



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**

**April 3, 2023 – 7:00pm**

City Center Ballroom

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

**2. CONSENT AGENDA**

- A. Approve City Council Minutes of March 20, 2023
- B. Approve liquor license renewal for Coborns and Glencoe Softball Association
- C. Approve 2022 Book Transfers

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

**4. PUBLIC HEARINGS – None Scheduled**

**5. BIDS AND QUOTES**

- A. Equipment Certificate of Indebtedness for Fire Truck purchase – Resolution 2023-07 – Mark Ostlund, City Attorney

**6. REQUESTS TO BE HEARD**

- A. Lease Amendment with Glencoe Historical Preservation Society for Storage Room – City Administrator
- B. "Agenda Approval" as an Agenda Item – City Administrator
- C. Agency Agreement with MNDOT for Federal Funds – Resolution 2023 -08 – City Administrator

**7. ITEMS FOR DISCUSSION**

- A. Jurisdictional Turnback and Road classification – Public Open House
- B. Library update – Pioneerland Librarian Position – City Administrator

**8. ROUTINE BUSINESS**

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

**9. ADJOURNMENT**

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

Absent: Luz Duvall

City Staff: City Administrator Mark Larson, City Attorney Mark Ostlund, Public Works Director Mark Lemen, Public Works Director Jamie Voigt, Assistant City Administrator Jon Jerabek, Finance Director Todd Trippel, Deputy City Clerk Kelly Hayes, Officer Ian Coates

Others: Al Robeck, Rich Glennie, Dave Nelson, Justin Black, Brody Bratsch, Karin Ramige

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

Mayor Voss called the meeting to order at 7:00pm. City Attorney Mark Ostlund requested to amend the agenda to include: 6D Approval of the fourth amendment to structural lease with AT&T.

*Motion: Lemke, seconded by Neid to approve the agenda addition of "6D Approval of the Fourth Amendment to Structural Lease With AT&T". All in favor, motion carries.*

**2. CONSENT AGENDA**

- A. Approve City Council minutes from March 6, 2023
- B. Approve the Liquor License for the Brewer's Baseball Association
- C. Mayor for a Day – Essay Winner and Proclamation – Kaden Strobel

*Motion: Neid, seconded by Hueser to approve the Consent Agenda. All in favor, motion carries.*

Mayor Voss acknowledged Kaden Strobel through a proclamation for his "Mayor For A Day" essay.

Over 600 students submitted an essay and the League of MN Cities selected four grand prize winners, one being Kaden Strobel from Glencoe Silver Lake Schools.

**3. PUBLIC COMMENT (agenda items only) - none**

**4. PUBLIC HEARINGS – None Scheduled**

**5. BIDS AND QUOTES**

- A. 2023 Bobcat Toolcat Quote – City Administrator

As requested at the last council meeting, two additional quotes were received for a 2023 Bobcat Toolcat.

Quotes were received by Farm-Rite, United Farmers Cooperative and Lano Equipment.

*Motion: Olson, seconded by Lemke to approve purchasing a 2023 Toolcat from Farm-Rite. Vote 2 – 2 with Olson and Lemke voting for and Neid and Hueser voting against. Mayor Voss broke the tie by voting for the quote from Farm-Rite. Motion carries 3-2.*

- B. Pierce Fire Truck Financing – City Administrator

*Motion: Olson, seconded by Hueser to lock in financing through Security Bank at 4.19% "Option 1". Vote 4 – 0, motion carries.*

- C. 2023 Pavement Management Project – Justin Black, SEH

- 1. Resolution 2023-06 approving Plans and Specifications and setting a bid opening for May 4, 2023.

Justin Black presented the 2023 Pavement Management Project. Total base amount is \$4,791,000.

City Council chose to have three alternates: #1 McLeod full reconstruction, #2 Fir, Elm, Dogwood mill and fill, #3 Oak Leaf Park overlay.

*Motion: Lemke, second by Hueser to adopt Resolution 2023-06 approving Plans and Specifications and setting a bid opening for May 4, 2023. Vote 4 – 0, motion carries.*

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

### **A. FFA Presentation – Glencoe/Silver Lake FFA**

The Glencoe Silver Lake FFA presented “How Food Security is Driving Insecurity”.

### **B. Construction Easement with MNDOT for Morningside/212 Roundabout – City Administrator**

*Motion: Lemke, seconded by Olson to approve the Construction Easement with MNDOT for Morningside/212 Roundabout. All in favor, motion carries.*

### **C. Jurisdictional Road Authority Presentation – Justin Black, SEH**

Presentation is in the council packet.

### **D. Approval of the Fourth Amendment to Structural Lease With AT&T**

*Motion: Neid, seconded by Hueser to approve of the Fourth Amendment to Structural Lease With AT&T. Vote 4 – 0, motion carries.*

## **7. ITEMS FOR DISCUSSION**

### **A. Airport Terminal Project – Sale of existing Terminal Building**

Glencoe Days has decided to move in a different direction and they do not need the airport terminal.

Going back to the original plan of selling it by sealed bid. Probably wouldn't happen until late August.

No action is needed at this time.

### **B. Light and Power Commission update – Dave Meyer, General Manager**

Last summer worked on a big underground project in Haukos Trailer Court. Partnering with City for the lighting in the downtown area. Working on getting a charging station installed. Working with MPCA on emissions level.

*Motion: Olson, seconded by Hueser to adopt a formal comment to the MPCA using the template.*

### **C. 2023 Flower Basket Program – Jon Jerabek, Assistant City Administrator**

Looking for sponsors for the 2023 Flower Basket Program and volunteers to water the plants weekly.

## **8. ROUTINE BUSINESS**

### **A. Project Updates**

### **B. Economic Development – Public hearing in April for the Tax Increment Plan.**

### **C. Public Input**

### **D. Reports – Olson was at the airport kick-off meeting and noted that there is a great group working on this project. Voss mentioned that the Glencoe Historical Society has volunteered numerous hours putting together a book on the history of Glencoe.**

### **E. Pay Bills**

*Motion: Neid, seconded by Lemke to pay the city bills. All in favor, motion carries.*

## **9. ADJOURNMENT**

*Motion: Lemke, seconded by Neid to adjourn at 9:03pm. All in favor, motion carried.*

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Ryan Voss, Mayor

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Mark Larson, City Administrator



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

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CHECK NO: BOOK TRANSFERDATE: 12-31-22

TO: \_\_\_\_\_

PARK IMPROV.	TO: PARK IMPROVEMENT	
10,000.00	D=213-001 C=213-200	
GENERAL	FROM: GENERAL	
10,000.00	D=101-493.720 C=101-001	
	** TRANSFER FOR - CAMPGROUND REIMBURSEMENT **	
GENERAL	TO: GENERAL	
70,000.00	D=101-001 C=101-200	
STORM WATER	FROM: STORM WATER MANAGEMENT	
70,000.00	D=651-720 C=651-001	
	** TRANSFER FOR - EMPLOYEE WAGES **	
GENERAL	TO: GENERAL	
7,000.00	D=101-001 C=101-200	
SANITATION	FROM: SANITATION	
7,000.00	D=603-720 C=603-001	
	** TRANSFER FOR - LEAF VACUUM **	

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2016 ST. IMP.	TO: 2016 STREET IMPROVEMENT BOND	
60,000.00	D=526-001 C=526-200	
WATER	FROM: WATER	
60,000.00	D=601-720 C=601-001	
	** TRANSFER FOR - BOND PAYMENT **	
2016 ST. IMP.	TO: 2016 STREET IMPROVEMENT BOND	
20,000.00	D=526-001 C=526-200	
W.W.T.P.	FROM: W.W.T.P.	
20,000.00	D=602-720 C=602-001	
	** TRANSFER FOR - BOND PAYMENT **	
2016 ST. IMP.	TO: 2016 STREET IMPROVEMENT BOND	
127,549.00	D=526-001 C=526-200	
MUN. STATE AID	FROM: MUNICIPAL STATE AID	
127,549.00	D=229-720 C=229-001	
	** TRANSFER FOR - BOND PAYMENT **	

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2017 ST. IMP.	TO: 2017 STREET IMPROVEMENT BOND	
70,000.00	D=527-001 C=527-200	
WATER	FROM: WATER	
70,000.00	D=601-720 C=601-001	
	** TRANSFER FOR - BOND PAYMENT **	
2017 ST. IMP.	TO: 2017 STREET IMPROVEMENT BOND	
40,000.00	D=527-001 C=527-200	
W.W.T.P.	FROM: W.W.T.P.	
40,000.00	D=602-720 C=602-001	
	** TRANSFER FOR - BOND PAYMENT **	
2017 ST. IMP.	TO: 2017 STREET IMPROVEMENT BOND	
55,000.00	D=527-001 C=527-200	
STORM WATER	FROM: STORM WATER MANAGEMENT	
55,000.00	D=651-720 C=651-001	
	** TRANSFER FOR - BOND PAYMENT **	

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2018 ST. IMP.	TO: 2018 STREET IMPROVEMENT BOND	
30,000.00	D=528-001 C=528-200	
WATER	FROM: WATER	
30,000.00	D=601-720 C=601-001	
	** TRANSFER FOR - BOND PAYMENT **	
2018 ST. IMP.	TO: 2018 STREET IMPROVEMENT BOND	
51,000.00	D=528-001 C=528-200	
W.W.T.P.	FROM: W.W.T.P.	
51,000.00	D=602-720 C=602-001	
	** TRANSFER FOR - BOND PAYMENT **	
2018 ST. IMP.	TO: 2018 STREET IMPROVEMENT BOND	
205,000.00	D=528-001 C=528-200	
STORM WATER	FROM: STORM WATER MANAGEMENT	
205,000.00	D=651-720 C=651-001	
	** TRANSFER FOR - BOND PAYMENT **	



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GENERAL	TO: GENERAL	
182,500.00	D=101-001 C=101-200	
WATER	FROM: WATER	
182,500.00	D=601-720 C=601-001	
	** TRANSFER FOR - ADMINISTRATION & 2021 PUBLIC IMPROVE. PROJECT **	
GENERAL	TO: GENERAL	
182,500.00	D=101-001 C=101-200	
W.W.T.P.	FROM: W.W.T.P.	
182,500.00	D=602-720 C=602-001	
	** TRANSFER FOR - ADMINISTRATION & 2021 PUBLIC IMPROVE. PROJECT **	
GENERAL	TO: GENERAL	
158,000.00	D=101-001 C=101-200	
W.W.T.P.	FROM: W.W.T.P.	
158,000.00	D=602-720 C=602-001	
	** TRANSFER FOR - 2021 PUBLIC IMPROVE. PROJECT & 7TH STREET CONST. *	

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GENERAL	TO: GENERAL	
50,000.00	D=101-001 C=101-200	
STORM WATER	FROM: STORM WATER MANAGEMENT	
50,000.00	D=651-720 C=651-001	
	** TRANSFER FOR - ADMINISTRATION & 2021 PUBLIC IMPROVE. PROJECT **	
GENERAL	TO: GENERAL	
70,000.00	D=101-001 C=101-200	
LIQUOR STORE	FROM: LIQUOR STORE	
70,000.00	D=609-720 C=609-001	
	** TRANSFER FOR - ADMINISTRATION **	
AQUATIC CRT.	TO: AQUATIC CENTER	
92,500.00	D=101-001 C=101-200	
GENERAL	FROM: GENERAL	
92,500.00	D=101-493.720 C=101-001	
	** TRANSFER FOR - ELIMINATE NEGATIVE FUND BALANCE **	

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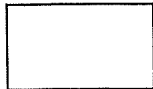
DATE: 12-31-22

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GENERAL	TO: GENERAL	
35,500.00	D=101-001 C=101-200	
CABLE T.V.	FROM: CABLE T.V.	
35,500.00	D=225-720 C=225-001	
CITY CENTER	TO: CITY CENTER - OPERATING	
40,000.00	D=604-001 C=604-200	
LIQUOR STORE	FROM: LIQUOR STORE	
40,000.00	D=609-720 C=609-001	
	** TRANSFER FOR - ELIMINATE NEGATIVE FUND BALANCE **	
CITY CENTER	TO: CITY CENTER - BONDS	
110,000.00	D=604-010 C=604-200	
LIQUOR STORE	FROM: LIQUOR STORE	
110,000.00	D=609-720 C=609-001	
	** TRANSFER FOR - BOND PAYMENT **	

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CEMETERY	TO: CEMETERY	
30,250.00	D=226-001 C=226-200	
GENERAL	FROM: GENERAL	
30,250.00	D=101-493.720 C=101-001	
	** TRANSFER FOR - ELIMINATE NEGATIVE FUND BALANCE **	
ENG./INSPECT.	TO: ENGINEERING/INSPECTION	
10,000.00	D=230-001 C=230-200	
GENERAL	FROM: GENERAL	
10,000.00	D=101-493.720 C=101-001	
	** TRANSFER FOR - ELIMINATE NEGATIVE FUND BALANCE (HARPEL POND) **	
2007 TAX INC.	TO: 2007 TAX INCREMENT BOND	
65,000.00	D=382-010 C=382-200	
TAX INC. #4	FROM: TAX INCREMENT #4	
65,000.00	D=409-720 C=409-001	
	** TRANSFER FOR - BOND PAYMENT **	



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2014 TAX INC.	TO: 2014 TAX INCREMENT BOND	
219,379.97	D=383-010 C=383-200	
TAX INC. #18	FROM: TAX INCREMENT #18	
219,379.97	D=425-720 C=425-001	
	** TRANSFER FOR - FINAL BOND PAYMENT & DECERTIFY TID#18 **	
2014 TAX INC.	TO: 2014 TAX INCREMENT BOND	
31,246.54	D=383-010 C=383-200	
CITY SINKING	FROM: CITY SINKING	
31,246.54	D=300-720 C=300-001	
	** TRANSFER FOR - FINAL BOND PAYMENT & DECERTIFY TID#18 **	
20018 TAX INC.	TO: 2018 TAX INCREMENT BOND	
38,000.00	D=384-010 C=384-200	
TAX INC. #19	FROM: TAX INCREMENT #19	
38,000.00	D=426-720 C=426-001	
	** TRANSFER FOR - BOND PAYMENT **	

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

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

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To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: March 31, 2023

Re: **Item 4A** – Equipment Certificates for Fire Truck Purchase

**Item 4A** – City Attorney Ostlund will review the attached Equipment Certificates of Indebtedness for the purchase of the new pumper truck from MacQueen Equipment in November 2021. The interest Rate is 4.19% with Security Bank and Trust of Glencoe.

The Townships were notified after the last City Council meeting and to obtain the prorated discount of \$11,220 from MacQueen, the Townships need to notify the City of Glencoe by April 15<sup>th</sup>. The Townships should also notify the City if they are going to finance their portion at that time also.

It is recommended to approve Resolution 2023 – 07 to approve the certificates of indebtedness with Security Bank and Trust.

Extract of Minutes of Meeting  
of the City Council of the City of  
Glencoe, McLeod County, Minnesota

Pursuant to due call and notice thereof, a regular meeting to the City Council of the City of Glencoe, Minnesota, was duly held in the City Hall in said City on April 3, 2023, commencing at 7:00 o'clock P.M.

The following members were present: Mayor Voss, Council Members Neid, Lemke, Hueser, Olson and Duvall, and the following were absent: None.

The Mayor announced that the next order of business was consideration of a proposal for the purchase of the City's \$764,938.62 General Obligation Equipment Certificate of Indebtedness, Series 2023.

The City Clerk presented an offer of Security Bank & Trust Co., Glencoe, Minnesota to purchase the Certificates that had been submitted to the City pursuant to Council direction.

After due consideration of the proposal, Council member \_\_\_\_\_ then introduced the following resolution, and moved its adoption:

RESOLUTION NO. 2023 - 07

A RESOLUTION AWARDED THE SALE OF \$764,938.64  
GENERAL OBLIGATION EQUIPMENT CERTIFICATE  
OF INDEBTEDNESS, SERIES 2023;  
FIXING ITS FORM AND SPECIFICATIONS;  
DIRECTING ITS EXECUTION AND DELIVERY;  
AND PROVIDING FOR ITS PAYMENT

BE IT RESOLVED By the City Council of the City of Glencoe, McLeod County, Minnesota (City) as follows:



Section 1.     Sale of Certificates.

1.01. It is hereby determined that

- (a) the City is authorized by Minnesota Statutes, Section 410.32 (the Act) to issue its general obligation certificate of indebtedness (Certificate) on such terms and in such manner as the City determines to finance the purchase of items of capital equipment (Equipment), subject to certain limitations contained in the Act;
- (b) the City will purchase and acquire Equipment consisting of a Plow Truck, and the estimated cost of which is \$764,938.62;
- (c) as required by the Act,
  - (i) the expected useful life of the Equipment is or will be at least as long as the term of the Certificate; and
  - (ii) the principal amount of Certificates to be issued in the year 2023 will not exceed .25 percent of the market value of taxable property in the City for the year 2023;
- (d) because the principal amount of the certificate of indebtedness to be issued under the resolution will not exceed .25% of the market value of taxable property in the City, the certificate may be issued without public notice by publication in the City's official newspapers of a resolution determining to issue the certificate;
- (e) it is necessary and expedient for the City to issue its Certificate for the purchase of the Equipment and related expenses as follows:

Contract Cost	\$764,938.62
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- (f) it is necessary and expedient to the sound financial management of the affairs of the City to issue a \$764,938.62 General Obligation Equipment Certificate of Indebtedness, Series 2023 pursuant to the Act to provide financing for the Equipment.

1.02. The offer of Security Bank & Trust Co., Glencoe, Minnesota (Purchaser) to purchase a \$764,938.62 General Obligation Equipment Certificate of Indebtedness, Series 2023 (Certificate) of the City is determined to be a reasonable offer and is accepted, the offer being to purchase the Certificate at a price of par for the Certificate bearing interest at the rate of 4.19% per annum to maturity.

1.03. The City will forthwith issue and sell the Certificate pursuant to Minnesota Statutes, section 412.301 (Act) in the total principal amount of \$764,938.62, originally dated as of delivery to the Purchaser in the denomination of \$764,938.62, and in quarterly payments in installment amounts as follows:

<u>Year</u>	<u>Amount</u>
August 1, 2023	\$10,594.61
February 1, 2024	\$169,544.09
February 1, 2025	\$169,544.09
February 1, 2026	\$169,544.09
February 1, 2027	\$169,544.09
February 1, 2028	\$169,544.06

1.04. Optional Redemption. The City may elect on any date to prepay the Certificate. Redemption may be in whole or in part and if in part in inverse order of installment maturities. Prepayments will be at a price of par plus accrued interest.

Section 2. Registration and Payment.

2.01. Registered Form. The Certificate will be issued as a single typewritten certificate (Certificate) in fully registered form. The interest thereon and the principal amount thereof, is payable by check or draft issued by the Registrar described herein.

2.02. Dates: Interest Payment Dates. The Certificate will be dated as of the last interest payment date preceding the date of authentication to which interest on the Certificate has been paid or made available for payment, unless (i) the date of authentication is an interest payment date to which interest has been paid or made available for payment, in which case the Certificate will be dated as of the date of authentication, or (ii) the date of authentication is prior to the first interest payment date, in which case the Certificate will be dated as of the date of original issue. The interest on the Certificate is payable within the installment payments set forth on paragraph 1.03 above, to the registered owners of record as of the close of business on the date stated, whether or not that day is a business day.

2.03. Registration. The City will appoint the City Clerk as Certificate Registrar. The effect of registration and the rights and duties of the City and the Registrar with respect thereto are as follows:

(a) Register. The Registrar must keep at its principal corporate trust office a certificate register in which the Registrar provides for the registration of ownership of Certificate and the registration of transfers and exchanges entitled to be registered, transferred or exchanged.

(b) Transfer of Certificates. Upon surrender for transfer of the Certificate duly endorsed by the registered owner thereof or accompanied by a written instrument of transfer, in form satisfactory to the Registrar, duly executed by the registered owner thereof or by an attorney duly authorized by the registered owner in writing, the Registrar will authenticate and deliver, in the name of the designated transferee or transferees, one or more new certificates of a like aggregate principal amount and maturity, as requested by the transferor. The Registrar may, however, close the books for registration of any transfer after the fifteenth day of the month preceding each interest payment date and until that interest payment date.

(c) Exchange of Certificate. When the Certificate is surrendered by the registered owner for exchange the Registrar will authenticate and deliver one or more new certificates of a like aggregate principal amount and maturity, as requested by the registered owner or the owner's attorney in writing.

(d) Cancellation. The Certificate surrendered upon any transfer or exchange will be

promptly cancelled by the Registrar and thereafter disposed of as directed by the City.

(e) Improper or Unauthorized Transfer. When a Certificate is presented to the Registrar for transfer, the Registrar may refuse to transfer the Certificate until the Registrar is satisfied that the endorsement on the Certificate or separate instrument of transfer is valid and genuine and that the requested transfer is legally authorized. The Registrar will incur no liability for the refusal, in good faith, to make transfers which it, in its judgment, deems improper or unauthorized.

(f) Persons Deemed Owners. The City and the Registrar may treat the person in whose name a Certificate is registered in the bond register as the absolute owner of the Certificate, whether the Certificate is overdue or not, for the purpose of receiving payment of, or on account of, the principal of and interest on the Certificate and for all other purposes, and payments so made to a registered owner or upon the owner's order will be valid and effectual to satisfy and discharge the liability upon the Certificate to the extent of the sum or sums so paid.

(g) Taxes, Fees and Charges. The Registrar may impose a charge upon the owner thereof for a transfer or exchange of the Certificate sufficient to reimburse the Registrar for any tax, fee or other governmental charge required to be paid with respect to the transfer or exchange.

(h) Mutilated, Lost, Stolen or Destroyed Certificates. If the Certificate becomes mutilated or is destroyed, stolen or lost, the Registrar will deliver a new Certificate of like amount, number, maturity date and tenor in exchange and substitution for and upon cancellation of the mutilated Certificate or in lieu of and in substitution for any Certificate destroyed, stolen or lost, upon the payment of the reasonable expenses and charges of the Registrar in connection therewith; and, in the case of a Certificate destroyed, stolen or lost, upon filing with the Registrar of evidence satisfactory to it that the Certificate was destroyed, stolen or lost, and of the ownership thereof, and upon furnishing to the Registrar an appropriate bond or indemnity in form, substance and amount satisfactory to it and as provided by law, in which both the City and the Registrar must be named as obligees. Certificates so surrendered to the Registrar will be cancelled by the Registrar and evidence of such cancellation must be given to the City. If the mutilated, destroyed, stolen or lost Certificate has already matured or been called for redemption in accordance with its terms it is not necessary to issue a new Certificate prior to payment.

(i) Redemption. If an installment maturity of the Certificate is called for redemption, notice thereof identifying the maturities to be redeemed will be given by the Registrar by mailing a copy of the redemption notice by first class mail (postage prepaid) not more than 60 and not less than 30 days prior to the date fixed for redemption to the registered owner of the Certificate at the address shown on the registration books kept by the Registrar. Failure to give notice to any registered owner, or any defect therein, will not affect the validity of the proceedings for the redemption of Certificate.

2.04. Execution and Delivery. The Certificate will be prepared under the direction of the City Clerk and will be executed on behalf of the City by the manual signatures of the Mayor and the City Clerk. In case any officer whose signature or a facsimile of whose signature appears on the Certificate will cease to be such officer before the delivery of the Certificate, such signature will nevertheless be valid and sufficient for all purposes, the same as if the officer had remained in office until delivery. When the Certificate has been so prepared and executed the City Administrator will deliver the same to the Purchaser thereof upon payment of the purchase price and the Purchaser will not be obligated to see to the application of the purchase price.

Section 3. Form of Certificate.

3.01. The Certificate will be printed or typewritten in substantially the following form:

[Face of the Certificate]

No. R-1

\$764,938.62

UNITED STATES OF AMERICA  
STATE OF MINNESOTA  
COUNTY OF McLEOD  
CITY OF GLENCOE

GENERAL OBLIGATION EQUIPMENT CERTIFICATE OF  
INDEBTEDNESS, SERIES 2023

Rate  
Issue  
4.19%

Date of  
Original  
April 4, 2023

**WHEREAS**, City of Glencoe, a municipal corporation, is a duly organized public corporation in the County of McLeod and State of Minnesota, and

**WHEREAS**, The City Council of the City of Glencoe adopted a resolution on the 3rd day of April, 2023, a copy of which is attached hereto and made a part of this Certificate of Indebtedness by reference, and

**WHEREAS**, The duly elected Mayor and City Administrator of said city are authorized to execute the within Certificate of Indebtedness on behalf of the City of Glencoe pursuant to said resolution adopted on the 3rd day of April, 2023, and

**WHEREAS**, The City of Glencoe is authorized to execute Certificates of Indebtedness pursuant to Minnesota Statutes Chapter 410.32, and

**WHEREAS**, The City of Glencoe represents that it has fully complied with the requirements contained in Minnesota Statutes Chapter 410.32;

**NOW THEREFORE**, City of Glencoe, for valuable consideration, agrees to pay to the order of Security Bank & Trust Company of Glencoe, Minnesota, the sum of \$764,938.62 and together with interest at the rate of 4.19% per annum as hereinafter set forth, and that said indebtedness, together with accrued interest accruing from and after April 3, 2023, shall be repaid as follows:

\$10,594.61 on August 1, 2023 and \$169,544.09 on the 1st of February each year thereafter until February 1, 2028, at which time the entire unpaid principal balance and all accrued interest shall be paid in full. Payments shall apply first to accrued interest and the balance in reduction of principal.

The City of Glencoe reserves the right to pay any and all balances at any time prior to the due dates of any installment or the date of the final payment hereof. The City of Glencoe does hereby pledge its rights in that certain 2023 Pierce Enforcer Pumper Fire Truck, VIN# \_\_\_\_\_, Title # \_\_\_\_\_ and said 2023 Pierce Enforcer Pumper Fire Truck shall be deemed to be personal property and shall serve as collateral for the within indebtedness. Parties hereto agree to amend this here Certificate with the above referenced information.

The City Council has designated this Certificate as a “qualified tax exempt obligation” within the

meaning of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended (the Code) relating to disallowance of interest expense for financial institutions and within the \$10 million limit allowed by the Code for the calendar year of issue.

**IN WITNESS WHEREOF**, The City of Glencoe, McLeod County, Minnesota, by its City Council, has caused this Certificate to be executed on its behalf by the facsimile or manual signatures of the Mayor and City Administrator and has caused this Certificate to be dated as of the date set forth below.

Dated: \_\_\_\_\_, 2023.

**CITY OF GLENCOE, MINNESOTA**

\_\_\_\_\_  
Mark D. Larson  
City Administrator

\_\_\_\_\_  
Ryan Voss  
Mayor

**PROVISIONS AS TO REGISTRATION**

The ownership of the principal of and interest on the within Certificate has been registered on the books of the Registrar in the name of the person last noted below.

<u>Date of Registration</u>	<u>Registered Owner</u>	<u>Signature of City Administrator</u>
	Security Bank & Trust Co. Glencoe, Minnesota Federal ID#41-0531690	_____

3.02. The City Clerk is authorized and directed to obtain a copy of the proposed approving legal opinion of Huemoeller, Gontarek & Cheskis, PLC, which will be complete except as to dating thereof and to cause the opinion to be printed on or accompany the Certificate.

Section 4. Payment: Security Pledges and Covenants.

4.01. The Certificate is payable from the General Obligation Equipment Certificate of Indebtedness, Series 2023 Debt Service Fund (Debt Service Fund) hereby created, and the proceeds of the ad valorem taxes hereinafter levied are pledged to the Debt Service Fund. If a payment of principal or interest on the Certificate becomes due when there is not sufficient money in the Debt Service Fund to pay the same, the City Clerk will pay such principal or interest from the general fund of the City, and the general fund may be reimbursed for those advances out of the proceeds of the taxes levied by this resolution, when collected. There is hereby appropriated to the Debt Service Fund capitalized interest financed from Certificate proceeds.



4.02. For the purpose of paying the principal of and interest on the Certificate, there is levied a direct annual irrepealable ad valorem tax upon all of the taxable property in the City, which will be spread upon the tax rolls and collected with and as part of other general taxes of the City. Such tax will be credited to the Debt Service Fund above provided and will be in the years and amounts as follows (year stated being year of levy for collection the following year):

	<u>Levy</u>
2023	\$10,594.61
2024	\$169,544.09
2025	\$169,544.09
2026	\$169,544.09
2027	\$169,544.09
2028	\$169,544.06

4.03. It is determined that the estimated collection of the foregoing taxes will produce at least five percent in excess of the amount needed to meet when due, the principal and interest payments on the Certificate. The tax levy herein provided is irrepealable until the Certificate is paid, provided that at the time the City makes its annual tax levies, the City Administrator may certify to the County Auditor of McLeod County the amount available in the Debt Service Fund to pay principal and interest due during the ensuing year, and the County Auditor will thereupon reduce the levy collectible during such year by the amount so certified.

4.04. The City Administrator is authorized and directed to file a certified copy of this resolution with the County Auditor and to obtain the certificate required by Minnesota Statutes, Section 475.63.

#### Section 5. Authentication of Transcript.

5.01. The officers of the City are authorized and directed to prepare and furnish to the Purchaser and to the attorneys approving the Certificate, certified copies of proceedings and records of the City relating to the Certificates and to the financial condition and affairs of the City, and such other certificates, affidavits and transcripts as may be required to show the facts within their knowledge or as shown by the books and records in their custody and under their control, relating to the validity and marketability of the Certificate, and such instruments, including any heretofore furnished, will be deemed representations of the City as to the facts stated therein.

5.02. It is determined that no official statement or prospectus has been prepared or circulated by the City in connection with the sale of the Certificate and that the Purchaser has made its own investigations concerning the City as set forth in an investment letter of even date, receipt of which is hereby acknowledged.

#### Section 6. Tax Covenant.

6.01. The City covenants and agrees with the holders from time to time of the Certificate that it will not take or permit to be taken by any of its officers, employees or agents any action which would cause the interest on the Certificate to become subject to taxation under the Internal Revenue Code of 1986, as amended (the Code), and the Treasury Regulations promulgated thereunder, in effect at the time of such actions, and that it will take or cause its officers, employees or agents to take, all affirmative action within its power that may be necessary to ensure that such interest will not become subject to taxation under the Code and applicable Treasury Regulations, as presently existing or as hereafter amended and made applicable to the Certificate.

6.02. (a) The City will comply with requirements necessary under the Code to establish and maintain the exclusion from gross income of the interest on the Certificate under Section 103 of the Code, including without limitation requirements relating to temporary periods for investments, limitations on amounts invested at a yield greater than the yield on the Certificate, and the rebate of excess investment earnings to the United States if the Certificate (together with other obligations reasonably expected to be issued in calendar year 2001) exceed the small-issuer exception amount of \$5,000,000.

(b) For purposes of qualifying for the small issuer exception to the federal arbitrage rebate requirements, the City finds, determines and declares that the aggregate face amount of all tax-exempt bonds (other than private activity bonds) issued by the City (and all subordinate entities of the City) during the calendar year in which the Certificate is issued and outstanding at one time is not reasonably expected to exceed \$5,000,000, all within the meaning of Section 148(f)(4)(C) of the Code.

6.03. The City further covenants not to use the proceeds of the Certificate or to cause or permit them or any of them to be used, in such a manner as to cause the Certificate to be a "private activity bond" within the meaning of Sections 103 and 141 through 150 of the Code.

6.04. In order to qualify the Certificate as a "qualified tax-exempt obligation" within the meaning of Section 265(b)(3) of the Code, the City makes the following factual statements and representations:

- (a) the Certificate is not a "private activity bond" as defined in Section 141 of the Code;
- (b) the City designates the Certificate as a "qualified tax-exempt obligation" for purposes of Section 265(b)(3) of the Code;
- (d) not more than \$10,000,000 of obligations issued by the City during calendar year 2001 have been designated for purposes of Section 265(b)(3) of the Code.

6.05. The City will use its best efforts to comply with any federal procedural requirements which may apply in order to effectuate the designations made by this section.

The motion for the adoption of the foregoing resolution was duly seconded by Member \_\_\_\_\_, and upon vote being taken thereon, the following voted in favor thereof \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ and .

And the following voted against the same: None

Whereupon the resolution was declared duly passed and adopted.

No. R-1

\$764,938.62

UNITED STATES OF AMERICA  
STATE OF MINNESOTA  
COUNTY OF McLEOD  
CITY OF GLENCOE

GENERAL OBLIGATION EQUIPMENT CERTIFICATE OF  
INDEBTEDNESS, SERIES 2023

Rate  
Issue  
4.19%

Date of  
Original  
April 4, 2023

**WHEREAS**, City of Glencoe, a municipal corporation, is a duly organized public corporation in the County of McLeod and State of Minnesota, and

**WHEREAS**, The City Council of the City of Glencoe adopted a resolution on the 3rd day of April, 2023, a copy of which is attached hereto and made a part of this Certificate of Indebtedness by reference, and

**WHEREAS**, The duly elected Mayor and City Administrator of said city are authorized to execute the within Certificate of Indebtedness on behalf of the City of Glencoe pursuant to said resolution adopted on the 3rd day of April, 2023, and

**WHEREAS**, The City of Glencoe is authorized to execute Certificates of Indebtedness pursuant to Minnesota Statutes Chapter 410.32, and

**WHEREAS**, The City of Glencoe represents that it has fully complied with the requirements contained in Minnesota Statutes Chapter 410.32;

**NOW THEREFORE**, City of Glencoe, for valuable consideration, agrees to pay to the order of Security Bank & Trust Company of Glencoe, Minnesota, the sum of \$764,938.62 and together with interest at the rate of 4.19% per annum as hereinafter set forth, and that said indebtedness, together with accrued interest accruing from and after April 3, 2023, shall be repaid as follows:

\$10,594.61 on August 1, 2023 and \$169,544.09 on the 1st of February each year thereafter until February 1, 2028, at which time the entire unpaid principal balance and all accrued interest shall be paid in full. Payments shall apply first to accrued interest and the balance in reduction of principal.

The City of Glencoe reserves the right to pay any and all balances at any time prior to the due dates of any installment or the date of the final payment hereof. The City of Glencoe does hereby pledge its rights in that certain 2023 Pierce Enforcer Pumper Fire Truck, VIN# \_\_\_\_\_, Title # \_\_\_\_\_ and said 2023 Pierce Enforcer Pumper Fire Truck shall be deemed to be personal property and shall serve as collateral for the within indebtedness. Parties hereto agree to amend this here Certificate with the above referenced information.

The City Council has designated this Certificate as a "qualified tax exempt obligation" within the meaning of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended (the Code) relating to disallowance of interest expense for financial institutions and within the \$10 million limit allowed by the Code for the calendar year of issue.

**IN WITNESS WHEREOF**, The City of Glencoe, McLeod County, Minnesota, by its City Council, has caused this Certificate to be executed on its behalf by the facsimile or manual signatures of the Mayor and City Administrator and has caused this Certificate to be dated as of the date set forth below.

Dated: \_\_\_\_\_, 2023.

**CITY OF GLENCOE, MINNESOTA**

\_\_\_\_\_  
Mark D. Larson  
City Administrator

\_\_\_\_\_  
Ryan Voss  
Mayor

**PROVISIONS AS TO REGISTRATION**

The ownership of the principal of and interest on the within Certificate has been registered on the books of the Registrar in the name of the person last noted below.

Date of Registration

Registered Owner  
Security Bank & Trust Co.  
Glencoe, Minnesota  
Federal ID#41-0531690

Signature of  
City Administrator

\_\_\_\_\_

No. R-1

UNITED STATES OF AMERICA  
STATE OF MINNESOTA  
COUNTY OF MCLEOD  
CITY OF GLENCOE

\$764,938.62

GENERAL OBLIGATION EQUIPMENT CERTIFICATE OF  
INDEBTEDNESS, SERIES 2023

Rate  
Issue  
4.19%

Date of  
Original

April 4, 2023

The City of Glencoe, Minnesota, a duly organized and existing municipal corporation in McLeod County, Minnesota (City), acknowledges itself to be indebted and for value received hereby promises to pay to Security Bank & Trust Co., Glencoe, Minnesota, or registered assigns, the principal sum of \$764,938.62, in installment amounts as follows:

<u>Year</u>	<u>Amount</u>
August 1, 2023	\$10,594.61
February 1, 2024	\$169,544.09
February 1, 2025	\$169,544.09
February 1, 2026	\$169,544.09
February 1, 2027	\$169,544.09
February 1, 2028	\$169,544.06

with interest thereon from the date hereof at the annual 4.19% rate specified above, payable and included within each installment payment, commencing April 4, 2023 For the prompt and full payment of such principal and interest as the same respectively become due, the full faith and credit and taxing powers of the City have been and are hereby irrevocably pledged.

The City may elect on any date to prepay this Certificate. Redemption may be in whole or in part and if in part in inverse order of installment maturities. Prepayments will be at a price of par plus accrued interest.

The City Council has designated this Certificate as a “qualified tax-exempt obligation” within the meaning of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended (the Code) relating to disallowance of interest expense for financial institutions and within the \$10 million limit allowed by the Code for the calendar year of issue.

**IN WITNESS WHEREOF**, the City of Glencoe, McLeod County, Minnesota, by its City Council, has caused this Certificate to be executed on its behalf by the facsimile or manual signatures of the Mayor and City Clerk and has caused this Certificate to be dated as of the date set forth below.

Dated: \_\_\_\_\_

CITY OF GLENCOE, MINNESOTA

\_\_\_\_\_  
Mark D. Larson  
City Administrator

\_\_\_\_\_  
Ryan Voss  
Mayor

#### PROVISIONS AS TO REGISTRATION

The ownership of the principal of and interest on the within Certificate has been registered on the books of the Registrar in the name of the person last noted below.

Date of Registration

Registered Owner  
Security Bank & Trust Co.  
Glencoe, Minnesota  
Federal ID #41-0531690

Signature of  
City Administrator

\_\_\_\_\_

# City of Glencoe

## Office of the City Attorney

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Mark W. Ostlund

16670 Franklin Trail, Suite 210, Prior Lake, MN 55372 – 952-447-2131 – mwo@priorlakelaw.com

---

April 4, 2023

\$764,938.62

General Obligation Equipment Certificate  
of Indebtedness, Series 2023

City of Glencoe  
McLeod County, Minnesota

The above referenced firm, in its capacity as City Attorney for the City of Glencoe have acted as bond counsel in connection with the issuance by the City of Glencoe, McLeod County, Minnesota, of its General Obligation Equipment Certificate of Indebtedness, Series 2023, (the “Certificate”), originally dated as of the date of delivery, in the original aggregate principal amount of \$764,938.62. For the purpose of rendering this opinion we have examined certified copies of certain proceedings taken by the City with respect to the authorization, sale and issuance of the Certificate, including the form of the Certificate, certain other proceedings and documents furnished by the City, and applicable laws of the State of Minnesota. From our examination of such proceedings and other documents, assuming the genuineness of the signatures thereon and the accuracy of the facts stated therein, and based upon laws, regulations, rulings and decisions in effect on the date hereof, it is our opinion that:

1) The Certificate is in due form, has been duly executed and delivered, and is a valid and binding general obligation of the City, enforceable in accordance with their terms. The rights of the owners of the Certificate and the enforceability of the Certificate may be limited by bankruptcy, insolvency, reorganization, moratorium, and other similar laws affecting creditor’s rights generally and by equitable principles, whether considered at law or in equity.

2) The principal of and interest on the Certificate is payable from ad valorem taxes for the City’s share of the cost of the improvements, but if necessary for the payment thereof additional ad valorem taxes are required by law to be levied on all taxable property in the City, which taxes are not subject to any limitation as to rate or amount.

3) Interest on the Certificate is not includable in gross income of the recipient for federal income tax purposes or in taxable net income for Minnesota income tax purposes, and is not a preference item for purposes of the computation of the federal alternative minimum tax, or the computation of the Minnesota alternative minimum tax imposed on individuals, trusts and estates, but such interest is includable in the computation of “adjusted current earnings” used in the calculation of federal alternative minimum taxable income of corporations, and the alternative Minnesota franchise taxes on corporations (including financial institutions) measured by income and the alternative minimum tax base. The opinion set forth in the preceding sentence

is subject to the condition that the City comply with all requirements of the Internal Revenue Code of 1986, as amended, that must be satisfied subsequent to the issuance of the Certificate in order that interest thereon be, or continue to be, excluded from gross income for federal income tax purposes and excluded from taxable net income for Minnesota income tax purposes. We express no opinion regarding other federal or state tax consequences arising with respect to the Certificate.

We have not been asked and have not undertaken to review the accuracy, completeness or sufficiency of the offering material relating to the Certificate, and accordingly we express no opinion with respect thereto.

This opinion is given as of the date hereof and we assume no obligation to update, revise, or supplement this opinion to reflect any facts or circumstances that may hereafter come to our attention or any changes in law that may hereafter occur.

Dated at Glencoe, Minnesota.

Mark W. Ostlund  
MWO



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separate agenda items**



SMALL CITY  BIG FUTURE

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

---

To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: March 31, 2023

Re: **Item 6A** – Lease Agreement with Glencoe Historical Preservation Society.

**Item 6A** – it is recommended to have the City Attorney update the lease with the Glencoe Historical Preservation Society to include a room on the second floor of the City Center for their use. The room is directly above the Historic Room on the north end of the west wing of the City Center.



SMALL CITY & BIG FUTURE

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

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To: Mayor and City Council  
From: Mark D. Larson, City Administrator  
Date: September 16, 2021  
Re: Item 6C – Lease extension with Glencoe Historic Preservation Society

Item 6C – It is recommended to extend the lease of the Glencoe for 5 years for the use of the Historic Room in the Glencoe City Center. The current lease was for 10 years. It included the GHPS renovate the room in exchange for using the room for their monthly meetings, displaying historic artifacts, and holding annual fundraising events. The City is responsible for scheduling room rentals and collecting rental income from the room.

City Attorney Ostlund has drafted the attached lease extension.

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

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## FIRST AMENDMENT TO LEASE

THIS AGREEMENT, Made this \_\_\_\_ day of September, 2021, ("Effective Date") by and between The City of Glencoe, a Minnesota Municipal Corporation, party of the first part and Lessor, and Glencoe Historic Preservation Society, a Minnesota non-profit corporation party of the second part and Lessee.

WITNESSETH, That said party of the first part and party of the second part entered into a certain Lease agreement on or about November 2010 (the "Lease").

WITNESSETH, That said parties of the first and second parts desire to modify and amend certain provisions of the Lease to create a new Term for an additional fixed period of five (5) years from the Effective Date of this Agreement, and to otherwise affirm and ratify the remaining terms of the Lease.

TO HAVE AND TO HOLD, The said premises just as they are, without any liability or obligation on the part of the said Lessor of making any alterations, improvements or repairs of any kind on or about said premises, for a term commencing on the Effective Date and running five (5) successive years.

paying therefor the rent of \$1.00 Dollar per year.

AND IT IS MUTUALLY AGREED, That all the covenants, terms and conditions of this lease shall extend, apply to and firmly bind the heirs, personal representatives, successors and assigns of the respective parties according to the terms and conditions of the Lease.

IN TESTIMONY WHEREOF, Both parties have signed this lease this \_\_\_\_\_ day of  
September, 2021.

City of Glencoe, a Minnesota Municipal Corporation

\_\_\_\_\_  
Mark Larson, its City Administrator

\_\_\_\_\_  
Ryan Voss, its Mayor

Glencoe Historic Preservation Society, a Minnesota  
non-profit corporation

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

STATE OF MINNESOTA

ss.

COUNTY OF \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, 2021, before me, a notary public within  
and for said County, personally appeared Mark Larson, City Administrator of the City of Glencoe, a Minnesota  
Municipal Corporation to me known to be the person described in and who executed the foregoing instrument,  
and acknowledged executed the same as free act and deed.

\_\_\_\_\_  
Notary Public - State of Minnesota

STATE OF MINNESOTA

ss.

COUNTY OF \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, 2021, before me, a notary public within  
and for said County, personally appeared Ryan Voss, Mayor of the City of Glencoe, a Minnesota Municipal  
Corporation to me known to be the person described in and who executed the foregoing instrument, and  
acknowledged executed the same as free act and deed.

\_\_\_\_\_  
Notary Public - State of Minnesota

STATE OF MINNESOTA

ss.

COUNTY OF \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, 2021, before me, a notary public within and for said County, personally appeared \_\_\_\_\_, to me personally known, who, being each by me duly sworn did say that they are respectively the \_\_\_\_\_ of the non-profit corporation named in the foregoing instrument and that said instrument was signed on behalf of said non-profit corporation by authority of its Board of Directors and acknowledged said instrument to be the free act and deed of said corporation.

---

Notary Public - State of Minnesota

**Drafted by:**

Glencoe City Attorney (mwo)  
Huemoeller, Gontarek & Cheskis, PLC  
16670 Franklin Trail  
Prior Lake, MN 55372

Glencoe Historic Preservation Society

March 9, 2023

To: City of Glencoe

Re: Rental Agreement

The GHPS would like to formally ask to utilize the space in # 201 on the second floor for storage and cataloging items given to the association. The intent is to clean up the space and install shelving and filing cabinets.

The book subcommittee has been storing some items there, but want to have a legitimate lease in place for the space. In the course of research, residents and businesses, have contributed items to the society.

*Gloria Hilgers*



SMALL CITY & BIG FUTURE

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

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separate agenda items**





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

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To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: March 31, 2023

Re: **Item 6B** - Inclusion of approval of the Agenda

**Item 6B** – It is recommended by the LMC to include the inclusion and approval of the Agenda as an agenda Item for the City Council. This would include last minute changes to the City Council Agenda. Both the GSL School Board and the McLeod County Board include this as an agenda item.



SMALL CITY & BIG FUTURE

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

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separate agenda items**



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

---

To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: March 31, 2023

Re: **Item 6C** – Agency Agreement with MNDOT

**Item 6C** – It is requested by MNDOT that the City Council authorize the Mayor and City Administrator to execute the attached Agency Agreement to allow MNDOT to receive and expense Federal funds on behalf of the City of Glencoe. This updates an agreement signed in 2017.

## **RESOLUTION 2023-08**

### **AGENCY AGREEMENT**

BE IT RESOLVED, that pursuant to Minnesota Stat. Sec. 161.36, the Commissioner of Transportation be appointed as Agent of the City of Glencoe to accept as its agent, federal aid funds which may be made available for eligible transportation related projects.

BE IT FURTHER RESOLVED, the Mayor and the City Administrator are hereby authorized and directed for and on behalf of the City of Glencoe to execute and enter into an agreement with the Commissioner of Transportation prescribing the terms and conditions of said federal aid participation as set forth and contained in "Minnesota Department of Transportation Agency Agreement No. 2023-08", a copy of which said agreement was before the City Council/County Board and which is made a part hereof by reference.

---

*Ryan Voss, Mayor*

---

*Mark Larson, City Administrator*

### **CERTIFICATION**

STATE OF MINNESOTA  
CITY OF GLENCOE

I hereby certify that the foregoing Resolution 2023-08 is a true and correct copy of the Resolution presented to and adopted by the City of Glencoe at a duly authorized meeting thereof held on the 3rd day of April, 2023, as shown by the minutes of said meeting in my possession.

---

Kelly Hayes, Deputy Clerk

Notary Public

My Commission expires January 31, 2025

(SEAL)

## Mark Larson

---

**From:** John Rodeberg <jrodeberg@sehinc.com>  
**Sent:** Tuesday, March 28, 2023 3:03 PM  
**To:** Mark Larson  
**Cc:** Todd Broadwell - MnDOT Willmar (todd.broadwell@state.mn.us); Justin Black  
**Subject:** FW: 2022 Delegated Contract Process (DCP) Agreement for LPA Approval  
**Attachments:** Sample Resolution.pdf; Glencoe.pdf

Mark,

State Aid Engineer Todd Broadwell was checking to see if the noted Delegated Contract Process (DCP) Agreement was approved, as they can't find signed copies from the City. I see that we discussed it in December and it apparently went to Mark Ostlund for review as well, but we may have let it slip through the cracks.

Thanks!

John

John P. Rodeberg, PE (MN)  
Principal, Sr. Client Service Manager  
Short Elliott Hendrickson Inc. (SEH®)  
651.470.2448 direct | 320.587.7341 main

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**From:** Broadwell, Todd (DOT) <todd.broadwell@state.mn.us>  
**Sent:** Monday, March 27, 2023 4:57 PM  
**To:** John Rodeberg <jrodeberg@sehinc.com>  
**Subject:** FW: 2022 Delegated Contract Process (DCP) Agreement for LPA Approval

John,  
I just wanted to follow-up with you that the City of Glencoe has not returned the renewal of the Federal Delegated Contract Process (DCP) Agreement. I was wondering if you could check with the City on their schedule on addressing this DCP Agreement. Maybe they could use some assurance from the City Engineer that this is a requirement and it enables SALT to request federal authorization for any of the City's current and future federally funded projects.

**Background:**

*This is just a update from the existing DCP Agreements that all of the State Aid Cities (& Counties) have which allows them to receive FHWA funds thru MnDOT for the various FHWA programs. The City has an existing DCP Agreement approved back in 2017-18 that is need of being updated. State Aid/FHWA updates these typically every 5 years (typically when the Federal Government passes a new Transportation Bill like IJA). They may also do them if a number of new federal regulations come out that affects transportation projects.*

I've attached State Aid's request below that was sent to Mr. Larson on 12-6-22

Your assistance on the matter would be greatly appreciated.

Thanks

## Mark Larson

---

**From:** Nobach, Christopher (DOT) <christopher.nobach@state.mn.us>  
**Sent:** Wednesday, December 7, 2022 10:43 AM  
**To:** Mark Larson  
**Cc:** Broadwell, Todd (DOT); Broughton, Rachel (DOT); Kruglova, Olga (DOT)  
**Subject:** 2022 Delegated Contract Process (DCP) Agreement for LPA Approval  
**Attachments:** Sample Resolution.pdf; Glencoe.pdf

Mark Larson,

It is time to update the Delegated Contract Process (DCP) agreements between MnDOT and local public agencies (LPAs) eligible to receive federal funds. These agreements cover the roles and responsibilities associated with federal aid funds and allow for MnDOT to act as a local agency's agent in accepting these funds for construction projects.

Attached you will find the draft DCP agreement between MnDOT and your agency. Please review and obtain signatures if you approve. A Board/Council resolution similar to the attached example, must be passed. Please verify that the person/title authorized to sign as stated in the resolution, corresponds to the signature (person/title) on the signature page. **Please email a signed copy of the agreement and resolution back to Olga Kruglova.** Fully executed copies will be returned to you. If you do not get a new executed DCP agreement SALT may not be able to request federal authorization for any of your agencies future federally funded projects.

On April 4, 2022, the federal government switched from using the DUNS number to identify entities and is now using the [Unique Entity Identifier \(UEI\)](#) numbers. **When you send in your DCP agreement, please include your agency's UEI number in the body of the email.**

Please contact Olga Kruglova ( [olga.kruglova@state.mn.us](mailto:olga.kruglova@state.mn.us) ) if you have any questions about the agreement execution process or Rachel Broughton ( [Rachel.broughton@state.mn.us](mailto:Rachel.broughton@state.mn.us) ) if you have questions about the agreement contents, LPA representative changes, or anything else.

Changes between 2018 DCP and 2022 DCP agreements include:

- Updated CFDA to Assistance Listing Number (ALN) and DUNS to Unique Entity Identifier (UEI)
- Addition of section 8.6 Electronic records and signatures
- Addition of section 8.7 Certification
- Addition of section 18.3 Title VI language/section
- Addition of section 18.4 Buy America
- Addition of section 18.1.11 referencing 2 CFR 200.216 *Prohibition on certain telecommunications and video surveillance services or equipment*
- Addition of section 18.1.12 referencing 2 CFR 200. 322 *Domestic preference for procurements*

Thanks,

**Chris Nobach, P.E.**  
Assistant Project Development Engineer  
State Aid for Local Transportation  
651-366-3824 | [christopher.nobach@state.mn.us](mailto:christopher.nobach@state.mn.us)







## STATE OF MINNESOTA

## AGENCY AGREEMENT

for

## FEDERAL PARTICIPATION IN CONSTRUCTION

This Agreement is entered into by and between City of Glencoe ("Local Government") and the State of Minnesota acting through its Commissioner of Transportation ("MnDOT").

**RECITALS**

1. Pursuant to Minnesota Statutes Section 161.36, the Local Government desires MnDOT to act as the Local Government's agent in accepting federal funds on the Local Government's behalf for the construction, improvement, or enhancement of transportation financed either in whole or in part by Federal Highway Administration ("FHWA") federal funds, hereinafter referred to as the "Project(s)"; and
2. This Agreement is intended to cover all federal aid projects initiated by the Local Government and therefore has no specific State Project number associated with it, and
  - 2.1. The Assistance Listing Number (ALN) is 20.205, 20.224, 20.933 or another Department of Transportation ALN as listed on SAM.gov and
  - 2.2. This project is for construction, not research and development.
  - 2.3. MnDOT requires that the terms and conditions of this agency be set forth in an agreement.

**AGREEMENT TERMS**

1. **Term of Agreement; Prior Agreement**
  - 1.1. **Effective Date.** This Agreement will be effective on the date that MnDOT obtains all required signatures under Minn. Stat. §16C.05, Subd. 2. This Agreement will remain effective until it is superseded or terminated pursuant to section 14.
  - 1.2. **Prior Agreement.** This Agreement supersedes the prior agreement between the parties, MnDOT Contract Number 1029950.
2. **Local Government's Duties**
  - 2.1. **Designation.** The Local Government designates MnDOT to act as its agent in accepting federal funds on its behalf made available for the Project(s). Details on the required processes and procedures are available on the State Aid Website.
  - 2.2. **Staffing.**
    - 2.2.1. The Local Government will furnish and assign a publicly employed and licensed engineer, ("Project Engineer"), to be in responsible charge of the Project(s) and to supervise and direct the work to be performed under any construction contract let for the Project(s). In the alternative, where the Local Government elects to use a private consultant for construction engineering services, the Local Government will provide a qualified, full-time public employee of the Local Government to be in responsible charge of the Project(s). The services of the Local Government to be performed hereunder may not be assigned, sublet, or transferred unless the Local Government is notified in writing by MnDOT that such action is permitted under 23 CFR 1.33 and 23 CFR 635.105 and state law. This

federal contract clauses, which are identified in Appendix II of 2 CFR 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, and as identified in Section 18 of this Agreement.

- 2.4.2. The Project(s) will be constructed in accordance with the plans, special provisions, and standard specifications of each Project. The standard specifications will be the latest edition of MnDOT Standard Specifications for Highway Construction and all amendments thereto. The plans, special provisions, and standard specifications will be on file at the Local Government Engineer's Office. The plans, special provisions, and specifications are incorporated into this Agreement by reference as though fully set forth herein.
  - 2.4.3. The Local Government will furnish the personnel, services, supplies, and equipment necessary to properly supervise, inspect, and document the work for the Project(s). The services of the Local Government to be performed hereunder may not be assigned, sublet, or transferred unless the Local Government is notified in writing by MnDOT that such action is permitted under 23 CFR 1.33 and 23 CFR 635.105 and state law. This written consent will in no way relieve the Local Government from its primary responsibility for performance of the work.
  - 2.4.4. The Local Government will document quantities in accordance with the guidelines set forth in the Construction Section of the Electronic State Aid Manual that are in effect at the time the work was performed.
  - 2.4.5. The Local Government will test materials in accordance with the Schedule of Materials Control in effect at the time each Project was let. The Local Government will notify MnDOT when work is in progress on the Project(s) that requires observation by the Independent Assurance Inspector, as required by the Independent Assurance Schedule.
  - 2.4.6. The Local Government may make changes in the plans or the character of the work, as may be necessary to complete the Project(s), and may enter into Change Order(s) with the Contractor. The Local Government will not be reimbursed for any costs of any work performed under a change order unless MnDOT has notified the Local Government that the subject work is eligible for federal funds and sufficient federal funds are available.
  - 2.4.7. The Local Government will request approval from MnDOT for all costs in excess of the amount of federal funds previously approved for the Project(s) prior to incurring such costs. Failure to obtain such approval may result in such costs being disallowed for reimbursement.
  - 2.4.8. The Local Government will prepare reports, keep records, and perform work so as to meet federal requirements and to enable MnDOT to collect the federal aid sought by the Local Government. Required reports are listed in the MnDOT State Aid Manual, Delegated Contract Process Checklist, available from MnDOT's authorized representative. The Local Government will retain all records and reports and allow MnDOT or the FHWA access to such records and reports for six years.
  - 2.4.9. Upon completion of the Project(s), the Project Engineer will determine whether the work will be accepted.
- 2.5. **Limitations.**
- 2.5.1. The Local Government will comply with all applicable Federal, State, and local laws, ordinances, and regulations.
  - 2.5.2. **Nondiscrimination.** It is the policy of the Federal Highway Administration and the State of Minnesota that no person in the United States will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance (42 U.S.C. 2000d). Through expansion of the mandate



## 5. Payment

- 5.1. **Cost.** The entire cost of the Project(s) is to be paid from federal funds made available by the FHWA and by other funds provided by the Local Government. The Local Government will pay any part of the cost or expense of the Project(s) that is not paid by federal funds. MnDOT will receive the federal funds to be paid by the FHWA for the Project(s), pursuant to Minnesota Statutes § 161.36, Subdivision 2. MnDOT will reimburse the Local Government, from said federal funds made available to each Project, for each partial payment request, subject to the availability and limits of those funds.
- 5.2. **Indirect Cost Rate Proposal/Cost Allocation Plan.** If the Local Government seeks reimbursement for indirect costs and has submitted to MnDOT an indirect cost rate proposal or a cost allocation plan, the rate proposed will be used on a provisional basis. At any time during the period of performance or the final audit of a Project, MnDOT may audit and adjust the indirect cost rate according to the cost principles in 2 CFR Part 200. MnDOT may adjust associated reimbursements accordingly.
- 5.3. **Reimbursement.** The Local Government will prepare partial estimates in accordance with the terms of the construction contract for the Project(s). The Project Engineer will certify each partial estimate. Following certification of the partial estimate, the Local Government will make partial payments to the Contractor in accordance with the terms of the construction contract for the Project(s).
  - 5.3.1. Following certification of the partial estimate, the Local Government may request reimbursement for costs eligible for federal funds. The Local Government's request will be made to MnDOT and will include a copy of the certified partial estimate.
  - 5.3.2. Upon completion of the Project(s), the Local Government will prepare a final estimate in accordance with the terms of the construction contract for the Project(s). The Project Engineer will certify the final estimate. Following certification of the final estimate, the Local Government will make the final payment to the Contractor in accordance with the terms of the construction contract for the Project(s).
  - 5.3.3. Following certification of the final estimate, the Local Government may request reimbursement for costs eligible for federal funds. The Local Government's request will be made to MnDOT and will include a copy of the certified final estimate along with the required records.
  - 5.3.4. Upon completion of the Project(s), MnDOT will perform a final inspection and verify the federal and state eligibility of all payment requests. If the Project is found to have been completed in accordance with the plans and specifications, MnDOT will promptly release any remaining federal funds due the Local Government for the Project(s). If MnDOT finds that the Local Government has been overpaid, the Local Government must promptly return any excess funds.
  - 5.3.5. In the event MnDOT does not obtain funding from the Minnesota Legislature or other funding source, or funding cannot be continued at a sufficient level to allow for the processing of the federal aid reimbursement requests, the Local Government may continue the work with local funds only, until such time as MnDOT is able to process the federal aid reimbursement requests.
- 5.4. **Matching Funds.** Any cost sharing or matching funds required of the Local Government in this Agreement must comply with 2 CFR 200.306.
- 5.5. **Federal Funds.** Payments under this Agreement will be made from federal funds. The Local Government is responsible for compliance with all federal requirements imposed on these funds and accepts full financial responsibility for failure to comply with any federal requirements including, but not limited to, 2 CFR Part 200. If, for any reason, the federal government fails to pay part of the cost or expense incurred by the Local Government, or in the event the total amount of federal funds is not available, the Local Government will be responsible for any and all costs or expenses incurred under this Agreement. The Local Government further

Local Government. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

- 8.5. **Severability.** If any provision of this Agreement, or the application thereof, is found to be invalid or unenforceable to any extent, the remainder of the Agreement, including all material provisions and the application of such provisions, will not be affected and will be enforceable to the greatest extent permitted by the law.
- 8.6. **Electronic Records and Signatures.** The parties agree to contract by electronic means. This includes using electronic signatures and converting original documents to electronic records.
- 8.7. **Certification.** By signing this Agreement, the Local Government certifies that it is not suspended or debarred from receiving federal or state awards.

## 9. Liability and Claims

- 9.1. **Tort Liability.** Each party is responsible for its own acts and omissions and the results thereof to the extent authorized by law and will not be responsible for the acts and omissions of any others and the results thereof. The Minnesota Tort Claims Act, Minnesota Statutes Section 3.736, governs MnDOT liability.
- 9.2. **Claims.** The Local Government acknowledges that MnDOT is acting only as the Local Government's agent for acceptance and disbursement of federal funds, and not as a principal or co-principal with respect to the Project. The Local Government will pay any and all lawful claims arising out of or incidental to the Project including, without limitation, claims related to contractor selection (including the solicitation, evaluation, and acceptance or rejection of bids or proposals), acts or omissions in performing the Project work, and any *ultra vires* acts. To the extent permitted by law, the Local Government will indemnify, defend (to the extent permitted by the Minnesota Attorney General), and hold MnDOT harmless from any claims or costs arising out of or incidental to the Project(s), including reasonable attorney fees incurred by MnDOT. The Local Government's indemnification obligation extends to any actions related to the certification of DBE participation, even if such actions are recommended by MnDOT.

## 10. Audits

- 10.1. Under Minn. Stat. § 16C.05, Subd.5, the books, records, documents, and accounting procedures and practices of the Local Government, or any other party relevant to this Agreement or transaction, are subject to examination by MnDOT and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later. The Local Government will take timely and appropriate action on all deficiencies identified by an audit.
- 10.2. All requests for reimbursement are subject to audit, at MnDOT's discretion. The cost principles outlined in 2 CFR 200.400-.476 will be used to determine whether costs are eligible for reimbursement under this Agreement.
- 10.3. If Local Government expends \$750,000 or more in Federal Funds during the Local Government's fiscal year, the Local Government must have a single audit or program specific audit conducted in accordance with 2 CFR Part 200.

- 11. **Government Data Practices.** The Local Government and MnDOT must comply with the Minnesota Government Data Practices Act, [Minn. Stat. Ch. 13](#), as it applies to all data provided by MnDOT under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Local Government under this Agreement. The civil remedies of [Minn. Stat. §13.08](#) apply to the release of the data referred to in this clause by either the Local Government or MnDOT.

- 12. **Workers Compensation.** The Local Government certifies that it is in compliance with [Minn. Stat. §176.181](#), Subd. 2, pertaining to workers' compensation insurance coverage. The Local Government's employees and agents will

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

**18. Federal Contract Clauses**

**18.1. Appendix II 2 CFR Part 200.** The Local Government agrees to comply with the following federal requirements as identified in 2 CFR 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, and agrees to pass through these requirements to its subcontractors and third-party contractors, as applicable. In addition, the Local Government shall have the same meaning as "Contractor" in the federal requirements listed below.

18.1.1. Contracts for more than the simplified acquisition threshold, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

18.1.2. All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.

18.1.3. Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

18.1.4. Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision



also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

- 18.1.10. Local Government will comply with 2 CFR § 200.323.
- 18.1.11. Local Government will comply with 2 CFR § 200.216.
- 18.1.12. Local Government will comply with 2 CFR § 200.322.
- 18.2. **Drug-Free Workplace.** The Local Government will comply with the Drug-Free Workplace requirements under subpart B of 49 C.F.R. Part 32.
- 18.3. **Title VI/Non-discrimination Assurances.** The Local Government hereby agrees that, as a condition of receiving any Federal financial assistance under this Agreement, it will comply with Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. § 2000d), related nondiscrimination statutes (i.e., 23 U.S.C. § 324, Section 504 of the Rehabilitation Act of 1973 as amended, and the Age Discrimination Act of 1975), and applicable regulatory requirements to the end that no person in the United States shall, on the grounds of race, color, national origin, sex, disability, or age be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity for which the Local Government receives Federal financial assistance.

The Local Government hereby agrees to comply with all applicable US DOT Standard Title VI/Non-Discrimination Assurances contained in DOT Order No. 1050.2A, and in particular Appendices A and E, which can be found at: [https://edocs-public.dot.state.mn.us/edocs\\_public/DMResultSet/download?docId=11149035](https://edocs-public.dot.state.mn.us/edocs_public/DMResultSet/download?docId=11149035). If federal funds are included in any contract, the Local Government will ensure the appendices and solicitation language within the assurances are inserted into contracts as required. State may conduct a review of the Local Government's compliance with this provision. The Local Government must cooperate with State throughout the review process by supplying all requested information and documentation to State, making Local Government staff and officials available for meetings as requested, and correcting any areas of non-compliance as determined by State.

- 18.4. **Buy America.** The Local Government must comply with the Buy America domestic preferences contained in the Build America, Buy America Act (Sections 70901-52 of the Infrastructure Investment and Jobs Act, Public Law 117-58) and as implemented by US DOT operating agencies.
- 18.5. **Federal Funding Accountability and Transparency Act (FFATA)**
  - 18.5.1. This Agreement requires the Local Government to provide supplies and/or services that are funded in whole or in part by federal funds that are subject to FFATA. The Local Government is responsible for ensuring that all applicable requirements, including but not limited to those set forth herein, of FFATA are met and that the Local Government provides information to the MnDOT as required.
    - a. Reporting of Total Compensation of the Local Government's Executives.
    - b. The Local Government shall report the names and total compensation of each of its five most highly compensated executives for the Local Government's preceding completed fiscal year, if in the Local Government's preceding fiscal year it received:
      - i. 80 percent or more of the Local Government's annual gross revenues from Federal procurement contracts and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
      - ii. \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and

**City of Glencoe**

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

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

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

Date: \_\_\_\_\_

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

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

Date: \_\_\_\_\_

**DEPARTMENT OF TRANSPORTATION**

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

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

Date: \_\_\_\_\_

**COMMISSIONER OF ADMINISTRATION**

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

Date: \_\_\_\_\_



SMALL CITY & BIG FUTURE

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

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

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March 21, 2023

**VIA EMAIL & ONLINE**

Elizabeth Lennartson  
Air Quality Permit Engineer  
MPCA Industrial Division  
[Elizabeth.Lennartson@state.mn.us](mailto:Elizabeth.Lennartson@state.mn.us)  
[www.pca.state.mn.us/publicnotices](http://www.pca.state.mn.us/publicnotices)

**RE: Draft Air Individual Permit Part 70 Reissuance 0850013-101 for the Glencoe Light & Power Commission**

Dear Ms. Lennartson:

My name is Mayor Ryan Voss and I am writing on behalf of the City Council of the City of Glencoe to provide public comments to the Draft Air Permit for the Glencoe Light & Power Commission (GLPC). The City Council of the City of Glencoe recently adopted a 20-Year Comprehensive Plan that includes a Future Vision that plans and maintains its facilities and public utility systems to efficiently and cost-effectively provide services to its residents and businesses, supporting high quality of life and economic competitiveness while protecting its assets and building value for the community. The City of Glencoe wants to ensure that public facilities and utility systems are located, designed and programmed to meet the needs of residents and businesses.

A **Primary Goal** of the Comprehensive Plan is to Ensure that excellent utility services are available to residents and businesses.

- As a representative of the residents of the GLPC service area it is in the City of Glencoe's best interest to ensure that GLPC can continue to provide power to our community in a manner that is cost-effective, reliable, and protective of human health and the environment.
- The City of Glencoe supports the fact that this permit requires GLPC to demonstrate compliance with state and federal air standards. However, I am concerned that the permit unreasonably limits how GLPC can demonstrate compliance. It is our understanding that the compliance approach mandated by MPCA could unnecessarily jeopardize GLPC's ability to provide cost-effective and reliable back-up power to our community—especially during extreme weather events.

**Mayor:** Ryan Voss      **City Administrator:** Mark D. Larson  
**Council Members:** Luz Duvall – Sue Olson – Mark Hueser – Paul Lemke – Cory Neld



SMALL CITY & BIG FUTURE

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*City of Glencoe ♦ 1107 11<sup>th</sup> Street East, Suite 107 ♦ Glencoe, Minnesota 55336*  
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- This is unreasonable and the State should prioritize working with GLPC to ensure that they can meet standards and protect the environment without interfering with their ability to provide power to critical infrastructure and protect human lives during critical events. The State has a duty to work with local government agencies like GLPC to achieve these goals, not to make it harder and more expensive to provide critical public services.
- As a result, as Mayor, I request that the State take a “One Minnesota” approach and work collaboratively with GLPC to identify a different compliance approach that is lawful, protects the environment, and does not unnecessarily impose costs on our community or put its safety at risk.

Thank you for the opportunity to comment on GLPC’s permit. I look forward to your response to our comments.

Sincerely,

Ryan Voss, Mayor  
City of Glencoe

cc: Steven Pak (MPCA) - [steven.pak@state.mn.us](mailto:steven.pak@state.mn.us)  
Doug Wetzstein (MPCA) - [doug.wetzstein@state.mn.us](mailto:doug.wetzstein@state.mn.us)  
Alexis Donath (MPCA) - [alexis.donath@state.mn.us](mailto:alexis.donath@state.mn.us)  
Leslie Fredrickson, Esq. (MPCA) - [leslie.fredrickson@state.mn.us](mailto:leslie.fredrickson@state.mn.us)  
Frank Kohlasch (MPCA) - [frank.kohlasch@state.mn.us](mailto:frank.kohlasch@state.mn.us)



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March 3, 2023

Laurie Ortega  
Director  
Pioneerland Library System  
PO Box 327  
Willmar MN 56201  
By email: [Laurie.Ortega@pioneerland.lib.mn.us](mailto:Laurie.Ortega@pioneerland.lib.mn.us)

Dear Ms. Ortega:

Please accept my application for the Head Librarian III position at the Brownton and Glencoe public libraries, part of the Pioneerland Library System. I hold an ALA-accredited MLIS degree from St. Catherine University in St. Paul. I've worked at Minnesota State University Mankato's Memorial Library in progressively responsible roles (technician, manager, and librarian) since March 2019. Here, I have gained a wide range of experience in reference, instruction, supervision and hiring, technology, circulation, and customer service.

As a library technician, I supervised student workers, managed a busy service point, coordinated technology resource needs with faculty and staff, assisted patrons via a variety of means, and actively participated in library and campus committees. I took on inter-library loan borrowing duties on short notice, and later trained other staff in those functions.

Two years (and a pandemic) later, I welcomed the opportunity to serve the library and enhance my skills by filling a temporary role as public access team manager, overseeing five staff members and many student workers. In that appointment, I connected with other departments to improve physical spaces, build relationships, recognize student workers, and develop solutions. As a librarian, I have further engaged in reference services, instruction, outreach, and collection development, all of which are also central to public library work.

I maintain active memberships in professional library associations to stay aware of trends and developments in the field, and actively seek out professional development opportunities, including as a member of the 2022 MILE cohort. In addition to my library work, I bring years of supervisory, customer service, and operational experience from the airline industry.

I look forward to an opportunity to share how my skills and abilities align with Pioneerland's open head librarian position. (I will be out of the country March 4-11, and unavailable by phone, but will be checking email regularly).

Sincerely,



Diane L. Lochner

# Diane L. Lochner

41664 465<sup>th</sup> Avenue | Nicollet MN, 56074 | 301-518-6244 | [lochner.diane@gmail.com](mailto:lochner.diane@gmail.com)

I am a forward-thinking and experienced professional with a strong ability to enhance programs, services, and procedures aligned to organizational strategic and continuous improvement goals. I am team-oriented and adept at creative problem solving, managing complex projects, and leading dynamic partnerships to maximize organizational objectives and achieve positive results.

## Core Competencies

Training and Development	Attention to Details	Strong Organizational Skills
Leadership Growth	Superior Customer Service	Policy Development
Cooperative Partnerships	Quality-Focused Results	Proofreading and Editing

## EDUCATION

**MILE 2022 Cohort**, Minnesota Library Association Institute for Leadership Excellence (May 2022)

**Master of Library and Information Science**, St. Catherine University (December 2018)

**British Studies Program** (LIS Graduate Courses in London, UK), University of Southern Mississippi (Summer 2018)

**Bachelor of Arts – Communication**, University of North Dakota

## LIBRARY EXPERIENCE

**MINNESOTA STATE UNIVERSITY, MANKATO: MEMORIAL LIBRARY**, Mankato MN

**Reference and Outreach Librarian (Fixed-term)**

Academic year 2022-23

- Provide reference service (walk-in, phone, chat, email, 10-15 hours/week)
- Led library outreach and marketing efforts fall semester, created innovative new engagement projects
- Instruct library and information literacy workshops, small-group consultations, LibGuides
- Liaison to three academic departments, actively engaged in collection development on those subjects
- Led re-design and update of Library print promotional materials such as maps and brochures for accuracy and compliance with campus brand standards
- Supervised and mentored outreach graduate assistant

**Public Access Team Manager (Temporary)**

April 2021-March 2022

- Oversaw the day-to-day operations of Circulation, ERC, Music Library, and ILL
- Performed personnel functions such as performance evaluations, coaching and development
- Trained staff to fulfill new or changed duties
- Coordinated with administration and faculty on building updates, furniture additions, and surplus
- Identified opportunities and solutions to enhance the Library's physical first impressions
- Assisted in leading student supervisors, develop and track student employee budgets
- Actively participated in campus and Library committees, work groups, orientation events

**Library Technician, Educational Resource Center (ERC)**

Mar 2019- Apr 2021; Summer 2022

- Responsible for daily management and oversight of the Educational Resource Center (ERC), supervising student workers and their training, scheduling, and performance.
- Assist patrons in person, by phone, or email; ensure proper re-shelving of circulated items, manage reserves, communicate with library faculty and staff, maintain equipment inventory, identify supply and equipment needs, process surplus items, demonstrate and troubleshoot equipment for patrons and staff.
- Active participant in library and campus committees (Ex. Outreach, Social Media, Paraprofessionals)
- Develop creative and memorable displays to highlight diverse materials in the collection
- Added interlibrary loan (ILL) borrowing responsibilities in August 2020

**NORTHWEST AIRLINES HISTORY CENTER MUSEUM AND ARCHIVES**, Bloomington, MN

Sept 2017-Jan 2020

- Volunteer museum docent; archival processing internship

**MINNESOTA STATE FAIR FOUNDATION**, St. Paul, MN

June 2017-March 2018

- Consulting archival assistant, inventorying of State Fair archival holdings

**MINNESOTA GENEALOGICAL SOCIETY, St. Paul, MN**

Spring 2017

- Inventorying county historical and genealogical society periodicals

**HISTORY DAY, Mankato and Minneapolis**

Spring 2018, -19, -20, -22, -23

- Volunteer judge at regional and state History Day competitions

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**PREVIOUS OPERATIONS AND PROFESSIONAL EXPERIENCE**

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**MANAGER, TRAINING AND COMPLIANCE, Delta Global Services, Minneapolis-St. Paul, MN** 2015 – June 2016

*Delta Global Services was a wholly-owned subsidiary of Delta Air Lines, a Fortune 100 company*

- Built onboarding and qualification process and products for field station frontline leaders in the area of training and facilitation skills
- Designed new methods of presenting complex training requirements to audiences with variable needs; maintain web-based resources to promote user-friendly and accurate training resources
- Created new reporting tools and data resources to help 150+ locations ensure frontline user and station-level compliance training requirements; system reports and interpreting data to provide meaningful metrics to leadership

**MANAGER, CUSTOMER SERVICE EDUCATION, Delta Global Services, Minneapolis-St. Paul, MN** 2010 – 2015

- Executed customer service, regulatory, and safety training for 14,000+ frontline agents in 150+ locations for airline carriers, primarily Delta Air Lines, United Airlines, and multiple regional partners
- Coached and led a team of 18 employees, including 2 frontline managers and 16 corporate instructors
- Developed, coordinated, and led quarterly qualification conferences for field trainers, identified process enhancement opportunities, and improved communications with field managers to share critical updates

**CUSTOMER SERVICE MANAGER, Northwest Airlines/Delta Air Lines, Minneapolis-St. Paul,** 2008-2010

- Successfully led 100 employees per shift, ensuring adherence to company operational key performance indicators and government standards of safety, conduct and customer service
- Managed diverse teams of employees and answered passenger inquiries while resolving daily challenges; as well as through the merger of two airlines' systems and worker representation campaigns

**CUSTOMER SERVICE MANAGER, Northwest Airlines, La Crosse, WI** 2007 – 2008

- Led local station operations while ensuring all regulations, budgets, and customer service standards were met. Responsible for operational safety, service, equipment, supplies, and employee performance

**EXECUTIVE ASSISTANT, Northwest Airlines Government Affairs, Washington, D.C.** 2004 – 2007

- Provided administrative and research support to the government affairs executives

**GOVERNMENT AFFAIRS ASSISTANT, Credit Union National Association, Washington, D.C.** 2001 – 2004

- Led administrative support for federal and state legislative affairs staff.

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**LEADERSHIP AND PROFESSIONAL AFFILIATIONS**

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**MSU, MANKATO**

- Volunteer Career Champion; and Volunteer, Maverick Food Pantry (2022-present)
- President, Memorial Library Paraprofessionals Organization (2020-2021)
- Member and reviewer, Library Services scholarships committee (2021-present)
- Bargaining unit representative to Provost's Library and Learning Workgroup (2020)
- Bargaining unit representative to campus-wide Policy Review Committee (2019-2020)
- Member, Memorial Library Outreach committee and social media subcommittee (2019-present)
- Appointed member, Student Government's Library and Bookstore Advisory Committee (2020-present)
- Co-leader, Library and Learning Student Employment Experience work group (2022)

**LIBRARY PROFESSIONAL ASSOCIATIONS**

- Member, American Library Association (ALA)
- Member, Association of College and Research Libraries (ACRL)
- Member, Minnesota Library Association (MLA)

References available upon request

February 23, 2023

Dear Director Ortega and Pioneerland Library Board of Directors,

The Head librarian position for Glencoe & Brownston Libraries position is an excellent match to my qualifications. As you will see on my resume I have experience in staff supervision, budgeting, collection development and programming development and program application.

For the past few years, I have worked as a Library Assistant 4 where I have made it my goal to empower children, adolescents, teens and adults to be critical thinkers, enthusiastic readers, skilled researchers and ethical users of information. In this role, I have earned a reputation of being patient, helpful and creative in launching new or expanding existing programs and resources. I am skilled at communicating and working alongside diverse people in diverse situations. I am passionate about staying up to date with library best practices as well as growing my library software and online knowledge to further advance the library as a staple of the community.

My recent efforts have been focused on broadening the diversity of options in the collection that allows readers of all ages and stages to find a book that is "Just Right." Assisting those with limited skills to gain the skills they need to thrive.

Software & Technology: Evergreen Library Software, Sierra Library Software, Social Media, Google Docs, Microsoft Office and Microsoft 365.

I am passionate about instilling a love of reading and learning within all community library patrons. I believe my background is well suited to your needs and look forward to scheduling more time to discuss.

Sincerely,

Sylvia Muecke



# Sylvia Muecke "Mickey"

1085 Sherwood ST SE Hutchinson MN 55350 | 570.492.5150 | [Sylviamuecke316@gmail.com](mailto:Sylviamuecke316@gmail.com)

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## Librarian / Teacher

GRANT WRITING \* MS OFFICE SUITE \* ORGANIZED \* EFFICIENT \* FRIENDLY CREATIVE \* PROBLEM SOLVING \* SIERRA LIBRARY SOFTWARE \* EVERGREEN LIBRARY SOFTWARE \* PROGRAM MANAGEMENT \* GOOGLE DOCS \* COLLECTION DEVELOPMENT

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### PROFILE & HIGHLIGHTED ACHIEVEMENTS:

Versatile, strategic, hands-on librarian with over ten years' experience in two library systems. A utility player with demonstrated success leveraging various experiences and training including Flo Circus, Drum Circles, YA Library Convention, Copy Cataloging, Processing, Weeding Library Resources, Acquisitions and reutilizing the existing Children's Library to make it a better functioning and friendly space and increasing the library patronage by 25 percent. Organizing and executing Play K Kindergarten Readiness as defined by the Cruise into Kindergarten initiative.

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### CAREER CHRONOLOGY:

#### Pioneerland Library System, Brownton

- *A consolidated regional public library system with 32 member libraries located in nine counties in west central Minnesota. Pioneerland Library System makes the world of knowledge and ideas accessible to the communities we serve by providing resources for their educational, informational, cultural, and recreational needs in a safe and respectful environment.*

#### Library Assistant 4

2018—Present

Provide librarian support to patrons of diverse backgrounds. Developing, planning, and implementing library programs for all ages and all stages. Plan, monitor, and weed collection. Aid in grant writing. Developing a Patron Book where we can order upcoming new releases for avid readers. Keeping a Series binder up to date. Created a Maker Lab, for all ages, using library supplies only. Created a very active pretend play corner with a small amount of grant money.

#### Library Assistant 2

2013-2015

Provide librarian support to patrons. Clerical tasks. Shelving and organizing of the library. Developed a Teen Club that had around 8 members that met at least once a month. Worked on the Library website. Created a new activity calendar that showcased all of the upcoming activities and programs. Ran the Noon Book Club.

#### Milton Public Library, Milton PA

- *A full-service Library that maintains a collection of books for all ages and interests. Striving to offer a diversity of subjects and formats to the patrons. Includes entertainment sources and all forms of media, periodicals dating back to 1816, online resources such as [ancesoty.com](http://ancesoty.com), Lingo Lite, overdrive and Tumble books, Youth, adult, and gift programs and government tax form distribution center.*

#### Children's Librarian

2015 – 2018

Coordinated the children's library operations. Developed, designed, and implemented children's library programs to instill the love of reading and learning. Acquisitions, cataloging and process within the budget parameters set by the board of directors. Meeting and exceeding state library standards. Managed 2-3 staff and the overall programming and development of library literacy and learning activities. Upgrading the existing children's library to increase patrons and create a welcoming atmosphere. Started 1,000 Books Before Kindergarten program. Involved the community by having the community businesses come into the library to decorate. Worked with the schools' on the Trunk and Treat program.

#### Interim Director

May-June 2016

Responsible for scheduling of staff and library calendar. Aided in planning and executing the fundraising. Started the state Kindergarten Readiness program as defined by the state's Cruise into Kindergarten initiative. Trained incoming director and new staff. Designed Daycare Outreach for the local daycares using weeded books. Constructed spreadsheets to help track library numbers. Assisted the new director in completing end of year reports.

### EDUCATION

Bachelor of Science, Art Education, Dickinson State University, Dickinson ND



SMALL CITY & BIG FUTURE

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

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## Glencoe Building Permits - March 2023

Permit Type	Property Address	Permit Issuance Date	Total Fees Paid	Description of Work
Re-Window/Exterior Door (Residential)	1303 FIR AVE, GLENCOE, MN 55336	3/2/2023	\$61.00	replacing 2 windows in existing openings
Re-Window/Exterior Door (Residential)	1625 HENNEPIN AVE N, GLENCOE, MN 55336	3/7/2023	\$56.00	remove/replace front entry door w/ storm door. No frame alteration.
Repair/Remodel/Alteration (Residential)	1620 FORD AVE, GLENCOE, MN 55336	3/8/2023	\$714.57	Bathroom Remodel Install 3 exhaust fans, 3 air exchangers, 1 air conditioner,
Mechanical (Commercial)	928 13TH ST E, GLENCOE, MN 55336	3/9/2023	\$612.69	replace furnace
Mechanical Replacement - (Residential)	1403 BAXTER AVE, GLENCOE, MN 55336	3/9/2023	\$51.00	Installing a new dishwasher
Plumbing (Residential)	1530 DESOTO AVE N, GLENCOE, MN 55336	3/10/2023	\$76.00	
Repair/Remodel/Alteration (Residential)	1627 FORD AVE, GLENCOE, MN 55336	3/13/2023	\$582.54	Remove old door and frame, create new opening to allow for French door, build temporary walls as needed to install French door in new opening with new header.
Repair/Remodel/Alteration (Commercial)	1221 GREELEY AVE N, GLENCOE, MN 55336	3/15/2023	\$189.84	Install non-illuminated aluminum letters to building wall.
Re-Window/Exterior Door (Residential)	1303 FIR AVE, GLENCOE, MN 55336	3/17/2023	\$56.00	replace two entry doors
Demolition (Residential)	2012 12TH ST E, GLENCOE, MN 55336	3/20/2023	\$260.91	Remove burned out garage and clean up material that was in garage. Remove sheetrock in house, doors, cabinets, windows, flooring, ceiling insulation.
Plumbing Replacement - (Residential)	911 HENNEPIN AVE, GLENCOE, MN 55336	3/21/2023	\$51.00	replacing water heater
Mechanical Replacement (Residential)	1401 BIRCH AVE, GLENCOE, MN 55336	3/24/2023	\$51.00	boiler replacement
New Structure - Building (Commercial)	9902 DAIRY AVE, GLENCOE, MN 55336	3/27/2023	\$5,481.14	Construction of new terminal building at Glencoe Municipal Airport.





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

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separate agenda items**

## FUND BALANCES

FUND #	2022 CASH BALANCES	MONTH DECEMBER	RECEIVABLES	TOTAL
101	General-Operating	\$ 1,987,334.94	\$ 202,914.23	\$ 2,190,249.17
101	General-Childhood Intervention	\$ 886.55		\$ 886.55
101	General-Crime Prevention	\$ 6,087.59		\$ 6,087.59
601	Water-Operating	\$ 2,069,499.82	\$ 119,621.96	\$ 2,189,121.78
601	Water-Water Availability Charge	\$ 566,791.03		\$ 566,791.03
601	Water-Trunk Water Charge	\$ 25,266.51		\$ 25,266.51
601	Water-Bonds	\$ 1,919.02		\$ 1,919.02
601	Water-Construction	\$ -		\$ -
602	W.W.T.P.-Operating	\$ 1,460,894.03	\$ 202,347.24	\$ 1,663,241.27
602	W.W.T.P.-Sewer Availability Charge	\$ 1,099,960.64		\$ 1,099,960.64
602	W.W.T.P.-Trunk Sewer Charge	\$ 128,871.28		\$ 128,871.28
602	W.W.T.P.-Bonds	\$ 2,219.34		\$ 2,219.34
602	W.W.T.P.-Construction	\$ -		\$ -
603	Sanitation	\$ 15,399.12	\$ 10,148.69	\$ 25,547.81
604	City Center-Operating	\$ 1,507.37	\$ 2,910.15	\$ 4,417.52
604	City Center-Bonds	\$ (447,600.94)		\$ (447,600.94)
609	Liquor Store	\$ 354.37		\$ 354.37
612	Airport	\$ (314,266.31)	\$ 262,254.10	\$ (52,012.21)
651	Storm Water Management	\$ 2,060.10	\$ 50,012.25	\$ 52,072.35
213	Park Improvement	\$ 169,979.88		\$ 169,979.88
223	Aquatic Center	\$ (4,038.30)	\$ 5,515.61	\$ 1,477.31
223	Aquatic Center-Lifeguard Training	\$ 2,702.43		\$ 2,702.43
225	Cable TV	\$ 438.88	\$ 6,879.85	\$ 7,318.73
226	Cemetery	\$ 119.16		\$ 119.16
229	Municipal State Aid	\$ 84,993.53	\$ 2,984.59	\$ 87,978.12
230	Engineering/Inspection Services	\$ (125,484.07)	\$ 165,270.73	\$ 39,786.66
300	City Sinking	\$ 6,178.00	\$ 1,975.86	\$ 8,153.86
382	2007 Tax Increment Bond-2007 Industrial Park	\$ 276.39		\$ 276.39
383	2014 Tax Increment Bond-West Industrial Park	\$ -		\$ -
384	2018 Tax Increment Bond-Panther Heights	\$ 432.58		\$ 432.58
409	Tax Increment #4-Industrial Park	\$ 333,971.12		\$ 333,971.12
424	Tax Increment #17-Miller Manufacturing	\$ 29,975.52		\$ 29,975.52
425	Tax Increment #18-West Industrial Park	\$ -		\$ -
426	Tax Increment #19-Panther Heights	\$ 905.38		\$ 905.38
523	2008 11th Street/Morningside Bond	\$ 2,957.19	\$ 1,252.61	\$ 4,209.80
524	2014 Street Improvement Bond	\$ 14,013.82	\$ 2,162.12	\$ 16,175.94
525	2015 Street Improvement Bond-Lincoln Park	\$ 8,078.08	\$ 2,290.46	\$ 10,368.54
526	2016 Street Improvement Bond-Armstrong Ave.	\$ 135,535.74	\$ 426.11	\$ 135,961.85
527	2017 Street Improvement Bond-Baxter Ave.	\$ 174,336.79	\$ 1,875.84	\$ 176,212.63
528	2018 Storm Water Improvement Bond-Central Storm Sewer	\$ 205,821.00	\$ 2,588.71	\$ 208,409.71
529	2021 Street Improvement Bond-10th Street	\$ 139,104.04	\$ 267,144.08	\$ 406,248.12
<b>TOTALS</b>		<b>\$ 7,787,481.62</b>	<b>\$ 1,310,575.19</b>	<b>\$ 9,098,056.81</b>

CITY OF GLENCOE BILLS

APRIL 3, 2023

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

VENDOR	DEPARTMENT: DESCRIPTION	TOTAL
CITY OF GLENCOE EMPLOYEES	MULTIPLE DEPTS.: CITY OF GLENCOE PAYROLL 1-11-23	\$72,325.36
WIRE TRANSFER	MULT DEPTS: STATE SALES TAX	\$27,130.00
WIRE TRANSFER	MULT DEPTS:EMP/CITY PAYROLL TAXES,HSA,PERA,D COMP,CAFE	\$52,664.86
TOTAL PREPAID BILLS ----->		<u><u>\$152,120.22</u></u>

## INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

APRIL 3, 2023 - PREPAID BILLS

Date: 03/30/2023

Time: 6:46 pm

Page: 1

City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
BREAKTHRU BEVERAGE	0513	LIQUOR STORE: MERCH FOR RESALE	176213	01/06/2023	<b>2,017.65</b>
				Vendor Total:	<b>2,017.65</b>
JOHNSON BROS - ST PAUL	0504	LIQUOR STORE: MERCH FOR RESALE	176214	01/06/2023	<b>1,887.28</b>
				Vendor Total:	<b>1,887.28</b>
PHILLIPS WINE & SPIRITS, INC.	1010	LIQUOR STORE: MERCH FOR RESALE	176215	01/06/2023	<b>3,339.90</b>
				Vendor Total:	<b>3,339.90</b>
SOUTHERN GLAZER'S OF MN	1429	LIQUOR STORE: MERCH FOR RESALE	176216	01/06/2023	<b>1,049.16</b>
				Vendor Total:	<b>1,049.16</b>
VINOCOPIA, INC.	1353	LIQUOR STORE: MERCH FOR RESALE	176217	01/06/2023	<b>178.50</b>
				Vendor Total:	<b>178.50</b>
				Grand Total:	<b>8,472.49</b>
				Less Credit Memos:	<b>0.00</b>
				Net Total:	<b>8,472.49</b>
				Less Hand Check Total:	<b>0.00</b>
				Outstanding Invoice Total :	<b>8,472.49</b>
Total Invoices:	5				

## INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

APRIL 3, 2023 - PREPAID BILLS

Date: 03/30/2023

Time: 6:48 pm

Page: 1

City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
BREAKTHRU BEVERAGE	0513	LIQUOR STORE: MERCH FOR RESALE	176273	01/13/2023	910.75
				Vendor Total:	910.75
COLONIAL LIFE	0735	MULT DEPTS: INS PREMIUMS	176274	01/13/2023	263.70
				Vendor Total:	263.70
JOHNSON BROS - ST PAUL	0504	LIQUOR STORE: MERCH FOR RESALE	176275	01/13/2023	6,964.89
				Vendor Total:	6,964.89
MINNESOTA PUBLIC EMPLOYEE	1439	POLICE: UNION DUES	176276	01/13/2023	155.05
				Vendor Total:	155.05
PHILLIPS WINE & SPIRITS, INC.	1010	LIQUOR STORE: MERCH FOR RESALE	176277	01/13/2023	1,964.05
				Vendor Total:	1,964.05
SOUTHERN GLAZER'S OF MN	1429	LIQUOR STORE: MERCH FOR RESALE	176278	01/13/2023	2,153.90
				Vendor Total:	2,153.90
				Grand Total:	12,412.34
				Less Credit Memos:	0.00
				Net Total:	12,412.34
				Less Hand Check Total:	0.00
				Outstanding Invoice Total :	12,412.34
Total Invoices:		6			



## INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

APRIL 3, 2023 - REGULAR BILLS

Date: 03/31/2023

Time: 11:52 am

Page: 1

City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
BIEGANEK, JEFF	0450	STREET: SAFETY BOOTS	0	00/00/0000	85.49
				Vendor Total:	85.49
CENTURYLINK	1394	MULT DEPTS: PHONE BILL	0	00/00/0000	1,626.60
				Vendor Total:	1,626.60
CGMC -	1118	ADMIN: LEGISLATIVE ACTION DAY	0	00/00/0000	85.00
				Vendor Total:	85.00
COMPASS MINERALS AMERICA IN	0345	STREET: BULK SALT	0	00/00/0000	10,875.31
				Vendor Total:	10,875.31
EGGERSGLUESS, BRAD	0869	ADMIN: MONTHLY CELL PHONE REIMB	0	00/00/0000	50.00
				Vendor Total:	50.00
FLEET SERVICES DIVISION	2144	POLICE: SQUAD CAR LEASES	0	00/00/0000	3,809.11
				Vendor Total:	3,809.11
FRANKLIN PRINTING INC.	0085	FINANCE: OFFICE SUPPLIES	0	00/00/0000	82.75
				Vendor Total:	82.75
FREITAG, BENTON	0659	CABLE TV: COUNCIL MEETING RECORDINGS	0	00/00/0000	100.00
				Vendor Total:	100.00
GAVIN, JANSSEN, STABENOW &	0087	POLICE: LEGAL SERVICES	0	00/00/0000	5,959.50
				Vendor Total:	5,959.50
HAWKINS, INC.	1133	AQUATIC CENTER: CHEMICALS	0	00/00/0000	70.00
				Vendor Total:	70.00
HAYES, KELLY	1716	ADMIN: TRAVEL EXPENSE REIMB	0	00/00/0000	520.77
				Vendor Total:	520.77
HY-VEE ACCOUNTS RECEIVABLE	1996	WWTP: OPERATING SUPPLIES	0	00/00/0000	47.14
				Vendor Total:	47.14
JERABEK, JON	1994	CITY CENTER: MONTHLY CELL PHONE REIMB	0	00/00/0000	50.00
				Vendor Total:	50.00
JOHNSON CONTROLS FIRE	0874	PARK: ANNUAL FIRE EXT & EMERGENCY LIGHTS INSPECTIONS	0	00/00/0000	281.01
				Vendor Total:	281.01
METRO SALES, INC	1066	POLICE, LIBRARY: OFFICE EQUIPMENT LEASE	0	00/00/0000	430.20
				Vendor Total:	430.20
MN DEPT. OF HEALTH	1223	WATER: SUPPLY SERVICE CONNECTION FEE	0	00/00/0000	4,911.00
				Vendor Total:	4,911.00
MNSPECT	0722	CODE ENFORCE: INSPECTIONS	0	00/00/0000	19,465.67
				Vendor Total:	19,465.67
PITNEY BOWES, INC	1686	ADMIN: POSTAGE MACHINE SUPPLIES	0	00/00/0000	165.98
				Vendor Total:	165.98
PLUNKETT'S PEST CONTROL, INC	0446	ADMIN, AQUATIC CENTER, WWTP: PEST CONTROL	0	00/00/0000	256.08
				Vendor Total:	256.08
PREMIUM WATERS, INC.	1081	LIBRARY: WATER	0	00/00/0000	34.49
				Vendor Total:	34.49
RELIANCE STANDARD LIFE INS CC	1915	MULT DEPTS: INS PREMIUMS	0	00/00/0000	6,900.84
				Vendor Total:	6,900.84
SEH	1757	MULT DEPTS: ENGINEERING SERVICES	0	00/00/0000	101,186.36
				Vendor Total:	101,186.36

# INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

APRIL 3, 2023 - REGULAR BILLS

Date: 03/31/2023

Time: 11:52 am

Page: 2

City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
SHRED-N-GO, INC	0032	FINANCE, POLICE: PAPER SHREDDING SERVICE	0	00/00/0000	79.08
				Vendor Total:	79.08
STREICHER'S	0273	POLICE: UNIFORMS	0	00/00/0000	157.97
				Vendor Total:	157.97
SUN LIFE	0926	MULT DEPTS: INS PREMIUMS	0	00/00/0000	2,486.62
				Vendor Total:	2,486.62
VERIZON WIRELESS	1110	POLICE: SQUAD CAR PHONES	0	00/00/0000	200.41
				Vendor Total:	200.41
VOSS, RYAN	2217	ADMIN: MONTHLY CELL PHONE REIMB	0	00/00/0000	50.00
				Vendor Total:	50.00
				Grand Total:	159,967.38
				Less Credit Memos:	0.00
				Net Total:	159,967.38
				Less Hand Check Total:	0.00
				Outstanding Invoice Total :	159,967.38
Total Invoices:		27			