



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**

**June 5, 2023 – 7:00pm**

**City Center Ballroom**

- 1. PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE**
- 2. APPROVE THE AGENDA**
- 3. CONSENT AGENDA**
  - A. Approve minutes of May 15, 2023
  - B. Peddlers Application from Mad City Windows and Bath
- 4. PUBLIC COMMENT (agenda items only)**
- 5. PUBLIC HEARINGS**
  - A. 7:00 PM - Hazardous Property Hearing for 1207 Chandler Avenue – Mark Ostlund, City Attorney
  - B. 7:00 PM - Hazardous Property Hearing for 1206 10<sup>th</sup> Street East – Mark Ostlund, City Attorney
- 6. BIDS AND QUOTES**
  - A. 2023 Pavement Management Project
    1. Color Concrete Discussion – Letters from Businesses
    2. Bonding Options – Assessment Agreement with Light and Power Commission – City Administrator
    3. Change Order Number 1 for 2023 Pavement Management Project – Brody Bratsch, City Engineer
    4. Supplemental Letter Agreement with SEH for additional work due to Change Order
- 7. REQUESTS TO BE HEARD**
  - A. Resolution **2023-1?** – Declare Vacancy of City Council Seat
  - B. Resolution **2023-14** – Airport Maintenance Grant for Operations
- 8. ITEMS FOR DISCUSSION**
  - A. June 19, 2023 City Council meeting moved to June 20, 2023 due to Juneteenth Holiday
  - B. July 3, 2023 Meeting – Discussion on Cancelling the meeting
- 9. ROUTINE BUSINESS**
  - A. Project Updates
  - B. Economic Development
  - C. Public Input
  - D. Reports
  - E. City Bills
- 10. ADJOURNMENT**

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

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

Others: Lowell Anderson, Rich Glennie, Al Robeck, Justin Black SEH, Matthew Lenrmann, Russell Harnois, Brody Bratsch SEH, Matt Foss GSL, Whitney Peters GSL, Victor Garcia, Milan Alexander, Myranda Vandamme

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

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

**2. APPROVE THE AGENDA**

*Motion: Duvall, seconded by Olson to approve the agenda with the addition. All in favor, motion carried.*

**3. CONSENT AGENDA**

**A. Approve City Council Minutes of May 1, 2023**

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

**B. Special Event Car Show**

Victor Garcia spoke on behalf of the car show. He said that the car show in June would still happen, but it wouldn't include the Happy Hour area. They would like to include the Happy Hour and music at the car show on July 16. The owner of Happy Hour said that they would follow the stipulations that were in the memo they received: all glass would remain inside, plastic containers would be used outside, and they will have extra coverage to make sure people that have alcohol would stay within the fenced in area. The car show in June (coincides with Glencoe Days) will be a fundraiser for the Fire Department so they will sell alcohol and be the main food vendor.

*Motion: Lemke, seconded by Hueser to approve the Special Event Car Show. All in favor, motion carried.*

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

**5. PUBLIC HEARINGS - none**

**6. BIDS AND QUOTES**

**A. Bid Results for 2023 Pavement Management Plan – Justin Black, SEH**

**1. Resolution **2023-10** Award Bid for Project to GMH Construction**

29 contractors and sub-contractors requested information on the project, five contractors submitted bids. Bids ranged from \$300,000 to \$600,000 under the estimate \$5.1 million. Neid asked about the extra \$32,000 for colored concrete and if there was a purpose for it. Mr. Black said that it offers a difference between the part of the concrete that is ADA compliant and the curb and gutter sidewalk. He also said that often times you get your best price through the bid and it is easier to remove items than it is to add things to a project. Olson requested photos of the colored concrete sidewalk and then the council can decide at the next meeting if they want to remove it.

*Motion: Lemke, seconded by Neid to approve Resolution **2023-10** Award Bid for Project to GMH Construction. All in favor, motion carried.*

**2. Supplemental Letter Agreement (SLA) with SEH for Inspection Services**

Hourly rate contract not to exceed \$440,000, which is approximately 17.5%.

*Motion: Neid, seconded by Hueser to approve Supplemental Letter Agreement (SLA) with SEH for Inspection Services. All in favor, motion carries.*



3. Change Order Number 1 – potential additional work to be presented June 5, 2023  
As discussed in item 6.A.1.

- B.** Resolution **2023-11** authorizing execution of Airport Improvement Grant (**AIG** with MNDOT Aeronautics for \$291,154.00 (Local share \$29,115) for Terminal Construction

*Motion: Lemke, seconded by Neid to approve Resolution 2023-11 authorizing execution of Airport Improvement Grant (AIG with MNDOT Aeronautics for \$291,154.00 (Local share \$29,115) for Terminal Construction. All in favor, motion carried.*

- C.** Resolution **2023-12** authorizing execution of Airport Improvement Program Grant (**AIP** with MNDOT Aeronautics for \$229,600.00 (State share \$17,779; Local share \$14,260) for Airport Terminal Design

*Motion: Neid, seconded by Olson to approve Resolution 2023-12 authorizing execution of Airport Improvement Program Grant (AIP with MNDOT Aeronautics for \$229,600.00 (State share \$17,779; Local share \$14,260) for Airport Terminal Design. All in favor, motion carried.*

- D.** Resolution **2023-13** authorizing execution of Airport Terminal (**ATG** with MNDOT Aeronautics for \$750,000.00 (Local share \$37,500) for Airport Terminal Construction

*Motion: Olson, seconded by Lemke to approve Resolution 2023-13 authorizing execution of Airport Terminal (ATG with MNDOT Aeronautics for \$750,000.00 (Local share \$37,500) for Airport Terminal Construction. All in favor, motion carried.*

## **7. REQUESTS TO BE HEARD**

- A.** Glencoe Days 2023 – Myranda VanDamme, Co-Chair

Request assistance of City staff with setting up and tearing down at Oak Leaf Park. Approve the temporary liquor license, extend the park hours for Friday and Saturday at 12:30am, waive the amusement license and the fireworks permit.

*Motion: Hueser, seconded by Neid to approve the Glencoe Days requests. All in favor, motion carried.*

- B.** Awning Grant/Sign Application – Jon Jerabek Assistant City Administrator

*Motion: Hueser, seconded by Neid to approve the Awning Grant / Sign Application to Edward Jones for \$2281. All in favor, motion carried.*

- C.** SLA with SEH for Sound Study at BIT49 Facility – City Administrator

*Motion: Lemke, seconded by Hueser to approve the sound study of Bit 49 for \$3800, to be reimbursed by Bit 49. All in favor, motion carries.*

- D.** Electric Vehicle Charging Station - Dave Meyer

Grant process started in November 2020 for an electric vehicle charging station. Location will be at the first four stalls in the Burger King parking lot.

*Motion: Neid, seconded by Lemke to approve the location of the Electric Vehicle Charging Station, with the Council being able to provide input before the price is set. All in favor, motion carried.*

## **8. ITEMS FOR DISCUSSION**

- A.** Employee Compensation Study – Jon Jerabek, Assistant City Administrator

As discussed in a workshop, the City received three bids for completing a wage study. The lowest bid was from David Drown & Associates at \$6600 and the highest bid was \$34,000. It has been over 30 years since the last wage study. The League no longer does a wage study. Hueser said that he doesn't want to look at a wage survey that doesn't include the benefits portion. He expects Administration and Department Heads be reaching out to the cities to find out what the other cities pay.

*Motion: Olson, seconded by Hueser to accept the bid from David Drown and Associates. Vote 1 – 4 with Olson being the only one to approve.*

*Motion: Lemke, seconded by Hueser to have David Drown and Associates to give a presentation at a workshop. All in favor, motion carries.*

- B.** Ordinance Amendment regarding Farm Animals and Chickens – City Attorney Ostlund

Will be bringing a draft of an ordinance to the next meeting.

C. Ad-hoc committee to review Economic Development Authority – Mayor Voss

*Motion: Neid, seconded by Duvall to create an Ad-hoc committee exploring an EDA with Hueser, Neid and the Mayor being on the committee. All in favor, motion carries.*

## 9. ROUTINE BUSINESS

A. Project Updates

B. Economic Development

C. Public Input

Matt Foss, one of the Principals at GSL, noted that the School Resource Officer has been invaluable at the schools. They are looking at possibly getting a therapy dog. If anyone has any suggestions and/or recommendations to please contact him.

Resident Al Robeck noted that there are holes in the sidewalks by Rhema's like it didn't get sealed properly.

Olson received a call from a resident about the train whistle and was wondering if there is a different type of whistle they could use.

D. Reports

E. City Bills

*Motion: Lemke, seconded by Neid to approve paying the City bills. All in favor, motion carries.*

## 10. ADJOURNMENT

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

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Ryan Voss, Mayor

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Mark Larson, City Administrator

Resolution **2023-10** Award Bid for Project to GMH Construction.

Motion by Lemke seconded by Neid. Vote 5 – 0.

YES Luz Duvall  
YES Sue Olson  
YES Mark Hueser  
YES Paul Lemke  
YES Cory Neid

Resolution **2023-11** Authorizing Execution of Airport Improvement Grant (**AIG** with MNDOT Aeronautics for \$291,154.00 (Local share \$29,115) for Terminal Construction.

Motion by Lemke seconded by Neid. Vote 5 – 0.

YES Luz Duvall  
YES Sue Olson  
YES Mark Hueser  
YES Paul Lemke  
YES Cory Neid

Resolution **2023-12** Authorizing Execution of Airport Improvement Program Grant (**AIP** with MNDOT Aeronautics for \$229,600.00 (State share \$17,779; Local share \$14,260) for Airport Terminal Design.

Motion by Neid seconded by Olson. Vote 5 – 0.

YES Luz Duvall  
YES Sue Olson  
YES Mark Hueser  
YES Paul Lemke  
YES Cory Neid



Resolution **2023-13** authorizing execution of Airport Terminal (**ATG** with MNDOT Aeronautics for \$750,000.00 (Local share \$37,500) for Airport Terminal Construction.

Motion by Olson seconded by Lemke. Vote 5 – 0.

YES	Luz Duvall
YES	Sue Olson
YES	Mark Hueser
YES	Paul Lemke
YES	Cory Neid



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

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

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TO: Mayor Voss and City Councilors

FROM: Kelly Hayes

DATE: June 5, 2023

RE: Peddlers License

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Attached is a Peddler Permit Application from Mad City Windows and Bath. They are requesting to have three employees going door-to-door to discuss options of home remodeling including new windows as well as bath and home remodeling. Our application requires a letter from a McLeod County city, however, they have not peddled in McLeod County. They did include a letter from the City of Kasson, Minnesota.

Recommendation:

To APPROVE or DENY Mad City Windows and Bath Peddler Application.





SMALL CITY & BIG FUTURE

PEDDLER, SOLICITOR AND TRANSIENT MERCHANT  
PERMIT APPLICATION

LICENSE FEE

☐

\$25 DAILY

☒

\$200 YEARLY

APPLICATION DATE

5-22-2023

SELLING DATES

BUSINESS INFORMATION

\*ATTACH PROOF OF BUSINESS

NAME

Mad City windows and Baths

ADDRESS

2621 CR-48 unit 600 Roseville mn

PHONE

952-529-9266

WEBSITE

madcitywindows.com

BUSINESS DESCRIPTION

window installing and remodeling

PERSONAL INFORMATION

\*ATTACH A COPY OF DRIVER'S LICENSE

RESPONSIBLE PERSON

Alex Barthman

ADDRESS

12 Centerville Pkwy Centuria WI 54824

PHONE

715-553-3816

EMAIL

alexbarthman35@gmail.com

DRIVERS LICENSE #

B635-069-5376-01

REFERENCES

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

REFERENCE 1

REFERENCE 2

NAME

ADDRESS

PHONE

EMAIL

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

*Alex Barthman*

APPLICANT SIGNATURE

5-22-23

DATE

POLICE CHIEF

☐

APPROVED

☐

DENIED

CITY COUNCIL

☐

APPROVED

☐

DENIED

Signature/Date:

Signature/Date:



PEDDLER, SOLICITOR AND TRANSIENT MERCHANT  
PERMIT APPLICATION

LICENSE FEE

☐

\$25 DAILY

☒

\$200 YEARLY

APPLICATION DATE \_\_\_\_\_

SELLING DATES \_\_\_\_\_

BUSINESS INFORMATION

\*ATTACH PROOF OF BUSINESS

NAME

Mac City Windows & Baths

ADDRESS

2621 Fairview Ave N, Roseville, MN, 55113

PHONE

952-283-0022

WEBSITE

www.maccitywindows.com

BUSINESS DESCRIPTION

Home remodeling company

PERSONAL INFORMATION

\*ATTACH A COPY OF DRIVER'S LICENSE

RESPONSIBLE PERSON

Emily Narigon

ADDRESS

507 E 14<sup>th</sup> St, Apt 17, Minneapolis, MN, 55404

PHONE

515-460-7671

EMAIL

emnarigon@gmail.com

DRIVERS LICENSE #

00000002165886

REFERENCES

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

REFERENCE 1

REFERENCE 2

NAME

ADDRESS

PHONE

EMAIL

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

Em Ni  
APPLICANT SIGNATURE

5/22/2023  
DATE

POLICE CHIEF

☐

APPROVED

☐

DENIED

CITY COUNCIL

☐

APPROVED

☐

DENIED

Signature/Date:

Signature/Date:





PEDDLER, SOLICITOR AND TRANSIENT MERCHANT  
PERMIT APPLICATION

LICENSE FEE

☐

\$25 DAILY

☒

\$200 YEARLY

APPLICATION DATE

05/22/2023

SELLING DATES

Monday - Friday

BUSINESS INFORMATION

\*ATTACH PROOF OF BUSINESS

NAME

Mad City Windows and bath

ADDRESS

2621 CR-48 Unit 600 St Paul, MN 55113

PHONE

952-529-9266

WEBSITE

MadCityWindows.com

BUSINESS DESCRIPTION

Windows and bathrooms

PERSONAL INFORMATION

\*ATTACH A COPY OF DRIVER'S LICENSE

RESPONSIBLE PERSON

Rahim Avery

ADDRESS

7224 170th Trl NW Ramsey, MN 55303

PHONE

678-431-4602

EMAIL

rahimavery@gmail.com

DRIVERS LICENSE #

M000-038-062-200

REFERENCES

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

REFERENCE 1

REFERENCE 2

NAME

ADDRESS

PHONE

EMAIL

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

APPLICANT SIGNATURE

*Rahim Avery*

DATE

05/22/2023

POLICE CHIEF

☐ APPROVED

☐ DENIED

CITY COUNCIL

☐ APPROVED

☐ DENIED

Signature/Date:

Signature/Date:



**Kasson Police Department**  
19 Main Street East  
Kasson, MN 55944  
Phone: (507) 634-3881  
Fax: (507) 634-4698

May 25, 2023

RE: Mad City Windows & Baths  
Cody Strong  
Nicklas Jacobs  
Ryan Hanson  
Sean Bennett

To Whom It May Concern:

The employees of Mad City Windows & Baths listed above met our requirements and were issued peddler's permits in the City of Kasson, MN for the period of March 2 to May 1, 2023. During this period, we received no negative feedback from residents and had no calls for issues related to them going door to door in our city.

Sincerely,

Amy Handevidt  
City of Kasson  
Emergency Services Administrative Assistant  
amy.handevidt@kassonpolice.com





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: June 5, 2023

Re: **Item 5A and 5B** – Public Hearings on Hazardous Buildings

Mark Ostlund will conduct the hearings on the Hazardous Properties located at 1207 Chandler Avenue and 1206 10<sup>th</sup> Street East.

CITY OF GLENCOE MINNESOTA

RESOLUTION ORDERING REPAIR, REMOVAL  
OR RAZING OF HAZARDOUS PROPERTY

1. Marco Arandia, the record owner of real property in located at 1207 Chandler Avenue North, Glencoe, MN 55336 (upon the following described property in the City of Glencoe, county of McLeod, Minnesota:

The East Half of Lots Five (5) and Eight (8) in Block Twenty-seven (27) in the Town of Franklin, together with the S1/2 of the vacated East-West alley lying adjacent and appurtenant to the North line of Lot 5.

2. On May 24, 2023, the City of Glencoe, Minnesota, by and through McLeod County Sheriff Deputy Scott Wawrzyniak served a Notice of Hearing and a copy of the Inspection Report referenced herein and a proposed draft of this Resolution by personal service upon Marco Arandia setting a hearing for before the City Council on June 5, 2023 at 7 p.m. to consider whether the structures located upon the above described property constituted a hazardous building within the definition of Minnesota Statutes Sections 463.15 to 463.24.

3. At the hearing on the 5th day of June, 2023 the City Council of the City of Glencoe considered the following evidence:

- a. Notice of Hearing, Affidavit of Service of the Notice of Hearing upon Marco Arandia.
- b. Property Taxpayer reports from McLeod County showing Marco Arandia as the taxpayer for the property.
- c. Warranty Deed from Willard W. Exsted and Sheryl E. Exsted, husband and Wife to Marco Antonio Arandia dated February 19, 2009 recorded February 24, 2009, as document number A-382106 in the office of the McLeod County Recorder conveying the following described property:

The East Half of Lots Five (5) and Eight (8) in Block Twenty-seven (27) in the Town of Franklin, together with the S1/2 of the vacated East-West alley lying adjacent and appurtenant to the North line of Lot 5

- d. MNSPECT Report detailing the current condition of the buildings at 1207 Chandler Avenue North, Glencoe, MN 55336 taken on November 21, 2022.
- e. Testimony offered from Tracy Reimann, MNSPECT at the hearing on June 5, 2023.

4. On the 5<sup>th</sup> day of June, 2023, after hearing, the City Council of the City of Glencoe found and determined as follows:

a. Notice of the Hearing for the June 5th, 2023 hearing was properly given on May 24, 2023, to Marco Arandia.

b. The street address of 1207 Chandler Avenue North, Glencoe, MN 55336 identifies the location of the following described property in the City of Glencoe:

The East Half of Lots Five (5) and Eight (8) in Block Twenty-seven (27) in the Town of Franklin, together with the S1/2 of the vacated East-West alley lying adjacent and appurtenant to the North line of Lot 5

c. Marco Arandia is the "Owner of Record" of the above described property within the meaning of Minn. Stat. §463.15, Subd. 4.

d. The structure(s) located on the above described property are "hazardous buildings" within the meaning of Minn. Stat. §463.15, Subd. 3 for the following reasons:

1. The Property has been left in an unsanitary condition. Rubbish can be observed throughout the interior and exterior of the Property.
2. There are numerous electrical and fire hazards throughout the Property including:
  - a. Improper wiring and installation throughout the home. Hazardous electrical wiring including open junction boxes, improperly terminated wires, live electrical wires, exposed electrical switch/receptacle wiring, and open electrical panel slots.
  - b. A lack of smoke and carbon monoxide alarms.
3. There has been significant demolition, renovation, electrical, plumbing, and mechanical work completed throughout the home without permits in violation of Minnesota Rule 1300.0120 Subd 1. This unpermitted work includes:
  - a. Unpermitted demolition – Apparent demolition has been made to walls coverings, ceilings coverings, plumbing, electrical and mechanical systems.
  - b. Unpermitted renovations – Apparent renovations have been made to framing and wall coverings.
  - c. Unpermitted electrical work – Apparent modifications have been to the home's electrical system.
  - d. Unpermitted plumbing work – Apparent modifications have been to the home's plumbing system.
  - e. Unpermitted mechanical work – Apparent modifications have been to the home's mechanical system.
4. Inadequate Maintenance of the Property
  - a. Windows observed with missing or broken glazing.

- b. Exterior siding, trim, doors, and windows are in disrepair and lack protective treatment to prevent rot.
  - c. Numerous holes in ceiling and wall coverings.
  - d. Roof appears to be, or has been, leaking.
- 5. The Property's plumbing system and fixtures do not appear to be in working order. The Property appears to lack a functional water supply, sanitary system, and water heating equipment.
- 6. The Property appears to lack functional heating equipment.
- 7. The Property lacks a functional kitchen or bathroom.
- 8. The Property lacks proper fire protection, fuel connections, electrical, mechanical, and plumbing systems.
- 9. The Property has been abandoned for more than a year and has not been properly secured thus creating an attractive nuisance.
- e. The buildings constitute a fire hazard and a hazard to public safety and health.
- f. The conditions listed above are more fully documented in the inspection report prepared by Tracy Reimann on November 21, 2022, copies of which is attached to this Resolution.

**NOW THEREFORE, IT IS RESOLVED AS FOLLOWS:**

1. Marco Arandia, the owner of the above described property, shall be ordered pursuant to Minnesota Statute 463.16, to make the following corrections and repairs on the property located at 1207 Chandler Avenue North, Glencoe, MN 55336 described as follows:

The East Half of Lots Five (5) and Eight (8) in Block Twenty-seven (27) in the Town of Franklin, together with the S1/2 of the vacated East-West alley lying adjacent and appurtenant to the North line of Lot 5

Necessary corrections and repairs are:

- a. Remove rubbish from exterior and interior of the Property.
- b. Install proper electrical wiring throughout the home in compliance with the City of Glencoe's permitting process.
- c. Install proper plumbing throughout the home in compliance with the City of Glencoe's permitting process.
- d. Install proper mechanical and heating systems throughout the home in compliance with the City of Glencoe's permitting process.
- e. Repair demolition work to the walls, ceiling, and floor of the home.
- f. Repair the damage to the roof of the Property.

- g. Restore the Property's kitchen and bathroom to functionality.
  - h. Install proper fire protection fuel connections, electrical, mechanical, and plumbing systems in compliance with the State of Minnesota's building code.
- 2. All of the herein listed corrections and repairs must be made within thirty (30) days after the Order is served upon Marco Arandia. The corrections and repairs must be completed in compliance with all applicable building codes and regulations, pursuant to proper permits from the City of Glencoe.
- 3. If the corrections and repairs are not made within the time period provided in paragraph 2 of this Resolution, the building is ordered to be razed, the foundations filled and the property left free of debris in compliance with all applicable codes and regulations, pursuant to proper permits from the City of Glencoe. This must be completed within \_days after expiration of the time period provided in paragraph 2 of this Resolution.
- 4. If the City of Glencoe is required to take action for summary enforcement of the Order it will seek authority to raze and remove the structures from the property.
- 5. A motion for summary enforcement of the **ORDER** will be made to the District Court in and for McLeod County, Minnesota, **UNLESS**:
  - a. Corrective action in conformance with the order is taken within thirty (30) days of the service of the order, or **UNLESS**:
  - b. An answer is filed and served upon the undersigned City Attorney, within twenty (20) days after the service of the order, pursuant to Minnesota Stat. §463.18.
- 6. In accordance with Minnesota Stat. §463.24, the owner or occupant must remove all personal property and/or fixtures that will reasonably interfere with the work within 5 days after expiration of the time period provided in paragraph 2 of this Resolution. If the personal property and/or fixtures are not removed and the City enforces the Order, the City may sell personal property, fixtures and/or salvage materials at a public auction after three days posted notice.
- 7. If the City is compelled to take any corrective action or action to enforce the Order, all necessary costs expended by the City shall be assessed against the real estate concerned or the landowners and collected in accordance with Minnesota Stat. §463.22 and the City may choose to acquire the structures and real estate on which the hazardous structures are located by eminent domain, as provided in Minn. Stat. 463.152 and/or seek a money Judgement against the Owner for the cost of removing the hazardous condition.
- 8. The City Attorney is authorized to serve this Resolution and Order upon the owner of the property and all lien-holders of record.
- 9. The City Attorney is authorized to proceed with the enforcement of the Order as provided in Minn. Stat. 463.15 to 463.261.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_ by the vote of \_\_\_\_\_ of the  
\_\_\_\_\_ members of the City Council of the City of Glencoe, Minnesota.

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

\_\_\_\_\_  
Attest  
Mark Larson, City Administration



STATE OF MINNESOTA

CITY OF GLENCOE

COUNTY OF MCLEOD

In The Matter of 1207 Chandler Avenue North, Glencoe, MN 55336  
Hazardous Property  
located in the  
City of Glencoe, Minnesota.

AFFIDAVIT OF PERSONAL SERVICE

STATE OF MINNESOTA )  
 )ss  
COUNTY OF MCLEOD )

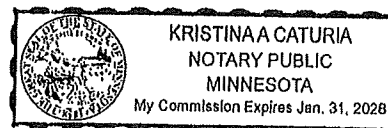
Scott Wawrzyniak, being first duly sworn, states that on the 24<sup>th</sup> day of  
May, 2023, your affiant personally served the attached May 9, 2023  
NOTICE OF HEARING, MNSPECT Report, and proposed resolution by delivering true and  
correct copies to Marco Arendia.

[Signature]

Subscribed and sworn to before me  
this 24<sup>th</sup> day of May, 2023.

NOTARY PUBLIC

[Signature]  
Notary Public  
My commission expires: 1-31-28



STATE OF MINNESOTA  
COUNTY OF MCLEOD

CITY OF GLENCOE

In The Matter of  
Hazardous Property  
Located at  
1207 Chandler Avenue North, Glencoe, MN 55336

NOTICE OF HEARING

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TO: Marco Arandia

FROM: The City Council of the City of Glencoe, Minnesota.

PLEASE BE ADVISED that on the 5<sup>th</sup> day of June, 2023, at 7:00 p.m. in the Council Chambers, City of Glencoe City Center, 1107 11th St E, Glencoe, MN 55336, Minnesota the City Council of the City of Glencoe will hold a hearing to determine whether an order pursuant to Minnesota Statute 463.16 should issue to order Mr. Marco Arandia, as owner of 1207 Chandler Avenue North, Glencoe, MN 55336, to correct or remove the hazardous condition of the buildings and property or to raze or remove the buildings located at 1207 Chandler Avenue North, Glencoe, MN 55336 upon the following described property in the City of Glencoe:

The East Half of Lots Five (5) and Eight (8) in Block Twenty-seven (27) in the Town of Franklin, together with the S1/2 of the vacated East-West alley lying adjacent and appurtenant to the North line of Lot 5

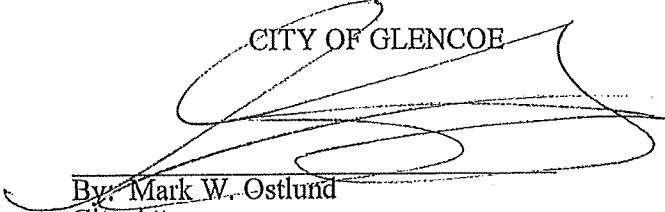
At the hearing, the following issues will be addressed and determined:

1. Whether the structure(s) located on the property are "hazardous buildings" within the meaning of Minn. Stat. §463.15, Subd. 3.
2. Whether actions could be taken or repairs made which would correct the hazardous conditions of the structure(s) short of being razed or removed.
3. Whether the owners of the property should be ordered to take action to correct the hazardous conditions of the structure(s) within 30 days of the date of the Order.
4. What action should be ordered taken, if any.
5. Whether a motion for summary enforcement of the order should be made to the District Court in and for McLeod County, Minnesota, UNLESS:
  - a. Corrective action in conformance with the order is taken within thirty (30) days of the service of the order, or UNLESS:
  - b. An answer is filed and served upon the undersigned City Attorney, within twenty (20) days after the service of the order, pursuant to Minnesota Stat. §463.18.

6. Whether the City Council should order that if the City is compelled to take any corrective action, all necessary costs expended by the City be reduced to judgment against the owner of the real estate concerned as provided by Minnesota Stat. §463.21; assessed against the real estate concerned and collected in accordance with Minnesota Stat. §463.22 or whether the property should be acquired by the City pursuant to Minnesota Stat. §463.152.

Dated: May 9, 2023

CITY OF GLENCOE

  
By: Mark W. Ostlund  
City Attorney  
16670 Franklin Trail SE, Suite 210  
Prior Lake, MN 55372  
952-447-2131  
mwo@priorlakelaw.com

PARID: 220601830  
MARCO A ARANDIA

ROLL: REAL PROPERTY  
1207 CHANDLER AVE

**Parcel**

Assessment Year: 2023  
Pay Year: 2024  
Property Address: 1207 CHANDLER AVE  
City: GLENCOE  
State: MN  
Zip: 55336  
Multiple Addresses: No  
Market NBHD: 00030000 - GLENCOE C  
Class: 203 - 1A/1B/4B1 RESIDENTIAL 1-3 UNITS  
Property Use Code (LUC): 0200 - DUPLEX  
Deeded Acres: 0  
Plat: 22060-TOWN OF FRANKLIN  
Lot:  
Block: 027  
Section-Twp-Range: --  
Tax District: 2201 - GLENCOE CITY--2859 BC  
Town/City: 010300 - CITY OF GLENCOE  
School District: 022859 - SCHOOL DISTRICT 2859  
HRA: -  
WaterShed: 030005 - BUFFALO CREEK WS  
EDA: -  
TIF Project #:

**Parcel Status**

Homestead: N  
Relative:

**Legal**

TOWN OF FRANKLIN BLOCK-027 E 1/2 OF LOTS 5 & 8 & 1/2 VAC E-W ALLEY

**Owner Details**

Assessment Year: 2023  
Pay Year: 2024  
Owner #: 21220  
Owner Name 1: MARCO A ARANDIA  
Owner Name 2:  
Care Of:  
Mailing Address: PO BOX 121  
City/State/Zip: GLENCOE, MN 55336  
Owner Code: PRI - OWNER

**Alternate**

Alt. Type: REL - RELATIVE  
Alt. Name 1: ERIC ARANDIA  
Alt. Name 2:  
Mailing Address: 1207 CHANDLER AVE N  
City/State/Zip: GLENCOE, MN 55336

**Sales**

Sale Date	Sale Price	Instr. Type	ECRV #	Instr. #	Grantor/Seller	Grantee/Buyer
02/20/2009	0	QC			SECURITY BANK & TRUST CO	WILLARD W & SHERYL E EXSTED
02/19/2009	57,000	WD			WILLARD W & SHERYL E EXSTED	MARCO A ARANDIA
02/19/2009	57,000	WD	0		EXSTED	MARCO
01/23/2006	57,000	CD	0		EXSTED	MARCO
12/05/2005	57,000	CD			WILLARD W & SHERYL EXSTED	MARCO A ARANDIA
12/09/2004	23,000	WD	0		EXSTED	EXSTED
11/19/2004	23,000	WD			ALFRED E & ELVIRA EXSTED	WILLARD W & SHERYL E EXSTED

01/10/2003 0 WD  
04/14/1999 0 WD

ALFRED E & ELVIRA EXTED-LE  
ALFRED E & ELVIRA EXTED-LE

KENNETH EXSTED &  
KENNETH EXSTED &

**Sale Details**

1 of 9

Instrument Type: Quit Claim Deed  
Grantor/Seller: SECURITY BANK & TRUST CO  
Grantee/Buyer: WILLARD W & SHERYL E EXSTED  
Instrument/Sale Date: 02/20/2009  
Transfer Date: 03/02/2009  
Recorded Date: 02/25/2009  
Auditor/Accept Date:  
Improved/Vacant: -  
State Validity Code: X -  
Sale Property Use: -  
CRV #:   
eCRV #   
Document #:   
Total Sale Price: 0  
# of Pcls:   
Adjusted Sale Price:

**Special Assessments - Current Year**

Name	SA #	Yr Cert	# Yrs	Int Rate	Cur Princ	Cur Int	Cur Instrmt	Payment
BAXTER AVE PROJECT 2017	007500	2017	28	.04000	340.88	163.70	504.58	-504.58
Total:					340.88	163.70	504.58	

**Payments**

Pay Year	Asmt Year	Business Date	Payment Amt	Check #
2023	2022	04/17/2023	\$3,225.06	0000
2021	2020	08/03/2022	\$413.45	
2020	2019	08/03/2022	\$1,727.12	
2022	2021	07/15/2022	\$845.25	
2021	2020	07/15/2022	\$1,154.75	
2021	2020	01/11/2022	\$21.52	
2021	2020	01/10/2022	\$166.80	

**Payment Details**

Pay Year	Asmt Year	Tax	Penalty	Interest	Cost	Total
2023	2022	2,304.00			30.00	2,304.00
2022	2021	1,610.00	96.60	29.71		1,766.31
2021	2020	1,470.00	153.35	103.17	30.00	1,756.52
2020	2019	1,346.00	114.41	246.71	20.00	1,727.12

1 of 7

Pay Year: 2023

**Property Tax by Jurisdiction**

County Tax:	\$634.94
City / Town Tax:	\$834.72
State Tax:	\$0.00
School District Voter Levies:	\$148.86
School District Other Levies:	\$158.58
Special Tax Districts:	\$22.32
Special Tax-TIF:	\$0.00
City Voter:	\$0.00
Total Tax before Spec Assess:	\$1,799.42
Special Assessments:	\$504.58
<b>Total Tax Including Specials:</b>	<b>\$2,304.00</b>

Half Payment: \$1,152.00

Pay half year tax bill: \$1152

Pay full year tax bill: \$2304

Please note it could take several days for your payment to show up on the "Property Tax Pay History" screen.  
For total bill calculation with penalties and interest, visit the Property Taxes Due section from the menu.

#### Property Tax and Credits

Gross Tax Before Credits: \$1,799.42  
Ag Credit: \$0.00  
Ag School Bond Credit:  
Disaster Credit: \$0.00  
Power Line Credit: \$0.00  
Net Tax After Credits: \$1,799.42

#### Miscellaneous State Information

Qualifying Tax Amount: \$0.00

#### Rates

Total TCAP Rate %: 130.947256  
Total Market Rate %: .151244  
State Gen Tax Comm Rate %: 33.003  
State Gen Tax Seasonal Recreation Rate %: 12.321

#### Value Summary

Asmt Year	Pay Year	EMV Land	EMV Building	EMV Total	TMV	Tax	Special Assessment	Total Tax & SA
2023	2024	55,900	55,200	111,100	111,100	0	0	0
2022	2023	50,700	49,900	100,500	100,600	1,799	505	2,304
2021	2022	45,900	47,500	93,400	64,600	1,105	505	1,610
2020	2021	41,800	42,700	84,600	54,900	965	505	1,470
2019	2020	38,000	38,400	76,500	46,000	841	505	1,346
2018	2019	36,400	37,300	73,700	44,200	751	505	1,256
2017	2018	34,700	35,100	69,700	41,900	725	505	1,230
2016	2017	31,500	32,800	64,300	38,600	676	0	676

#### OBY Items

Description	Year Built	Width	Length	Area	Units
R/EP GRADE 5.5	1890			236	1
R/OP GRADE 5.5	1890	3	14	42	1
1 CAR GAR GRADE 5.5	1950	14	24	336	1

#### OBY Details

1 of 3

Card: 1  
Description: R/EP GRADE 5.5  
Units: 1  
Grade: C - Average  
Year Built: 1890  
Height:  
Area: 236

#### Land Summary

Code	Land Description	Square Feet	Acres	Land Type
GLENC1	GLENCOE CITY RES	6,600	.15	F - FRONT FOOT
GLENC3	GLENCOE CITY RES	2,640	.06	F - FRONT FOOT
Total:			.21	

#### Land

1 of 2

Land Type:	F – FRONT FOOT
Land Code:	GLENC1
Square Feet:	6,600
Acres:	.15
Frontage:	100
Depth:	66
Units:	
Traffic:	
View:	
Type:	
Shape:	
Access:	
Zoning:	
Notes:	

**Land Parcel Information**

---

Acres	.2121
Location	
Primary Zoning	

**Green Acres/Rural Preserve**

---

Land Program	
Total Land Program EMV	0
Tillable Land EMV	0
Land Program Tillable EMV	0
Acres	.00
Tillable Acres	.00
Land Program Tillable Acres	.00

**Residential/Ag Building**

---

Record #	1
Card	1
Class	
Year Built	1890
Effective Year	1875
Style	01 – Single-family
Architectural Style	OT – 1.75 STORY
Quality	55 – GRADE 5.5
Frame	WF – WOOD FRAME
Exterior Wall	WD – WOOD
Exterior Wall 2	
Foundation	ST – STONE
Roof Structure	GE – GABLE
Roof Cover	AS – ASPHALT SH
Roof Cover 2	
Ceiling	
Interior Wall	PL – PLASTER
Interior Wall 2	
Windows	
Basement	1 – NONE
Upper Floor Bedrooms	0
First Floor Bedrooms	0
Basement Bedrooms	0
Total Bedrooms	0
Full Bathrooms	
Half Baths	0
Additional Fixtures	0
Total Fixtures	4
Heating System	

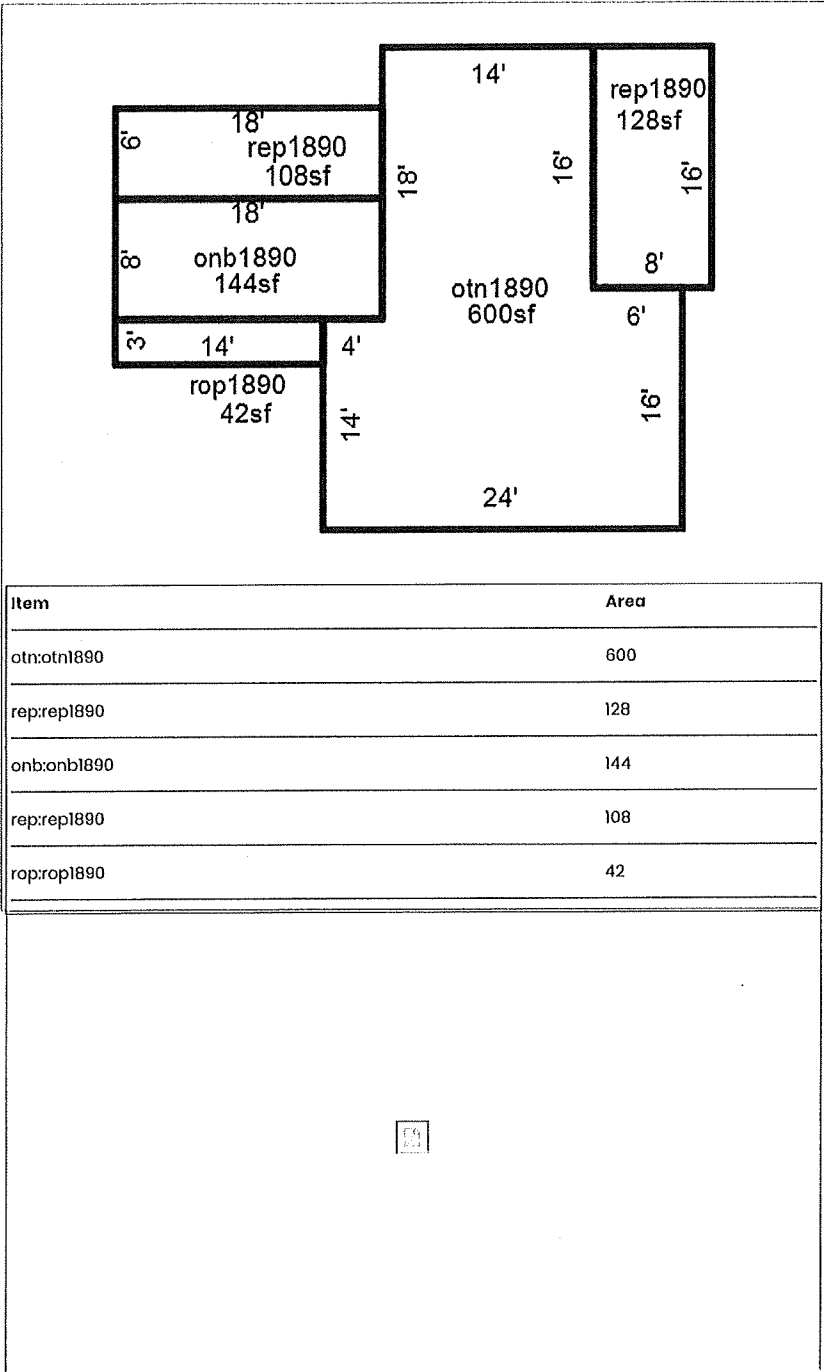


Air  
Fireplaces

Above Grade Living Area Sq Ft                      994  
Physical Condition  
CDU    AV – AVERAGE  
Functional  
Economic  
Physical

Addition Details

Card #	Addition #	Sub Area	Year Built	Area
1	1	1/0		144
1	2	R ENC PRCH		236
1	3	R OP PRCH		42



213

☒ No delinquent taxes and transfer entered;  
Certificate of Real Estate Value: ☒ Filed: No. 33793  
☐ Not required

☐ Transfer Entered  
☐ Received  
☐ Received (Pursuant to M.S. 272.17)

Dated: Feb. 25, 2009

Lynn Ette Schrupp, McLeod County Recorder

By: Betty Shur, Deputy



OFFICE OF COUNTY RECORDER  
McLEOD COUNTY MINNESOTA



DOCUMENT NUMBER A-382106

CERTIFIED FILED AND/OR RECORDED ON  
February 24, 2009, AT 11:45:00 AM

LYNN ETTE SCHRUPP, COUNTY RECORDER  
Fees:

RECORDER TECHNOLOGY FUND	\$10.00
STATE TREASURY GEN FUND	10.50
RECORDER COMPLIANCE FUND	11.00
GENERAL ABSTRACT	14.50
<b>Total</b>	<b>\$46.00</b>

A-382106

### WARRANTY DEED

Individual(s) to Individual(s)

Return to:  
THEIS & LONG PA  
703 11TH STREET EAST  
GLENCOE, MN 55336

STATE DEED TAX DUE HEREON: \$ 188.10

Date: February 19, 2009

FOR VALUABLE CONSIDERATION, Willard W. Exsted and Sheryl E. Exsted, husband and wife, Grantor(s), hereby convey(s) and warrant(s) to Marco Antonio Arandia, Grantee(s), real property in McLeod County, Minnesota, described as follows:

The East Half of Lots Five (5) and Eight (8) in Block Twenty-seven (27) in the Town of Franklin, together with the  $\frac{1}{2}$  of the vacated East-West alley lying adjacent and appurtenant to the North line of Lot 5.  
NOTE: This Deed is given in full consideration of that certain Contract for Deed dated December 5, 2005, recorded January 30, 2006, as Document No. 359300. 22.060.1830

together with all hereditaments and appurtenances belonging thereto, subject to the following exceptions:  
Covenants, conditions, reservations, restrictions, declarations and easements, if any.

Willard W. Exsted  
Willard W. Exsted

Sheryl E. Exsted  
Sheryl E. Exsted

STATE OF MINNESOTA :  
: ss.  
COUNTY OF McLEOD :

The foregoing instrument was acknowledged before me this 19 day of February, 2009, by Willard W. Exsted and Sheryl E. Exsted, husband and wife, Grantor(s).

NOTARIAL STAMP OR SEAL (OR OTHER TITLE OR RANK)



Michael J. Long  
SIGNATURE OF PERSON TAKING ACKNOWLEDGMENT

Check here if part or all of the land is Registered (Torrens) \_\_\_\_\_

Tax Statements for the real property described in this instrument should be sent to (Include name and address of Grantee):

Marco Antonio Arandia  
1207 Chandler Avenue North  
Glencoe, MN 55336

THIS INSTRUMENT WAS DRAFTED BY (NAME AND ADDRESS):  
Dorothy Patrias Bradley #0180518  
Attorney at Law  
JENSEN LAW OFFICE  
22 North Main St.  
Hutchinson, MN 55350  
(320) 587-2046

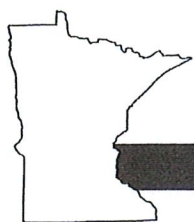
DEED TAX of \$ 188.10  
paid this 25th day of Feb. 2009

Receipt No. 137499  
Linda R. Radtke by DA McLeod Co Treas

S:\RE\Exsted-Arandia-WD.

I am familiar with the property described in this instrument and I certify that the status and number of wells on the described real property have not changed since the last previously filed well disclosure certificate.

Signed Marco Antonio Arandia  
Marco Antonio Arandia



# MNSPECT<sub>LLC</sub>

HELPING YOU COMPLY WITH THE CODE

235 First Street West • Waconia, MN 55387-1302

Attn: Mark Larson, City Administrator  
City of Glencoe  
1107 11<sup>th</sup> Street East  
Glencoe, MN 55336

November 21, 2022

RE: 1207 Chandler Avenue North (Parcel No. 22-060-1830)

Dear Mark:

This letter is regarding the above-mentioned property. At the request of the City, MNSPECT was asked to investigate the above-mentioned property for possible safety concerns. On October 7, 2022, access was requested, but was not voluntarily provided. On November 1, 2022, at 3:00 p.m., I conducted an inspection of the dwelling in conjunction with an Administrative Search and Seizure Warrant. Glencoe Police Department was on-site during the course of the inspection.

Per Minnesota Administrative Rule 1300.0180 "Unsafe Buildings or Structures" –

A building or structure regulated by the code is unsafe, for purposes of this part, if it is structurally unsafe, not provided with adequate egress, a fire hazard, or otherwise dangerous to human life.

Building service equipment that is regulated by the code is unsafe, for purposes of this part, if it is a fire, electrical, or health hazard; an unsanitary condition; or otherwise dangerous to human life. Use of a building, structure, or building service equipment constituting a hazard to safety, health, or public welfare by reason of inadequate maintenance, dilapidation, obsolescence, fire hazard, disaster, damage, or abandonment is, for the purposes of this part, an unsafe use. Parapet walls, cornices, spires, towers, tanks, statuary, and other appendages or structural members that are supported by, attached to, or a part of a building and that are in deteriorated condition or otherwise unable to sustain the design loads that are specified in the code are unsafe building appendages.

The building official may order any building or portion of a building to be vacated if continued use is dangerous to life, health, or safety of the occupants. The order shall be in writing and state the reasons for the action.

All unsafe buildings, structures, or appendages are public nuisances and must be abated by repair, rehabilitation, demolition, or removal according to Minnesota Statutes, sections [463.15](#) to [463.26](#).

## Inspection Findings:

1. This residential dwelling consists of single-family home which appears to have been converted into a two-family dwelling at some point. There is a detached accessory structure on site. Rubbish observed consisting of wood, branches, and yard trimmings. Exterior storage of junk appliances, roofing materials and other equipment.



2. Electrical, fire and safety hazard's
  - a. Improper wiring and installation through-out dwelling. Hazardous electrical wiring including open junction boxes, improperly terminated wires, and open electrical panel slots. Due to the extent of the unpermitted electrical work, the entire electrical service should be inspected for compliance and possibly replaced.
  - b. Lacks functional smoke and carbon monoxide alarms.
  - c. Incomplete interior stairway from upper level in unit labeled 1207-1/2. Stairway ends at landing which is approximately 24 inches horizontally above the floor surface and is open. There is also a large, open hole in the main level floor which leads to a crawl space. Thus, potentially hazardous to occupants and emergency personnel.
  - d. Large hole in ground outside on west side of dwelling, covered with board which appears to provide alternate access to the crawlspace.
3. Appears to be significant demolition, renovation, electrical, plumbing, and mechanical work completed without permits. (Minnesota Rule 1300.0120 Subp. 1)
  - a. Unpermitted demolition – Appears demolition has been made to walls coverings, ceilings coverings, plumbing, electrical and mechanical systems.
  - b. Unpermitted renovations – Appears renovations have been made to framing and wall coverings.
  - c. Unpermitted electrical work – Appears modifications have been to electrical system.
  - d. Unpermitted plumbing work – Appears modifications have been to the plumbing system.
  - e. Unpermitted mechanical work – Appears modifications have been to the mechanical system.
4. Inadequate Maintenance – Dwelling and accessory structure
  - a. The roof on the addition on the north side of dwelling appears to have failed. Water damage has damaged the shingles, sheathing, framing, insulation, and interior wall/ceiling coverings.
  - b. Frozen pipes appear to have caused significant damage to interior wall and ceiling coverings. Numerous other holes in ceiling and wall coverings due to demolition/renovation.
  - c. Exterior siding, trim, doors, and windows are in disrepair and lack protective treatment to prevent rot.
5. Plumbing system and fixtures do not appear to be in working order. Appears to lack a functional water supply, sanitary system, water heating equipment, and functional fixtures.
6. Dwellings appears to lack proper and functional heating equipment.
7. Dwellings appears to lack functional kitchens and bathrooms.
8. Dwellings appears to lack proper fire protection, fuel connections, electrical, mechanical, and plumbing systems.
9. Dwelling appears that it may be occupied on occasion for purposes other than repair; bed, clothing, furniture, and electronics present.

This building has suffered from years of neglect including a plumbing failure. Lack of maintenance, illegal modifications, and water intrusion have diminished the structure to a point where it does not appear to be economically feasible to repair or restore. The City of Glencoe condemned this property for occupancy on October 7, 2021. The certificate of occupancy was revoked until repairs were completed, inspected, and a new certificate of occupancy issued. There has been little effort to repair the hazardous conditions and I recommend the City proceed with declaring the buildings a hazard and be razed.

If you have any questions regarding this matter, please call our office at (952) 442-7520.

Sincerely,

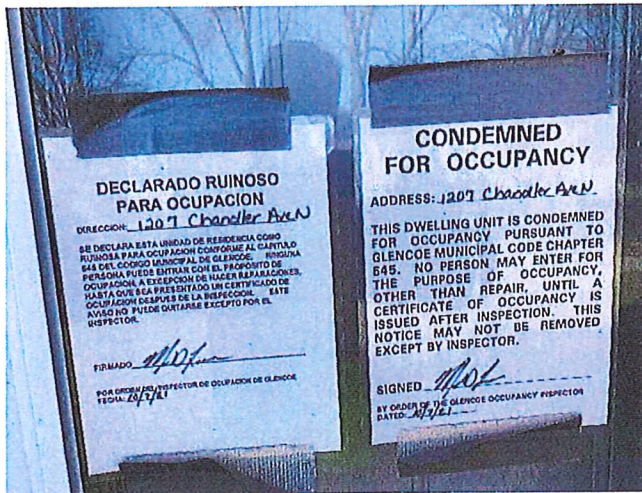
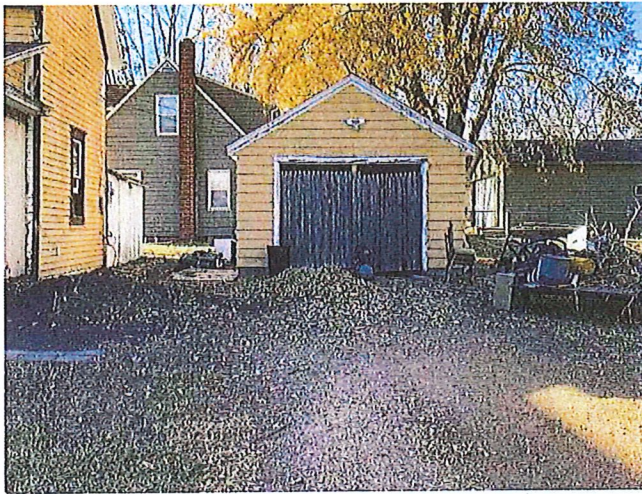


Tracy Reimann  
Building Official Limited  
LB723665

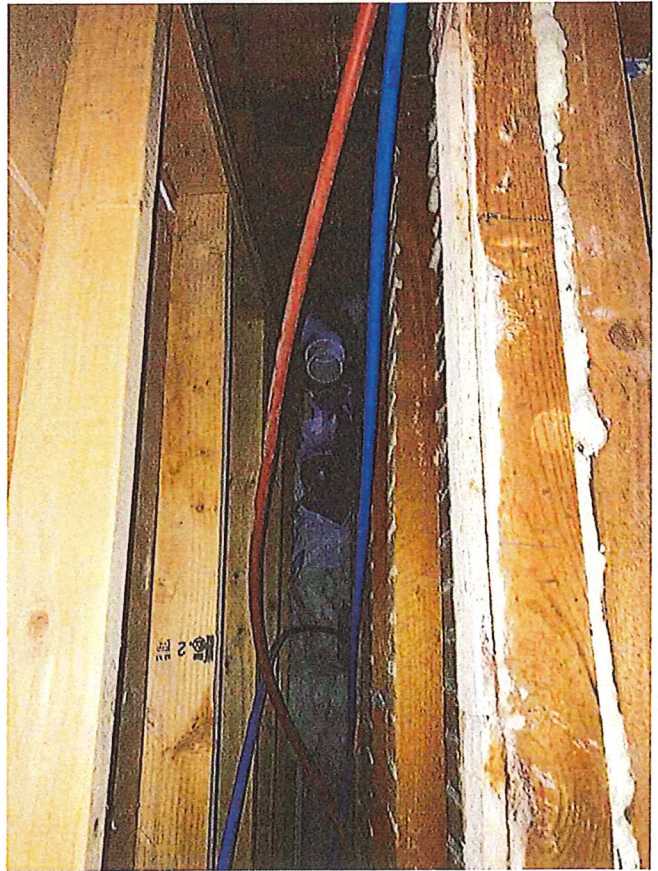
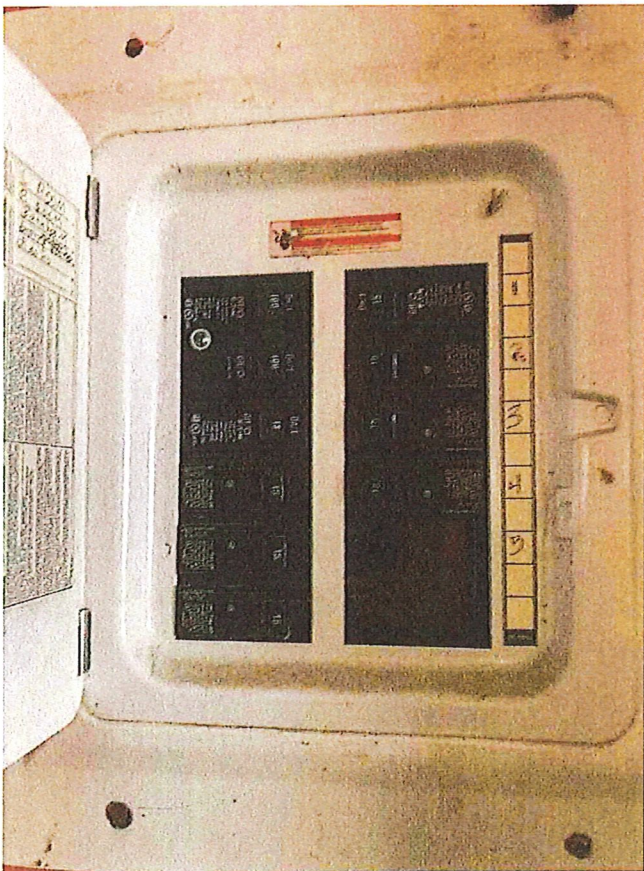
952-442-7520

cc: Municipal Property file

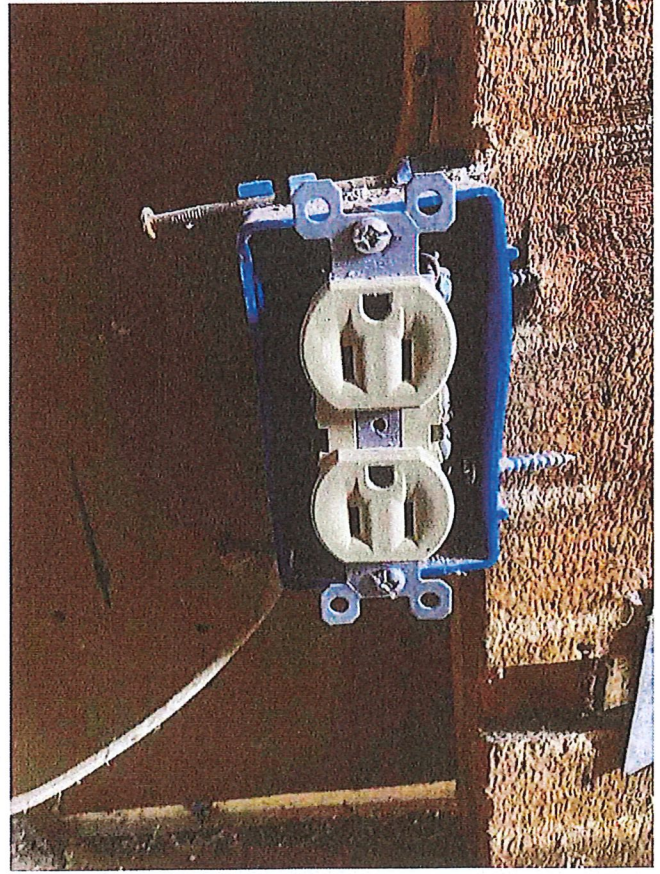
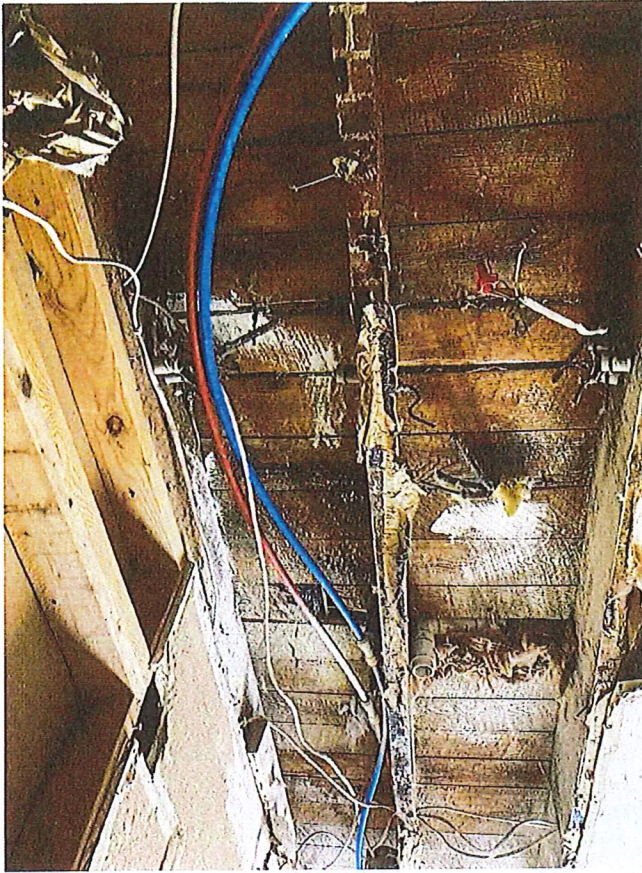




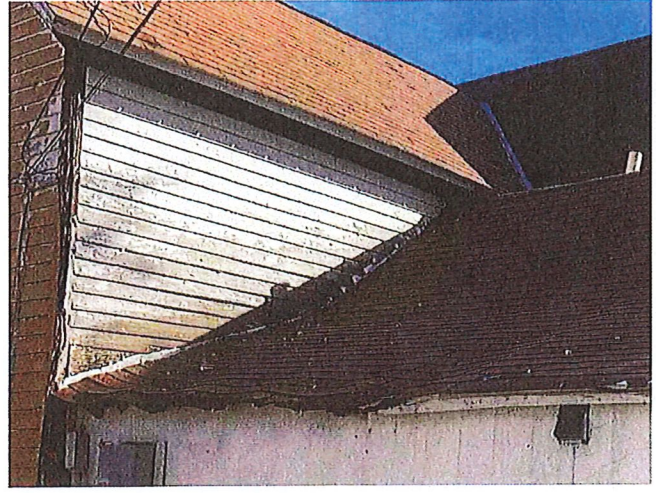
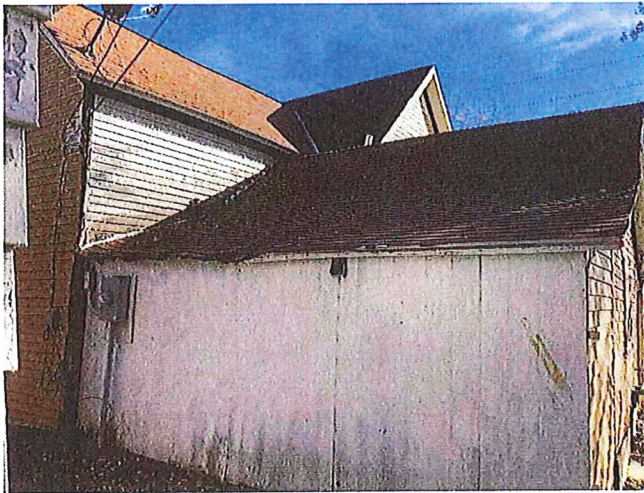
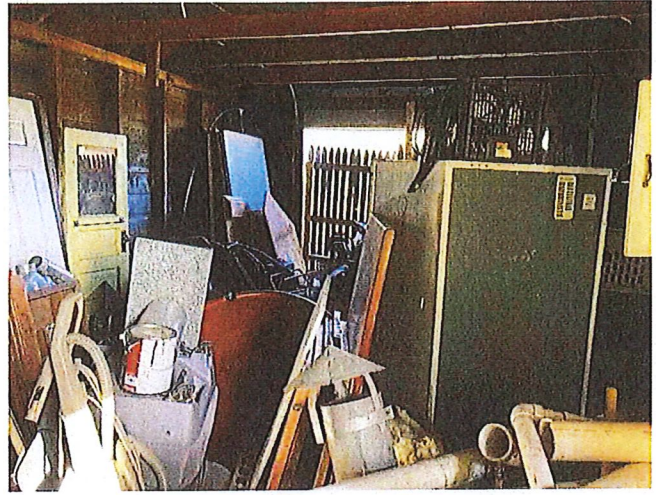




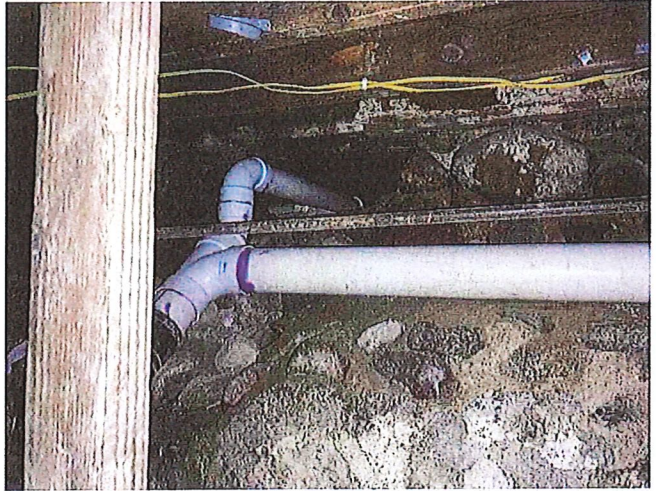
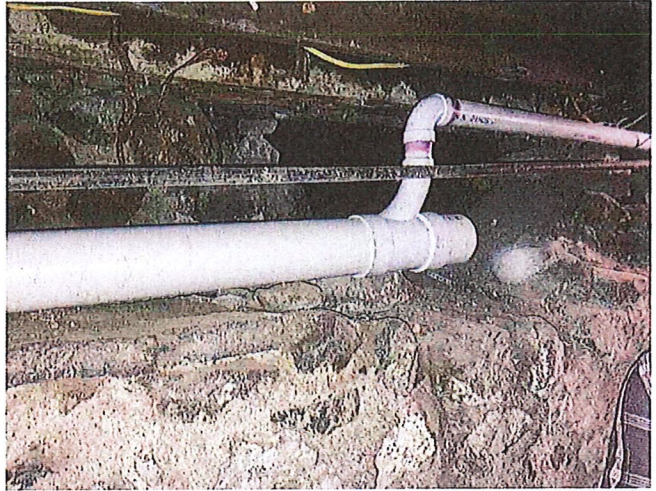
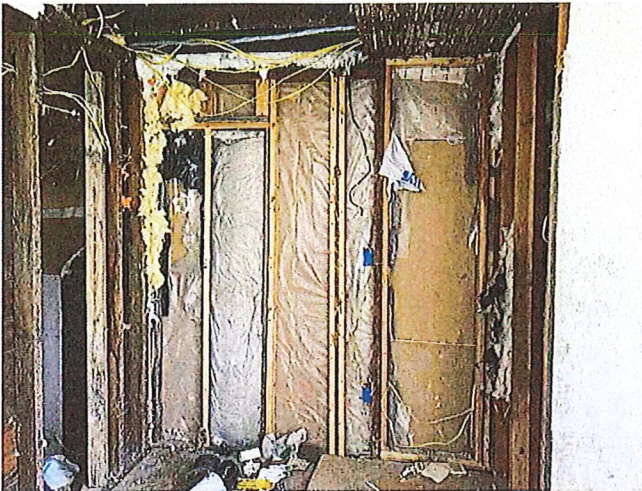
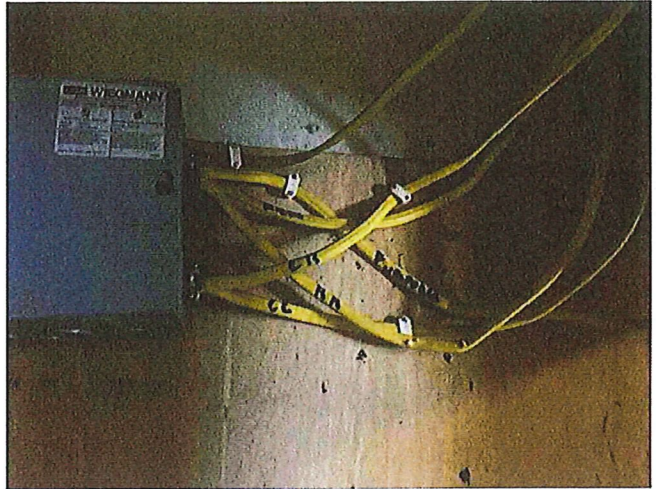
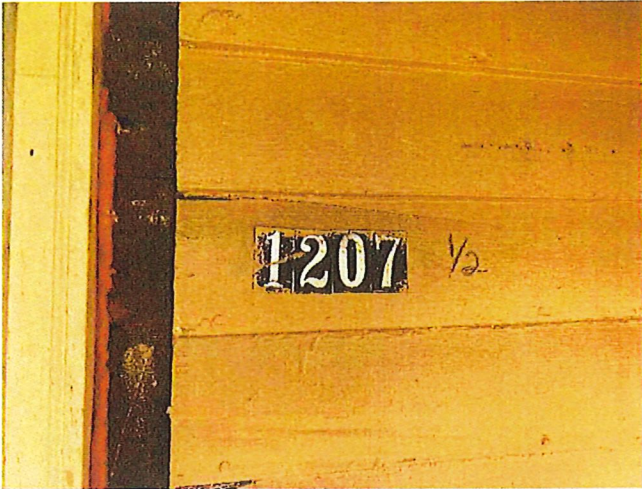




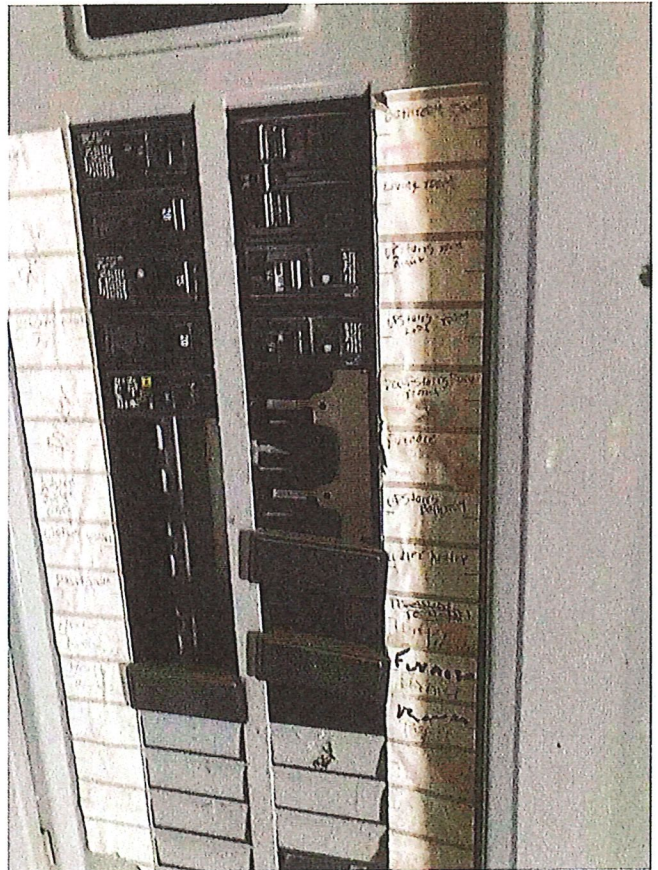
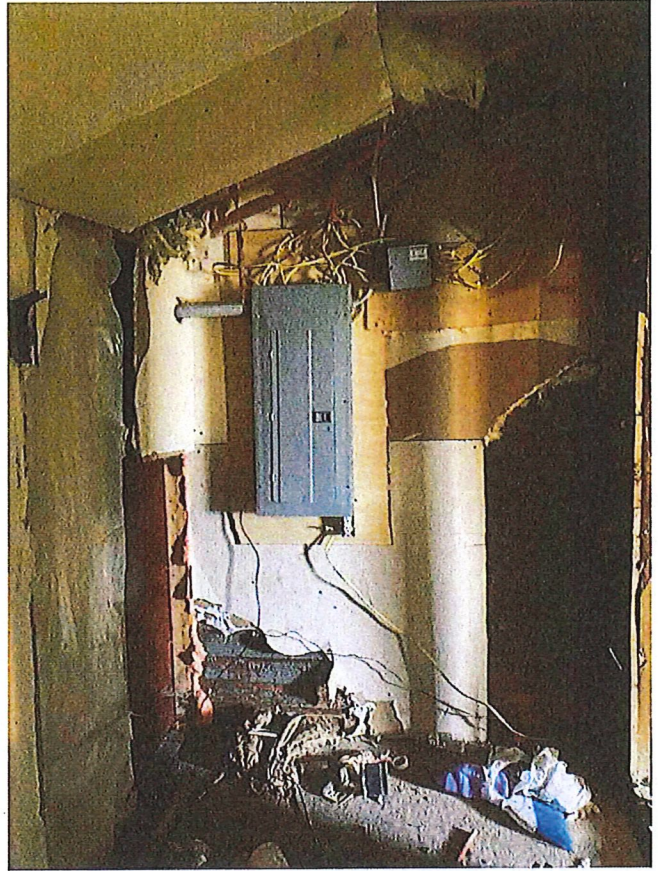




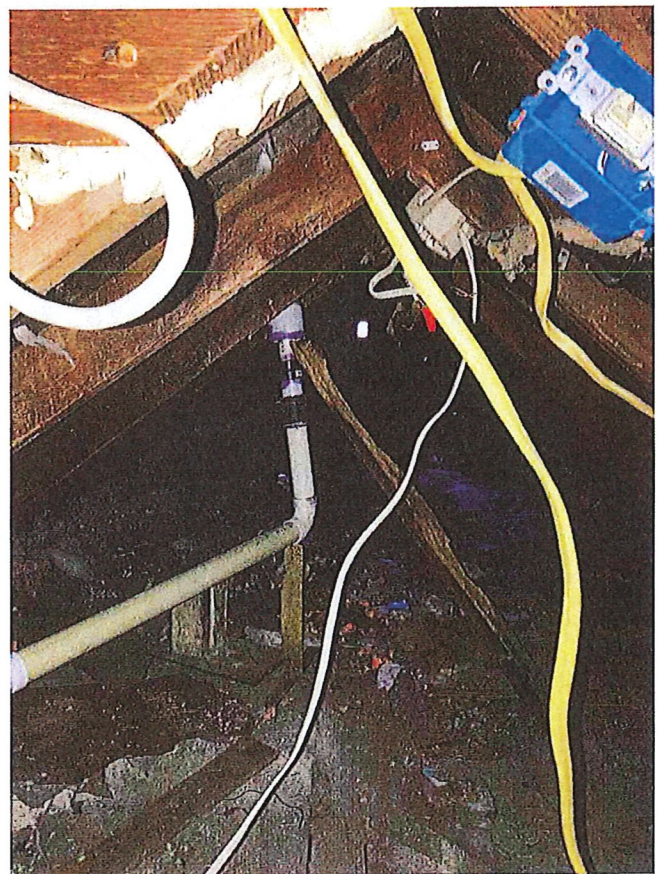
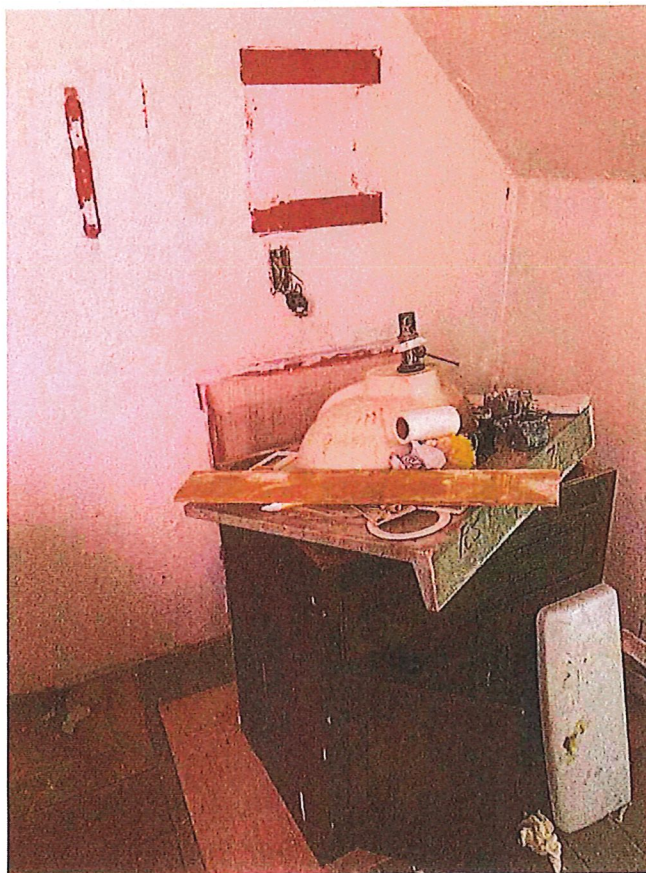
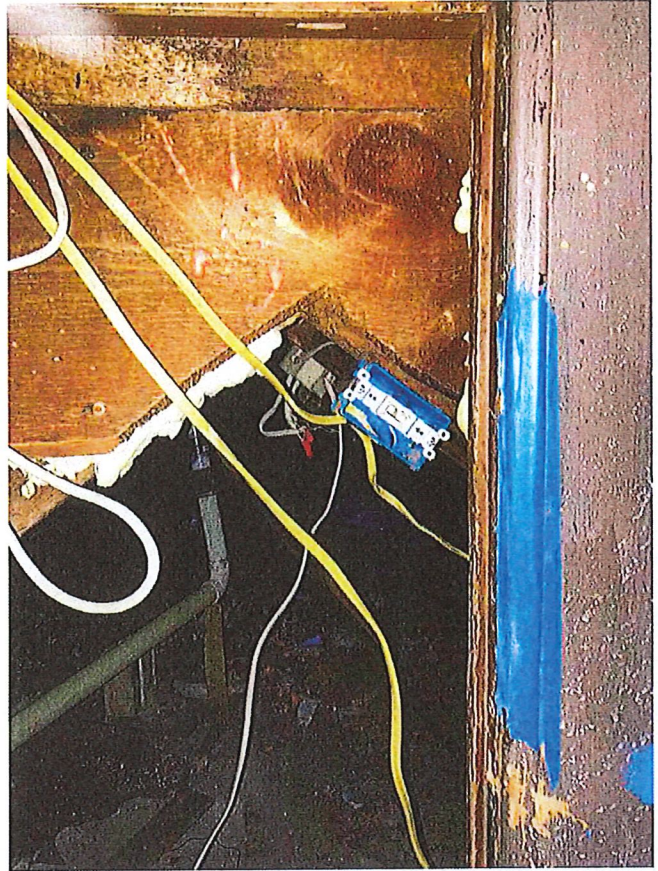




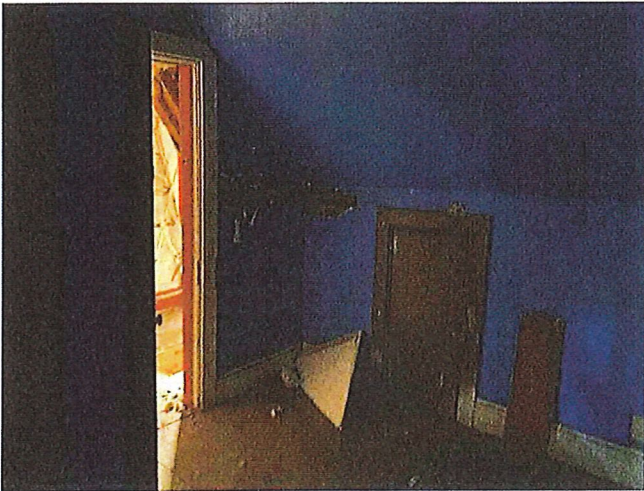
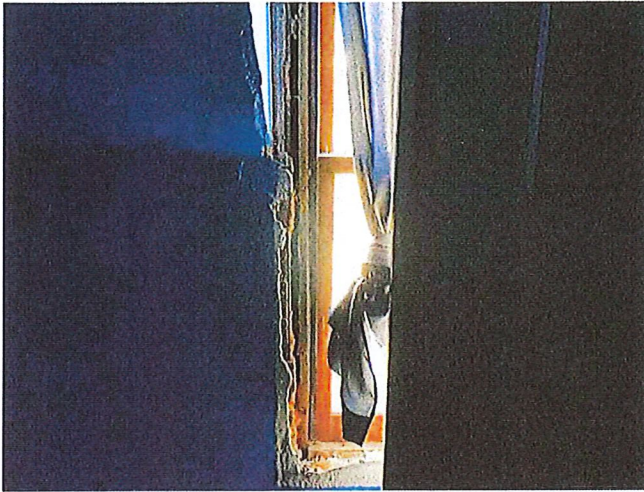
















SMALL CITY & BIG FUTURE

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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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**This page is left blank to  
separate agenda items**

CITY OF GLENCOE MINNESOTA

RESOLUTION ORDERING REPAIR, REMOVAL  
OR RAZING OF HAZARDOUS PROPERTY

1. Marco Arandia the record owner of real property in located at 1206 10 ST East, Glencoe, MN 55336 upon the following described property in the City of Glencoe, county of McLeod, Minnesota:120

Lot Five (5) Block Five (5) in the Town of Glencoe, according to the plat thereof and of record in the office of the County Recorders.

2. On May 24, 2023, the City of Glencoe, Minnesota, by and through McLeod County Sheriff Deputy Scott Wawrzyniak personally served a Notice of Hearing, a copy of the Inspection Report referenced herein and a proposed draft of this Resolution by personal service upon Marco Arandia setting a hearing for before the City Council on June 5, 2023 at 7 p.m. to consider whether the structures located upon the above described property constituted a hazardous building within the definition of Minnesota Statutes Sections 463.15 to 463.24.

3. At the hearing on the 5th day of June, 2023 the City Council of the City of Glencoe considered the following evidence:

- a. Notice of Hearing, Affidavit of Personal Service of the Notice of Hearing personally upon Marco Arandia.
- b. Property Taxpayer reports from McLeod County showing Marco Arandia as the taxpayer for the property.
- c. Warranty Deed from New Your Community Bank to Marco A. Arandia dated December 6, 2016 recorded December 13, 2016 as document number 428328 in the office of the McLeod County Recorder conveying the following described property:

Lot Five (5) Block Five (5) in the Town of Glencoe, according to the plat thereof and of record in the office of the County Recorders.

- d. MNSPECT Report detailing the current condition of the building at 1206 10 ST East, Glencoe, Minnesota taken on November 1, 2022.
- e. Testimony offered from Tracy Reimann, MNSPECT at the hearing on June 5, 2023.

4. On the 5th day of June, 2023, after hearing, the City Council of the City of Glencoe found and determined as follows:



a. Notice of the Hearing for the June 5, 2023 hearing was properly given on May 24, 2023 to Marco Arandia.

b. The street address of 1206 10 ST East, Glencoe, Minnesota identifies the location of the following described property in the City of Glencoe:

Lot Five (5) Block Five (5) in the Town of Glencoe, according to the plat thereof and of record in the office of the County Recorders.

c. Marco Arandia is the "Owner of Record" of the above described property within the meaning of Minn. Stat. §463.15, Subd. 4.

d. The structure(s) located on the above described property are "hazardous buildings" within the meaning of Minn. Stat. §463.15, Subd. 3 for the following reasons:

1. The Property has been left in an unsanitary condition. Rubbish can be observed throughout the interior and exterior of the Property.
2. There are numerous electrical and fire hazards throughout the Property including:
  - a. Improper wiring and installation throughout the home. Hazardous electrical wiring including open junction boxes, improperly terminated wires, live electrical wires, exposed electrical switch/receptacle wiring, and open electrical panel slots.
  - b. A lack of smoke and carbon monoxide alarms.
3. There has been significant demolition, renovation, electrical, plumbing, and mechanical work completed throughout the home without permits in violation of Minnesota Rule 1300.0120 Subd 1. This unpermitted work includes:
  - a. Unpermitted demolition – Apparent demolition has been made to walls coverings, ceilings coverings, plumbing, electrical and mechanical systems.
  - b. Unpermitted renovations – Apparent renovations have been made to framing and wall coverings.
  - c. Unpermitted electrical work – Apparent modifications have been to the home's electrical system.
  - d. Unpermitted plumbing work – Apparent modifications have been to the home's plumbing system.
  - e. Unpermitted mechanical work – Apparent modifications have been to the home's mechanical system.
4. Inadequate Maintenance of the Property
  - a. Windows observed with missing or broken glazing.
  - b. Exterior siding, trim, doors, and windows are in disrepair and lack protective treatment to prevent rot.
  - c. Numerous holes in ceiling and wall coverings.
  - d. Roof appears to be, or has been, leaking.

5. The Property's plumbing system and fixtures do not appear to be in working order. The Property appears to lack a functional water supply, sanitary system, and water heating equipment.
  6. The Property appears to lack functional heating equipment.
  7. The Property lacks a functional kitchen or bathroom.
  8. The Property lacks proper fire protection, fuel connections, electrical, mechanical, and plumbing systems.
  9. The Property has been abandoned for more than a year and has not been properly secured thus creating an attractive nuisance.
- e. The buildings constitute a fire hazard and a hazard to public safety and health.
  - f. The conditions listed above are more fully documented in the inspection report prepared by Tracy Reimann on November 21, 2022, copies of which is attached to this Resolution.

**NOW THEREFORE, IT IS RESOLVED AS FOLLOWS:**

1. Marco Arandia, the owner of the above-described property, shall be ordered pursuant to Minnesota Statute 463.16, to make the following corrections and repairs on the property located at 1206 10 ST East Glencoe, Minnesota described as follows:

Lot Five (5) Block Five (5) in the Town of Glencoe, according to the plat thereof and of record in the office of the County Recorders.

Necessary corrections and repairs are:

- a. Remove rubbish from exterior and interior of the Property.
  - b. Install proper electrical wiring throughout the home in compliance with the City of Glencoe's permitting process.
  - c. Install proper plumbing throughout the home in compliance with the City of Glencoe's permitting process.
  - d. Install proper mechanical and heating systems throughout the home in compliance with the City of Glencoe's permitting process.
  - e. Repair demolition work to the walls, ceiling, and floor of the home.
  - f. Repair the damage to the roof of the Property.
  - g. Restore the Property's kitchen and bathroom to functionality.
  - h. Install proper fire protection fuel connections, electrical, mechanical, and plumbing systems in compliance with the State of Minnesota's building code.
2. All of the herein listed corrections and repairs must be made within thirty (30) days after the Order is served upon Marco Arandia. The corrections and repairs must be completed

in compliance with all applicable building codes and regulations, pursuant to proper permits from the City of Glencoe.

3. If the corrections and repairs are not made within the time period provided in paragraph 2 of this Resolution, the building is ordered to be razed, the foundations filled and the property left free of debris in compliance with all applicable codes and regulations, pursuant to proper permits from the City of Glencoe. This must be completed within 5 days after expiration of the time period provided in paragraph 2 of this Resolution.
4. If the City of Glencoe is required to take action for summary enforcement of the Order it will seek authority to raze and remove the structures from the property.
5. A motion for summary enforcement of the **ORDER** will be made to the District Court in and for McLeod County, Minnesota, **UNLESS**:
  - a. Corrective action in conformance with the order is taken within thirty (30) days of the service of the order, or **UNLESS**:
  - b. An answer is filed and served upon the undersigned City Attorney, within twenty (20) days after the service of the order, pursuant to Minnesota Stat. §463.18.
6. In accordance with Minnesota Stat. §463.24, the owner or occupant must remove all personal property and/or fixtures that will reasonably interfere with the work within 5 days after expiration of the time period provided in paragraph 2 of this Resolution. If the personal property and/or fixtures are not removed and the City enforces the Order, the City may sell personal property, fixtures and/or salvage materials at a public auction after three days posted notice.
7. If the City is compelled to take any corrective action or action to enforce the Order, all necessary costs expended by the City shall be assessed against the real estate concerned or the landowners and collected in accordance with Minnesota Stat. §463.22 and the City may choose to acquire the structures and real estate on which the hazardous structures are located by eminent domain, as provided in Minn. Stat. 463.152 and/or seek a money Judgement against the Owner for the cost of removing the hazardous condition.
8. The City Attorney is authorized to serve this Resolution and Order upon the owner of the property and all lien-holders of record.
9. The City Attorney is authorized to proceed with the enforcement of the Order as provided in Minn. Stat.463.15 to 463.261.

[Remainder of Page Left Blank]

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_ by the vote of \_\_\_\_\_ of the  
\_\_\_\_\_ members of the City Council of the City of Glencoe, Minnesota.

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

\_\_\_\_\_  
Attest  
Mark Larson, City Administrator

STATE OF MINNESOTA

CITY OF GLENCOE

COUNTY OF MCLEOD

In The Matter of 1206 10 ST East, City of Glencoe, Minnesota  
Hazardous Property  
located in the  
City of Glencoe, Minnesota.

AFFIDAVIT OF PERSONAL SERVICE

STATE OF MINNESOTA )  
 )ss  
COUNTY OF MCLEOD )

Scott Wawrzyniak, being first duly sworn, states that on the 24<sup>th</sup> day of  
May, 2023 your affiant personally served the attached May 9, 2023 NOTICE OF  
HEARING, MNSPECT Report; and proposed resolution ~~on~~  
by delivering true and correct copies to  
Marcos Arandia.

*SWP*

Subscribed and sworn to before me  
this 24<sup>th</sup> day of May, 2023.

NOTARY PUBLIC

*K Caturia*  
Notary Public  
My commission expires: 1-31-28



STATE OF MINNESOTA

CITY OF GLENCOE

COUNTY OF MCLEOD

In The Matter of  
Hazardous Property  
Located at  
1206 10 ST East, City of Glencoe, Minnesota

NOTICE OF HEARING

---

TO: Marco Arandia

FROM: The City Council of the City of Glencoe, Minnesota.

PLEASE BE ADVISED that on the 5<sup>th</sup> day of June, 2023, at 7:00 p.m. in the Council Chambers, City of Glencoe City Center, 1107 11th St E, Glencoe, MN 55336, Minnesota the City Council of the City of Glencoe will hold a hearing to determine whether an order pursuant to Minnesota Statute 463.16 should issue to order Mr. Marco Arandia, as owner of 1206 10 St East, Glencoe, Minnesota, to correct or remove the hazardous condition of the buildings and property or to raze or remove the buildings located at 1206 10 St East, Glencoe, Minnesota upon the following described property in the City of Glencoe:

TOWN OF GLENCOE LOT-005 BLOCK-005

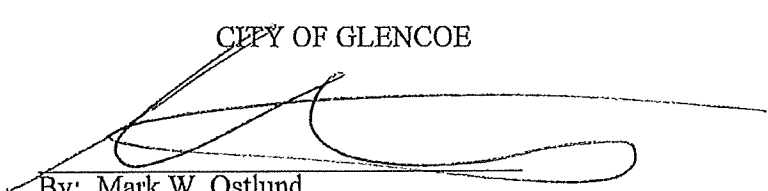
At the hearing, the following issues will be addressed and determined:

1. Whether the structure(s) located on the property are "hazardous buildings" within the meaning of Minn. Stat. §463.15, Subd. 3.
2. Whether actions could be taken or repairs made which would correct the hazardous conditions of the structure(s) short of being razed or removed.
3. Whether the owners of the property should be ordered to take action to correct the hazardous conditions of the structure(s) within 30 days of the date of the Order.
4. What action should be ordered taken, if any.
5. Whether a motion for summary enforcement of the order should be made to the District Court in and for McLeod County, Minnesota, UNLESS:
  - a. Corrective action in conformance with the order is taken within thirty (30) days of the service of the order, or UNLESS:
  - b. An answer is filed and served upon the undersigned City Attorney, within twenty (20) days after the service of the order, pursuant to Minnesota Stat. §463.18.
6. Whether the City Council should order that if the City is compelled to take any corrective action, all necessary costs expended by the City be reduced to judgment against the owner of the real estate concerned as provided by Minnesota Stat. §463.21; assessed

against the real estate concerned and collected in accordance with Minnesota Stat.  
§463.22 or whether the property should be acquired by the City pursuant to Minnesota  
Stat. §463.152.

CITY OF GLENCOE

Dated: 5/9/2023



By: Mark W. Ostlund  
City Attorney  
16670 Franklin Trail SE, Suite 210  
Prior Lake, MN 55372  
952-447-2131  
mwo@priorlakelaw.com



Office of County Recorder  
McLeod County, Minnesota

428328 ✓

Abstract

Pages: 2



Certified Filed and/or Recorded on December 13, 2016 2:00 PM  
Lynn Ette Schrupp, County Recorder

CRV # 40561 ☐ Not required  
☒ No delinquent taxes and transfer entered  
☐ Transfer Entered ☐ Received

Lynn Ette Schrupp, McLeod County Recorder

By: *Lynn Ette Schrupp*, Deputy

RECORDER COMPLIANCE FUND: \$11.00  
RECORDER TECHNOLOGY FUND: \$10.00  
STATE TREASURY GEN FUND: \$10.50  
GENERAL ABSTRACT: \$14.50  
DEED TAX: \$66.00

RECORDING FEE \$46.00

A428328

MCLEOD COUNTY ABSTRACT &  
TITLE SERVICES LLC  
235 HASSAN STREET SE  
HUTCHINSON, MN 55350



Deed Tax Due: \$66.00

eCRV #600479

SPECIAL WARRANTY DEED

KNOW ALL PERSONS BY THESE PRESENTS, New York Community Bank, 1801 East 9<sup>th</sup> Street, Suite 200, Cleveland, OH 44114, for and in consideration of TEN DOLLARS 00/100 (\$10.00) and other good and valuable consideration received from Marco A. Arandia (the "Grantee"), and to Grantees heirs and assigns, whose tax mailing address will be, 10422 - 115<sup>th</sup> Street, Glencoe, MN 55336, does GIVE, GRANT, BARGAIN, SELL and CONVEY unto said Grantee, the Grantee's heirs, legal representatives, successors and assigns the real property located in McLeod County Minnesota, and more particularly described as follows:

*Lot Five (5) Block Five (5) in the Town of Glencoe, according to the plat thereof on file and of record in the office of the County Recorder*

Parcel ID 22.060.0270 ✓

Property Address: 1208 - 10<sup>th</sup> Street E., Glencoe, MN 55336

To have and to hold the above granted and bargained premises, with the appurtenances thereof, unto the said Grantee, the Grantee's heirs, legal representatives, successors and assigns forever.

And the Grantor covenants with the Grantee that Grantor is well seized of the above described premises, as a good and Indefeasible estate in FEE SIMPLE, and has good right to bargain and sell the same in manner and form as above written, and represents and warrants that the same are free from all liens, claims and encumbrances created by or through Grantor, except for real estate taxes and assessments, general and special, which are a lien but not yet due and payable, and any and all other liens, claims and encumbrances created by or through Grantee, and that Grantor will warrant and defend said premises, with the appurtenances thereunto belonging, to the said Grantee, their heirs, legal representatives, successors and assigns, against all lawful claims and demands made by any person claiming by or through Grantor, except as aforesaid.

IN WITNESS WHEREOF, Grantor has signed and acknowledged this Special Warranty Deed as of December 6, 2016.

The Sellers certify that the Sellers do not know of any wells on the described real property.

Signed and Acknowledged  
In the Presence of:

*Roxana Soutter*  
Roxana Soutter  
*Brandon Smith*  
Brandon Smith

New York Community Bank

*Kathleen Shelton*  
By: Kathleen Shelton  
Real Estate Asset Specialist, Lead  
New York Community Bank

State of Ohio )  
County of Cuyahoga ) SS:

Before me, a Notary Public in and for County and State, on this 6<sup>th</sup> day of December, 2016, personally appeared the above named Kathleen Shelton, Real Estate Asset Specialist, Lead for New York Community Bank, who acknowledged to me that, with due authorization, she did sign the foregoing instrument of said federal savings bank, and that the same was her free act and deed, individually and as such officer, and the free act and deed of said bank.

*Timothy J. Szokan II*  
Notary Public

My Commission expires 8/16/20



TIMOTHY J. SZOKAN II  
NOTARY PUBLIC, State of Ohio  
Recorded in Lake County,  
My Commission Expires  
August 16, 2020

This instrument drafted by:  
McLeod County Abstract & Title Services, LLC  
235 Hassan Street SE, Hutchinson, Mn 55350

PARID: 220500270  
MARCO A ARANDIA

ROLL: REAL PROPERTY  
1206 10TH ST E

**Parcel**

Assessment Year: 2023  
Pay Year: 2024  
Property Address: 1206 10TH ST E  
City: GLENCOE  
State: MN  
Zip: 55336  
Multiple Addresses: No  
Market NBHD: 00030000 - GLENCOE C  
Class: 201 - 1A/1B/4BB RESIDENTIAL SINGLE UNIT  
Property Use Code (LUC): 0100 - RES- SINGLE FAMILY  
Deeded Acres: 0  
Plat: 22050-TOWN OF GLENCOE  
Lot: 005  
Block: 005  
Section-Twp-Range: --  
Tax District: 2201 - GLENCOE CITY--2859 BC  
Town/City: 010300 - CITY OF GLENCOE  
School District: 022859 - SCHOOL DISTRICT 2859  
HRA: -  
WaterShed: 030005 - BUFFALO CREEK WS  
EDA: -  
TIF Project #:

**Parcel Status**

Homestead N  
Relative

**Legal**

TOWN OF GLENCOE LOT-005 BLOCK-005

**Owner Details**

Assessment Year: 2023  
Pay Year: 2024  
Owner #: 32271  
Owner Name 1: MARCO A ARANDIA  
Owner Name 2:  
Care Of:  
Mailing Address: PO BOX 121  
City/State/Zip: GLENCOE, MN 55336  
Owner Code: PRI - OWNER

**Alternate**

Alt. Type:  
Alt. Name 1:  
Alt. Name 2:  
Mailing Address:  
City/State/Zip:

**Sales**

Sale Date	Sale Price	Instr. Type	ECRV #	Instr. #	Grantor/Seller	Grantee/Buyer
12/14/2016	20,000	WD	600479	A428328	NEW YORK COMMUNITY BANK	ARANDIA
12/06/2016	20,000	WD			NEW YORK COMMUNITY BANK	MARCO A ARANDIA
07/14/2016	79,665	SS			GLENN & SANDRA BARGMANN	NEW YORK COMMUNITY BANK

**Sale Details**

1 of 3

Instrument Type: Warranty Deed

Grantor/Seller: NEW YORK COMMUNITY BANK  
 Grantee/Buyer: ARANDIA  
 Instrument/Sale Date: 12/14/2016  
 Transfer Date: 12/14/2016  
 Recorded Date: 12/14/2016  
 Auditor/Accept Date:  
 Improved/Vacant: I - Improved  
 State Validity Code: R - Unqualified Sale  
 Sale Property Use: 01 - RESIDENTIAL (LESS THAN 4 UNITS)  
 CRV #: 40561  
 eCRV #: [600479](#)  
 Document #: A428328  
 Total Sale Price: 20,000  
 # of Pcls: 1  
 Adjusted Sale Price: 20,000

**Special Assessments - Current Year**

Name	SA #	Yr Cert	# Yrs	Int Rate	Cur Princ	Cur Int	Cur Instlmt	Payment
10TH ST IMP	005813	2021	5	.02000	206.98	17.06	224.04	.00
Total:					206.98	17.06	224.04	

**Payments**

Pay Year	Asmt Year	Business Date	Payment Amt	Check #
2021	2020	08/03/2022	\$670.51	
2020	2019	08/03/2022	\$1,238.71	
2022	2021	07/15/2022	\$473.55	
2021	2020	07/15/2022	\$526.45	

**Payment Details**

Pay Year	Asmt Year	Tax	Penalty	Interest	Cost	Total
2022	2021	451.00	22.55			473.55
2021	2020	974.00	121.75	71.21	30.00	1,196.96
2020	2019	926.00	115.75	176.96	20.00	1,238.71

1 of 7

Pay Year: 2023

**Property Tax by Jurisdiction**

County Tax: \$212.08  
 City / Town Tax: \$278.70  
 State Tax: \$.00  
 School District Voter Levies: \$72.86  
 School District Other Levies: \$84.86  
 Special Tax Districts: \$7.46  
 Special Tax-TIF: \$.00  
 City Voter: \$.00  
 Total Tax before Spec Assess: \$655.96  
 Special Assessments: \$224.04

**Total Tax Including Specials:** \$880.00

Half Payment: \$440.00

**Pay half year tax bill: \$440**

**Pay full year tax bill: \$880**

Please note it could take several days for your payment to show up on the "Property Tax Pay History" screen.  
 For total bill calculation with penalties and interest, visit the Property Taxes Due section from the menu.

**Property Tax and Credits**

Gross Tax Before Credits: \$655.96

Ag Credit: \$.00  
 Ag School Bond Credit:  
 Disaster Credit: \$.00  
 Power Line Credit: \$.00  
 Net Tax After Credits: \$655.96

**Miscellaneous State Information**

Qualifying Tax Amount: \$656.00

**Rates**

Total TCAP Rate %: 130.947256  
 Total Market Rate %: .151244  
 State Gen Tax Comm Rate %: 33.003  
 State Gen Tax Seasonal Recreation Rate %: 12.321

**Value Summary**

Asmt Year	Pay Year	EMV Land	EMV Building	EMV Total	TMV	Tax	Special Assessment	Total Tax & SA
2023	2024	42,200	33,400	75,600	75,600	0	0	0
2022	2023	38,300	31,700	70,000	42,000	656	224	880
2021	2022	34,700	29,900	64,600	38,800	678	224	902
2020	2021	31,500	26,900	58,500	58,400	974	0	974
2019	2020	28,700	25,400	54,200	54,100	926	0	926
2018	2019	27,400	15,000	42,400	42,400	684	0	684
2017	2018	26,100	14,100	40,300	40,200	655	167	822
2016	2017	23,800	13,200	37,000	22,200	388	0	388

**OBV Items**

Description	Year Built	Width	Length	Area	Units
R/EP GRADE 5.5	1865	8	24	192	1
T/SP GRADE 7	1865	6	24	144	1
SHED WF DT FL	1865	20	9	180	1

**OBV Details**

1 of 3

Card: 1  
 Description: R/EP GRADE 5.5  
 Units: 1  
 Grade: C - Average  
 Year Built: 1865  
 Height:  
 Area: 192

**Land Summary**

Code	Land Description	Square Feet	Acres	Land Type
GLENC1	GLENCOE CITY RES	8,712	.20	F - FRONT FOOT
Total:			.20	

**Land**

Land Type: F - FRONT FOOT  
 Land Code: GLENC1  
 Square Feet: 8,712  
 Acres: .20  
 Frontage: 66  
 Depth: 132  
 Units:  
 Traffic:  
 View:  
 Type:  
 Shape:  
 Access:  
 Zoning:

## Notes:

**Land Parcel Information**

Acres	.2
Location	
Primary Zoning	

**Green Acres/Rural Preserve**

Land Program	
Total Land Program EMV	0
Tillable Land EMV	.0
Land Program Tillable EMV	0
Acres	.00
Tillable Acres	.00
Land Program Tillable Acres	.00

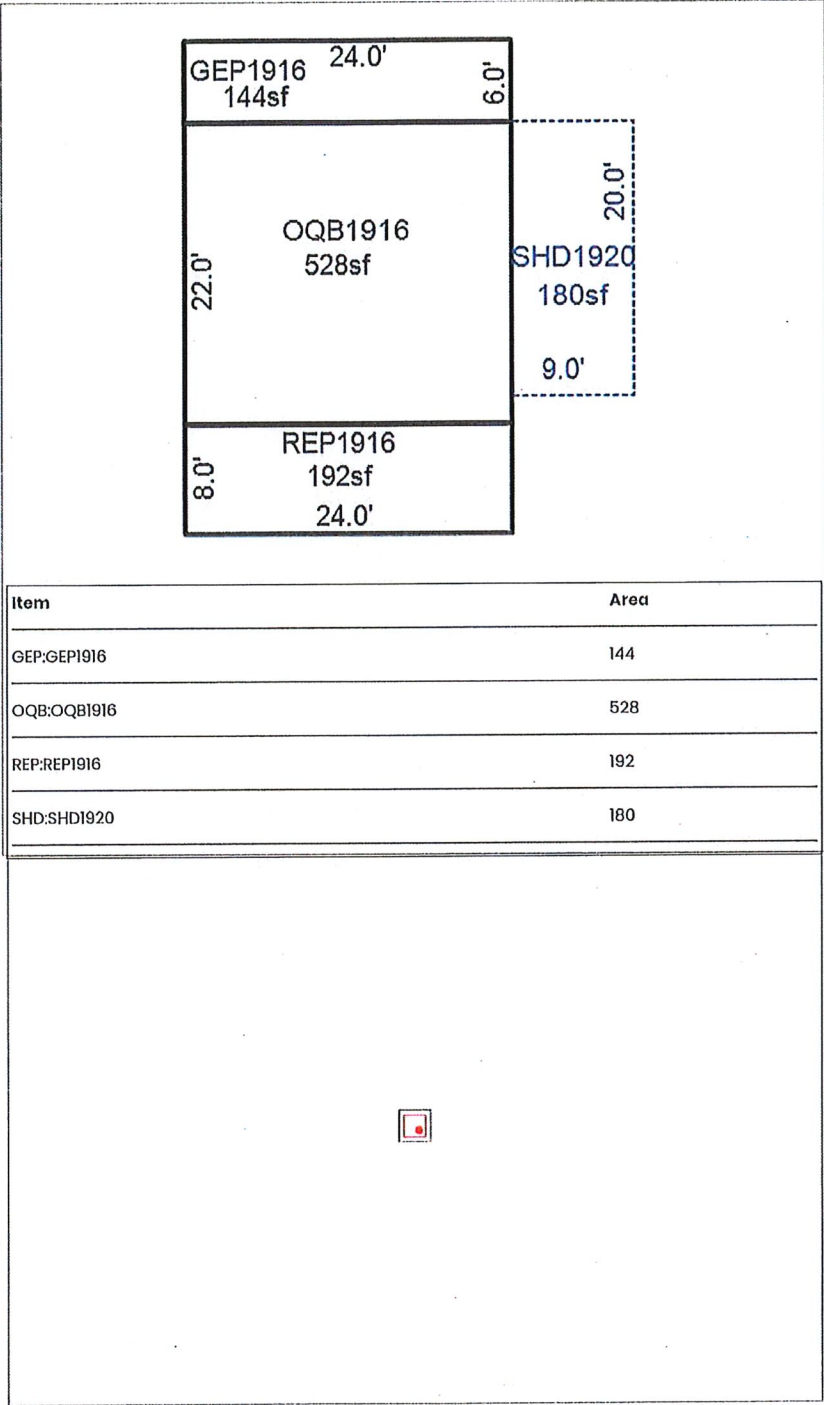
**Residential/Ag Building**

Record #	1
Card	1
Class	
Year Built	1916
Effective Year	1865
Style	01 - Single-family
Architectural Style	OQ - 1.25 STORY
Quality	55 - GRADE 5.5
Frame	WF - WOOD FRAME
Exterior Wall	AB - ASB SHAKES
Exterior Wall 2	
Foundation	CB - CONC BLOCK
Roof Structure	GE - GABLE
Roof Cover	AS - ASPHALT SH
Roof Cover 2	
Ceiling	
Interior Wall	PL - PLASTER
Interior Wall 2	
Windows	
Basement	3 - BSMT
Upper Floor Bedrooms	0
First Floor Bedrooms	0
Basement Bedrooms	0
Total Bedrooms	0
Full Bathrooms	
Half Baths	0
Additional Fixtures	0
Total Fixtures	0
Heating System	E - HOT WATER
Air	
Fireplaces	
Above Grade Living Area Sq Ft	634
Physical Condition	
CDU	AV - AVERAGE
Functional	
Economic	
Physical	

**Addition Details**

Card #	Addition #	Sub Area	Year Built	Area
--------	------------	----------	------------	------

1	1	R ENC PRCH		192
1	2	SHED	1920	180
1	3	G ENC PRCH		144





# MNSPECT<sub>LLC</sub>

HELPING YOU COMPLY WITH THE CODE

235 First Street West • Waconia, MN 55387-1302

Marco A. Arandia  
P.O. Box 121  
Glencoe, MN 55336

November 21, 2022

RE: 1206 10th Street East (Parcel No. 20-050-0270)

Dear Mr. Arandia:

This letter is regarding the above-mentioned property. At the request of the City, MNSPECT was asked to investigate the above-mentioned property for possible safety concerns. On October 7, 2022, access was requested, but was not voluntarily provided. On November 1, 2022, at 2:00 p.m., I conducted an inspection of the dwelling in conjunction with an Administrative Search and Seizure Warrant. Glencoe Police Department was on-site during the course of the inspection.

Per Minnesota Administrative Rule 1300.0180 "Unsafe Buildings or Structures" –

A building or structure regulated by the code is unsafe, for purposes of this part, if it is structurally unsafe, not provided with adequate egress, a fire hazard, or otherwise dangerous to human life.

Building service equipment that is regulated by the code is unsafe, for purposes of this part, if it is a fire, electrical, or health hazard; an unsanitary condition; or otherwise dangerous to human life. Use of a building, structure, or building service equipment constituting a hazard to safety, health, or public welfare by reason of inadequate maintenance, dilapidation, obsolescence, fire hazard, disaster, damage, or abandonment is, for the purposes of this part, an unsafe use. Parapet walls, cornices, spires, towers, tanks, statuary, and other appendages or structural members that are supported by, attached to, or a part of a building and that are in deteriorated condition or otherwise unable to sustain the design loads that are specified in the code are unsafe building appendages.

The building official may order any building or portion of a building to be vacated if continued use is dangerous to life, health, or safety of the occupants. The order shall be in writing and state the reasons for the action.

All unsafe buildings, structures, or appendages are public nuisances and must be abated by repair, rehabilitation, demolition, or removal according to Minnesota Statutes, sections [463.15](#) to [463.26](#).

#### Inspection Findings:

1. The residential dwelling consists of a single-family home and an accessory structure. Rubbish observed consisting of old building materials, exterior storage consisting of power equipment and ladder.



2. Electrical and fire hazard's
  - a. Improper wiring and installation throughout dwelling. Hazardous electrical wiring including open junction boxes, improperly terminated wires, live electrical wires, exposed electrical switch/receptacle wiring, and open electrical panel slots.
  - b. Lacks smoke and carbon monoxide alarms.
3. Appears to be demolition, renovation, electrical, plumbing, and mechanical work completed without permits. (Minnesota Rule 1300.0120 Subp. 1)
  - a. Unpermitted demolition – Appears demolition have been made to walls coverings, ceilings coverings, plumbing, electrical and mechanical systems.
  - b. Unpermitted renovations – Appears renovations have been made to framing and wall coverings.
  - c. Unpermitted electrical work – Appears modifications have been to electrical system.
  - d. Unpermitted plumbing work – Appears modifications have been to the plumbing system.
  - e. Unpermitted mechanical work – Appears modifications have been to the mechanical system.
4. Inadequate Maintenance
  - a. Windows observed with missing or broken glazing.
  - b. Exterior siding, trim, doors, and windows are in disrepair and lack protective treatment to prevent rot.
  - c. Numerous holes in ceiling and wall coverings.
  - d. Roof appears to be, or has been, leaking.
5. Dwelling appears to be unsanitary, rubbish observed throughout.
6. Plumbing system and fixtures do not appear to be in working order. Appears to lack a functional water supply, sanitary system, and water heating equipment.
7. Dwelling appears to lack a functional heating equipment; boiler has been removed from service.
8. Dwelling is uninhabitable in present condition, lacks a functional kitchen or bathroom.
9. Dwelling appears to lack proper fire protection, fuel connections, electrical, mechanical, and plumbing systems.
10. Abandonment – Property is no longer occupied or properly secured to prevent unauthorized entrance, thus could be an attractive nuisance.

This building has suffered from years of neglect. Lack of maintenance and illegal modifications have diminished the structure to a point where it does not appear to be economically feasible to repair or restore. The City of Glencoe condemned this property for occupancy on October 7, 2021. The certificate of occupancy was revoked until repairs were completed, inspected, and a new certificate of occupancy issued. There has been little effort to repair the hazardous conditions and I recommend the City proceed with declaring the buildings a hazard and be razed.

If you have any questions regarding this matter, please call our office at (952) 442-7520.

Sincerely,

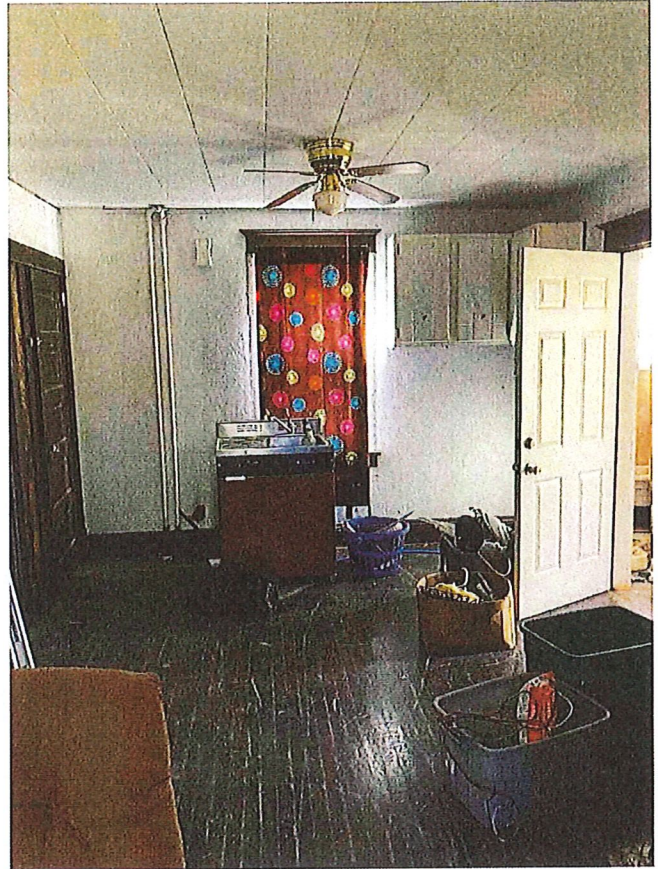
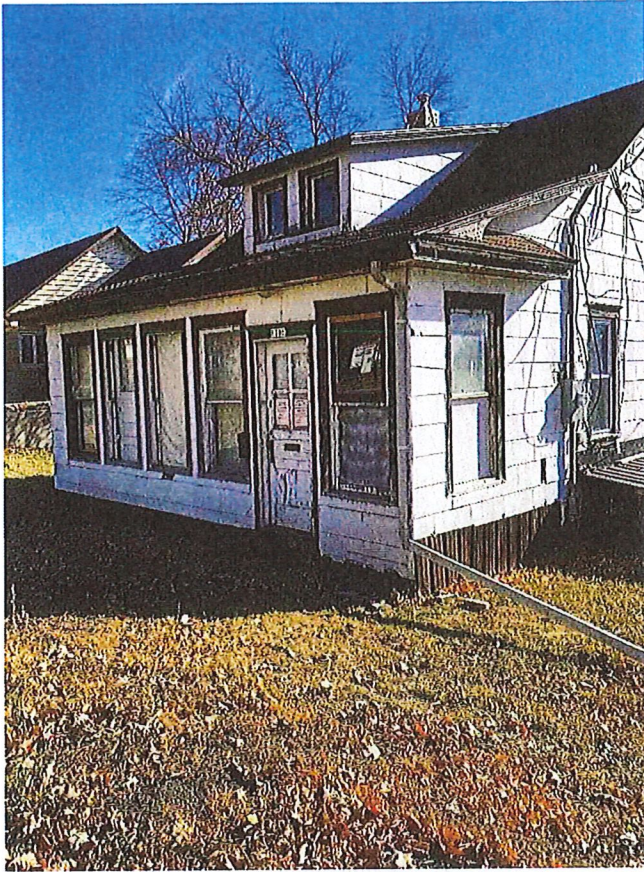


Tracy Reimann  
Building Official Limited  
LB723665

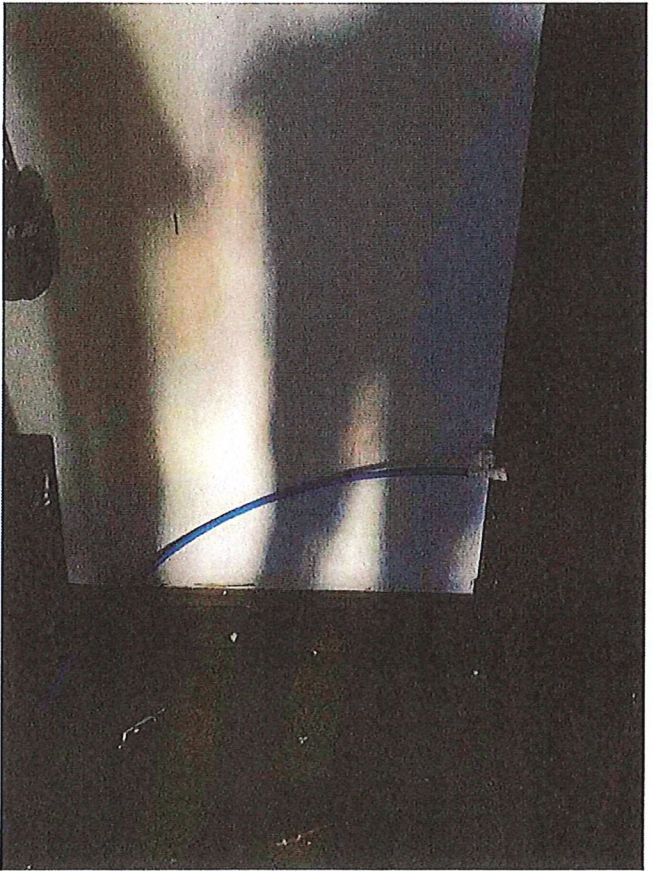
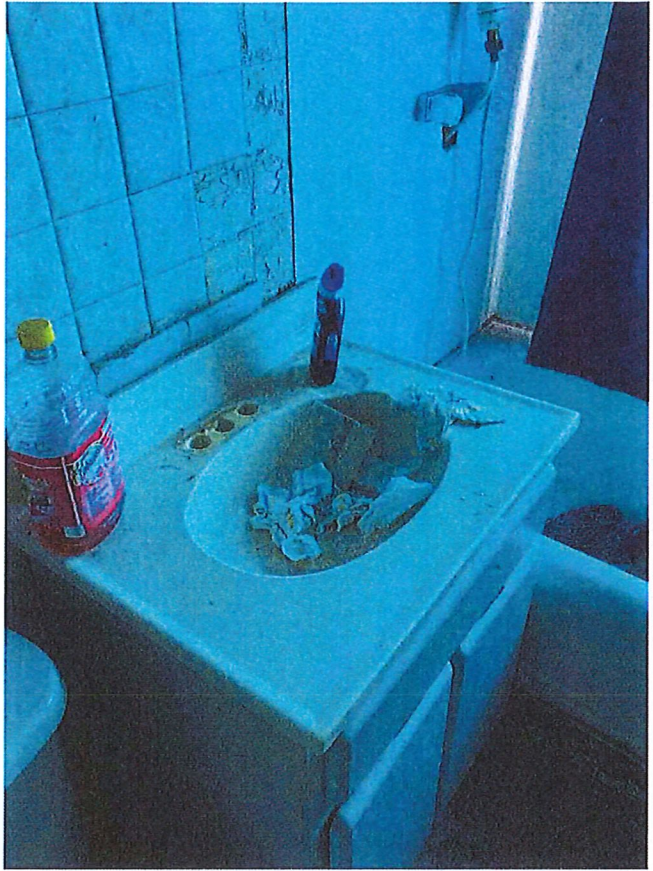
952-442-7520

cc: Municipal Property file

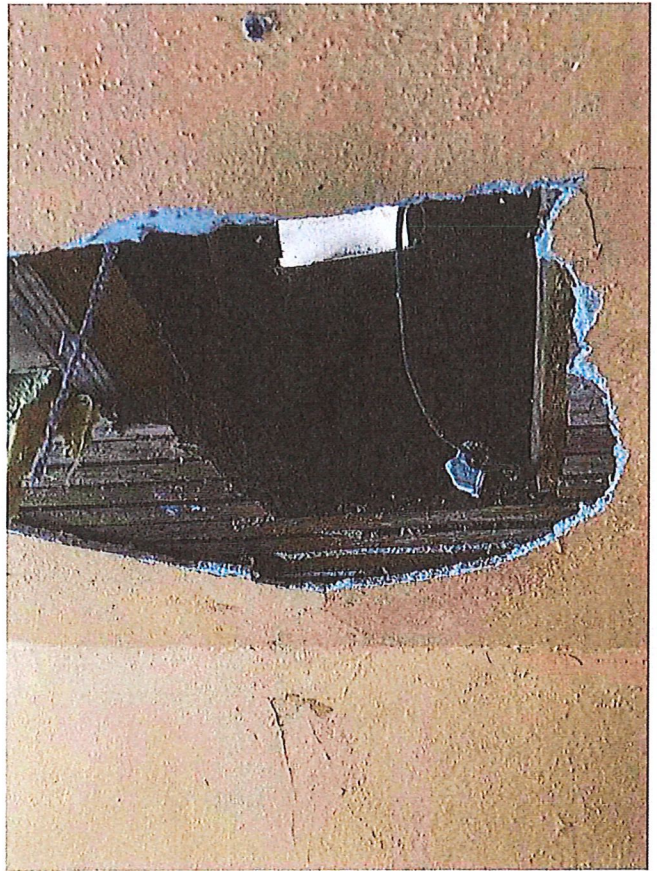
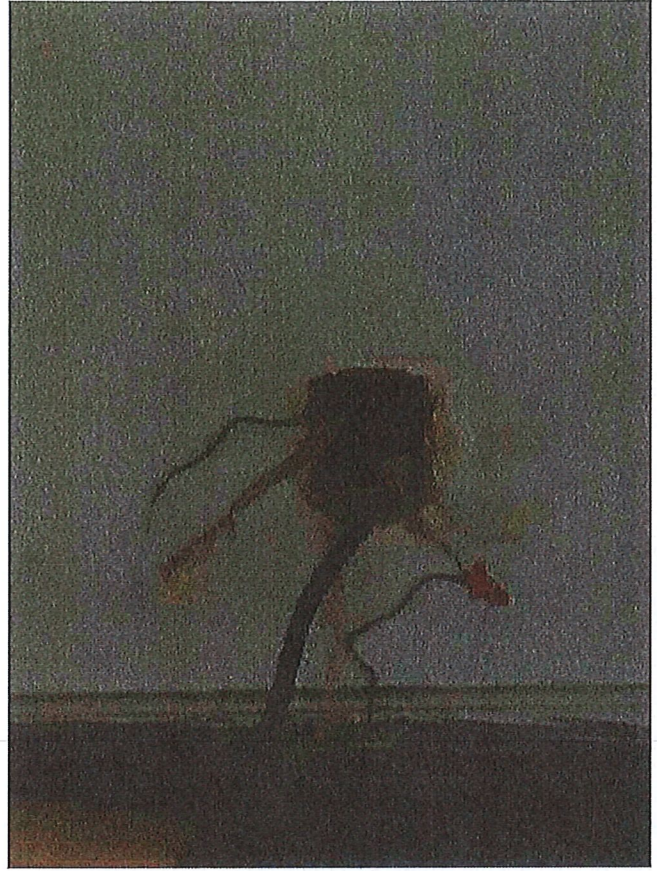




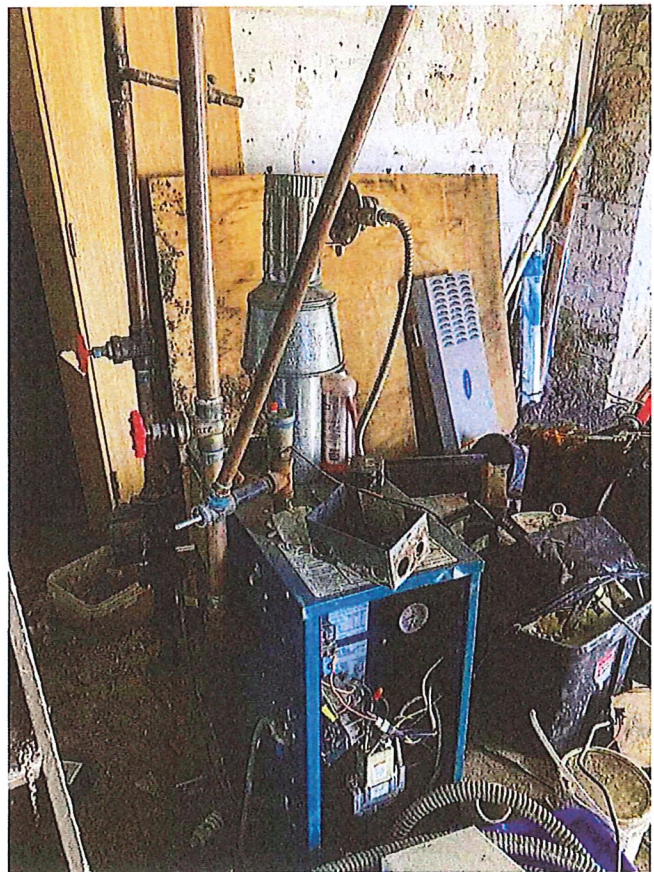
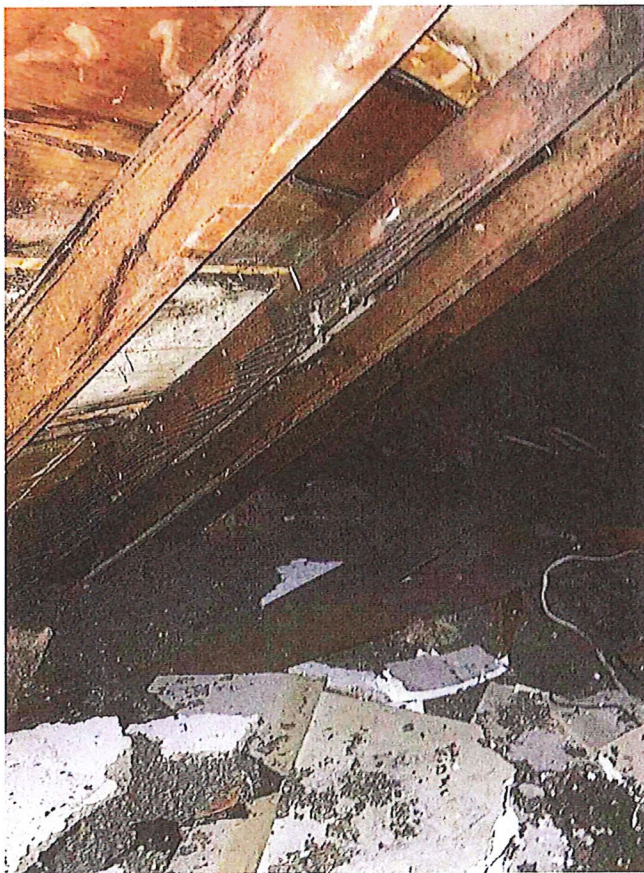
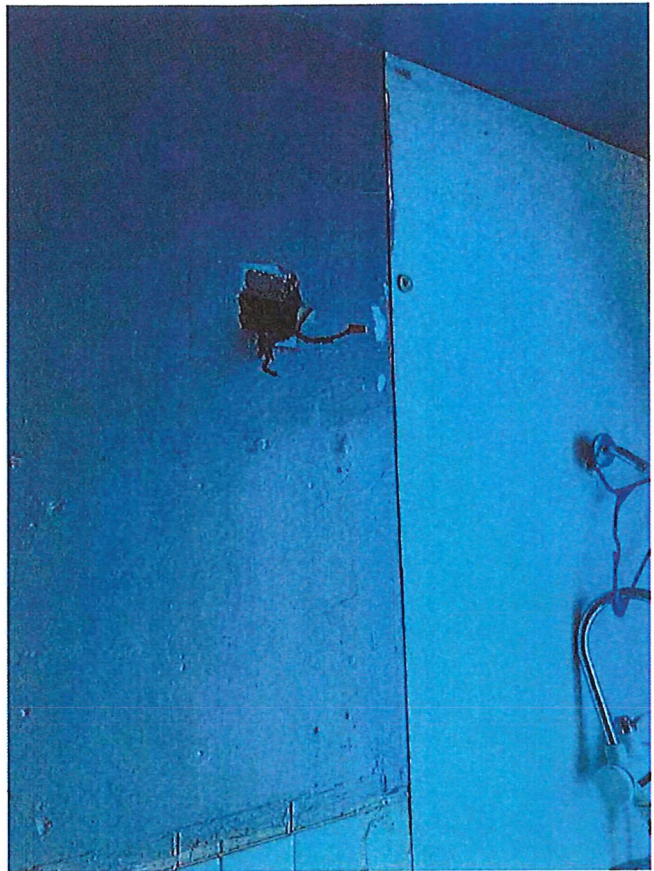
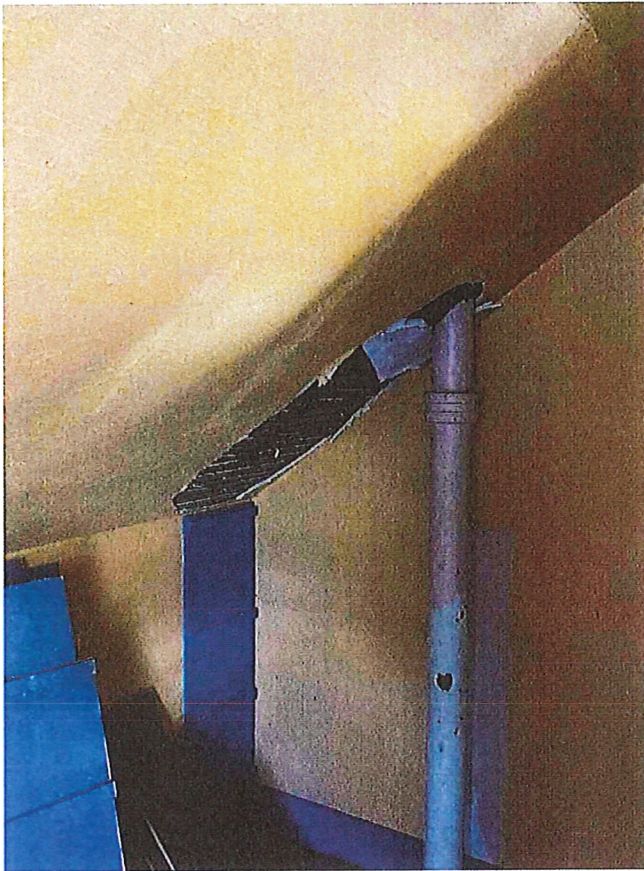




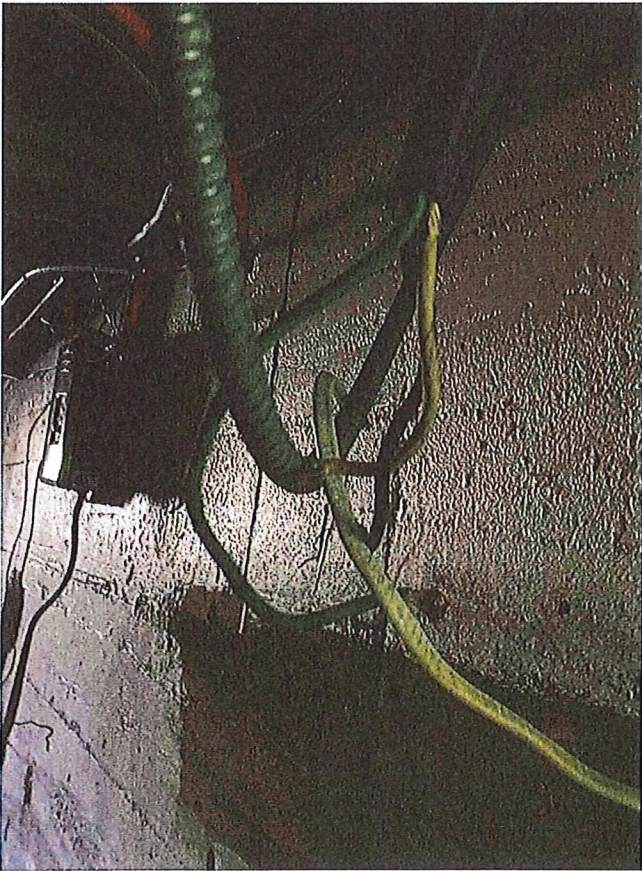
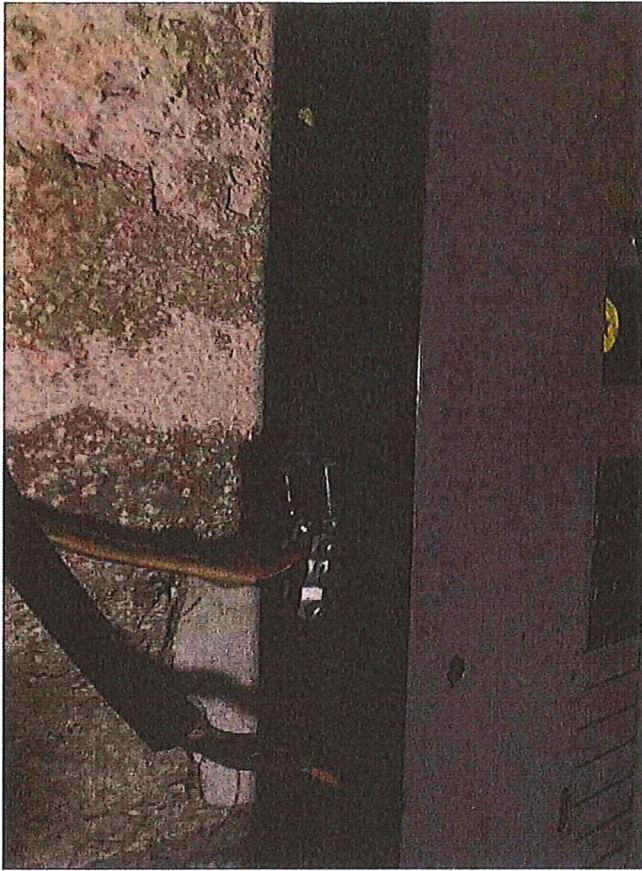




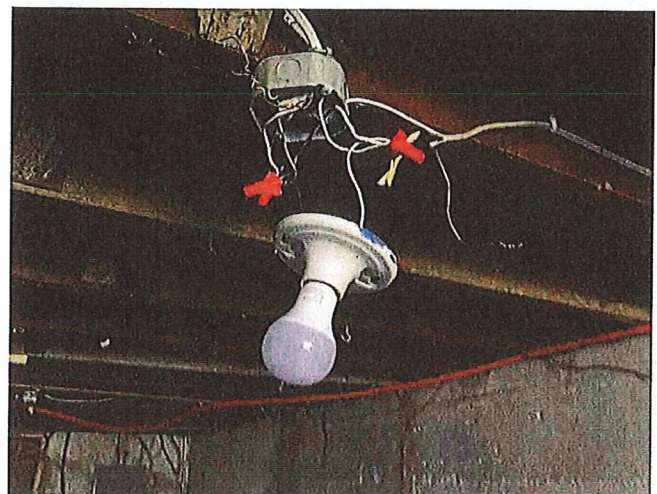
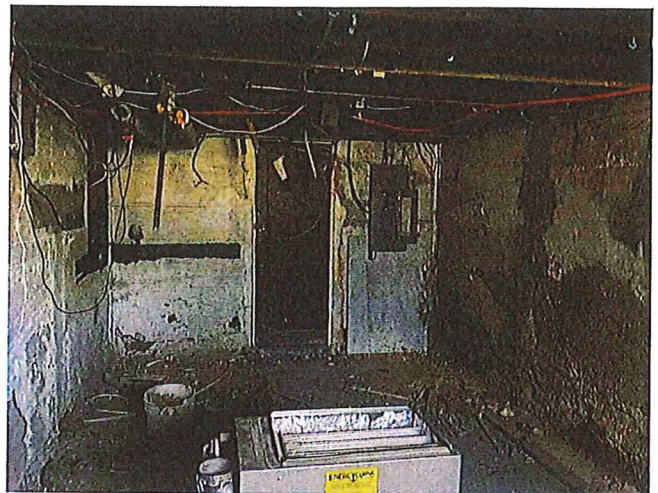
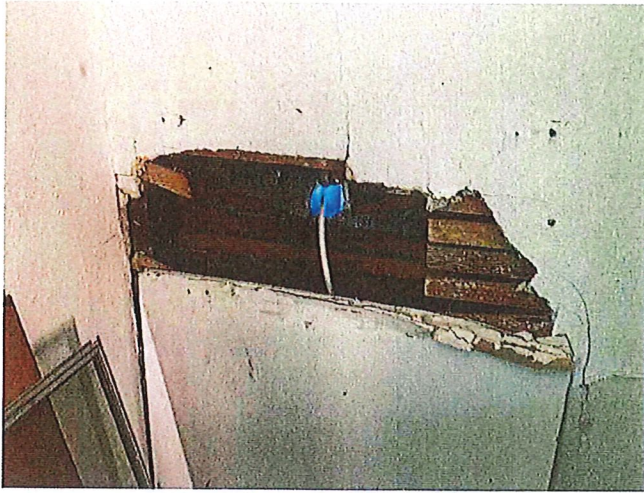
















SMALL CITY & BIG FUTURE

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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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*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*

---

To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: June 5, 2023

Re: Item 6A – 2023 Pavement Project

Item 6A1 – Attached are copies of Letters from Business on the colored concrete for the downtown area of the 2023 Pavement Management Project. The cost of the colored concrete is \$32,503. This would be a deduction if not done.





# Glencoe Area

CHAMBER OF COMMERCE AND TOURISM

June 1, 2023

Honorable Mayor and City Council,

This letter is in support of keeping the colored concrete portion within the 2023 Pavement Management Project scope of work.

The Glencoe Area Chamber of Commerce believes that the small investment of \$32,000 in a \$3.7 million project would benefit the downtown business district by creating a more aesthetically pleasing environment. The 2018 Downtown Action Plan references enhancing aesthetics and functionality of the public realm to improve comfort, image and a sense of place. Also, the recently adopted Comprehensive Plan notes an issue with low aesthetics within the downtown district. The colored concrete would be one step in improving the aesthetics within the downtown.

The City has already invested the money to develop the Downtown Action Plan and the Comprehensive Plan, and the Chamber encourages the Mayor and City Council to follow the recommendations made within those plans."

Respectfully,

Myranda VanDamme  
President  
Glencoe Area Chamber of Commerce



**Public Health**  
Prevent. Promote. Protect.

## Meeker-McLeod-Sibley Community Health Services

114 N Holcombe Ave, Litchfield, Minnesota 55355  
Main Line (320)693-5370

**Meeker McLeod Sibley**  
Community Health Services

Brett Nelson  
SHIP Coordinator  
Meeker McLeod Sibley Community Health Services

5/31/2023

Glencoe City Council  
C/O City of Glencoe  
1107 11<sup>th</sup> Street East,  
Glencoe, MN 55336

Dear Glencoe City Council Members,

I hope this letter finds you well. As the Statewide Health Improvement Partnership (SHIP) Coordinator with Meeker-McLeod-Sibley Community Health Services, I am writing to bring attention to an innovative idea that can significantly enhance Glencoe's beautification efforts. The proposed plan to implement colored sidewalks in Glencoe.

It's important and exciting to note that the proposed budget for the colored sidewalk implementation represents only a mere 0.9% of the overall \$3.7 million pavement plan. This modest investments holds immense potential for transforming Glencoe's streetscape, encouraging physical activity, and attracting new residents and businesses.

Glencoe has already made great strides in creating a more walkable and bikeable community. The efforts put forth by the city have not only improved the quality of life for our residents but also positioned Glencoe as an attractive destination for potential families and businesses. By adding colored sidewalks to our existing initiatives, Glencoe can further enhance the overall appeal and livability of the town.

Furthermore, the implementation of colored concrete sidewalks aligns perfectly with our commitment to promoting active living and well-being. By incorporating physically aesthetic concrete designs, Glencoe can create an environment that inspires healthier, happier residents. Studies have consistently shown that visually pleasing surroundings positively influence individuals' moods and motivation to engage in exercise and community involvement. By providing an inviting space for residents to walk, jog, or bike, Glencoe can further enhance their happiness, health, and overall quality of life.

Glencoe is already a great place to live, work and play. It's essential to continue making progress in the community. The implementation of colored concrete sidewalks in Glencoe represents a valuable opportunity to enhance its beautification efforts, foster community engagement, and enhance economic development. With the proposed budget accounting for only 0.9% of the comprehensive pavement plan, the benefits far outweigh the investment. The addition of colored concrete sidewalks undoubtedly elevates the appeal of Glencoe.

Thank you for your time and attention to this matter. I appreciate the due diligence you take when continually looking at making Glencoe a great place to live, work and play. I look forward to hearing your decision on this matter.

Sincerely,

Brett Nelson, SHIP Coordinator

Meeker County  
114 N Holcombe Ave #250  
Litchfield, MN 55355  
(320) 693-5370

McLeod County  
520 Chandler Ave North  
Glencoe, MN 55336  
(320) 864-3185

Sibley County  
111 8<sup>th</sup> Street; PO Box 237  
Gaylord, MN 55334  
(507) 237-4000





## Russ Runck & Associates

**Russell Runck**  
**CFP®**  
Private Wealth Advisor  
CERTIFIED FINANCIAL PLANNER™ professional  
**Russ Runck & Associates**  
A private wealth advisory practice of  
Ameriprise Financial Services, LLC  
703 11th St E  
Glencoe, MN 55336-2220  
Tel: 320.864.6565  
Fax: 320.864.6910  
Toll Free: 888.681.1099  
[russ.e.runck@ampf.com](mailto:russ.e.runck@ampf.com)  
[ameripriseadvisors.com/russ.e.runck](http://ameripriseadvisors.com/russ.e.runck)  
CA Insurance #4002035

Russ Runck & Associates  
Ameriprise Financial  
703 East 11<sup>th</sup> St.  
Glencoe, MN 55336

May 24, 2023

Glencoe City Council  
1107 11<sup>th</sup> St. East  
Glencoe, MN 55336

Dear City Council and Mayor Voss:

We are writing to encourage you to move forward with the colored concrete option in this year's construction project. The sidewalks around our office are on the list to be repaired/replaced, and we feel this is an excellent improvement beyond just a basic sidewalk. At a cost of \$32,000 in a \$3,700,000 project, it represents less than 0.09% of the total project cost but provides a significant boost to the community's aesthetic.

The colored concrete also makes any changes in height in the sidewalk more visible for folks with disabilities using the sidewalks that require wheelchairs, walkers, etc. As many of our clients are elderly, we like the idea of making it easier to navigate the sidewalks in town.

Other communities have added colored concrete to their sidewalks, and it adds depth and dimension, and really improves the overall feel of a downtown area. This aligns with the Comprehensive Plan goals that have previously been identified for Glencoe and with the guiding principles of the Downtown Action Plan.

Again, we strongly encourage you to include the colored concrete option in this year's construction project. Thank you for your consideration.

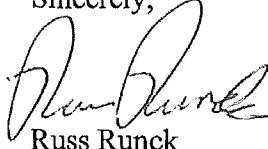
**Lorle Klitz**  
Financial Advisor

**Kelly Rach**  
**CFP®**  
Financial Advisor  
CERTIFIED FINANCIAL PLANNER™  
professional

**Katy Flom**  
**CFP®**  
Financial Advisor  
CERTIFIED FINANCIAL PLANNER™  
professional

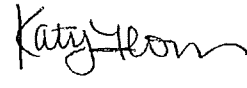


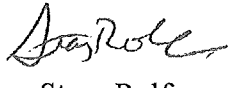
Sincerely,

  
Russ Runck

  
Kelly Rach

  
Lorie Kirtz

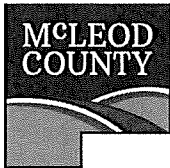
  
Katy Flom

  
Stacy Rolf

  
Amy Rettig

  
Mandy Woltjer

  
Kathy Dirksen



Kerry Ward  
Health Educator  
McLeod County Health and Human Services  
520 Chandler Ave North  
Glencoe, MN 55336

5/25/2023

Glencoe City Council  
C/O City of Glencoe  
1107 11th Street East,  
Glencoe, MN 55336

Dear Glencoe City Council Members,

I am writing to you today on behalf of my role at McLeod County Health and Human Services to increase active living in Glencoe through the Glencoe in Motion group as well as my committed involvement as a resident of Glencoe who has been heavily involved with the Glencoe Downtown Revitalization Group and the Comprehensive Planning Committee.

I would like council members to strongly consider including the colored concrete portion that was written into the 2023 Pavement Management Project. This small piece of the pavement plan (a mere 0.9% of the overall budget of 3.7 million) would be a worthwhile investment for our city and a way to start implementing what was recommended in the comprehensive plan and the downtown plan that the council has adopted. The 2018 Downtown Plan states that the city should consider guiding principles that enhance the aesthetics and functionality of the public realm to improve comfort, image and a sense of place. The Comprehensive plan that was adopted in June of 2022 states the opportunities that are available to implement downtown Glencoe. One issue that was noted was the low aesthetics and urban and visual quality. With implementing decorative sidewalks as suggested in the plan, we would be improving our downtown feel that would be the start to our revitalization work to attract economic growth and development.

Glencoe in Motion is working hard to grow walkability and bikeability throughout the community. Walking and biking are important contributors to the health of our residents and by creating a place that provides pedestrian friendly sidewalks and streetscapes, residents will use the amenities provided to be active as well as stop and shop along the way.

Designing transportation networks to promote walking results in community-wide health gains. Cities that are designed to promote walking, bicycling, and public transportation see greater health gains than cities that are dependent on cars. People who live in walkable neighborhoods tend to be familiar with their surroundings, engaged in their community and walk more for day-to-day activities such as trips to the local store and to complete errands. (Source: MN Department of Transportation)

Isn't our end goal to bring people to Glencoe, a community where people can live, work and play. Downtown should be providing residents and visitors with a safe, walkable, and beautiful space for people to be active and gather.

Thanks for considering this request.

Sincerely,

A handwritten signature in black ink that reads "Kerry J. Ward".

Kerry J. Ward  
Health Educator

# MIDCOUNTRY BANK

05/25/2023

To the City of Glencoe Mayor and Council:

As the manager of multiple branches of MidCountry Bank, the beauty of the city and surrounding areas is extremely important to me and our brand. I am pleased with the Downtown action plan that Glencoe has put in place, along with the importance of the comp plan that is being implemented.

It has come to my attention that at the last council meeting, it was already being discussed to cut items from the budget that would be a part of this plan to beautify the downtown area. A budget that is already coming in under the estimates.

After a few inquiries into the budget and plan it sounds like the colored concrete is on the docket to be removed to save very minimal dollars.

I am concerned that the beauty of the downtown area is being sacrificed to save dollars once again.

Please consider the plans already in place when making the decision to cut the colored concrete from the construction.

Thank you,



Nicole M Grobe

MidCountry Bank

Hutchinson, Glencoe, Winthrop

320-234-4582



201 Main Street South • Hutchinson MN 55350-2570  
[www.MidCountryBank.com](http://www.MidCountryBank.com)







May 24, 2023

Attn: City of Glencoe

Council Members  
Staff and Administration

Dear All:

We here at Security Bank and Trust Co. carry Glencoe pride on our sleeves and continue to maintain our operations headquarters in downtown Glencoe, at the corner of 11<sup>th</sup> and Hennepin. We have expanded over the years to service 11 prospering communities out of 13 total bank branches.

Pertaining to the 2023 Pavement Project:

We are thrilled to hear that estimates have come in significantly under budgeted costs.

There is a need for these improvements, and we are excited to know that extra care has been taken in the design phases to accommodate local priorities such as pedestrian travel, downtown beautification & community identity.

In particular, the safety component of colored concrete will better serve the elderly and disabled population of our community, whom frequently travel our downtown blocks by foot.

In Glencoe Since 1935,  
Security Bank & Trust Co.



Sincerely,  
Rachel Schuette  
Chief Operating Officer | Security Bank & Trust Co.  
735 11th Street East • Glencoe, MN 55336  
Phone: (320) 864-2040  
Email: [rschuette@security-banks.com](mailto:rschuette@security-banks.com)

## LOCATIONS

### Brownton

128 4th Ave N  
Brownton, MN 55312  
320-328-5222

### Chaska

1575 White Oak Dr  
Chaska, MN 55318  
952-448-2265

### Cologne

1110 Village Pkwy  
Cologne, MN 55322  
952-466-2014

### Corporate

2202 11<sup>th</sup> St E  
Glencoe, MN 55336  
320-864-3107

### Glencoe

735 11<sup>th</sup> St E  
Glencoe, MN 55336  
320-864-3171

### Hamburg

591 Park Avenue  
Hamburg, MN 55339  
952-467-2992

### Mayer

317 Ash Ave N  
Mayer, MN 55360  
952-657-2309

### New Auburn

7422 7<sup>th</sup> Ave  
New Auburn, MN 55366  
320-864-6470

### New Germany

270 Broadway St E  
New Germany, MN 55367  
952-353-2221

### Plato

8 Third St SW  
Plato, MN 55370  
320-238-2208

### Waconia

539 S Elm St  
Waconia, MN 55387  
952-442-5161

### Waconia In-Store

835 Marketplace Dr  
Waconia, MN 55387  
952-442-5955

### Winsted

110 First St N  
Winsted, MN 55395  
320-485-3831



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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*Phone: (320) 864-5586*

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To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: June 5, 2023

Re: Item 6A2 – Bonding Options

Here are the two bond amounts for the project with the Light and Powers cost considered a special assessment. I am hoping to have the breakdowns for the City Council meeting on Monday. The Bond Market should stabilize now that the Debt Issue with Congress has been taken care of.

It is recommended to approve the agreement with the Glencoe Light and Power Commission for the Assessments for the Street Lights and electrical work that will be done as part of the project.



## Mark Larson

---

**From:** Paul Donna <pdonna@dadco.com>  
**Sent:** Thursday, June 1, 2023 3:07 PM  
**To:** Mark Larson  
**Cc:** Todd Trippel; Jon Jerabek  
**Subject:** RE: 2023 Change Order 1

Here are the new sources and uses. We will structure the debt assuming the \$200,000 to be assessed against GL&P is received as a prepaid assessment within the first year and match up principal against it (essentially the same results as if the money was provided upfront)

Ok?

Project Cost With Change Orders		Project Cost Without Change Orders	
Project Cost (Base and Adds)	4,240,550	Project Cost (Base and Adds)	3,694,298
Engineering	747,855	Engineering	722,855
5% contingency	212,028	5% contingency	184,715
Subtotal	5,200,433	Subtotal	4,601,868
Less City Funds	600,000	Less City Funds	600,000
Less Water Funds	100,000	Less Water Funds	100,000
Less Sewer Funds	100,000	Less Sewer Funds	100,000
MNDOT	90,000	MNDOT	90,000
<b>Net Borrowing</b>	<b>4,310,433</b>	<b>Net Borrowing</b>	<b>3,711,868</b>
Assessments	929,647 *	Assessments	843,327
% Assessed	21.57%	% Assessed	22.72%

\* includes \$200,000 to be assessed against Glencoe Light & Power Commission

**From:** Mark Larson <mlarson@ci.glencoe.mn.us>  
**Sent:** Thursday, June 1, 2023 1:13 PM  
**To:** Paul Donna <pdonna@dadco.com>  
**Cc:** Todd Trippel <ttrippel@ci.glencoe.mn.us>; Jon Jerabek <JJerabek@ci.glencoe.mn.us>  
**Subject:** RE: 2023 Change Order 1

Why can't we show the electrical as specially assessed to the light and power?

**Mark D. Larson**  
City Administrator

1107 11<sup>th</sup> Street East, Suite 107  
City of Glencoe, MN 55336  
320-864-6500 Direct Line  
320-510-0350 Cell phone  
mlarson@ci.glencoe.mn.us

## **SPECIAL ASSESSMENT AGREEMENT**

**AGREEMENT** made this \_\_\_\_ day of \_\_\_\_\_, 2023, by and between the **CITY OF GLENCOE**, a Minnesota municipal corporation ("City") and **GLENCOE LIGHT AND POWER COMMISSION**, a component unit of the City (the "Property Owner").

### **RECITALS**

A. Property Owner is the fee owner of the property described on the attached Exhibit "A" (the "Subject Property").

B. The Subject Property shall be assessed (the "Assessments") for a portion of the fees and charges associated with [\_\_\_\_\_] (the "Improvements").

C. The amount of the Assessment to the Subject Property shall be \$[\_\_\_\_\_] , to be assessed in accordance with the terms of this Agreement.

### **NOW, THEREFORE, IN CONSIDERATION OF THEIR MUTUAL COVENANTS THE PARTIES AGREE AS FOLLOWS:**

1. **IMPROVEMENT COSTS.** The City will order preparation of plans and specifications for the Improvements that will serve the Subject Property. The project will also serve other properties.

2. **PETITION; SPECIAL ASSESSMENTS.** The Property Owner has agreed to pay a portion of the costs associated with the Improvements. The City shall design and construct the Improvements. The City shall assess the cost of the Improvements together with administrative, planning, engineering, capitalized interest, legal and bonding costs against the Subject Property in the amount of \$[\_\_\_\_\_]. The Assessments shall be deemed adopted on the date this Agreement is signed by the City and Property Owner. The assessment will be spread over [\_\_\_] years, together with \_\_\_% interest per year on the unpaid balance. The first installment shall be due and payable with taxes in 20[\_\_\_].

3. **WAIVER.** The Property Owner waives any and all procedural and substantive objections to the Improvements and Assessments, including but not limited to hearing requirements and any claims that the assessments exceed the benefit to the subject property. The Property Owner waives any appeal rights otherwise available pursuant to Minn. Stat. § 429.081.

4. **BINDING EFFECT; RECORDING.** This Agreement shall be binding upon the Property Owner and the Property Owner's successors and assigns. This Agreement may be recorded against the title to the subject property.

**CITY OF GLENCOE**

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

And: \_\_\_\_\_  
City Administrator

**GLENCOE LIGHT AND POWER  
COMMISSION**

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

And: \_\_\_\_\_  
Secretary

STATE OF MINNESOTA    )  
                                  ) ss.  
COUNTY OF MCLEOD    )

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2023, by Ryan Voss and Mark Larson, respectively the Mayor and City Administrator of the City of Glencoe, a Minnesota municipal corporation, on behalf of the corporation and pursuant to the authority granted by its City Council.

\_\_\_\_\_  
Notary Public

STATE OF MINNESOTA    )  
                                  ) ss.  
COUNTY OF MCLEOD    )

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2023, by \_\_\_\_\_, the President and Secretary, respectively, of **GLENCOE LIGHT AND POWER COMMISSION**, a component unit of the City of Glencoe, on behalf of the Commission.

\_\_\_\_\_  
Notary Public

THIS INSTRUMENT WAS DRAFTED BY:  
Dorsey & Whitney LLP  
50 S. 6<sup>th</sup> Street, Suite 1500  
Minneapolis, Minnesota 55402



**EXHIBIT "A"**  
**TO**  
**SPECIAL ASSESSMENT AGREEMENT**

(Legal Description of Subject Property)



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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: June 5, 2023

Re: Item 6A3 – Change Order for Additional Work

Item 6A3 – Brody Bratsch with SEH with review Change Order number 1 with GMH Asphalt for the 2023 Pavement Management Project.





Building a Better World  
for All of Us®

## CHANGE ORDER

City of Glencoe, Minnesota

OWNER

June 5, 2023

DATE

OWNER'S PROJECT NO.

2023 Pavement Improvement Project

PROJECT DESCRIPTION

One

CHANGE ORDER NO.

GLENC 170394 71.50

SEH FILE NO.

The following changes shall be made to the contract documents:

Description:

Change 11th Street from 1" overlay to reclaim and 6" overly, and add service lines to the open lots to the south.

Add additional areas of 1" overlay and add drain tile and sump pump services on 12th as shown on the attached map.

In the Standard Form of Agreement:

- Change Milestone 1 (Subparagraph 4.02.B.1) from 30 to 45 working days. The 45 days does not include demo and light removals (including foundations).
- Change Substantial Completion (Paragraph 4.02.A.) from before October 6, 2023, to before October 31, 2023.

Purpose of Change Order:

At the direction of the Owner and the request of the Contractor.

Basis of Cost: ☐ Actual ☒ Estimated

Attachments (list supporting documents)

Attachment A

Map

### Contract Status

Original Contract

Time

30 days Milestone 1

Cost

\$3,694,298.36

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

Change this C.O.

45 days Milestone 1

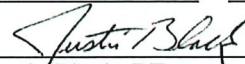
\$551,118.76

Revised Contract

45 days Milestone 1

\$4,245,417.12

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

  
Justin Black, PE (Lic. MN)

Agreed to by Contractor:

Approved for Owner:

BY GMH Asphalt Corporation

BY City of Glencoe, Minnesota

TITLE

Distribution

Contractor 2

Owner 1

Project Representative 1

TITLE

SEH Office 1

x:\f\g\glenc\170394\7-const-svcs\71-mgmt\50-chg-order\co#1\co#1.docx

Engineers | Architects | Planners | Scientists

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

320.587.7341 | 800.838.8666 | 888.908.8166 fax | sehinc.com

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

ATTACHMENT A  
CHANGE ORDER NO. ONE  
2023 PAVEMENT IMPROVEMENT PROJECT  
GLENCOE, MINNESOTA  
SEH NO. GLENC 170394  
JUNE 5, 2023

<u>Item No.</u>	<u>Description</u>	<u>Unit</u>	<u>Qty.</u>	<u>Unit Price</u>	<u>Total Price</u>
<b>11TH STREET RECLAIM AND OVERLAY</b>					
<b><u>Street, Curb and Gutter, Drainage Pipe, Driveways</u></b>					
2021.501	MOBILIZATION	LUMP SUM	1.0	\$15,952.00 *	\$15,952.00
2104.503	REMOVE CONCRETE CURB AND GUTTER	LIN FT	100.0	\$5.10	\$510.00
2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	72.0	\$1.83	\$131.76
2104.503	SAWING CONCRETE PAVEMENT (FULL DEPTH)	LIN FT	20.0	\$5.20	\$104.00
2123.510	EXPLORATORY EXCAVATION	HOUR	1.0	\$195.00	\$195.00
2123.610	STREET SWEEPER (WITH BROOM PICKUP)	HOUR	2.0	\$158.00	\$316.00
2215.504	FULL DEPTH RECLAMATION	SQ YD	3,925.0	\$4.10	\$16,092.50
2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GAL	400.0	\$4.80 *	\$1,920.00
2360.509	TYPE SP 9.5 WEARING COURSE MIX (2,C) (SPWEA240C)	TON	510.0	\$103.35	\$52,708.50
2360.509	TYPE SP 9.5 WEARING COURSE MIX (2,C) (SPWEA240C) (2024 PAVING)	TON	390.0	\$115.83 *	\$45,173.70
2360.509	TYPE SP 12.5 NON-WEARING COURSE MIX (2,C) (SPNWB230C)	TON	640.0	\$86.25	\$55,200.00
2505.503	4" PVC SDR 35 PIPE DRAIN W/ SOCK & AGG. MATERIAL	LIN FT	2,110.0	\$16.60	\$35,026.00
2531.503	CONCRETE CURB & GUTTER B618 (MOD)	LIN FT	300.0	\$27.25	\$8,175.00
2575.604	TURF RESTORATION	SQ YD	40.0	\$2.99	\$119.60
2575.607	SELECT TOPSOIL BORROW (LV)	CU YD	4.0	\$46.40	\$185.60
<b>Street, Curb and Gutter, Drainage Pipe, Driveways Subtotal</b>					<b>\$231,809.66</b>
<b><u>Storm Sewer</u></b>					
2405.502	ADJUST FRAME AND RING CASTING (STORM)	EACH	1.0	\$1,315.00	\$1,315.00
2502.602	4" PVC CLEAN OUT (DRAIN TILE)	EACH	4.0	\$361.00	\$1,444.00
2506.602	ADJUSTING METAL RING FOR MANHOLE CASTING (STORM)	EACH	1.0	\$265.00	\$265.00
2506.602	CONNECT DRAINTILE TO EXISTING STRUCTURE (CORE DRILL)	EACH	5.0	\$350.00	\$1,750.00
2573.502	STORM DRAIN INLET PROTECTION	EACH	8.0	\$126.00	\$1,008.00
<b>Storm Sewer Subtotal</b>					<b>\$5,782.00</b>
<b><u>Water Main</u></b>					
2504.602	ADJUST GATE VALVE BOX OR MANHOLE CASTING (WATER MAIN)	EACH	2.0	\$794.00	\$1,588.00
2504.602	CONNECT TO EXISTING WATER MAIN	EACH	2.0	\$1,583.00	\$3,166.00
2504.602	8" GATE VALVE AND BOX	EACH	1.0	\$5,375.00 *	\$5,375.00
2504.603	8" PVC C-900 DR 18 WATER SERVICE W/ TRACER WIRE	LIN FT	55.0	\$105.00 *	\$5,775.00
2504.608	WATER MAIN FITTINGS	POUND	111.0	\$19.95	\$2,214.45
<b>Water Main Subtotal</b>					<b>\$18,118.45</b>
<b><u>Sanitary Sewer</u></b>					
2405.502	ADJUST FRAME AND RING CASTING (SANITARY)	EACH	1.0	\$1,315.00	\$1,315.00
2503.602	10" X 6" SADDLE CONNECTION	EACH	3.0	\$3,525.00 *	\$10,575.00
2506.602	ADJUSTING METAL RING FOR MANHOLE CASTING (SANITARY)	EACH	1.0	\$265.00	\$265.00
2506.602	EXTERNAL MANHOLE SEAL (SANITARY)	EACH	1.0	\$189.00	\$189.00
2506.603	6" PVC SDR 26 SANITARY SEWER SERVICE PIPE	LIN FT	66.0	\$139.00 *	\$9,174.00
<b>Sanitary Sewer Subtotal</b>					<b>\$21,518.00</b>
<b>11TH STREET RECLAIM AND OVERLAY TOTAL</b>					<b>\$277,228.11</b>
<b><u>1-INCH OVERLAY</u></b>					
<b><u>Street, Curb and Gutter, Drainage Pipe, Driveways</u></b>					
2021.501	MOBILIZATION	LUMP SUM	1.0	\$16,100.00 *	\$16,100.00
2104.503	REMOVE CONCRETE CURB AND GUTTER	LIN FT	200.0	\$5.10	\$1,020.00
2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	465.0	\$1.83	\$850.95
2104.503	SAWING CONCRETE PAVEMENT (FULL DEPTH)	LIN FT	40.0	\$5.20	\$208.00
2104.504	REMOVE BITUMINOUS PAVEMENT	SQ YD	150.0	\$4.50	\$675.00
2106.507	COMMON EXCAVATION (EV) (P)	CU YD	55.0	\$22.40	\$1,232.00
2123.610	STREET SWEEPER (WITH BROOM PICKUP)	HOUR	4.0	\$158.00	\$632.00
2211.507	AGGREGATE BASE, CLASS 5 (CV) (P)	CU YD	55.0	\$8.60	\$473.00
2232.504	MILL BITUMINOUS SURFACE (1")	SQ YD	515.0	\$1.40	\$721.00

<u>Item No.</u>	<u>Description</u>	<u>Unit</u>	<u>Qty.</u>	<u>Unit Price</u>	<u>Total Price</u>
2232.504	MILL BITUMINOUS SURFACE (1.5")	SQ YD	5,000.0	\$4.75 *	\$23,750.00
2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GAL	2,410.0	\$4.80 *	\$11,568.00
2360.509	TYPE SP 4.75 WEARING COURSE MIX (2,B) (SPWED230B)	TON	1,240.0	\$83.45	\$103,478.00
2360.509	(1" OVERLAY)				
2360.509	TYPE SP 9.5 WEARING COURSE MIX (2,B) (SPWEA240B)	TON	490.0	\$150.00 *	\$73,500.00
2502.602	(PATCHING)				
2502.602	SUMP PUMP SERVICE LINE	EACH	3.0	\$361.00	\$1,083.00
2505.503	4" PVC SDR 35 PIPE DRAIN W/ SOCK & AGG. MATERIAL	LIN FT	105.0	\$16.60	\$1,743.00
2531.503	CONCRETE CURB & GUTTER B618	LIN FT	200.0	\$27.25	\$5,450.00
2575.604	TURF RESTORATION	SQ YD	70.0	\$2.99	\$209.30
2575.607	SELECT TOPSOIL BORROW (LV)	CU YD	6.0	\$46.40	\$278.40
<b>Street, Curb and Gutter, Drainage Pipe, Driveways Subtotal</b>					<b>\$242,971.65</b>
<b><u>Storm Sewer</u></b>					
2506.602	ADJUSTING METAL RING FOR MANHOLE CASTING (STORM)	EACH	8.0	\$265.00	\$2,120.00
2506.602	CONNECT DRAINTILE TO EXISTING STRUCTURE (CORE DRILL)	EACH	1.0	\$350.00	\$350.00
<b>Storm Sewer Subtotal</b>					<b>\$2,470.00</b>
<b><u>Water Main</u></b>					
2504.602	ADJUST GATE VALVE BOX OR MANHOLE CASTING (WATER MAIN)	EACH	14.0	\$794.00	\$11,116.00
<b>Water Main Subtotal</b>					<b>\$11,116.00</b>
<b><u>Sanitary Sewer</u></b>					
2405.502	REMOVE CASTING	EACH	8.0	\$421.00	\$3,368.00
2506.502	CASTING ASSEMBLY, NEENAH R-1642 W/CONCEALED PICK HOLES	EACH	8.0	\$1,315.00	\$10,520.00
2506.602	ADJUSTING METAL RING FOR MANHOLE CASTING (SANITARY)	EACH	13.0	\$265.00	\$3,445.00
<b>Sanitary Sewer Subtotal</b>					<b>\$17,333.00</b>
<b>1-INCH OVERLAY SUBTOTAL</b>					<b>\$273,890.65</b>
<b>TOTAL CHANGE ORDER NO. ONE</b>					<b>\$551,118.76</b>

\*Denotes Negotiated Price



Small City & Big Future

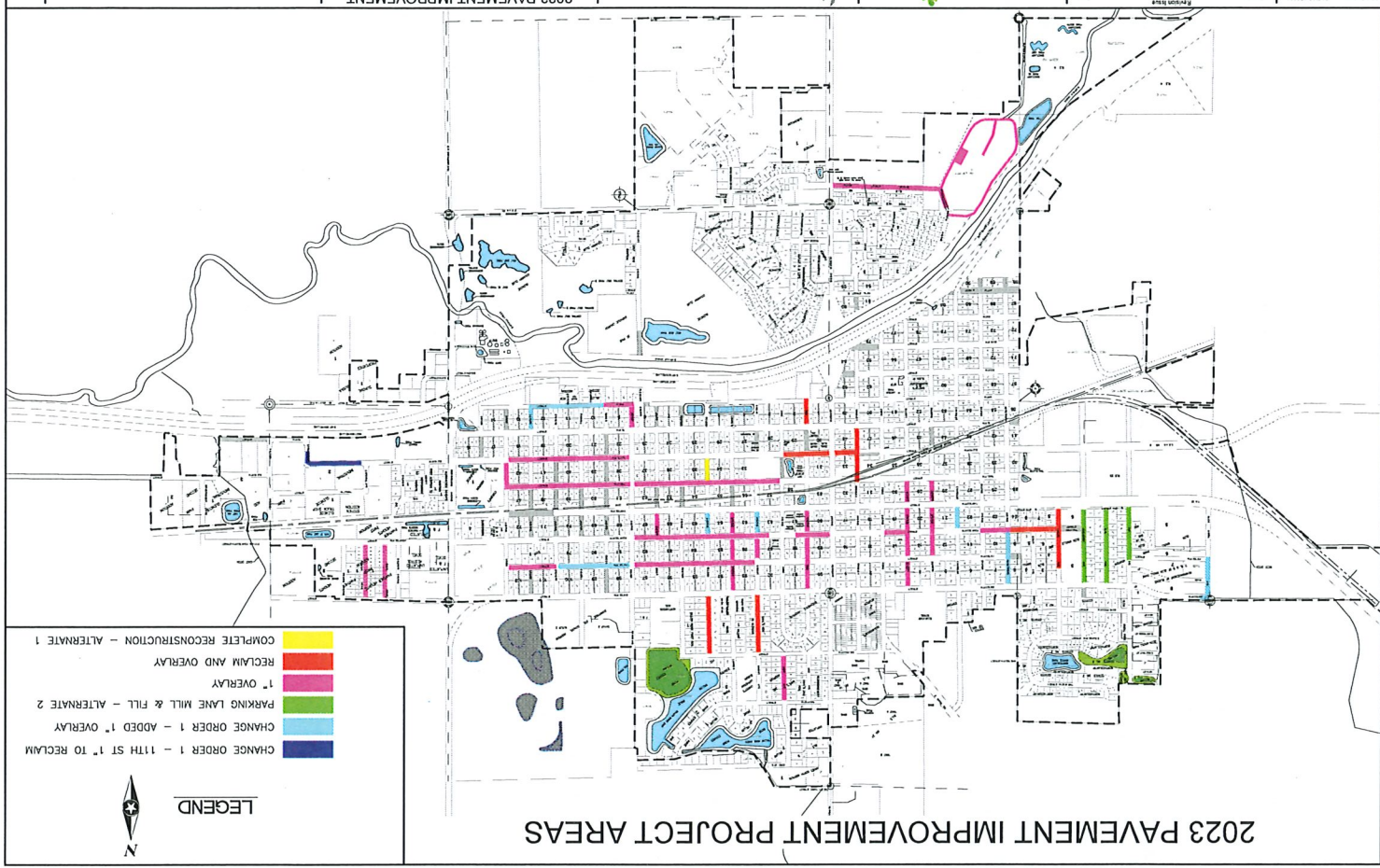
SEH

GLENCOE

2023 PAVEMENT IMPROVEMENT PROJECT  
GLENCOE, MINNESOTA

OVERALL PROJECT AREAS MAP

1 of 1



2023 PAVEMENT IMPROVEMENT PROJECT AREAS

LEGEND



- COMPLETE RECONSTRUCTION - ALTERNATE 1
- RECLAIM AND OVERLAY
- 1" OVERLAY
- PARKING LANE MILL & FILL - ALTERNATE 2
- CHANGE ORDER 1 - ADDED 1" OVERLAY
- CHANGE ORDER 1 - 11TH ST 1" TO RECLAIM

Client: City of Glenbrook  
Drawn By: RLB  
Checked By: RLB  
Date: 06/05/23

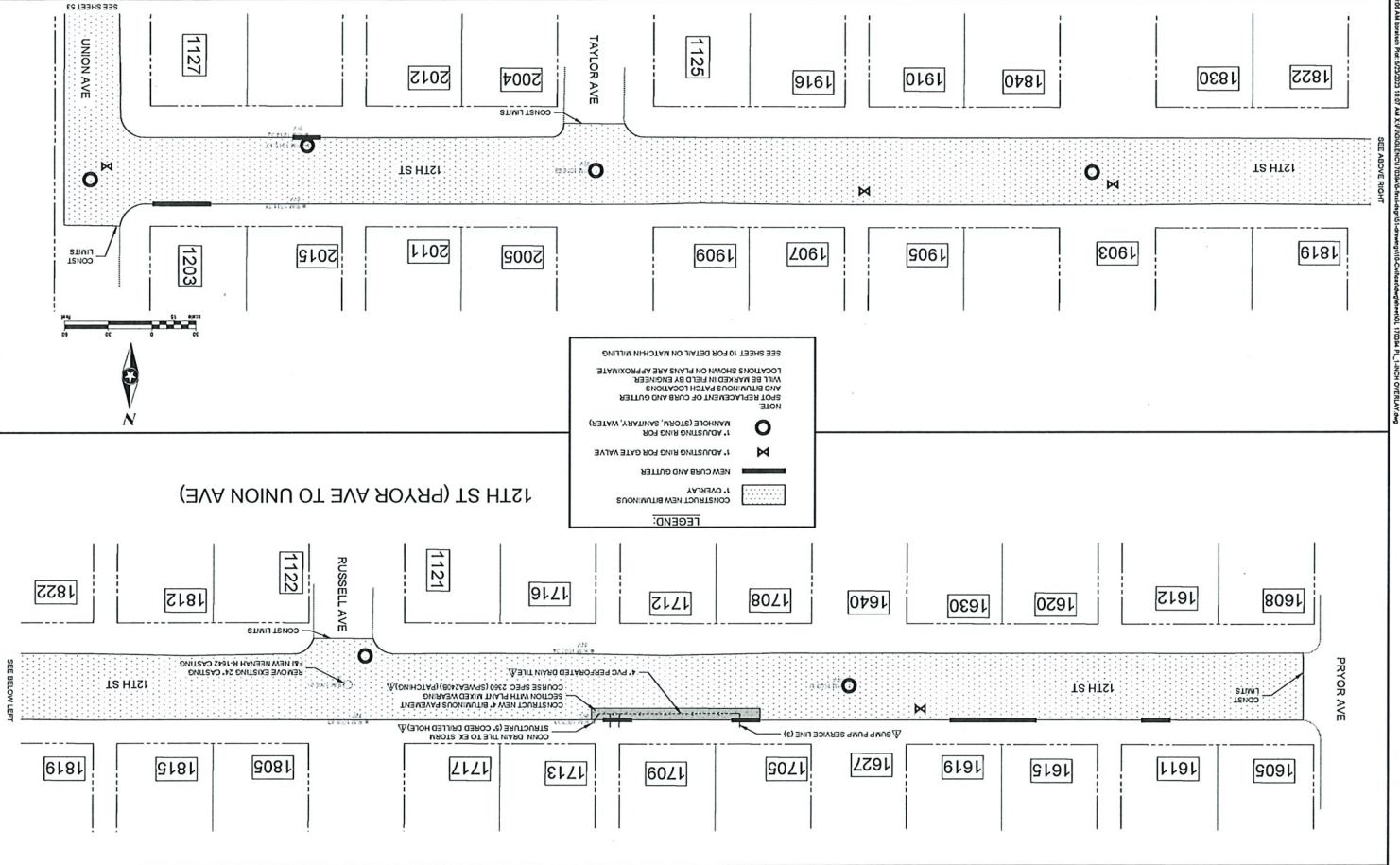
Project Name: 2023 PAVEMENT IMPROVEMENT PROJECT  
Location: 12TH ST - UNION OVERLAY

Scale: 1" = 40' (PLAN)  
Scale: 1" = 10' (SECTION)

2023 PAVEMENT IMPROVEMENT PROJECT  
GLENBROOK, MINNESOTA

PLAN  
1" OVERLAY

52  
of 108





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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To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: June 5, 2023

Re: Item 6A4 – Supplemental Letter agreement with SEH for additional work

Item 6A4 – If the City Council approves Change Order #1 for the Pavement Project, the attached SLA is also recommended for approval for the additional engineering work.



Building a Better World  
for All of Us®

June 5, 2023

RE: City of Glencoe, Minnesota  
2023 Street Improvement Project  
SEH No. GLENC 170394 10.03

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

Dear Mayor and Council Members:

The final plans and bidding phase of the 2023 Street Improvement Project is complete. Short Elliott Hendrickson Inc. (SEH®) is pleased to submit this proposal to the City of Glencoe to provide professional engineering services for the additional project area proposed to be added by change order.

## BACKGROUND

After receiving favorable bid prices, the City determined that additional project areas could be added and remain within the total project budget. We have worked with City staff to identify these additional project areas and have started the coordination process with the contractor.

## WORK PLAN/SCOPE

The project work plan includes Construction Administration, Construction Staking, and Construction Observation (RPR) related to work added by change order. A task hour budget is attached.

The hours identified and corresponding fee will be considered an amendment to the agreement that was approved by the City on May 15, 2023.

## Proposed Fee Amendment

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

<u>Task</u>	<u>Fee</u>
Construction Administration	\$7,400
Construction Staking	\$1,900
Resident Project Representative (RPR)	\$14,200
Record Drawings	\$1,300
<b>Total Fee Amendment (SEH)</b>	<b>\$24,800    Hourly Not-to Exceed</b>

Engineers | Architects | Planners | Scientists

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

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

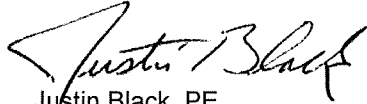
SEH is 100% employee-owned | Affirmative Action–Equal Opportunity Employer

Honorable Mayor  
and Members of the City Council  
June 5, 2023  
Page 2

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

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.



Justin Black, PE  
Project Manager  
(Lic. MN)



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

jb

Enclosures

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# DETAILED TASK HOUR BUDGET / COST ANALYSIS

Project: 2023 Pavement Improvement Project  
 Location: Glencoe, MN  
 Date: Monday, June 5, 2023



Labor Hours					TOTALS				
Black	Sr. Engr	PE	Bratsch	RPR / Proj Eng	Survey Crew	Solomonson	Webb	Admin Tech	Brinkman
Task 6 - Construction Administration									
Preparing change order, including calculating quantities, preparing construction plans, coordination with contractor and meeting with City staff regarding revised project area.					6.0	30.0		2.0	
Meeting with contractor on site to review streets.					1.0	1.0			
Review material testing results					1.0	1.0			
Update Assessment Roll					7.0	32.0	0.0	0.0	3.0
SUBTOTAL HOURS									
TOTAL TASK FEE \$						7,400.00			
Task 7 - Construction Staking									
Set Control Points					2.0	2.0			
Prepare Stake Out Package					2.0	4.0			
Construction Staking					0.0	2.0	8.0	0.0	0.0
SUBTOTAL HOURS									
TOTAL TASK FEE \$						1,900.00			
Task 8 - RPR (Resident Project Representative)									
On Site Construction Observation					60.0	60.0	20.0		80.0
Recording Quantities for Application for Payment / Daily Logs / Project Updates					5.0	4.0	2.0		7.0
Coordinating and Observing Required Testing					0.0	69.0	0.0	23.0	0.0
SUBTOTAL HOURS									
TOTAL TASK FEE \$						14,200.00			
Task 9 - Record Drawings									
Preparing a set of as-built drawings for the project. (Furnished in both PDF format and a paper copy)					1.0	4.0	2.0		7.0
SUBTOTAL HOURS									
TOTAL TASK FEE \$						1,300.00			
TOTAL PROJECT FEE									
\$						24,800.00			

## Supplemental Letter Agreement

In accordance with the Master Agreement for Professional Services between City of Glencoe, Minnesota ("Client"), and Short Elliott Hendrickson Inc. ("Consultant"), effective January 1, 2020, this Supplemental Letter Agreement dated June 5, 2023, authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: 2023 Pavement Improvement Project.

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

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

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

Scope includes Construction Administration, Construction Staking, and Construction Observation (RPR) for the additional project area proposed to be added by change order. See attached letter dated June 5, 2023, for a list of tasks to be completed.

### Resident Project Representative Services

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

**Schedule:** We will begin our services upon receipt of a signed copy of this Agreement. As indicated in the attached proposal letter dated June 5, 2023.

**Payment:** The total estimated fee for SEH's services is a not-to-exceed amount of \$24,800 including expenses and equipment. The estimated fee for each Task is as indicated in the attached letter dated June 5, 2023, and as follows:

<u>Task</u>	<u>Fee</u>
Construction Administration	\$7,400
Construction Staking	\$1,900
Resident Project Representative (RPR)	\$14,200
Record Drawings	\$1,300
<b>Total Fee Amendment</b>	<b>\$24,800</b> <b>Hourly Not-to Exceed</b>

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

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

**Short Elliott Hendrickson Inc.**

**City of Glencoe, Minnesota**

By:   
John Rodeberg  
Title: Client Service Manager

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



**Exhibit A-1**  
**to Supplemental Letter Agreement**  
**Between City of Glencoe, Minnesota (Client)**  
**and**  
**Short Elliott Hendrickson Inc. (Consultant)**  
**Dated June 5, 2023**

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

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

**A. Hourly Basis Option**

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

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

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

**B. Expenses**

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

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

The Client shall pay Consultant monthly for expenses.

### **C. Equipment Utilization**

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

The Client shall pay Consultant monthly for equipment utilization.

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**Exhibit B**  
**to Supplemental Letter Agreement**  
**Between City of Glencoe, Minnesota (Client)**  
**and**  
**Short Elliott Hendrickson Inc. (Consultant)**  
**Dated June 5, 2023**

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

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

**A. General**

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

**B. Duties and Responsibilities of RPR**

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



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

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

Resident Project Representative:

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

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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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To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: June 5, 2023

Re: Item 7A – Council Position

Item 7A – It is recommended to approve the attached Resolution to Declare that the Councilor At Large Position is vacant. See Letter of resignation and City Attorney letter.

June 2<sup>nd</sup>, 2023

To: Mark Larson, City Administrator

1107 11<sup>th</sup> Street E.,

Glencoe, MN 55336

From: Luz Duvall, City Councilor At-Large

1610 Hennepin Avenue N.,

Glencoe, MN 55336

Dear Mr. Larson:

It is with regret that I am writing to inform you of my decision to resign from my City Council At-Large Seat, effective immediately.

My other commitments have become too great for me to be able to fulfill the requirements of my position on the City Council.

I would like to take this opportunity to commend our City Officials and Council for all their hard work to the best of interest to our constituents and community.

It has been a pleasure being part of Glencoe City Council. I am so proud of all we have accomplished during my tenure, and I have no doubt the council will continue these accomplishments in the future.

If I can be of any assistance during the time of transition, please do not hesitate to ask.

Respectfully submitted,

Luz Duvall, City Councilor At-Large

1610 Hennepin Avenue North,

Glencoe, MN 55336



**HUEMOELLER, GONTAREK &  
CHESKIS PLC**

ATTORNEYS AT LAW  
16670 FRANKLIN TRAIL  
P.O. BOX 67  
PRIOR LAKE, MINNESOTA 55372  
(952) 447-2131 (Office)  
(952) 447-5628 (Fax)  
Email: mwo@priorlakelaw.com

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

**MEMORANDUM**

**TO:** City of Glencoe  
**FROM:** Mark W. Ostlund  
**DATE:** June 2, 2023  
**SUBJECT:** Resignation of City Councilor at-large Luz Duvall

On or about June 2, 2023, City Councilor at large Luz Duvall indicated to City Staff and City Attorney that she intends to resign her seat, effective upon acceptance by the City Council.

Upon acceptance of Ms. Duvall's resignation (by majority vote), the City Council shall appoint a successor by majority vote. This successor Councilor at-large shall serve until the next regularly scheduled election. At that point, the councilor at-large seat would be up for a runoff election.



**RESOLUTION NO. 2023-16**

**A RESOLUTION DECLARING A VACANCY ON THE CITY COUNCIL**

**WHEREAS**, On or about June 2, 2023, Councilmember Luz Duvall submitted a certain written letter resigning his elected office as a city councilor at-large member of the City of Glencoe City Council.

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

- 1) The City of Glencoe is in receipt of a certain unconditional resignation by city councilor at-large Luz Duvall.
- 2) The City Council hereby declares councilor at-large Luz Duvall's city council seat to be vacant.

Passed by the City Council of \_\_\_\_\_, Minnesota this \_\_\_\_\_ day of June, 2023.

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

Attested:

\_\_\_\_\_  
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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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: June 5, 2023

Re: Item 7B – Resolution 2023-14 Airport Maintenance Funding

Item 7B – It is recommended to approve Resolution 2023-14 for Airport Maintenance Funding from MNDOT Aeronautics for \$22,642.



## **RESOLUTION 2023-014**

### **AUTHORIZATION TO EXECUTE MINNESOTA DEPARTMENT OF TRANSPORTATION AIRPORT MAINTENANCE AND OPERATION GRANT CONTRACT**

It is resolved by the City of Glencoe as follows:

That the state of Minnesota Contract Number 1053270, "Airport Maintenance and Operation Grant Contract," at the Glencoe Municipal Airport is accepted.

That the MAYOR and CITY ADMINISTRATOR are authorized to execute this Contract and any amendments on behalf of the City of Glencoe.

## **CERTIFICATION**

STATE OF MINNESOTA  
COUNTY OF McLEOD

I certify that the above Resolution is a true and correct copy of the Resolution adopted by the City of Glencoe City Council at an authorized meeting held on the 5th day of June, 2023, as shown by the minutes of the meeting in my possession.

---

Ryan Voss, Mayor

---

Mark D. Larson, City Administrator

COMMUNITY OF MEAN

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Kelly Hayes, Notary Public

My Commission Expires: 1/31/2025

**STATE OF MINNESOTA  
AIRPORT MAINTENANCE AND OPERATION GRANT CONTRACT**

**State Project Number (S.P.):** A4301-MO24

**State Project Number (S.P.):** A4301-MO25

This contract is between the State of Minnesota, acting through its Commissioner of Transportation (“State”) and City of Glencoe acting through its City Council (“Recipient”).

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**RECITALS**

1. Minnesota Statutes §§360.015 and 360.305 authorize State to provide financial assistance to airports for maintenance and operation activities.
2. Recipient owns, operates, or controls an airport (“Airport”) in the state system, and Recipient desires financial assistance from the State for maintenance and operation activities for State Fiscal Year 2024 and State Fiscal Year 2025.
3. Recipient represents that it is duly qualified and agrees to perform all services described in this contract to the satisfaction of the State.

---

**CONTRACT TERMS****1. Term of Contract and Survival of Terms**

- 1.1. **Effective Date:** This contract will be effective on July 1, 2023, or the date State obtains all required signatures under Minnesota Statutes §16B.98, subdivision 5, whichever is later. As required by Minnesota Statutes §16B.98 Subd. 7, no payments will be made to Recipient until this contract is fully executed.
- 1.2. **Expiration Date:** This contract will expire on June 30, 2025.
- 1.3. **Survival of Terms:** All clauses which impose obligations continuing in their nature and which must survive in order to give effect to their meaning will survive the expiration or termination of this contract, including, but not limited to, the following clauses: 9. Indemnification; 10. State Audits; 11. Government Data Practices; 13. Governing Law, Jurisdiction and Venue; and 14. Data Disclosure.

**2. Recipient’s Duties**

- 2.1. Recipient will operate and maintain the Airport in a safe, serviceable manner for aeronautical purposes only for the use and benefit of the public.
- 2.2. The Recipient will keep the runway and the area around the lights mowed at the Airport. The grass must be mowed at least 7 feet beyond the lights, and the grass must not exceed 6 inches in height on the landing area. The areas around any navigational aids will be mowed and plowed to keep the area clear for access by a vehicle.
- 2.3. If the Airport remains operational during the winter months, the Recipient will keep at least one runway, associated taxiway, and apron area cleared of snow and ice to the same priority as arterial roads. Snow banks must be limited in height so that aircraft wings, engines, and propellers will clear them. Landing strip markers and/or lights must remain visible.

- 2.4. If the State contracts for the periodic paint striping of the Airport's runways and taxiways during the term of this Contract, the Recipient will cooperate with the marking operation. The Recipient must coordinate seal coat pavement maintenance projects with the State to maximize the pavement marking life.
- 2.5. The Recipient will allow a representative of the State's Office of Aeronautics access to any area of the Airport necessary for the purpose of periodic inspections.
- 2.6. The Recipient will promptly pay all utility bills, including those required for navigational aids.

### 3. Recipient's Assurances

- 3.1. In accordance with Minnesota Statutes § 360.305, subdivision 4, Recipient assures the State that Recipient will operate and maintain the Airport in a safe, serviceable manner for public aeronautical purposes only for a period of one year from the date the Recipient receives final reimbursement under this contract.
- 3.2. Recipient represents and warrants that Recipient has established a zoning authority for the Airport, and such authority has completed, or is in the process of and will complete, with due diligence, an airport zoning ordinance in accordance with Minnesota Statutes §§ 360.061 to 360.074.
- 3.3. Recipient will comply with all required grants management policies and procedures set forth through Minnesota Statutes §16B.97, Subd. 4 (a) (1).

### 4. Third-Party Contracting

- 4.1. Recipient will comply with all applicable local, state, or federal laws, regulations, policies and procedures in the procurement of goods and services funded in whole or in part under this Contract.

### 5. Consideration and Payment

- 5.1. **Consideration.** State will pay for all eligible telecommunication, maintenance, and operation costs incurred by Recipient under this Contract as follows:

- 5.1.1. **Basis.** Recipient will be reimbursed for 100% of telecommunication costs associated with the operation of state-owned navigational aids. Recipient will be paid for 75% of all other eligible maintenance and operation costs not reimbursed by any other source. Eligible maintenance and operations costs will be determined at the sole discretion of State's Authorized Representative.
- 5.1.2. **Telecommunication Amount.** State has currently obligated \$0.00 in each State fiscal year to reimburse eligible telecommunication costs at 100%.
- 5.1.3. **Maintenance and Operation Amount.** State has currently obligated \$22,642.00 in each State fiscal year to reimburse other eligible costs at 75%.
- 5.1.4. **Total Obligation.** The total obligation of State for all compensation and reimbursements to Recipient under this contract will not exceed \$45,284.00 (State fiscal years 2024 and 2025).

#### 5.2. Payment.

- 5.2.1. **Invoices.** The Recipient must submit a reimbursement request of its eligible costs to the Director of the Office of Aeronautics on a quarterly basis or as directed by State's Authorized Representative. The State's Office of Aeronautics will supply the reimbursement request forms which Recipient must submit. Reimbursement requests must be submitted according to the following schedule:

- On or after October 1, **and no later than November 15**, for the period July 1 through September 30.
- On or after January 1, **and no later than February 15**, for the period October 1 through December 31.
- On or after April 1, **and no later than May 15**, for the period January 1 through March 31.
- On or after July 1, **and no later than August 15**, for the period April 1 through June 30.

The State may reject costs that the State determines are not eligible maintenance and operations expenses.

- 5.2.2. **All Invoices Subject to Audit.** All invoices are subject to audit, at State's discretion.



- 5.2.3. **State's Payment Requirements.** State will promptly pay all valid obligations under this contract as required by Minnesota Statutes §16A.124. State will make undisputed payments no later than 30 days after receiving Recipient's invoices and progress reports for services performed. If an invoice is incorrect, defective or otherwise improper, State will notify Recipient within ten days of discovering the error. After State receives the corrected invoice, State will pay Recipient within 30 days of receipt of such invoice.
- 5.2.4. **Grant Monitoring Visit and Financial Reconciliation.** If State's total obligation is greater than \$50,000 in section 5.1.4, above, during the period of performance the State will make at least one monitoring visit and conduct annual financial reconciliations of Recipient's expenditures. The State's Authorized Representative will notify Recipient's Authorized Representative where and when any monitoring visit and financial reconciliation will take place, which State employees and/or contractors will participate, and which Recipient staff members should be present. Recipient will be provided notice prior to any monitoring visit or financial reconciliation. Following a monitoring visit or financial reconciliation, Recipient will take timely and appropriate action on all deficiencies identified by State. At least one monitoring visit and one financial reconciliation must be completed prior to final payment being made to Recipient.
- 5.2.5. **Closeout.** The State will determine, at its sole discretion, whether a closeout audit is required prior to final payment approval. If a closeout audit is required, final payment will be held until the audit has been completed. Monitoring of any capital assets acquired with grant funds will continue following grant closeout.

## 6. Conditions of Payment

- 6.1. All services provided by Recipient under this contract must be performed to State's satisfaction, as determined at the sole discretion of State's Authorized Representative and in accordance with all applicable federal, state and local laws, ordinances, rules and regulations, including business registration requirements of the Office of the Secretary of State. Recipient will not receive payment for work found by State to be unsatisfactory or performed in violation of federal, state or local law. In addition to the foregoing, Recipient will not receive payment for Airport's failure to pass periodic inspections by a representative of the State's Office of Aeronautics.

## 7. Authorized Representatives

- 7.1. **State's Authorized Representative.** State's Authorized Representative will be:

Name/Title: Jenny Bahneman, Grants Specialist Coordinator  
Address: Office of Aeronautics,  
395 John Ireland Boulevard, Mail Stop 410  
Saint Paul, Minnesota 55155  
E-Mail: jenny.bahneman@state.mn.us

State's Authorized Representative or his /her successor, will monitor Recipient's performance and has the authority to accept or reject the services provided under this contract. If the Recipient's duties are performed in a satisfactory manner, the State's Authorized Representative will accept each reimbursement request submitted for payment.

- 7.2. **Recipient's Authorized Representative.** Recipient's Authorized Representative will be:

Name/Title: Mark D. Larson, City Administrator, City of Glencoe  
Address: 1107 - 11th Street East, Suite 107, Glencoe, MN 55336  
Telephone: (320) 864-6500  
E-Mail: mlarson@ci.glencoe.mn.us

If Recipient's Authorized Representative changes at any time during this contract, Recipient must immediately notify State.

## **8. Assignment, Amendments, Waiver and Contract Complete**

- 8.1. **Assignment.** Recipient may neither assign nor transfer any rights or obligations under this contract without the prior consent of State and a fully executed Assignment Contract, executed and approved by the same parties who executed and approved this contract, or their successors in office.
- 8.2. **Amendments.** An amendment to this contract must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original contract, or their successors in office.
- 8.3. **Waiver.** If State fails to enforce any provision of this contract that failure does not waive the provision or State's right to subsequently enforce it.
- 8.4. **Contract Complete.** This contract contains all prior negotiations and agreements between State and Recipient. No other prior understanding regarding this contract, whether written or oral, may be used to bind either party.
- 8.5. **Electronic Records and Signatures.** The parties agree to contract by electronic means. This includes using electronic signatures and converting original documents to electronic records.
- 8.6. **Certification.** By signing this Agreement, the Recipient certifies that it is not suspended or debarred from receiving federal or state awards.

## **9. Indemnification**

- 9.1. In the performance of this contract by Recipient, or Recipient's agents or employees, and to the extent permitted by law, Recipient must indemnify, save and hold State, its agents, and employees harmless from any and all claims or causes of action, including reasonable attorney's fees incurred by State, to the extent caused by Recipient's: 1) intentional, willful or negligent acts or omissions; 2) breach of contract or warranty; or 3) breach of the applicable standard of care. The indemnification obligations of this section do not apply if the claim or cause of action is the result of State's sole negligence. This clause will not be construed to bar any legal remedies Recipient may have for State's failure to fulfill its obligation pursuant to this contract.

## **10. State Audits**

- 10.1. Under Minnesota Statutes § 16B.98, Subd.8, the Recipient's books, records, documents, and accounting procedures and practices of Recipient, or other party relevant to this grant contract or transaction, are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this contract or receipt and approval of all final reports, whichever is later. Recipient will take timely and appropriate action on all deficiencies identified by an audit.

## **11. Government Data Practices**

- 11.1. Recipient and State must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by State under this contract, and as it applies to all data created, collected, received, stored, used, maintained or disseminated by Recipient under this contract. The civil remedies of Minnesota Statutes §13.08 apply to the release of the data referred to in this clause by either Recipient or State. If Recipient receives a request to release the data referred to in this Clause, Recipient must immediately notify State and consult with State as to how Recipient should respond to the request. Recipient's response to the request must comply with applicable law.

## **12. Workers' Compensation**

- 12.1. Recipient certifies that it is in compliance with Minnesota Statutes §176.181, subdivision 2, pertaining to workers' compensation insurance coverage. Recipient's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

## **13. Governing Law, Jurisdiction and Venue**

- 13.1. Minnesota law, without regard to its choice-of-law provisions, governs this contract. Venue for all legal proceedings arising out of this contract, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

**14. Data Disclosure**

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

**15. Termination and Suspension**

- 15.1. **Termination by the State.** The State may terminate this contract with or without cause, upon 30 days written notice to the Recipient. Upon termination, the Recipient will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.
- 15.2. **Termination for Cause.** The State may immediately terminate this grant contract if the State finds that there has been a failure to comply with the provisions of this contract, that reasonable progress has not been made, that fraudulent or wasteful activity has occurred, that Recipient has been convicted of a criminal offense relating to a state grant agreement, or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.
- 15.3. **Termination for Insufficient Funding.** The State may immediately terminate this contract if: It does not obtain funding from the Minnesota Legislature; or If funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Recipient. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Recipient will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the contract is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State will provide the Recipient notice of the lack of funding within a reasonable time of the State's receiving that notice.
- 15.4. **Suspension.** The State may immediately suspend this contract in the event of a total or partial government shutdown due to the failure to have an approved budget by the legal deadline. Work performed by the Recipient during a period of suspension will be deemed unauthorized and undertaken at risk of non-payment.

**16. Discrimination Prohibited by Minnesota Statutes §181.59**

- 16.1. Recipient 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 grant contracts for employment, and all money due, or to become due under the contract, may be forfeited for a second or any subsequent violation of the terms or conditions of this contract.

**17. Limitation.**

- 17.1. Under this contract, the State is only responsible for disbursing funds. Nothing in this contract will be construed to make the State a principal, co-principal, partner, or joint venturer with respect to the Project(s) covered herein. The State may provide technical advice and assistance as requested by the Recipient, however, the Recipient will remain responsible for providing direction to its contractors and consultants and for



administering its contracts with such entities. The Recipient's consultants and contractors are not intended to be third party beneficiaries of this contract.

**STATE ENCUMBRANCE VERIFICATION**

Individual certifies that funds have been encumbered as required by Minnesota Statutes §16A.15 and §16C.05.\*

Signed: \_\_\_\_\_

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

SWIFT Contract (SC) ID No. \_\_\_\_\_

Purchase Order (PO) ID No. \_\_\_\_\_

\*PO staged and to be encumbered with future State fiscal year funds.

**RECIPIENT**

Recipient certifies that the appropriate person(s) have executed Contracts on behalf of Recipient as required by applicable articles, bylaws or resolutions.

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

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

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

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

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

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

**DEPARTMENT OF TRANSPORTATION**

By: \_\_\_\_\_  
(with delegated authority)

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

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

**MnDOT CONTRACT MANAGEMENT**

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

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



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Phone: (320) 864-5586

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separate agenda items**

Park Board Minutes  
May 31, 2023

Members Present: Amanda Ortloff, Matt Roberts, Mike Long

Members Absent: Jerrod Fisher, Jim Eiden

Others Present: Jamie Voigt, Jon Jerabek, Sharon Hoesse, John Rodeberg, Karin Ramige

**Adopt Minutes:**

*Motion by Matt, seconded by Amanda to approve the minutes from April 25, 2023. All present voted aye. Motion carried.*

**Oscar Olson Park Study:**

John Rodeberg from SEH walked through the updated draft of the Oscar Olson concept plan. He provided a map and a memo outlining all the different amenities and descriptions of each. The board did not have any adjustments besides to incorporate lights along the path. Since this path does not follow the street there would not be street lights and many kids use this path on the way to and from school and lights would be especially beneficial during the winter months. Now that the park board has agreed on the concept plan, SEH will put range costs to each of the different amenities (range costing meaning each amenity has many different ways it can be done for example basketball courts could be cement, blacktop, sport court service, etc. which will all result in different pricing.) The concept plan with estimated costs is expected to be presented at the second city council meeting in June.

*Motion by Amanda, seconded by Matt to approve the Oscar Olson concept plan as presented with the addition of trail lighting. All present voted aye. Motion carried.*

**Other:**

No other business.

**Jamie's Report:**

Jamie is continuing to work on getting a standard bench option for the community when residents are looking to donate one. A composite/maintenance free bench would be best for durability. He will continue to research the best bench for this, pricing, donation plaques and will bring back to the board when he feels he has the best option determined.

The contractor that painted the park restrooms needs to get back to finish the Oscar Olson restroom. The parks department would like to get the motion sensor lights and door closures installed before Glencoe Days.

The pool is expected to open on Saturday, June 3<sup>rd</sup>. There is an issue with pipe leak so staff and contractors are still working through that.

Two seasonal staff members have been hired but they are hoping for a couple more yet.

**Adjournment:**

*Motion by Matt second by Amanda to adjourn the May 31, 2023, park board meeting. All present voted aye. Motion carried.*

**Next Meeting Date:**

Next meeting date is Wednesday, June 28<sup>th</sup>. (Amanda and Mike will not be in attendance so this may need to be rescheduled if there is not a quorum).

## May 2023 Permits

Application Date	Property Address	Total Fees	Description of Work
04/26/2023	1131 NEWTON AVE N	\$56.00	REPLACE 4 WINDOWS, NO STRUCTURAL CHANGES
05/02/2023	518 11TH STE	\$56.00	reroof, replace gutters
05/05/2023	1407 DESOTO AVE	\$76.00	replace furnace
05/05/2023	712 13TH STE	\$51.00	replace furnace
05/05/2023	2021 LOUDEN AVE N	\$51.00	reroof
04/24/2023	210 20TH ST W	\$3,472.06	Partial rafter replacement, roof, windows, insulation, doors.
04/25/2023	829 14TH STE	\$295.56	Adding trusses to the flat roof portion of my house.
04/28/2023	1416 FIR AVE	\$76.00	Bathroom fan in newly constructed bathroom in detached garage.
04/28/2023	1416 FIR AVE	\$76.00	Adding bathroom to detached garage.
05/02/2023	1305 12TH STE	\$173.96	Removal of current steps. Rebuild with a welded set of stairs.
04/24/2023	1416 FIR AVE	\$303.54	Add 6x12 bathroom onto existing detached garage. Finish completed with insulation and sheetrock. Addition will be slab on grade pinned into existing slab with 8" block (one row to match existing) with anchors in block.
05/12/2023	320 HENNEPIN AVE	\$51.00	replace furnace and ac
05/15/2023	924 13TH STE	\$40.00	install 72" high chain link fence
05/11/2023	1108 ARMSTRONG AVE	\$474.78	Installing 5 Geo-Lock earth anchors, 158' of drain tile and 1 sump pump
05/03/2023	315 14TH STE	\$152.69	Relocate garage, new concrete slab as per drawing.
05/03/2023	905 11TH STE	\$168.81	Remove & replace concrete section as shown on plan. Remove and replace metal rails with refurbishing or update as needed.
05/18/2023	800 SUMAC LN	\$40.00	fence
05/22/2023	202 DOUGLAS DR	\$56.00	REWINDOW X 3
05/22/2023	1406 CEDAR AVE	\$56.00	DOOR REPLACEMENT
05/11/2023	1414 15TH STE	\$668.50	REWINDOW X 12
05/23/2023	2011 12TH STE	\$51.00	Sump pump & basket, 94 ft of interior drain tile, 18 wall anchors to stabilize bowing walls, 450 sq ft 90 mil wall encapsulation.
05/23/2023	1719 9TH STE	\$51.00	REPLACE WATER HEATER
05/08/2023	1621 16TH STE	\$564.18	REROOF
04/03/2023	320 13TH ST W	\$14,066.61	Replace fixtures & waterline
05/24/2023	1401 BIRCH AVE	\$51.00	Construction of a new vehicle storage building.
05/11/2023	1203 12TH STE	\$166.25	reroof
05/17/2023	2108 9TH STE	\$157.75	Remove concrete floor
05/04/2023	1222 13TH STE	\$168.81	Drain Tile Sump Pump
05/30/2023	1612 IVES AVE	\$56.00	Have to fix the beam on deck and plan to replace the deck joists and possibly the posts.
05/30/2023	1612 IVES AVE	\$51.00	replace shower
05/30/2023	1404 FIR AVE N	\$40.00	replace window
05/30/2023	1404 FIR AVE N	\$40.00	fence 4ft chain link



# June 2023

June 2023							July 2023						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
4	5	6	7	8	9	10	2	3	4	5	6	7	8
11	12	13	14	15	16	17	9	10	11	12	13	14	15
18	19	20	21	22	23	24	16	17	18	19	20	21	22
25	26	27	28	29	30		23	24	25	26	27	28	29
							30	31					

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



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# CITY OF GLENCOE BILLS

JUNE 5, 2023

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

VENDOR	DEPARTMENT: DESCRIPTION	TOTAL
CITY OF GLENCOE EMPLOYEES	MULTIPLE DEPTS.: CITY OF GLENCOE PAYROLL 3-8-23	\$67,475.02
WIRE TRANSFER	MULTIPLE DEPTS.: MEDICA INSURANCE PREMIUMS	\$42,802.37
WIRE TRANSFER	MULT DEPTS: STATE SALES TAX	\$17,629.00
WIRE TRANSFER	MULT DEPTS:EMP/CITY PAYROLL TAXES,HSA,PERA,D COMP,CAFE	\$48,715.39
TOTAL PREPAID BILLS ----->		<u>\$176,621.78</u>

## INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

JUNE 5, 2023 - PREPAID BILLS

Date: 06/02/2023

Time: 11:44 am

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City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
BREAKTHRU BEVERAGE	0513	LIQUOR STORE: MERCH FOR RESALE	176744	03/03/2023	<b>1,513.03</b>
				Vendor Total:	<b>1,513.03</b>
VISA	0350	MULT DEPTS: TRAINING/TRAVEL, POSTAGE, UNIFORMS, SUPPLIES	176745	03/03/2023	<b>4,243.02</b>
				Vendor Total:	<b>4,243.02</b>
				Grand Total:	<b>5,756.05</b>
				Less Credit Memos:	<b>0.00</b>
				Net Total:	<b>5,756.05</b>
				Less Hand Check Total:	<b>0.00</b>
				Outstanding Invoice Total :	<b>5,756.05</b>
Total Invoices:	2				



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City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
BREAKTHRU BEVERAGE	0513	LIQUOR STORE: MERCH FOR RESALE	176850	03/10/2023	<b>7,682.31</b>
				Vendor Total:	<b>7,682.31</b>
COLONIAL LIFE	0735	MULT DEPTS: INS PREMIUMS	176851	03/10/2023	<b>263.70</b>
				Vendor Total:	<b>263.70</b>
JOHNSON BROS - ST PAUL	0504	LIQUOR STORE: MERCH FOR RESALE	176852	03/10/2023	<b>4,668.64</b>
				Vendor Total:	<b>4,668.64</b>
MINNESOTA PUBLIC EMPLOYEE	1439	POLICE: UNION DUES	176853	03/10/2023	<b>110.75</b>
				Vendor Total:	<b>110.75</b>
PHILLIPS WINE & SPIRITS, INC.	1010	LIQUOR STORE: MERCH FOR RESALE	176854	03/10/2023	<b>5,571.95</b>
				Vendor Total:	<b>5,571.95</b>
SOUTHERN GLAZER'S OF MN	1429	LIQUOR STORE: MERCH FOR RESALE	176855	03/10/2023	<b>4,991.47</b>
				Vendor Total:	<b>4,991.47</b>
SUN LIFE	0926	MULT DEPTS: INS PREMIUMS	176856	03/10/2023	<b>1,273.00</b>
				Vendor Total:	<b>1,273.00</b>
				Grand Total:	<b>24,561.82</b>
				Less Credit Memos:	<b>0.00</b>
				Net Total:	<b>24,561.82</b>
				Less Hand Check Total:	<b>0.00</b>
				Outstanding Invoice Total :	<b>24,561.82</b>
Total Invoices:		<b>7</b>			

## INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

JUNE 5, 2023 - PREPAID BILLS

Date: 06/02/2023

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City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
A.H. HERMEL CO.	0573	LIQUOR STORE: MERCH FOR RESALE	176857	03/17/2023	<u>465.77</u>
				Vendor Total:	465.77
ARCTIC GLACIER USA, INC	0495	LIQUOR STORE: MERCH FOR RESALE	176858	03/17/2023	<u>181.06</u>
				Vendor Total:	181.06
BRASS FOUNDRY BREWING CO	0823	LIQUOR STORE: MERCH FOR RESALE	176859	03/17/2023	<u>314.81</u>
				Vendor Total:	314.81
BREAKTHRU BEVERAGE	0513	LIQUOR STORE: MERCH FOR RESALE	176865	03/17/2023	<u>3,046.58</u>
				Vendor Total:	3,046.58
C & L DISTRIBUTING	0492	LIQUOR STORE: MERCH FOR RESALE	176860	03/17/2023	<u>19,395.24</u>
				Vendor Total:	19,395.24
DAHLHEIMER BEVERAGE	0003	LIQUOR STORE: MERCH FOR RESALE	176861	03/17/2023	<u>16,301.12</u>
				Vendor Total:	16,301.12
JOHNSON BROS - ST PAUL	0504	LIQUOR STORE: MERCH FOR RESALE	176866	03/17/2023	<u>8,193.83</u>
				Vendor Total:	8,193.83
MARLIN'S TRUCKING	1387	LIQUOR STORE: MERCH FOR RESALE	176862	03/17/2023	<u>446.25</u>
				Vendor Total:	446.25
PHILLIPS WINE & SPIRITS, INC.	1010	LIQUOR STORE: MERCH FOR RESALE	176867	03/17/2023	<u>2,778.00</u>
				Vendor Total:	2,778.00
SOUTHERN GLAZER'S OF MN	1429	LIQUOR STORE: MERCH FOR RESALE	176868	03/17/2023	<u>5,475.08</u>
				Vendor Total:	5,475.08
VIKING BEVERAGES	0973	LIQUOR STORE: MERCH FOR RESALE	176863	03/17/2023	<u>5,326.70</u>
				Vendor Total:	5,326.70
VIKING COCA-COLA BOTTLING CC	0494	LIQUOR STORE: MERCH FOR RESALE	176864	03/17/2023	<u>394.35</u>
				Vendor Total:	394.35
VINOCOPIA, INC.	1353	LIQUOR STORE: MERCH FOR RESALE	176869	03/17/2023	<u>894.50</u>
				Vendor Total:	894.50
				Grand Total:	63,213.29
				Less Credit Memos:	0.00
				Net Total:	63,213.29
				Less Hand Check Total:	0.00
				Outstanding Invoice Total :	63,213.29
Total Invoices:	13				

# INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

JUNE 5, 2023 - REGULAR BILLS

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City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
ADRIAN, STAN	0706	WATER: SAFETY BOOTS REIMB	0	00/00/0000	199.95
				Vendor Total:	199.95
ALPHA TRAINING & TACTICS LLC	0976	POLICE: VESTS, UNIFORMS, ACCESSORIES	0	00/00/0000	4,098.72
				Vendor Total:	4,098.72
AMERICAN RED CROSS	1732	AQUATIC CENTER: TRAINING	0	00/00/0000	618.00
				Vendor Total:	618.00
AQUA PRO	1475	CITY CENTER: SPRINKLER SYSTEM START UP	0	00/00/0000	281.00
				Vendor Total:	281.00
AUTO VALUE GLENCOE	0214	PARK: ALTERNATOR	0	00/00/0000	145.99
				Vendor Total:	145.99
BAYCOM, INC	2048	POLICE: LAPTOP DOCKING STATION, PRINTER & ACCESSORIES	0	00/00/0000	1,370.00
				Vendor Total:	1,370.00
BOMAR SOFT PLAYGROUNDS, INC	1386	PARK IMPROVE: POOL FEATURES (LIONS DONATION)	0	00/00/0000	11,630.00
				Vendor Total:	11,630.00
BRADLEY SECURITY, LLC	0209	PARK: REKEY BASEBALL CONCESSIONS	0	00/00/0000	247.50
				Vendor Total:	247.50
CENTURYLINK (CHARLOTTE, NC)	1880	AQUATIC CENTER: PHONE BILL	0	00/00/0000	60.00
				Vendor Total:	60.00
CENTURYLINK	1394	MULT DEPTS: PHONE BILL	0	00/00/0000	808.41
				Vendor Total:	808.41
CLIFTONLARSONALLEN LLP	2090	ADMIN: AUDITING FEES	0	00/00/0000	7,875.00
				Vendor Total:	7,875.00
COUNTRYSIDE CUSTOM APPAREL	1856	AQUATIC CENTER: UNIFORMS	0	00/00/0000	2,195.00
				Vendor Total:	2,195.00
DAVID DROWN ASSOCIATES, INC.	1519	TAX INC #20: ECONOMIC DEV. CONSULTING SERVICES	0	00/00/0000	5,750.00
				Vendor Total:	5,750.00
EGGERSGLUESS, BRAD	0869	ADMIN: MONTHLY CELL PHONE REIMB	0	00/00/0000	50.00
				Vendor Total:	50.00
FIRE SAFETY USA, INC.	1114	FIRE: SAFETY SUPPLIES, LADDER, SAFETY CONES, AXE	0	00/00/0000	1,230.00
				Vendor Total:	1,230.00
FLEXIBLE PIPE TOOLS &	0080	WWTP: NOZZLE KIT, MANHOLE ROLLER	0	00/00/0000	2,305.00
				Vendor Total:	2,305.00
FOSTER MECHANICAL, INC.	0647	PARK: PLUMBING FIXTURE REPLACEMENTS AT OAK LEAF PARK	0	00/00/0000	773.28
				Vendor Total:	773.28
FRANKLIN PRINTING INC.	0085	WATER, WWTP, LIQUOR STORE: OFFICE SUPPLIES	0	00/00/0000	141.28
				Vendor Total:	141.28
FRED HOLASEK & SON, INC	2257	STREET: FLOWER BASKETS	0	00/00/0000	4,254.11
				Vendor Total:	4,254.11
FREITAG, BENTON	0659	CABLE TV: COUNCIL MEETING RECORDING	0	00/00/0000	50.00
				Vendor Total:	50.00
GACC TOURISM	0168	REIMB: LODGING TAX	0	00/00/0000	32.10
				Vendor Total:	32.10
GALLS, LLC	0452	POLICE: UNIFORMS	0	00/00/0000	1,263.72
				Vendor Total:	1,263.72

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JUNE 5, 2023 - REGULAR BILLS

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City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
GILLETTE PEPSI COMPANIES, INC	0496	LIQUOR STORE: MERCH FOR RESALE	0	00/00/0000	183.00
				Vendor Total:	183.00
GLENCOE AREA CHAMBER OF CO	0094	REIMB: GLENCOE BUCKS	0	00/00/0000	300.00
				Vendor Total:	300.00
GLENCOE DAYS INC.	1793	REIMB: CROW RIVER SNO PRO'S & GRH DONATIONS	0	00/00/0000	1,500.00
				Vendor Total:	1,500.00
GLENCOE FIRE RELIEF ASS'N.	0455	FIRE: 1ST HALF FIRE PENSION CONTRIBUTIONS	0	00/00/0000	22,391.63
				Vendor Total:	22,391.63
GLENCOE ROYALTY	0143	REIMB: CROW RIVER SNO PRO'S DONATION	0	00/00/0000	500.00
				Vendor Total:	500.00
GOPHER STATE ONE CALL	0482	WATER, WWTP, STORM WATER: LOCATE TICKETS	0	00/00/0000	616.95
				Vendor Total:	616.95
HAWKINS, INC.	1133	AQUATIC CENTER, WATER, WWTP: CHEMICALS	0	00/00/0000	17,758.41
				Vendor Total:	17,758.41
HILLYARD HUTCHINSON	0122	FIRE, PARK: CLEANING SUPPLIES, PAPER PRODUCTS	0	00/00/0000	988.08
				Vendor Total:	988.08
HUEMOELLER, GONTAREK &	1800	ADMIN, TAX INC #20, WATER: LEGAL SERVICES	0	00/00/0000	10,722.00
				Vendor Total:	10,722.00
HY-VEE ACCOUNTS RECEIVABLE	1996	WWTP: OPERATING SUPPLIES	0	00/00/0000	18.54
				Vendor Total:	18.54
INTERSTATE ALL BATTERY CENTE	2111	WATER: BATTERY	0	00/00/0000	21.74
				Vendor Total:	21.74
JERABEK, JON	1994	CITY CENTER: MONTHLY CELL PHONE REIMB	0	00/00/0000	50.00
				Vendor Total:	50.00
K & M DIESEL	0768	FIRE: DOT INSPECTION & MAINTENANCE	0	00/00/0000	1,242.07
				Vendor Total:	1,242.07
KDUZ - KARP - KGLB	2248	CITY CENTER, LIQUOR STORE: ADVERTISING	0	00/00/0000	1,269.00
				Vendor Total:	1,269.00
KEVIN'S TOWING & RECOVERY	0438	REIMB: TOWING	0	00/00/0000	847.92
				Vendor Total:	847.92
LARAWAY ROOFING, INC.	0755	POLICE: ROOF REPAIR	0	00/00/0000	533.00
				Vendor Total:	533.00
MCLEOD COOP. POWER ASS'N.	0201	ADMIN, AIRPORT: ELECTRICITY	0	00/00/0000	769.90
				Vendor Total:	769.90
METERING & TECHNOLOGY	1050	WWTP: WATER METERS & PARTS	0	00/00/0000	7,383.60
				Vendor Total:	7,383.60
MINI BIFF	0177	PARK, SANITATION: WASTE REMOVAL	0	00/00/0000	286.88
				Vendor Total:	286.88
MN FIRE SERVICE CERT. BOARD	0557	FIRE: FIREFIGHTER TEST FEE	0	00/00/0000	25.00
				Vendor Total:	25.00
MVTL , INC.	0353	WWTP: LAB TESTING	0	00/00/0000	739.60
				Vendor Total:	739.60



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Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
NORTH AMERICAN SAFETY INC	0903	PARK: SAFETY CLOTHING	0	00/00/0000	195.00
				Vendor Total:	195.00
NORTH CENTRAL LABORATORIES	0631	WWTP: LAB SUPPLIES	0	00/00/0000	1,577.08
				Vendor Total:	1,577.08
OEM SERVICE CO, LLC	0937	WWTP: AUGER REPAIR	0	00/00/0000	255.18
				Vendor Total:	255.18
PREMIUM WATERS, INC.	1081	LIBRARY: WATER	0	00/00/0000	8.25
				Vendor Total:	8.25
PURPLE ROLL-OFF	1582	STREET: METAL RECYCLING HAULING	0	00/00/0000	200.00
				Vendor Total:	200.00
RASMUSSEN, CLARISSA	1489	CITY CENTER: DAMAGE DEPOSIT REFUND	0	00/00/0000	200.00
				Vendor Total:	200.00
SANDRY FIRE SUPPLY	0322	FIRE: HELMETS, FOAM	0	00/00/0000	1,577.50
				Vendor Total:	1,577.50
SCHEIDT, RYAN	0943	PARK: SAFETY BOOTS REIMB	0	00/00/0000	250.00
				Vendor Total:	250.00
SECURITY BANK & TRUST CO.	0259	FINANCE: SAFE DEPOSIT BOX RENTAL	0	00/00/0000	75.00
				Vendor Total:	75.00
SEH	1757	AIRPORT: ENGINEERING SERVICES	0	00/00/0000	8,800.00
				Vendor Total:	8,800.00
SERVICE MASTER PROFESSIONAL	0644	CITY CENTER: FLOOR WAXING	0	00/00/0000	8,640.00
				Vendor Total:	8,640.00
SHRED-N-GO, INC	0032	FINANCE, POLICE: PAPER SHREDDING SERVICE	0	00/00/0000	91.89
				Vendor Total:	91.89
SOUTH CENTRAL DOOR CO	0761	WWTP: REPLACE SPRINGS ON DOOR	0	00/00/0000	485.00
				Vendor Total:	485.00
SOUTHWEST EYE CARE	0038	PARK: SAFETY GLASSES	0	00/00/0000	202.18
				Vendor Total:	202.18
THORP, LAURIE	2064	REIMB: PARK SHELTER CANCELLATION	0	00/00/0000	65.53
				Vendor Total:	65.53
TOTAL COMPLIANCE SOLUTIONS	1452	POLICE: EMPLOYEE TESTING	0	00/00/0000	65.00
				Vendor Total:	65.00
TOTAL CONTROL SYSTEMS, INC	2148	WWTP: INFLUENT PUMP PROGRAM TROUBLESHOOTING	0	00/00/0000	1,003.10
				Vendor Total:	1,003.10
UTILITY LOGIC	1641	WATER, WWTP: GAS DETECTOR, LOCATOR PARTS	0	00/00/0000	1,275.38
				Vendor Total:	1,275.38
VOSS, RYAN	2217	ADMIN: MONTHLY CELL PHONE REIMB	0	00/00/0000	50.00
				Vendor Total:	50.00
WM. MUELLER & SONS, INC.	0206	STREET: BLACKTOP, PATCHING	0	00/00/0000	2,372.12
				Vendor Total:	2,372.12
				Grand Total:	140,914.59
				Less Credit Memos:	0.00
				Net Total:	140,914.59
				Less Hand Check Total:	0.00
				Outstanding Invoice Total :	140,914.59
Total Invoices:		63			