59

Comparative Figures

Previous Year (2021)	
Total Sales	215,094.86
Gross Profit on Sales	61,623.12
Total Operating Expenses	30,731.88
Total Non-Operating Exp./Inc.	491.90
Net Income	31,383.14
Year-To-Date Income	190,370.75

Current YTD Cash Balance	161,979.60
Last Month YTD Income	133,382.02



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

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CITY OF GLENCOE BILLS

JANUARY 17, 2023

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

VENDOR	DEPARTMENT: DESCRIPTION	TOTAL
CITY OF GLENCOE EMPLOYEES	MULTIPLE DEPTS.: CITY OF GLENCOE PAYROLL 10-19-22	\$69,771.72
WIRE TRANSFER	MULT DEPTS: STATE SALES TAX	\$20,526.00
WIRE TRANSFER	MULT DEPTS:EMP/CITY PAYROLL TAXES,HSA,PERA,D COMP,CAFE	\$48,739.99
TOTAL PREPAID BILLS ----->		<u><u>\$139,037.71</u></u>

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Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
A.H. HERMEL CO.	0573	LIQUOR STORE: MERCH FOR RESALE	175454	10/25/2022	721.87
				Vendor Total:	721.87
ARCTIC GLACIER USA, INC	0495	LIQUOR STORE: MERCH FOR RESALE	175455	10/25/2022	589.85
				Vendor Total:	589.85
BREAKTHRU BEVERAGE	0513	LIQUOR STORE: MERCH FOR RESALE	175462	10/25/2022	1,881.53
BREAKTHRU BEVERAGE	0513	LIQUOR STORE: MERCH FOR RESALE	175476	10/28/2022	1,903.70
				Vendor Total:	3,785.23
C & L DISTRIBUTING	0492	LIQUOR STORE: MERCH FOR RESALE	175456	10/25/2022	20,512.65
C & L DISTRIBUTING	0492	LIQUOR STORE: MERCH FOR RESALE	175463	10/25/2022	18,674.50
				Vendor Total:	39,187.15
COLONIAL LIFE	0735	MULT DEPTS: INS PREMIUMS	175464	10/25/2022	263.70
				Vendor Total:	263.70
DAHLHEIMER BEVERAGE	0003	LIQUOR STORE: MERCH FOR RESALE	175465	10/25/2022	19,268.80
				Vendor Total:	19,268.80
GITCH GEAR LLC	0988	LIQUOR STORE: MERCH FOR RESALE	175457	10/25/2022	368.00
				Vendor Total:	368.00
JOHNSON BROS - ST PAUL	0504	LIQUOR STORE: MERCH FOR RESALE	175466	10/25/2022	7,068.55
JOHNSON BROS - ST PAUL	0504	LIQUOR STORE: MERCH FOR RESALE	175477	10/28/2022	5,426.68
				Vendor Total:	12,495.23
LOCHER BROS., INCORPORATED	0503	LIQUOR STORE: MERCH FOR RESALE	175458	10/25/2022	24,329.20
				Vendor Total:	24,329.20
MARLIN'S TRUCKING	1387	LIQUOR STORE: MERCH FOR RESALE	175459	10/25/2022	689.50
MARLIN'S TRUCKING	1387	LIQUOR STORE: MERCH FOR RESALE	175467	10/25/2022	393.75
				Vendor Total:	1,083.25
MINNESOTA PUBLIC EMPLOYEE	1439	POLICE: UNION DUES	175468	10/25/2022	144.00
				Vendor Total:	144.00
MN. DEPT. OF LABOR & INDUSTRY	0055	REIMB: STATE SURCHARGE	175469	10/25/2022	293.50
				Vendor Total:	293.50
NCPERS GROUP LIFE INS	1619	ADMIN: INS PREMIUMS	175470	10/25/2022	16.00
				Vendor Total:	16.00
PHILLIPS WINE & SPIRITS, INC.	1010	LIQUOR STORE: MERCH FOR RESALE	175471	10/25/2022	4,894.25
PHILLIPS WINE & SPIRITS, INC.	1010	LIQUOR STORE: MERCH FOR RESALE	175478	10/28/2022	4,461.00
				Vendor Total:	9,355.25
PPLSI	0485	MULT DEPTS: INS PREMIUMS	175472	10/25/2022	112.60
				Vendor Total:	112.60
SOUTHERN GLAZER'S OF MN	1429	LIQUOR STORE: MERCH FOR RESALE	175473	10/25/2022	1,910.33
SOUTHERN GLAZER'S OF MN	1429	LIQUOR STORE: MERCH FOR RESALE	175479	10/28/2022	3,356.88
				Vendor Total:	5,267.21
VIKING BEVERAGES	0973	LIQUOR STORE: MERCH FOR RESALE	175460	10/25/2022	9,973.85
VIKING BEVERAGES	0973	LIQUOR STORE: MERCH FOR RESALE	175474	10/25/2022	3,232.40
				Vendor Total:	13,206.25
VIKING COCA-COLA BOTTLING CC	0494	LIQUOR STORE: MERCH FOR RESALE	175461	10/25/2022	532.70
				Vendor Total:	532.70
VINOCOPIA, INC.	1353	LIQUOR STORE: MERCH FOR RESALE	175475	10/25/2022	1,137.12
VINOCOPIA, INC.	1353	LIQUOR STORE: MERCH FOR RESALE	175480	10/28/2022	42.66
				Vendor Total:	1,179.78
VISA	0350	MULT DEPTS: TRAINING/TRAVEL EXP, UNIFORMS, SUPPLIES	175481	10/28/2022	2,058.40
				Vendor Total:	2,058.40
WINE MERCHANTS	0667	LIQUOR STORE: MERCH FOR RESALE	175482	10/28/2022	3,659.82

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Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
Vendor Total:					<u>3,659.82</u>
Grand Total:					<u>137,917.79</u>
Less Credit Memos:					<u>0.00</u>
Net Total:					<u>137,917.79</u>
Less Hand Check Total:					<u>0.00</u>
Outstanding Invoice Total :					<u>137,917.79</u>
Total Invoices:		29			

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Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
AEM MECHANICAL SVCS, INC.	1453	FIRE: ICE MACHINE REPAIR	0	00/00/0000	646.92
				Vendor Total:	646.92
AKO ELECTRIC INC	1468	WWTP, LIQUOR STORE: WIRE IRON PUMP, ELECTRICAL REPAIRS	0	00/00/0000	2,286.31
				Vendor Total:	2,286.31
AT&T MOBILITY	1205	MULT DEPTS: CELL PHONE BILL	0	00/00/0000	655.01
				Vendor Total:	655.01
AUTO VALUE GLENCOE	0214	STREET, PARK: EQUIPMENT PARTS, LUBRICANTS	0	00/00/0000	226.19
				Vendor Total:	226.19
AXON ENTERPRISE, INC	0439	POLICE: PAYMENT OF TASERS	0	00/00/0000	2,240.00
				Vendor Total:	2,240.00
CENGAGE LEARNING INC-GALE	1828	LIBRARY: BOOKS	0	00/00/0000	150.00
				Vendor Total:	150.00
CENTERPOINT ENERGY	0204	MULT DEPTS: NATUAL GAS	0	00/00/0000	24,654.21
				Vendor Total:	24,654.21
CENTRAL HYDRAULICS	1913	STREET: EQUIPMENT PARTS	0	00/00/0000	69.60
				Vendor Total:	69.60
CHAPPELL CENTRAL INC	1884	WWTP: MECHANICAL REPAIRS	0	00/00/0000	637.50
				Vendor Total:	637.50
ENVIRONMENTAL EQUIPMENT	2233	STREET: SWEEPER CURB BRUSHES	0	00/00/0000	120.00
				Vendor Total:	120.00
FARM-RITE EQUIPMENT INC	1096	STREET, PARK: 2023 BOBCAT TOOLCAT, REPAIR PARTS	0	00/00/0000	14,811.67
				Vendor Total:	14,811.67
FRANKLIN PRINTING INC.	0085	WATER, WWTP: OFFICE SUPPLIES	0	00/00/0000	175.92
				Vendor Total:	175.92
GLENCOE CO-OP ASSN.	1842	MULT DEPTS: FUEL,TIRE REPAIR, SNOW SHOVEL	0	00/00/0000	10,283.10
				Vendor Total:	10,283.10
GOPHER STATE ONE CALL	0482	WATER, WWTP, STORM WATER: LOCATE TICKETS	0	00/00/0000	24.30
				Vendor Total:	24.30
HACH COMPANY	0114	WWTP: UV SENSOR ANNUAL MAINT. AGREEMENT	0	00/00/0000	3,000.00
				Vendor Total:	3,000.00
HAWKINS, INC.	1133	WATER: CHEMICAL	0	00/00/0000	30.00
				Vendor Total:	30.00
JOHN DEERE FINANCIAL	1299	STREET, WWTP: EQUIPMENT REPAIR & MAINTENANCE PARTS	0	00/00/0000	1,060.42
				Vendor Total:	1,060.42
KDUZ - KARP - KGLB	2248	ADMIN, LIQUOR STORE: ADVERTISING	0	00/00/0000	1,192.50
				Vendor Total:	1,192.50
KWIK TRIP	1653	POLICE: FUEL	0	00/00/0000	2,202.21
				Vendor Total:	2,202.21
LIGHT & POWER COMMISSION	1484	MULT DEPTS: ELECTRICITY, BILLING FEE	0	00/00/0000	24,035.29
				Vendor Total:	24,035.29
LITZAU EXCAVATING	0380	WATER, WWTP, STORM WATER: WATERMAIN RPR,I&I,CATCH BASINS	0	00/00/0000	30,955.00
				Vendor Total:	30,955.00
MACQUEEN EMERGENCY	0159	FIRE: SCBA FLOW TEST	0	00/00/0000	1,945.00

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Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
				Vendor Total:	1,945.00
METRO SALES, INC	1066	ADMIN, POLICE: OFFICE EQUIPMENT LEASE	0	00/00/0000	666.15
				Vendor Total:	666.15
MID-AMERICAN RESEARCH CHEM	1032	STREET, PARK: DEGREASER, WEED KILLER, CLEANING SUPPLIES	0	00/00/0000	2,838.22
				Vendor Total:	2,838.22
MILBANK WINWATER WORKS	0058	WATER: METER GASKETS	0	00/00/0000	298.67
				Vendor Total:	298.67
MINNESOTA UI FUND	0566	CEMETERY: UNEMPLOYMENT INSURANCE	0	00/00/0000	123.00
				Vendor Total:	123.00
MVTL , INC.	0353	WWTP: LAB TESTING	0	00/00/0000	123.20
				Vendor Total:	123.20
NORTH AMERICAN SAFETY INC	0903	WATER, WWTP: SAFETY CLOTHING	0	00/00/0000	716.07
				Vendor Total:	716.07
OXYGEN SERVICE COMPANY	0653	STREET: WELDING SUPPLIES	0	00/00/0000	15.50
				Vendor Total:	15.50
PLUNKETT'S PEST CONTROL, INC	0446	WWTP: PEST CONTROL	0	00/00/0000	107.89
				Vendor Total:	107.89
PRINTING SYSTEMS, INC.	0346	FINANCE: OFFICE SUPPLIES	0	00/00/0000	275.28
				Vendor Total:	275.28
QUILL LLC	1691	LIBRARY: OFFICE SUPPLIES	0	00/00/0000	29.99
				Vendor Total:	29.99
REVIER WELDING	1509	WWTP: FABRICATE REPAIR PARTS	0	00/00/0000	320.54
				Vendor Total:	320.54
SAM'S TIRE SERVICE INC.	0250	POLICE, STREET: SQUAD REPAIRS, TOOL CAT TIRES	0	00/00/0000	1,462.98
				Vendor Total:	1,462.98
SEH	1757	MULT DEPTS: ENGINEERNG SERVICES	0	00/00/0000	73,616.38
				Vendor Total:	73,616.38
SHRED-N-GO, INC	0032	FINANCE, POLICE: PAPER SHREDDING SERVICE	0	00/00/0000	79.08
				Vendor Total:	79.08
STAR GROUP, L.L.C.	0972	STREET, WWTP: REPAIR & MAINTENANCE PARTS/SUPPLIES	0	00/00/0000	165.31
				Vendor Total:	165.31
STORM TRUCKING, LLC	1687	STREET: SNOW HAULING	0	00/00/0000	451.25
				Vendor Total:	451.25
THOMSON REUTERS	1260	POLICE: INVESTIGATION SERVICES	0	00/00/0000	171.55
				Vendor Total:	171.55
TRI-COUNTY WATER	1016	STREET, REIMB, AIRPORT: WATER	0	00/00/0000	127.50
				Vendor Total:	127.50
VERIZON WIRELESS	1110	POLICE: SQUAD CAR PHONES	0	00/00/0000	200.05
				Vendor Total:	200.05
WATER CONSERVATION SERVICE	1298	WWTP: LEAK LOCATE	0	00/00/0000	896.25
				Vendor Total:	896.25
WM. MUELLER & SONS, INC.	0206	STREET, WWTP: PATCHING	0	00/00/0000	3,670.00
				Vendor Total:	3,670.00

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Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
Grand Total:					207,756.01
Less Credit Memos:					0.00
Net Total:					207,756.01
Less Hand Check Total:					0.00
Outstanding Invoice Total :					207,756.01
Total Invoices:	43				

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Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
HAYES, KELLY	1716	ADMIN: UNIFORM ALLOWANCE	0	00/00/0000	200.00
				Vendor Total:	200.00
INDEPENDENT EMERGENCY SER\	0969	POLICE: ANNUAL 911 SERVICE	0	00/00/0000	129.24
				Vendor Total:	129.24
MCLEOD CO FIRE CHIEF'S ASSOC	1149	FIRE: ACTIVE 911 SERVICE DUES	0	00/00/0000	499.70
				Vendor Total:	499.70
MN. STATE FIRE CHIEFS ASSOC.	0191	FIRE: MEMBERSHIP RENEWAL	0	00/00/0000	400.00
				Vendor Total:	400.00
MPCA	1680	WWTP: LAB CERTIFICATION RENEWAL	0	00/00/0000	1,644.00
				Vendor Total:	1,644.00
MVTL , INC.	0353	WATER, WWTP: LAB TESTING	0	00/00/0000	67.50
				Vendor Total:	67.50
NORTHLAND TRUST SERVICES	1799	MULT DEPTS: BOND INTEREST, FISCAL AGENT FEES	0	00/00/0000	251,711.88
				Vendor Total:	251,711.88
NUVERA	2120	MULT DEPTS: INTERNET, PHONE, IT SUPPORT	0	00/00/0000	5,914.40
				Vendor Total:	5,914.40
RAMAKER & ASSOCIATES, INC	0910	CEMETERY: BURIAL SEARCH SETUP & HOSTING FEE	0	00/00/0000	2,200.00
				Vendor Total:	2,200.00
REGION V EMER. MANAGEM'T AS	2119	POLICE: MEMBERSHIP RENEWAL	0	00/00/0000	15.00
				Vendor Total:	15.00
SECURITY BANK & TRUST CO.	0259	MULT DEPTS: BOND PRINCIPAL & INTEREST PAYMENTS	0	00/00/0000	410,693.75
				Vendor Total:	410,693.75
SOUTHWEST EYE CARE	0038	WWTP: SAFETY GLASSES	0	00/00/0000	423.66
				Vendor Total:	423.66
TEMPLE SERVICE CENTER	0381	POLICE: SEW PATCHES ON UNIFORMS	0	00/00/0000	12.00
				Vendor Total:	12.00
VIVID IMAGE, INC.	0436	LIQUOR STORE: WEBSITE HOSTING	0	00/00/0000	780.00
				Vendor Total:	780.00
				Grand Total:	674,691.13
				Less Credit Memos:	0.00
				Net Total:	674,691.13
				Less Hand Check Total:	0.00
				Outstanding Invoice Total :	674,691.13
Total Invoices:		14			