



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: Yodee Rivera

GLENCOE CITY COUNCIL MEETING AGENDA

August 7, 2023 – 7:00pm

City Center Ballroom

- 1. PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE**
- 2. ADMINISTER OATH OF OFFICE TO YODEE RIVERA, COUNCILOR AT-LARGE** – City Attorney Mark Ostlund
- 3. APPROVE THE AGENDA**
- 4. CONSENT AGENDA**
 - A. Approve City Council Minutes of July 17, 2023
- 5. PUBLIC COMMENT (agenda items only)**
- 6. PUBLIC HEARINGS**
 - A. Resolution 2023-22 - Set Public Hearing for the Vacation of Technology Drive and Technology Lane Request of Miller Manufacturing for September 5 at 7:00 PM – City Administrator
- 7. BIDS AND QUOTES**
 - A. Request of GMH Asphalt for Additional Costs due to Road Construction on Highway 41 in Chaska – Gary Harms, GMH Asphalt
 - B. Possible Paving of 11th Street CSAH 3 by Street Maintenance and Seneca Housing with a 1-inch Overlay – Brody Bratsch, SEH
- 8. REQUESTS TO BE HEARD**
 - A. Resolution 2023 – 23 for MNDot Grant for Airport Tiling in 2022 – City Administrator
 - B. Scoreboard Replacement Proposal – Glencoe Brewers Baseball Association
 - C. Awning Grant Request – 1112 Hennepin Avenue North – Wes Olson
 - D. Oscar Olson Park Planning Study Presentation – Brody Bratsch, SEH
 - E. Public Assembly and First Amendment Activity Policy – Tony Padilla, Police Chief
 - F. Third Reading of Ordinance 619 Short Term Rental Ordinance – City Attorney
 - G. First Reading of an Interim Ordinance imposing a Moratorium on the Operation of a Cannabis Business in the City of Glencoe
 - H. Appoint City Center Coordinator / Administrative Assistant – City Administrator
- 9. ITEMS FOR DISCUSSION**
 - A. Review of Pond Sonar Study and recommendation – Mark Lemen, Public Works Director
 - B. 2024 Budget Update – August 14, 2023 Workshop
 - C. Pedestrian Bridge update on Accessibility – City Administrator
- 10. ROUTINE BUSINESS**
 - A. Project Updates
 - B. Economic Development
 - C. Public Input
 - D. Reports
 - E. City Bills
- 11. ADJOURNMENT**

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

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

Others: Lowell Anderson, Rich Glennie, Milan Alexander, Al Robeck, Karin Ramige, Dave Meyer, Yodee Rivera, Dave Stark, Arnie Brinkmann, Kevin Dietz, Jon Dahlke, Larry Hackett

1. PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

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

2. APPROVE THE AGENDA

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

3. CONSENT AGENDA

- A. Approve City Council Minutes of June 20, 2023
- B. Approve Tobacco License for Celine Stop at 2306 9th St E
- C. Approve 3.2 Liquor License Renewal for Chandler Go For It Gas
- D. Special Event Request: Buffalo Creek BMX State Qualifying Tournament on July 23, 2023
- E. Special Event Request: Downtown Market & Food Trucks Event on October 14, 2023

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

4. PUBLIC COMMENT (agenda items only) - none

5. PUBLIC HEARINGS

- A. Set Public Hearing on Alley Vacation for August 21 at 7:00 PM – City Administrator

Motion: Lemke, seconded by Neid to Set Public Hearing on Alley Vacation for August 21 at 7:00pm. All in favor, motion carried.

6. BIDS AND QUOTES

7. REQUESTS TO BE HEARD

- A. Appointment of City Council Member at Large – Mayor Voss

Mayor Voss requested that each councilor vote for who they would like to see as the At-Large Councilor (taking the place of Luz Duvall). Vote was as follows: Olson – Yodee Rivera, Hueser – Jon Dahlke, Lemke – Yodee Rivera, Neid – Milan Alexander. Voss then requested a motion for Yodee Rivera as she had two votes.

Motion: Olson, seconded by Lemke to appoint Yodee Rivera to the At-Large City Council seat. Vote was two to two with Hueser and Neid against. Mayor Voss broke the tie and voted in favor of appointing Yodee Rivera to the City Council.

- B. Food Shelf Letter Request for Dumpster in Parking Lot – McLeod Food Shelf
Item was tabled.

- C. Hazardous Property at 1207 Chandler Avenue North Resolution 2023-20 to repair, remove or raze the structure – City Attorney

Motion: Hueser, seconded by Lemke to proceed to District Court for Hazardous Property at 1207 Chandler Avenue North. All in favor, motion carried.

- D. Hazardous Property at 1206 10th Street East Resolution 2023-21 to repair, remove or raze the structure – City Attorney

Motion: Hueser, seconded by Olson to proceed to District Court for Hazardous Property at 1206 10th Street East. All in favor, motion carried.

- E. Request of Glencoe Garage Association for water outside the City Limits – PW Director Lemen

Glencoe Garage Association has requested water to their property located at 2718 9th St E, just outside of City limits. There would be no expense to the City.

Motion: Lemke, seconded by Hueser to enter into an agreement with Glencoe Garage Association for water hook-up outside of City limits. All in favor, motion carried.

F. Appointment of Cemetery Commission Member Noel Arebalos

Motion: Hueser, seconded by Lemke to appoint Noel Arebalos to the Cemetery Commission. All in favor, motion carried.

G. Police Department Bonus Incentive – Police Chief Tony Padilla

Motion: Lemke, seconded by Hueser to approve the Police Department Bonus Incentive. All in favor, motion carried.

8. ITEMS FOR DISCUSSION

A. 2024 Budget Update – August 14, 2023 Workshop

Department heads should bring budget information, as well as capital improvement info, to the August 14, 2023 Workshop

B. Oscar Olson Park Study Update – Presentation at August 7, 2023, City Council Meeting

9. ROUTINE BUSINESS

A. Project Updates: Pavement Improvement Plan continuing. Oak Leaf Park paving in about 10 days. County has been getting complaints about our 11th Street ends and County Road begins. Getting numbers on a 1" overlay that could give the street another 5 years. Bit49 has 30 days to come up with a plan for remediation. They were notified that this is a nuisance enforcement action by the City. Council requested that Glencoe Light & Power and Bit49 be present at the next meeting to discuss ideas and timelines.

B. Economic Development

C. Public Input

D. Reports

E. City Bills

Motion: Neid, seconded by Hueser to pay City bills. All in favor, motion carried.

10. CLOSE MEETING

A. Close Meeting to Discuss Possible Real Estate Purchase

Motion: Lemke, seconded by Hueser to close the meeting at 8:06pm to discuss possible real estate purchase. All in favor, motion carried.

Meeting re-opened at 8:37pm

11. ADJOURNMENT

Motion: Lemke, seconded by Neid to adjourn at 8:37pm. All in favor, motion carried.

RESOLUTION 23-20, Resolution Hazardous Property at 1207 Chandler Avenue North Resolution 2023-20 to repair, remove or raze the structure – City Attorney

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

RESOLUTION 23-21, Resolution Hazardous Property at 1206 10th Street East 2023-22 to repair, remove or raze the structure – City Attorney

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



SMALL CITY & BIG FUTURE

City of Glencoe ♦ 1107 11th Street East, Suite 107 ♦ Glencoe, Minnesota 55336
Phone: (320) 864-5586 Website: www.glencoe.mn.org Email: info@ci.glencoe.mn.us

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agenda items.**

Mayor: Ryan Voss **City Administrator:** Mark D. Larson

Councilors: At-Large Yodee Rivera, Precinct 1 Sue Olson, Precinct 2 Mark Hueser, Precinct 3 Paul Lemke, Precinct 4 Cory Neid



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

To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: August 3, 2023

Re: Item 5A – Petition of Street Vacation in GlenTech Industrial Park

Item 5A – Attached is a petition, from Miller Manufacturing, to vacate the streets within GlenTech Industrial Park. At this time, the City of Glencoe, will retain the Utility Easements beneath those streets until Miller Manufacturing has a project that necessitates their removal. The City of Glencoe has previously agreed to share the cost of moving water, sanitary sewer, and storm sewer with Miller Manufacturing at that time.

The Light and Power Commission has already removed the underground electrical utilities within GlenTech Park. We are in the process of moving the emergency warning siren to another location within the city.

It is recommended at this time to approve Resolution 2023-22 to set a public hearing on the vacation of Technology Lane and Technology Drive within GlenTech Industrial Park.

RESOLUTION NO. 2023-22

**A RESOLUTION SETTING PUBLIC HEARING REGARDING PETITION TO
VACATE TECHNOLOGY LANE AND TECHNOLOGY DRIVE**

WHEREAS, the City Council pursuant to Minnesota Statute § 412.851 desires to further consider the petitioned vacation of Technology Lane and Technology Drive legally described as:

All that portion of the dedicated road right-of-way commonly referred to as Technology Drive and Technology Lane, Glentech Park, McLeod County, Minnesota Recorder's office.

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

The City Council will consider the vacation of such street and a public hearing shall be held on such proposed vacation on the 5th day of September, 2023, in the City Hall located at 1107 – 11th Street East, Glencoe, MN 55336 at 7:05 pm.

BE IT FURTHER RESOLVED that the City Clerk is hereby directed to give published, posted and mailed notice of such hearing as required by law.

Passed by the City Council of Glencoe, Minnesota this _____ day of _____, 2023.

Ryan Voss, Mayor

Attested:

Mark Larson, City Administrator

CITY OF GLENCOE, MINNESOTA

VACATION OF A PUBLIC STREET, ALLEY OR EASEMENT

Applicant Information

Name: Miller Manufacturing, Inc.

Address: 1400 West 13th Street Glencoe, MN 55336

Phone Number: 651-982-5100 Email Address: dferrise@miller-mfg.com

Complete Legal Description and Location of street, alley or easement to be vacated:

All that portion of the dedicated road right-of-way commonly referred to as Technology Drive and Technology Lane, Glentech Park, McLeod County, Minnesota Recorder's office.

Utility Agencies

Only vacation of the road right-of-way. No vacation of utilities or easements. Yes ☒ No ☐

Insert name of Utility: _____

[Company Signature] _____

Yes ☐ No ☐

Insert name of Utility: _____

[Company Signature] _____

Yes ☐ No ☐

Insert name of Utility: _____

[Company Signature] _____

Yes ☐ No ☐

Signature of Property Owners Adjacent to Street, Alley, Easement:

Applicant owns a majority of land adjacent to Street, Alley, Easement Yes ☒ No ☐

Print Name and Address

Signature

Justification for requested vacation:

The undersigned, a majority of the property owners as set forth above, abutting Technology Drive and Technology Lane, respectfully petition the city council to vacation the aforesaid Technology Drive and Technology Lane.

Applicant Signature:  Print Name: Dan Ferrise Date: 8/1/23

[illegible]



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

To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: August 3, 2023

Re: Item 7A – Request of GMH Asphalt for additional costs due to detour routes on Highway 41 in Chaska.

Gary Harms from GMH will be requesting additional funding for detour routes that have increase their hauling costs.

He might tell you that Waconia and Victoria are working with him. I have talked to both cities. Waconia has not been formally asked for additional funding. At the time I talked to Victoria, over a month ago, they had no intention of paying for additional costs.

I have asked the City Attorney for a legal opinion on this question. The additional costs would be for just over \$50,000.

Mark Larson

From: Brody Bratsch <bbratsch@sehinc.com>
Sent: Monday, July 24, 2023 12:10 PM
To: Mark Larson; John Rodeberg
Subject: RE: GMH Request for additional Hauling costs

Plan quantity for tons of paving is 20,360.

\$2.75 per ton would be \$55,990.

Brody Bratsch, PE (MN)
Project Engineer
Short Elliott Hendrickson, Inc. (SEH®)
320.223.8418 cell

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100% Employee Owned

-----Original Message-----

From: Mark Larson <mlarson@ci.glencoe.mn.us>
Sent: Monday, July 24, 2023 12:03 PM
To: John Rodeberg <jrodeberg@sehinc.com>; Brody Bratsch <bbratsch@sehinc.com>
Subject: GMH Request for additional Hauling costs

Here is the Request from Gary Harms that I received last week.

He had some supporting documents that really didn't say much, so I did not include.

What would the total dollar amount be of the additional costs?

Mark D. Larson
City Administrator

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

-----Original Message-----

From: cityhall@nutelecom.net <cityhall@nutelecom.net>
Sent: Monday, July 24, 2023 12:04 PM
To: Mark Larson <mlarson@ci.glencoe.mn.us>
Subject: Message from "RNP5838796C178E"

This E-mail was sent from "RNP5838796C178E" (IM C4500).

Scan Date: 07.24.2023 12:04:05 (-0500)
Queries to: cityhall@nutelecom.net



7/12/2023

To: Mark, City of Glencoe - 2023 Street Rehabilitation

RE: Extra trucking cost due to detour rerouting

Mark,

Please see proposed traffic control plans dated 3/2/22 off plan set TC2. Highlighted in yellow please note that all traffic was to be fully open to traffic within 45 days. This shutdown was to be started in May of 2023 and be completed in early July. During the course of time, after the bid date, different scenarios for closures were implemented. This is confirmed by Matt Clark, City engineer for the city of Chaska. (See June 28th email). The implementation of closing 41 to 5 ton traffic only resulted in extra ordinary detours for truck traffic. New detour changes were implemented 3/27/23, 4/28/23 and 5/1/23. GMH had no knowledge of these internal changes as did many others making their livelihood in the trucking industry. Due to the above detours, the project is now set in place to highway 41 in downtown Chaska closed until 11/1/23. This date is well beyond the time given to GMH to complete the Glencoe project. GMH purchases its bituminous from Martin Marietta asphalt plant in Chaska. GMH is a high volume contractor with Martin Marietta and therefore receives large discounts to compete with outside competition. These discounts were passed onto the Glencoe project as bid. Trucking from the plant in Chaska was to go through Chaska north on 41 to HWY 212 and straight to Glencoe. With the onslaught of the 41 closure, GMH now must spend additional hours of trucking detouring southwest to Jordan to CO Rd 9, to Co Rd 50, to Co Rd 40, then to hwy 212. This round trip is taking an additional 22 minutes per load and costing GMH as additional 2.75 per ton in expense (\$135 truck cost/hr / 18 ton avg. per load / 60 min/hr x 22 mins). GMH gave a very competitive bid for the Glencoe Project and is asking for the City's help, as this would severely cut into the profitability to GMH. We are therefor requesting a change order increase of \$2.75 per ton added to all bituminous tons occurring on the project. We are only looking to cover the trucking costs. No markup is included in the \$2.75 per ton. GMH had no knowledge that 41 was to be closed after July 1st of the year as of the date of the Glencoe bid. We have also reached out to the City of Victoria and Waconia, where we also have projects, and they have agreed to work with us as well. We hope the City of Glencoe understands our dilemma and will in turn grant us this request.

Thank you in advance for your consideration.

Gary Harms

GMH Asphalt Corporation

Gary Harms

From: Matt Clark <MClark@chaskamn.gov>
Sent: Wednesday, June 28, 2023 2:50 PM
To: Gary Harms
Subject: Re: [EXTERNAL]5 ton weight restriction

Gary – The City recognizes that TH 41 river crossing and CSAH 61 are key links to the southwest metro regional freight network and the closures. There is no question, with the closures that were put in place this spring that will continue until this fall have impacted both regional and local commerce. While we look forward to the safety and mobility improvements to the state and county highway through downtown, the City also recognizes the regional detours have been played a role with construction projects. The closure date in downtown shown on the attached exhibit are listed below for reference.

Stage 2 A Closure Date – **March 27**

Stage 2B Closure Date – **April 28**

Stage 3A Closure Date – **May 1**

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From: Matt Clark <MClark@chaskamn.gov>
Sent: Wednesday, June 28, 2023 2:48:43 PM
To: Gary Harms <gary@gmhasphalt.com>
Subject: Re: [EXTERNAL]5 ton weight restriction

Gary – The recognizes that TH 41 river crossing and CSAH 61 are key links to the southwest metro regional freight network . There is no question, with the closures policy in place this spring and will continue until the fall have impacted both regional and local commerce. While we look forward to the safety and mobility improvements to the state and county highway through downtown, the City also recognizes the regional detours have been played a role with construction projects. The closure date in downtown shown on the attached exhibit are listed below for reference.

Stage 2 A Closure Date – **March 27**

Stage 2B Closure Date – **April 28**

Stage 3A Closure Date – **May 1**

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From: Matt Clark
Sent: Wednesday, June 28, 2023 2:21:50 PM
To: Gary Harms <gary@gmhasphalt.com>
Subject: RE: [EXTERNAL]5 ton weight restriction

Erica Johnson

From: Jason Kusske <jason@kusskeconstruction.com>
Sent: Wednesday, July 19, 2023 10:55 AM
To: Brandon Butorac
Cc: Erica Johnson
Subject: RE: Stieger Lake Ln/ 2023 Prices

Brandon

This is approved but only for the Bavaria Rd trail and Green Crest at this time. If 41 is still closed when it comes time to pave Stieger Lake Lane we will add the \$ 3.50 to those unit prices as well

Thanks

Jason Kusske

jason@kusskeconstruction.com

582 Bavaria Lane
Chaska, MN 55318
612-282-0954 Mobile
952-448-3321 Office

www.kusskeconstruction.com



From: Brandon Butorac <brandon@gmhasphalt.com>
Sent: Wednesday, July 19, 2023 8:07 AM
To: Jason Kusske <jason@kusskeconstruction.com>
Cc: Erica Johnson <erica@gmhasphalt.com>
Subject: RE: Stieger Lake Ln/ 2023 Prices

Jason,

Please see added unit price per line item for additional \$3.50/TN trucking cost.

Stieger Lake Ln
35. \$3.50/TN
36. \$3.50/TN
87. \$0.59/SY

Green Crest Sidewalk
8. \$1.29/SY
13. \$0.59/SY

Bavaria Road Trail

13. \$3.50/TN
14. \$3.50/TN
18. \$0.04/SF
19. \$0.07/SF

Thank you,

Brandon Butorac
Vice President
GMH ASPHALT CORP.
Phone: 952-442-5288
Fax: 952-442-5656
Cell: 612-366-4244
www.gmhasphalt.com



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From: Jason Kusske <jason@kusskeconstruction.com>
Sent: Wednesday, July 19, 2023 7:09 AM
To: Brandon Butorac <brandon@gmhasphalt.com>
Subject: RE: Stieger Lake Ln/ 2023 Prices

Brandon

Can you line item the adds with the amounts so I can send her a breakdown? Just for the trucking add

Thanks

Jason Kusske
jason@kusskeconstruction.com

582 Bavaria Lane
Chaska, MN 55318
612-282-0954 Mobile
952-448-3321 Office

www.kusskeconstruction.com

STAGING AND TRAFFIC CONTROL PLAN

PROJECT STAGING NOTES

1. THE CONTRACTOR SHALL FOLLOW THE MOST RECENT VERSION OF THE "TEMPORARY TRAFFIC CONTROL ZONE LAYOUTS FIELD MANUAL" FOR ANY SHORT TERM LANE AND/OR SHOULDER CLOSURES OR OTHER TRAFFIC CONTROL LAYOUTS NOT DETAILED IN THIS PLAN. NECESSARY TO COMPLETE THE WORK. IN ADDITION TO THE CLOSURES AND DEVICES PROVIDED BY THE TEMPORARY TRAFFIC CONTROL ZONE LAYOUTS FIELD MANUAL, THE ENGINEER FOR A GIVEN PROJECT SHALL SUBMIT THE LIST OF LAYOUTS 12 HOURS PRIOR TO COMMENCING THE WORK. THE ENGINEER MAY REQUIRE MODIFICATIONS AND/OR ADDITIONS TO THE LAYOUTS, MODIFICATIONS AND/OR ADDITIONS TO THE DEVICES SHOWN IN A LAYOUT ARE INCLUDED AS PART OF THE TRAFFIC CONTROL LUMP SUM.
2. THE CONTRACTOR SHALL MAINTAIN PEDESTRIAN ACCESS TO BUSINESSES AT ALL TIMES DURING CONSTRUCTION BY USING ALTERNATE PEDESTRIAN ROUTES AND TEMPORARY PEDESTRIAN ACCESS ROUTES. SEE THE PLANS AND STANDARD CONSTRUCTION FOR DETAILS.
3. PEDESTRIAN AND VEHICLE ACCESS ACROSS TH 41 SHALL BE MAINTAINED AT EITHER CSAH 61 OR 4TH STREET AT ALL TIMES TO FACILITATE LOCAL MOBILITY. EITHER THE INTERSECTION SHALL PROVIDE AN ACCESSIBLE AND PAVED CROSSING OF TH 41 TO ALL TRAFFIC BEFORE WORK MAY BEGIN ON THE OTHER INTERSECTION.
4. THE CONTRACTOR SHALL MAINTAIN A SUPPLY ON SITE OF A MINIMUM OF 20 DRUM BARRELS, 12 STOP SIGNS, 4 LED ENHANCED WHITE SIGNS AND 20 TYPE III BARRICADES AT ALL TIMES. TYPE III BARRICADES SHALL BE AFOF SIGNS, "LOCAL TRAFFIC ONLY" SIGNS. THIS WORK IS INCLUDED IN THE LUMP SUM TRAFFIC CONTROL BID ITEM.

ALTERNATE PEDESTRIAN ROUTE

1. WHEN CROSSWALKS/SIDEWALKS OR OTHER PEDESTRIAN FACILITIES ARE BLOCKED, CLOSED OR RELAYED, TEMPORARY FACILITIES SHALL INCLUDE ACCESSIBILITY FEATURES CONSISTENT WITH THE FEATURES PRESENT IN THE EXISTING PEDESTRIAN FACILITY.
2. REFER TO THE UMDOT TEMPORARY PEDESTRIAN ACCESS ROUTE (TPAR) WEB SITE FOR STANDARDS, GUIDANCE AND OPTIONS WHEN BLOCKING, CLOSING, OR RELAYING PEDESTRIAN FACILITIES.
3. TWO ADJACENT INTERSECTIONS ALONG TH 41 SHALL NOT BE CLOSED TO PEDESTRIANS AT THE SAME TIME. THIS IS REQUIRED TO FACILITATE PEDESTRIAN MOVEMENTS THROUGHOUT THE CONSTRUCTION AREA AND TO LIMIT THE LENGTH OF DETOUR ROUTES. ACCESS TO ALL RESIDENCES AND BUSINESSES SHALL BE MAINTAINED AT ALL TIMES UNLESS ACTIVE CONSTRUCTION ACTIVITIES ARE BEING PERFORMED WITHIN CLOSE PROXIMITY OF THE ACCESS AND IT IS PREVIOUSLY APPROVED BY THE ENGINEER.
4. REFER TO THE UMDOT TEMPORARY TRAFFIC CONTROL ZONE LAYOUTS FIELD MANUAL FOR DETAILS OF TYPICAL ADA PEDESTRIAN DEVICES.
5. REFER TO LAYOUTS IN THE UMDOT TEMPORARY TRAFFIC CONTROL ZONE LAYOUTS FIELD MANUAL (JANUARY 2018) FOR ADDITIONAL DETAILS ON CROSSWALK CLOSURES, PEDESTRIAN DETOURS, AND SIDEWALK BY-PASSES.
6. FOR ADDITIONAL STANDARDS, GUIDANCE, AND OPTIONS FOR DESIGNING TEMPORARY PEDESTRIAN ACCESS ROUTES, REFER TO THE UMDOT TPAR WEB SITE.

STAGE 1

1. STAGE 1 SHALL BE COMPLETED IN YEAR 1 OF CONSTRUCTION (2022).
2. STAGE 1 REGIONAL AND PEDESTRIAN DETOUR ROUTES SHALL BE UTILIZED DURING YEAR 1 OF CONSTRUCTION.
3. CSAH 61, BETWEEN WALNUT ST. AND THE EASTERN PROJECT LIMITS, SHALL BE CONSTRUCTED UNDER TRAFFIC DURING STAGE 1B. TWO-WAY TRAFFIC SHALL BE MAINTAINED AT ALL TIMES. ACCESS SHALL BE MAINTAINED AT THE YELLOW BRICK RD. AND WALNUT ST. INTERSECTIONS AT ALL TIMES. ANY ROAD CLOSURES MUST BE COORDINATED WITH AND APPROVED BY THE ENGINEER. SEE SPECIAL PROVISIONS.
4. THE EXISTING TRAFFIC SIGNAL AT CSAH 61 AND WALNUT ST. SHALL BE REMOVED AND REPLACED DURING STAGE 1. A TEMPORARY THREE-WAY STOP SHALL BE IMPLEMENTED WHEN AN OPERATIONAL SIGNAL SYSTEM IS NOT IN PLACE. AN OPERATIONAL SIGNAL SYSTEM SHALL BE OPERATIONAL DURING THE WINTER SHUT DOWN.
5. THE CONTRACTOR SHALL ENSURE THAT ACCESS FROM CSAH 61 IS PROVIDED AT ALL TIMES TO CHASERS BEVERAGE CENTER AND DOLCE VITA WINE DURING STAGE 1.
6. STAGE 1A MAY OCCUR CONCURRENTLY WITH STAGE 1B.

STAGE 2

1. STAGE 2 SHALL BE COMPLETED IN YEAR 2 OF CONSTRUCTION (2023).
2. STAGE 2 DETOUR ROUTES SHALL BE UTILIZED IN YEAR 2 OF CONSTRUCTION. YEAR 2 PEDESTRIAN DETOUR AND BUSINESS ACCESS STATIONAGE SHALL BE IMPLEMENTED AS NOTED IN THE PLANS.
3. STAGE 2A MAY OCCUR SIMULTANEOUSLY WITH STAGE 2B AND SHALL BE COMPLETED WITH THE AREA FULLY OPEN TO TRAFFIC WITHIN 45 CALENDAR DAYS OF CLOSING THE TH 41 AND CSAH 61 INTERSECTION AND THE MN RIVER BRIDGE TO TRAFFIC.
4. CROSSINGS OF TH 41 SHALL BE PROVIDED AT CSAH 61 AND 4TH ST AT ALL TIMES. WHEN CONSTRUCTION REQUIRES THE CLOSURE OF THE 4TH ST INTERSECTION, 2ND ST SHALL BE OPENED AS AN ALTERNATE CROSSING OF TH 41.
5. TH 41 SHALL REMAINED CLOSED TO THRU TRAFFIC BETWEEN CSAH 61 AND 1ST STREET UNTIL ALL MAJOR WORK INCLUDED IN STAGE 2B IS COMPLETE, AS APPROVED BY THE ENGINEER.
6. PARKING SHALL BE RESTRICTED DURING STAGE 2. ON PINE STREET AND WALNUT STREET BETWEEN CSAH 61 AND 1ST ST ON BOTH SIDES OF THE ROAD. PARKING SHALL ALSO BE RESTRICTED ON THE SOUTH SIDE OF 1ST ST BETWEEN PINE ST AND WALNUT ST, AND ON THE NORTH SIDE BETWEEN TH 41 AND APPROX. 100 FEET E. OF TH 41.
7. PARKING LOTS INCLUDED IN STAGE 1 SHALL BE COMPLETE AND OPEN TO TRAFFIC PRIOR TO ANY CLOSURES OF TH 41 FOR STAGE 2 WORK UNLESS APPROVED BY THE ENGINEER.

STAGE 2 (CONTINUED)

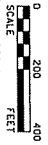
9. DURING STAGE 2, EASTBOUND CONTROL DEVICES AT THE 1ST ST AND TH 41 INTERSECTION SHALL RESTRICT TRAFFIC FROM CROSSING TH 41 (EASTBOUND - WESTBOUND MOVEMENTS) AND THE NORTH LEG OF THE INTERSECTION SHALL BE FULLY CLOSED TO TRAFFIC. 1ST ST SHALL BE CLOSED TO WESTBOUND TRAFFIC APPROX. 100 FEET E. OF TH 41.
10. THE CONSTRUCTION SHALL MAINTAIN ACCESS AT ALL TIMES UNLESS OTHERWISE APPROVED AND APPROVED BY THE PROPERTY OWNER. UNLESS OTHERWISE APPROVED BY THE ENGINEER AT THE FOLLOWING PROPERTIES:
- 510 CHESTNUT ST N SHALL MAINTAIN VEHICLE ACCESS FOR DELIVERIES.
 - 500 CHESTNUT ST N SHALL MAINTAIN VEHICLE ACCESS FOR DELIVERIES.
 - 112 5TH ST SE SHALL MAINTAIN VEHICLE ACCESS TO PARKING LOT FROM ALLEY AT ALL TIMES.
 - 416 CHESTNUT ST N SHALL MAINTAIN VEHICLE ACCESS AT ALL TIMES FOR DELIVERIES TO THE PARKING LOT ON THE NORTH SIDE OF THE BUILDING.
 - 5106 ON THE BUILDING.
 - 222 CHESTNUT ST N SHALL MAINTAIN VEHICLE ACCESS FOR DELIVERIES.
 - 218 CHESTNUT ST N SHALL MAINTAIN VEHICLE ACCESS FOR DELIVERIES.
 - 214 CHESTNUT ST N SHALL MAINTAIN VEHICLE ACCESS FOR DELIVERIES.
 - 210 CHESTNUT ST N SHALL MAINTAIN VEHICLE ACCESS FOR DELIVERIES.
 - 208 CHESTNUT ST N SHALL MAINTAIN VEHICLE ACCESS FOR DELIVERIES.
 - 206 CHESTNUT ST N SHALL MAINTAIN VEHICLE ACCESS FOR DELIVERIES.
 - 200 CHESTNUT ST N SHALL MAINTAIN VEHICLE ACCESS FOR DELIVERIES.
 - 100 2ND ST N SHALL MAINTAIN VEHICLE ACCESS AT ALL TIMES TO THE PARKING LOT FROM THE TH 41.
 - 100 2ND ST N SHALL MAINTAIN VEHICLE ACCESS AT ALL TIMES TO THE PARKING LOT FROM THE TH 41.
 - 107 CHESTNUT ST N SHALL MAINTAIN VEHICLE ACCESS AT ALL TIMES TO THE DRIVEWAY FROM THE TH 41.
 - 103 CHESTNUT ST N SHALL MAINTAIN VEHICLE ACCESS AT ALL TIMES TO THE DRIVEWAY FROM THE TH 41.



12224 NICOLLET AVENUE
BURNSVILLE, MINNESOTA 55337
Phone: (952) 890-0509
Email: Burnsville@bolton-menk.com
www.bolton-menk.com

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**BOLTON
& MENK**

12321 NICOLLET AVENUE
BURNSVILLE, MINNESOTA 55337
Phone: (952) 890-0909
Email: www.bolton-menk.com

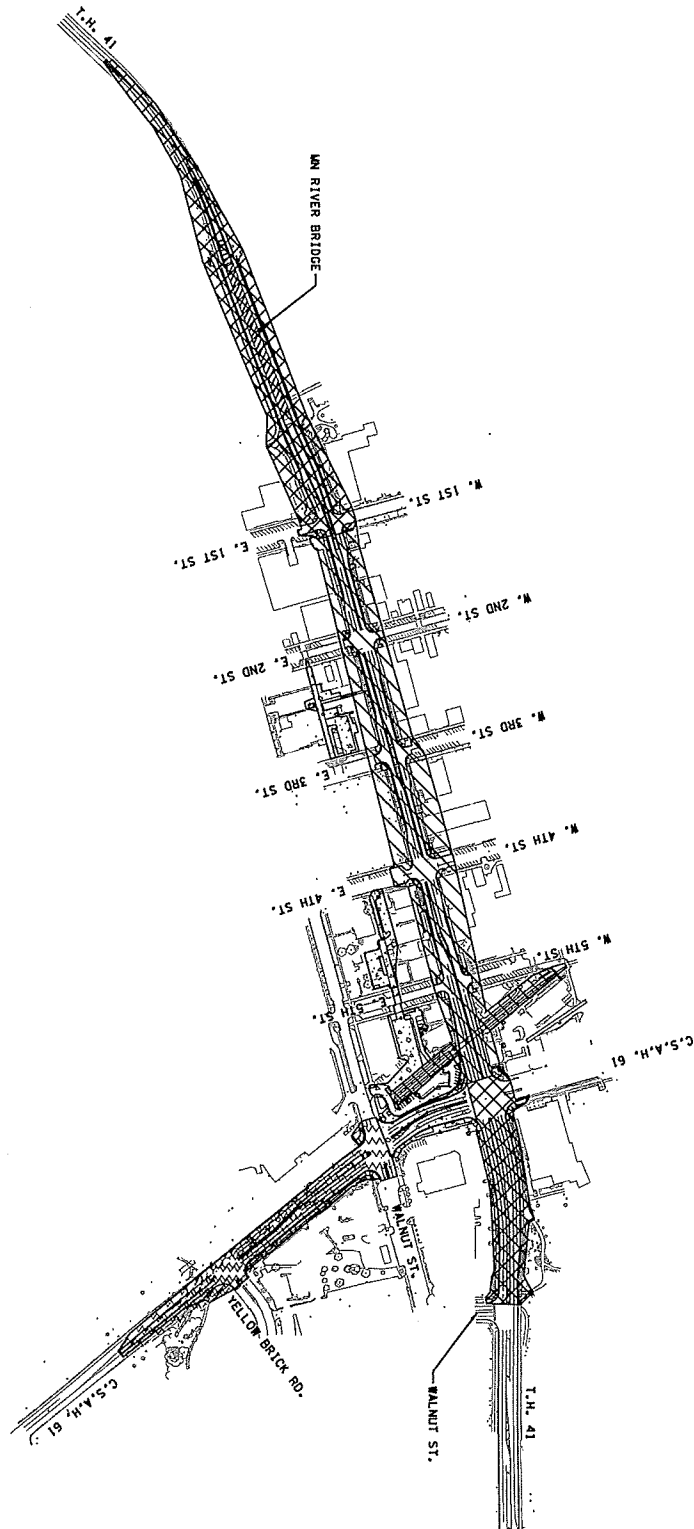
REV.	DATE

PROJECT: STAGING PLAN FOR THE C.S.A.H. 61 IMPROVEMENTS
BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED
PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.
Michael S. Jackson
MICHAEL S. JACKSON
DATE: 03-05-2022

DESIGNED	BY
ASH	ASH
CHECKED	BY
MOI	MOI

S.P. 196-000-008
S.P. 196-000-008
T.H. 41 & C.S.A.H. 61 IMPROVEMENTS
STAGING & TRAFFIC CONTROL PLAN

SHEET
TC14
of
TC36



LEGEND	
	STAGE 1A
	STAGE 1B
	STAGE 2A
	STAGE 2B



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3223A NICOLLET AVENUE
BURNSVILLE, MINNESOTA 55337
Phone: (952) 890-0099
Email: info@boltonmenk.com
www.boltonmenk.com

REV.	DATE	DESCRIPTION

DESIGNED BY: MICHAEL S. LARSON
CHECKED BY: MICHAEL S. LARSON
DATE: 03-20-2022

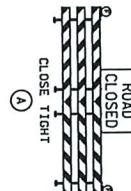
DESIGNED BY	DATE

STAGING & TRAFFIC CONTROL PLAN

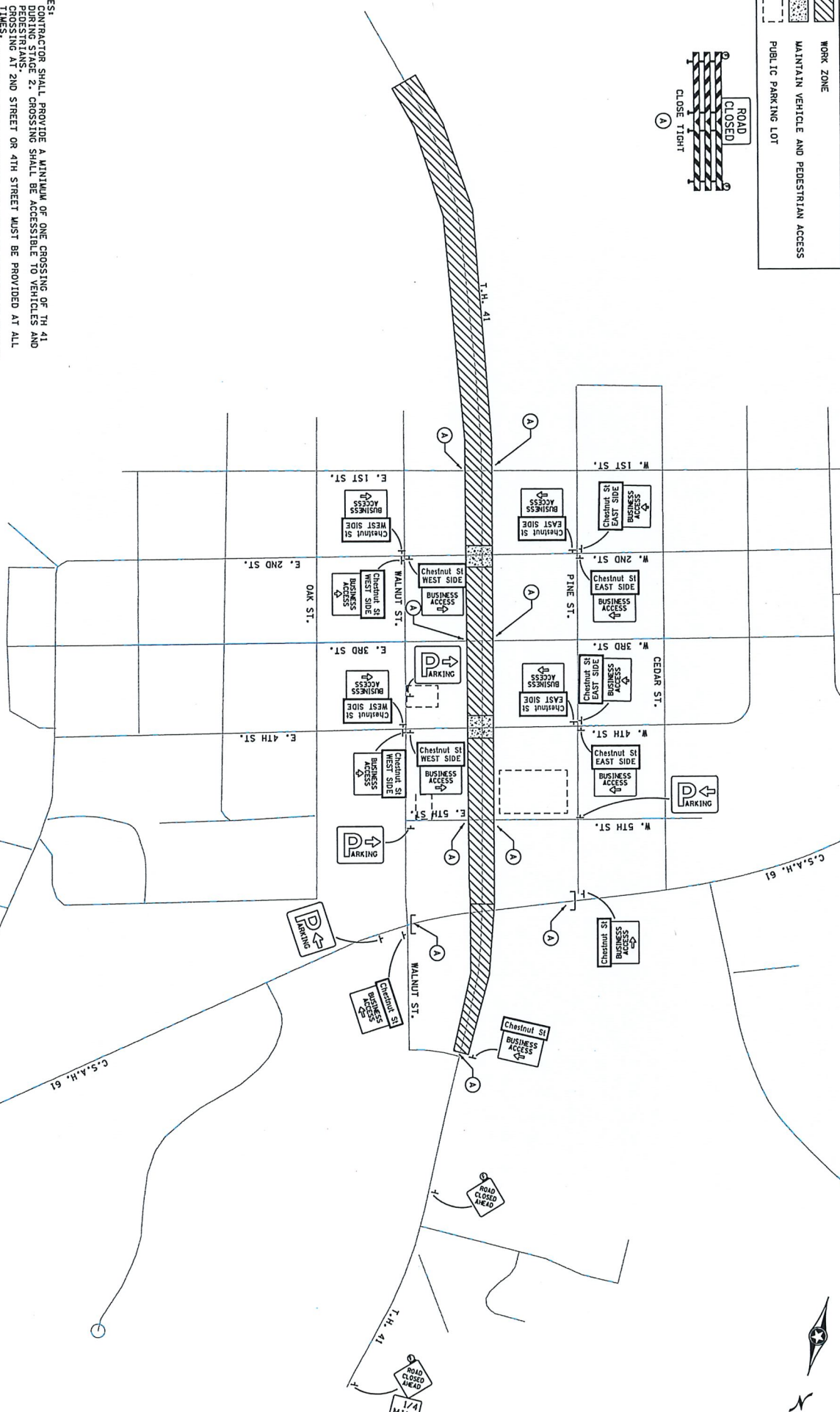
SHEET
TC31
OF
TC36

LEGEND

- WORK ZONE
- MAINTAIN VEHICLE AND PEDESTRIAN ACCESS
- PUBLIC PARKING LOT



ROAD CLOSED
CLOSE TIGHT



- NOTES:
- CONTRACTOR SHALL PROVIDE A MINIMUM OF ONE CROSSING OF TH 41 DURING STAGE 2. CROSSING SHALL BE ACCESSIBLE TO VEHICLES AND PEDESTRIANS.
 - CROSSING AT 2ND STREET OR 4TH STREET MUST BE PROVIDED AT ALL TIMES.
 - TH 41 CROSSING MUST BE PROVIDED AND OPEN TO TRAFFIC AT CS&H 61 OR 4TH STREET AT ALL TIMES. CAST TEMPORARY BARRIER DIRECTLY BEHIND STAGE 111 BARRICADES TO ENFORCE ROAD CLOSURE AT TH 41 AND WALNUT STREET.

BUSINESS ACCESS STONAGE - STAGE 2A+B

HA:\CHINA\012321\CAD\WIS\plans\Stage 2B\Business Access\cd12321_1.tbl\bus03.dgn



12321 N. COLLETT AVENUE
BIRMINGHAM, ALABAMA 35237
Phone: (205) 890-0909
Fax: (205) 890-0908
www.boltonmenk.com

NO.	DATE

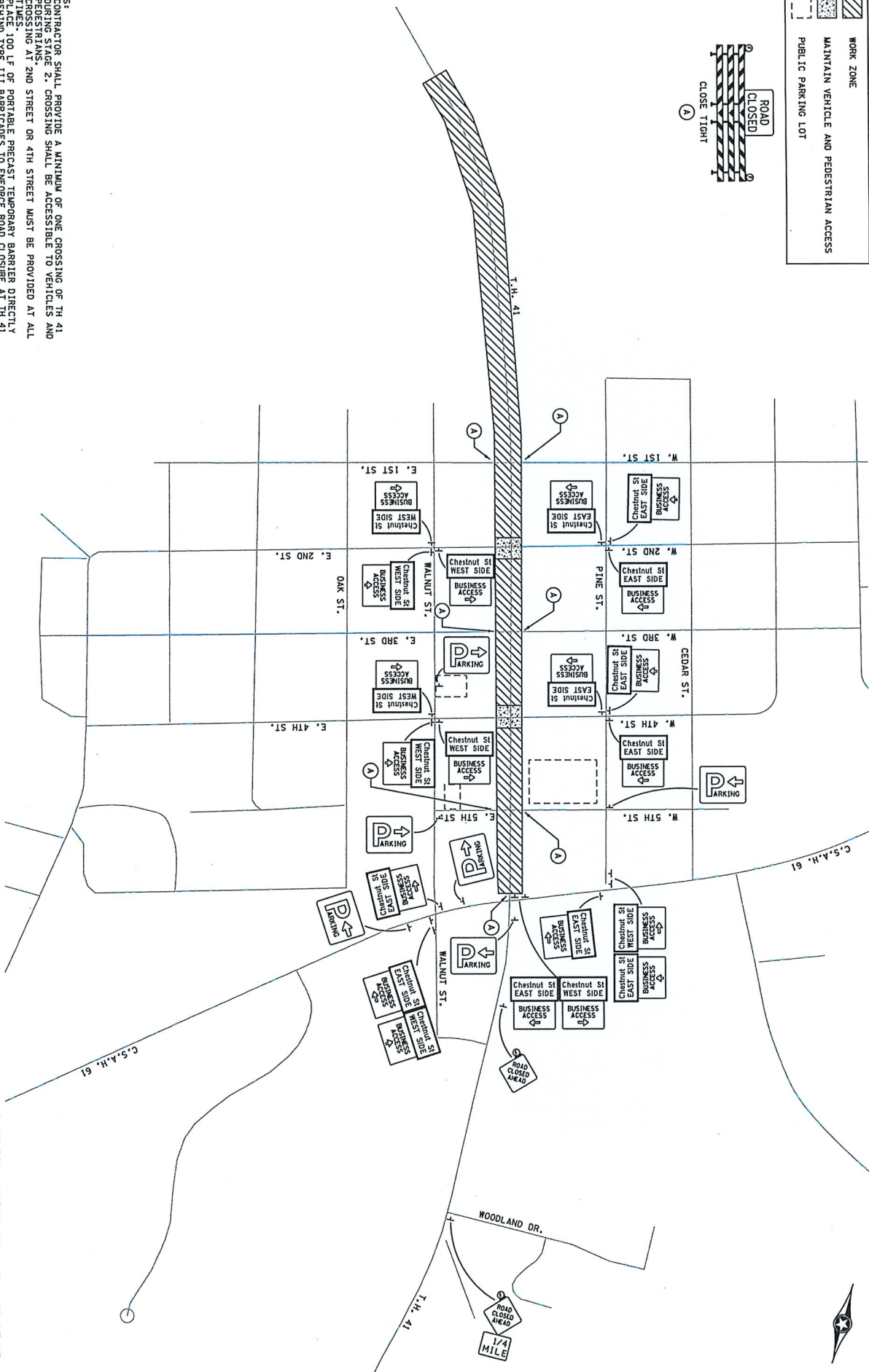
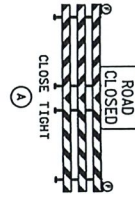
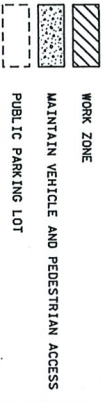
BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF ALABAMA.
MICHAEL S. LARSON
LIC. NO. 38893
DATE: 03-05-2022

DESIGNED	BY
CHECKED	DATE

BUSINESS ACCESS SIGNAGE - STAGE 2B
SHEET 19 OF 20
T.H. 41 & C.S.A.H. 61 IMPROVEMENTS
STAGING & TRAFFIC CONTROL PLAN

SHEET 19 OF 20
TC32
OF
TC36

LEGEND





SMALL CITY & BIG FUTURE

City of Glencoe ♦ 1107 11th Street East, Suite 107 ♦ Glencoe, Minnesota 55336
Phone: (320) 864-5586 Website: www.glencoemn.org Email: info@ci.glencoe.mn.us

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

Mayor: Ryan Voss **City Administrator:** Mark D. Larson

Councilors: At-Large Yodee Rivera, Precinct 1 Sue Olson, Precinct 2 Mark Hueser, Precinct 3 Paul Lemke, Precinct 4 Cory Neid



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

To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: August 3, 2023

Re: Item 7B – Paving of 11th Street/CSAH 3 by Street Maintenance and Migrant Housing.

It is my understanding that McLeod County has been getting a lot of complaints on the condition of 11th Street west of Armstrong Avenue to the City limits. The cost for a one-inch overlay would be about \$58,000. This would give the street at least another 5 years of life, while the City and County continue to discuss the future of this street and the potential for turnbacks of other County Roads in the City.

Mark Larson

From: Brody Bratsch <bbratsch@sehinc.com>
Sent: Monday, July 24, 2023 11:52 AM
To: Mark Larson
Cc: John Rodeberg; Jamie Voigt
Subject: 11th Street 1" Overlay Change Order
Attachments: CO#2 Attach A.pdf

Mark,

See attached. Just under \$58,000 to 1" overlay all of the pavement with no patching.

It's almost exactly half/half for cost of urban section vs rural. The urban section is obviously wider, but the rural section is longer so it evens out.

If we just did 28' wide, it would be about \$42,000.

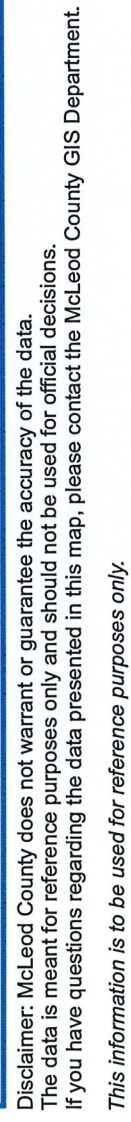
In this case it would be about \$24,000 for rural section and \$18,000 for urban section.

Brody Bratsch, PE (MN)
Project Engineer
Short Elliott Hendrickson, Inc. (SEH®)
[320.223.8418](tel:320.223.8418) cell
Building a Better World for All of Us®
100% Employee Owned

ATTACHMENT A
CHANGE ORDER NO. TWO
2023 PAVEMENT IMPROVEMENT PROJECT
GLENCOE, MINNESOTA
SEH NO. GLENC 170394
JULY 24, 2023

<u>Item No.</u>	<u>Description</u>	<u>Unit</u>	<u>Qty.</u>	<u>Unit Price</u>	<u>Total Price</u>
<u>1-INCH OVERLAY - 11TH STREET, CITY LIMITS TO ARMSTRONG AVE</u>					
<u>Street, Curb and Gutter, Drainage Pipe, Driveways</u>					
2021.501	MOBILIZATION	LUMP SUM	1.0	\$2,000.00 *	\$2,000.00
2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	80.0	\$1.83	\$146.40
2123.610	STREET SWEEPER (WITH BROOM PICKUP)	HOURL	2.0	\$158.00	\$316.00
2232.504	MILL BITUMINOUS SURFACE (1")	SQ YD	120.0	\$1.40	\$168.00
2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GAL	970.0	\$4.80 *	\$4,656.00
2360.509	TYPE SP 4.75 WEARING COURSE MIX (2,B) (SPWED230B) (1" OVERLAY)	TON	580.0	\$83.45	\$48,401.00
2563.601	TRAFFIC CONTROL	LUMP SUM	1.0	\$500.00 *	\$500.00
Street, Curb and Gutter, Drainage Pipe, Driveways Subtotal					\$56,187.40
<u>Water Main</u>					
2504.602	ADJUST GATE VALVE BOX OR MANHOLE CASTING (WATER MAIN)	EACH	1.0	\$794.00	\$794.00
Water Main Subtotal					\$794.00
<u>Sanitary Sewer</u>					
2506.602	ADJUSTING METAL RING FOR MANHOLE CASTING (SANITARY)	EACH	3.0	\$265.00	\$795.00
Sanitary Sewer Subtotal					\$795.00
TOTAL CHANGE ORDER NO. TWO					\$57,776.40

*Denotes Negotiated Price

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SMALL CITY & BIG FUTURE

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Councilors: At-Large Yodee Rivera, Precinct 1 Sue Olson, Precinct 2 Mark Hueser, Precinct 3 Paul Lemke, Precinct 4 Cory Neid



SMALL CITY  BIG FUTURE

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

To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: August 3, 2023

Re: Item 8A – Resolution 2023 -23 for MNDOT Grant for Airport Tiling project.

Item 8A – With the Legislature appropriating of funding for 5% of the State Share on the State Portion of this project that was completed in 2022, it is recommended to approve Resolution 2023-23.

A portion of the project was not Federally eligible (\$8,000) and that will be cost shared at 70% MNDOT and 30% City of Glencoe.

This grant will lower the City of Glencoe (Grantee) obligation on the project by \$7,298.70.

RESOLUTION 2023-23

AUTHORIZATION TO EXECUTE MINNESOTA DEPARTMENT OF TRANSPORTATION GRANT AGREEMENT FOR AIRPORT IMPROVEMENT EXCLUDING LAND ACQUISITION

It is resolved by the City of Glencoe as follows:

1. That the state of Minnesota Agreement No. 1053691, "Grant Agreement for Airport Improvement Excluding Land Acquisition," for State Project No. A4301-40 at the Glencoe Municipal Airport is accepted.
2. That the City of Glencoe Mayor and City Administrator are authorized to execute this Agreement 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 at an authorized meeting held on the 7th day of August, 2023, as shown by the minutes of the meeting in my possession.

Ryan Voss, Mayor

Mark Larson, City Administrator

Kelly Hayes, Notary Public

My Commission Expires: January 31, 2025

CITY SEAL



**STATE OF MINNESOTA
STATE AIRPORTS FUND
GRANT AGREEMENT**

This agreement is between the State of Minnesota, acting through its Commissioner of Transportation ("State"), and the City of Glencoe ("Grantee").

RECITALS

1. Minnesota Statutes Chapter 360 authorizes State to provide financial assistance to eligible airport sponsors for the acquisition, construction, improvement, marketing, maintenance, or operation of airports and other air navigation facilities.
2. Grantee owns, operates, controls, or desires to own an airport ("Airport") in the state system, and Grantee desires financial assistance from the State for an airport improvement project ("Project").
3. Grantee represents that it is duly qualified and agrees to perform all services described in this agreement to the satisfaction of the State. Pursuant to [Minn.Stat.§16B.98](#), Subd.1, Grantee agrees to minimize administrative costs as a condition of this agreement.

AGREEMENT TERMS

1 Term of Agreement, Survival of Terms, and Incorporation of Exhibits

- 1.1 **Effective Date.** This agreement will be effective on May 25, 2023, or the date the State obtains all required signatures under [Minn. Stat.§16B.98](#), Subd. 5, whichever is later. As required by [Minn.Stat.§16B.98](#) Subd. 7, no payments will be made to Grantee until this agreement is fully executed. Grantee must not begin work under this agreement until this agreement is fully executed and Grantee has been notified by the State's Authorized Representative to begin the work.
- 1.2 **Expiration Date.** This agreement will expire on December 31, 2027, or when all obligations have been satisfactorily fulfilled, whichever occurs first.
- 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 agreement, including, without limitation, the following clauses: 8. Liability; 9. State Audits; 10. Government Data Practices and Intellectual Property; 11. Workers Compensation; 12. Publicity and Endorsement; 13. Governing Law, Jurisdiction, and Venue; and 15 Data Disclosure.
- 1.4 **Plans, Specifications, Descriptions.** Grantee has provided the State with the plans, specifications, and a detailed description of the Project **SP A4301-40**, which are on file with the State's Office of Aeronautics and are incorporated into this Agreement by reference.
- 1.5 **Exhibits: Exhibit 'A' – City of Glencoe Grant Request Letter; Exhibit 'B' – Credit Application**

2 Grantee's Duties

- 2.1 Grantee will complete the Project in accordance with the plans, specifications, and detailed description of the Project, which are on file with the State's Office of Aeronautics. Any changes to the plans or specifications of the Project after the date of this Agreement will be valid only if made by written change order signed by the Grantee and the State. Subject to the availability of funds, the State may prepare an amendment to this Agreement to reimburse the Grantee for the allowable costs of qualifying change orders.
- 2.2 If the Project involves construction, Grantee will designate a registered engineer to oversee the Project work. If, with the State's approval, the Grantee elects not to have such services performed by a registered engineer, then the Grantee will designate another responsible person to oversee such work.
- 2.3 Grantee will notify State's Authorized Representative in advance of any meetings taking place relating to the Project.
- 2.4 Grantee will comply with all required grants management policies and procedures set forth through [Minn.Stat.§16B.97](#), Subd. 4 (a) (1).



- 2.5 Asset Monitoring.** If Grantee uses funds obtained by this agreement to acquire a capital asset, the Grantee is required to use that asset for a public aeronautical purpose for the normal useful life of the asset. Grantee may not sell or change the purpose of use for the capital asset(s) obtained with grant funds under this agreement without the prior written consent of the State and an agreement executed and approved by the same parties who executed and approved this agreement, or their successors in office.
- 2.6 Airport Operations, Maintenance, and Conveyance.** Pursuant to Minnesota Statutes Section 360.305, subdivision 4 (d) (1), the Grantee will operate the Airport as a licensed, municipally-owned public airport at all times of the year for a period of **20 years** from the date the Grantee receives final reimbursement under this Agreement. The Airport must be maintained in a safe, serviceable manner for public aeronautical purposes only. Without prior written approval from the State, Grantee will not transfer, convey, encumber, assign, or abandon its interest in the airport or in any real or personal property that is purchased or improved with State funds. If the State approves such a transfer or change in use, the Grantee must comply with such conditions and restrictions as the State may place on such approval. The obligations imposed by this clause survive the expiration or termination of this Agreement.

3 Time

- 3.1** Grantee must comply with all the time requirements described in this agreement. In the performance of this grant agreement, time is of the essence.

4 Cost and Payment

- 4.1 Cost Participation.** Costs for the Project will be proportionate and allocated as follows:

<u>Item Description</u>		<u>Federal Share</u>	<u>State Share</u>	<u>Grantee Share</u>
Install Drain Tile	AIP (\$145,974.00)	90.00%	5.0%	5.0%
AIP Ineligible	SAF (\$ 8,000.00)	0.00%	70%	30%

Federal Committed: **\$ 131,376.00**

State: **\$ 12,899.00**

Grantee: **\$ 9,699.00**

Federal funds are not committed and are only available after being made so by the U.S. Government. Federal funds for the Project will be received and disbursed by the State. In the event federal reimbursement becomes available or is increased for the Project, the State will be entitled to recover from such federal funds an amount not to exceed the state funds advanced for this Project. No more than 95% of the amount due under this Agreement will be paid by the State until the State determines that the Grantee has complied with all terms of this Agreement and furnished all necessary records.

- 4.2 Travel Expenses.** No travel Expenses are authorized for this project. The Grantee will be reimbursed for travel and subsistence expenses in the same manner and in no greater amount than provided in the current "Commissioner's Plan" promulgated by the Commissioner of Minnesota Management and Budget (MMB). Grantee will not be reimbursed for travel and subsistence expenses incurred outside Minnesota unless it has received the State's prior written approval for out of state travel. Minnesota will be considered the home state for determining whether travel is out of state at the current Minnesota Department of Transportation Reimbursement Rates for Travel Expenses.
- 4.3 Sufficiency of Funds.** Pursuant to Minnesota Rules 8800.2500, the Grantee certifies that (1) it presently has available sufficient unencumbered funds to pay its share of the Project; (2) the Project will be completed without undue delay; and (3) the Grantee has the legal authority to engage in the Project as proposed.
- 4.4 Total Obligation.** The total obligation of the State for all compensation and reimbursements to Grantee under this agreement will not exceed **\$ 12,899.00**.

4.5 Payment

4.5.1 Invoices. Grantee will submit invoices for payment by Credit Application, Exhibit 'B', which is attached and incorporated into this agreement and can also be found at <http://www.dot.state.mn.us/aero/airportdevelopment/documents/creditappinteractive.pdf>, is the form Grantee will use to submit invoices. The State's Authorized Representative, as named in this agreement, will review each invoice against the approved grant budget and grant expenditures to-date before approving payment. The State will promptly pay Grantee after Grantee presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices will be submitted timely and according to the following schedule:

As work progresses on a monthly schedule.

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

4.5.3 State's Payment Requirements. State will promptly pay all valid obligations under this agreement as required by Minnesota Statutes §16A.124. State will make undisputed payments no later than 30 days after receiving Grantee's invoices for services performed. If an invoice is incorrect, defective or otherwise improper, State will notify Grantee within ten days of discovering the error. After State receives the corrected invoice, State will pay Grantee within 30 days of receipt of such invoice.

4.5.4 Grantee Payment Requirements. Grantee must pay all contractors under this agreement promptly. Grantee will make undisputed payments no later than 30 days after receiving an invoice. If an invoice is incorrect, defective, or otherwise improper, Grantee will notify the contractor within ten days of discovering the error. After Grantee receives the corrected invoice, Grantee will pay the contractor within 30 days of receipt of such invoice.

4.5.5 Grant Monitoring Visit and Financial Reconciliation. During the period of performance, the State will make at least annual monitoring visits and conduct annual financial reconciliations of Grantee's expenditures.

4.5.5.1 The State's Authorized Representative will notify Grantee'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 Grantee staff members should be present. Grantee will be provided notice prior to any monitoring visit or financial reconciliation.

4.5.5.2 Following a monitoring visit or financial reconciliation, Grantee will take timely and appropriate action on all deficiencies identified by State.

4.5.5.3 At least one monitoring visit and one financial reconciliation must be completed prior to final payment being made to Grantee.

4.5.6 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.

4.5.7 Closeout Deliverables. At the close of the Project, the Grantee must provide the following deliverables to the State before the final payment due under this Agreement will be released by the State: (1) Electronic files of construction plans as a PDF and in a MicroStation compatible format; and (2) Electronic files of as-builts as a PDF and in a MicroStation compatible format. (3) Electronic files of planning documents (Airport Layout Plans – ALP) and Airport Zoning as a PDF and in a MicroStation compatible format and in GIS.

4.6 Contracting and Bidding Requirements. Prior to publication, Grantee will submit to State all solicitations for work to be funded by this Agreement. Prior to execution, Grantee will submit to State all contracts and subcontracts funded by this agreement between Grantee and third parties. State's Authorized Representative has the sole right to approve, disapprove, or modify any solicitation, contract, or subcontract submitted by Grantee. All contracts and subcontracts between Grantee and third parties must contain all applicable provisions of this Agreement. State's Authorized Representative will respond to a solicitation, contract, or subcontract submitted by Grantee within ten business days.

5 Conditions of Payment

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

6 Authorized Representatives

6.1 The State's Authorized Representative are:

Luke Bourassa, South Region Airports Engineer; (luke.bourassa@state.mn.us) (651)508-0448 and/or **Brian Conklin**, Regional Airport Specialist Sr.; (brian.conklin@state.mn.us) (651)252-7658, or his successor. State's Authorized Representative has the responsibility to monitor Grantee's performance and the authority to accept the services provided under this agreement. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

6.2 Grantee's Authorized Representative is:

Mark Larson City Administrator; (320) 864-5586
mlarson@ci.glencoe.mn.us
City of Glencoe
City Hall
1107 11th Street East
Suite 107
Glencoe, MN 55336

If Grantee's Authorized Representative changes at any time during this agreement, Grantee will immediately notify the State.

7 Assignment Amendments, Waiver, and Grant Agreement Complete

- 7.1 **Assignment.** The Grantee may neither assign nor transfer any rights or obligations under this agreement without the prior written consent of the State and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this agreement, or their successors in office.
- 7.2 **Amendments.** Any amendments to this agreement 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 agreement, or their successors in office.
- 7.3 **Waiver.** If the State fails to enforce any provision of this agreement, that failure does not waive the provision or the State's right to subsequently enforce it.
- 7.4 **Grant Agreement Complete.** This grant agreement contains all negotiations and agreements between the State and Grantee. No other understanding regarding this agreement, whether written or oral, may be used to bind either party.
- 7.5 **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 Liability

In the performance of this agreement, and to the extent permitted by law, Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this agreement by Grantee or Grantee's agents or employees. This clause will not be construed to bar any legal remedies Grantee may have for the State's failure to fulfill its obligations under this agreement.

9 State Audits

Under Minn. Stat. § 16B.98, Subd.8, the Grantee's books, records, documents, and accounting procedures and practices of Grantee, or other party relevant to this grant agreement 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 agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later. Grantee will take timely and appropriate action on all deficiencies identified by an audit.

10 Government Data Practices and Intellectual Property Rights

10.1 Government Data Practices. Grantee and State must comply with the Minnesota Government Data Practices Act, [Minn. Stat. Ch. 13](#), as it applies to all data provided by the State under this grant agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this agreement. The civil remedies of [Minn. Stat. §13.08](#) apply to the release of the data referred to in this clause by either Grantee or the State. If Grantee receives a request to release the data referred to in this section 10.1, Grantee must immediately notify the State. The State will give Grantee instructions concerning the release of the data to the requesting party before the data is released. Grantee's response to the request shall comply with applicable law.

10.2 Intellectual Property Rights.

Intellectual Property Rights. State owns all rights, title and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks and service marks in the Works and Documents created and paid for under this agreement. "Works" means all inventions, improvements, discoveries (whether or not patentable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes and disks conceived, reduced to practice, created or originated by Grantee, its employees, agents and subcontractors, either individually or jointly with others in the performance of this agreement. Works includes Documents. "Documents" are the originals of any databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks or other materials, whether in tangible or electronic forms, prepared by Grantee, its employees, agents or subcontractors, in the performance of this agreement. The Documents will be the exclusive property of State, and Grantee upon completion or cancellation of this agreement must immediately return all such Documents to State. To the extent possible, those Works eligible for copyright protection under the United States Copyright Act will be deemed to be "works made for hire." Grantee assigns all right, title and interest it may have in the Works and the Documents to State. Grantee must, at the request of State, execute all papers and perform all other acts necessary to transfer or record the State's ownership interest in the Works and Documents.

10.2.1 Obligations

10.2.1.1 Notification. Whenever any invention, improvement or discovery (whether or not patentable) is made or conceived for the first time or actually or constructively reduced to practice by Grantee, including its employees and subcontractors, in the performance of this agreement, Grantee will immediately give State's Authorized Representative written notice thereof and must promptly furnish State's Authorized Representative with complete information and/or disclosure thereon.

10.2.2 Representation. Grantee must perform all acts, and take all steps necessary to ensure that all intellectual property rights in the Works and Documents are the sole property of State and that neither Grantee nor its employees, agents or subcontractors retain any interest in and to the Works and Documents. Grantee represents and warrants that the Works and Documents do not and will not infringe upon any intellectual property rights of other persons or entities. Notwithstanding Clause 8, Grantee will indemnify; defend, to the extent permitted by the Attorney General; and hold harmless State, at Grantee's expense, from any action or claim brought against State to the extent that it is based on a claim that all or part of the Works or Documents infringe upon the intellectual property rights of others. Grantee will be responsible for payment of any and all such claims, demands, obligations, liabilities, costs and damages, including but not limited to, attorney fees. If such a claim or action arises, or in Grantee's or State's opinion is likely to arise, Grantee

must, at State's discretion, either procure for State the right or license to use the intellectual property rights at issue or replace or modify the allegedly infringing Works or Documents as necessary and appropriate to obviate the infringement claim. This remedy of State will be in addition to and not exclusive of other remedies provided by law.

11 Workers Compensation

The Grantee certifies that it is in compliance with [Minn. Stat. §176.181](#), Subd. 2, pertaining to workers' compensation insurance coverage. The Grantee'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.

12 Publicity and Endorsement

12.1 Publicity. Any publicity regarding the subject matter of this agreement must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this grant agreement. All projects primarily funded by state grant appropriation must publicly credit the State of Minnesota, including on the Grantee's website when practicable.

12.2 Endorsement. The Grantee must not claim that the State endorses its products or services.

13 Governing Law, Jurisdiction, and Venue

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

14 Termination; Suspension

14.1 Termination by the State. The State may terminate this agreement at any time, with or without cause, upon written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

14.2 Termination for Cause. The State may immediately terminate this grant agreement if the State finds that there has been a failure to comply with the provisions of this agreement, that reasonable progress has not been made, that fraudulent or wasteful activity has occurred, that Grantee 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.

14.3 Termination for Insufficient Funding. The State may immediately terminate this agreement if:

14.3.1 It does not obtain funding from the Minnesota Legislature; or

14.3.2 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 Grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee 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 agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State will provide the Grantee notice of the lack of funding within a reasonable time of the State's receiving that notice.

14.4 Suspension. The State may immediately suspend this agreement 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 Grantee during a period of suspension will be deemed unauthorized and undertaken at risk of non-payment.

15 Data Disclosure

Under [Minn. Stat. § 270C.65](#), Subd. 3, and other applicable law, Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

- 16 Fund Use Prohibited.** The Grantee will not utilize any funds received pursuant to this Agreement to compensate, either directly or indirectly, any contractor, corporation, partnership, or business, however organized, which is disqualified or debarred from entering into or receiving a State contract. This restriction applies regardless of whether the disqualified or debarred party acts in the capacity of a general contractor, a subcontractor, or as an equipment or material supplier. This restriction does not prevent the Grantee from utilizing these funds to pay any party who might be disqualified or debarred after the Grantee's contract award on this Project. For a list of disqualified or debarred vendors, see www.mmd.admin.state.mn.us/debarredreport.asp.

- 17 Discrimination Prohibited by Minnesota Statutes §181.59.** Grantee 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 Agreement.

- 18 Limitation.** Under this Agreement, the State is only responsible for receiving and disbursing funds. Nothing in this Agreement 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 Grantee, however, the Grantee will remain responsible for providing direction to its contractors and consultants and for administering its contracts with such entities. The Grantee's consultants and contractors are not intended to be third party beneficiaries of this Agreement.

- 19 Telecommunications Certification.** By signing this agreement, Contractor certifies that, consistent with Section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019, Pub. L. 115-232 (Aug. 13, 2018), and 2 CFR 200.216, Contractor will not use funding covered by this agreement to procure or obtain, or to extend, renew, or enter into any contract to procure or obtain, any equipment, system, or service that uses "covered telecommunications equipment or services" (as that term is defined in Section 889 of the Act) as a substantial or essential component of any system or as critical technology as part of any system. Contractor will include this certification as a flow down clause in any contract related to this agreement.

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

21 Additional Provisions

[Intentionally left blank.]

STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minn. Stat. § 16A.15 and § 16C.05.

Signed: _____

Date: _____

SWIFT Contract/PO No(s). _____

GRANTEE

The Grantee certifies that the appropriate person(s) have executed the grant agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

DEPARTMENT OF TRANSPORTATION

By: _____
(with delegated authority)

Title: _____

Date: _____

**DEPARTMENT OF TRANSPORTATION
CONTRACT MANAGEMENT**

By: _____

Date: _____



SMALL CITY & BIG FUTURE

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

May 24, 2023

RE: Glencoe Municipal Airport
FY 2023 State Grant Request

SP A4301-40 AIP 3-27-0158-015-2023

MNDOT Contract No. 1053916

Mr. Luke Bourrassa
Minnesota Department of Transportation
Office of Aeronautics
395 John Ireland Blvd.
St. Paul, MN 55155-1800

Dear Mr. Bourrassa:

Please consider this letter as a formal request from the City of Glencoe for a state companion grant to supplement the AIP 3-27-0158-015-2023 grant for the Drainille Installation project at the Glencoe Municipal Airport. Associated costs with this project for Schedule A are as follows and are covered in the original AIP 3-27-0158-015-2023 grant:

Schedule A – AIP Eligible

2022 Drainille Installation (Schneider Excavating)	\$112,547.00
2022 Drainille Installation Change Order 1	\$ 29,626.80
Geotechnical Investigation + Construction Observation (SEH)	\$ 3,800.00
TOTAL PROJECT COSTS (APPROX):	\$145,973.80

The above components are eligible for funding under the AIP program. The City of Glencoe requested FAA participation at 90 percent (\$131,376), state (MNDOT) participation at 5 percent (\$7,299), and the remaining project costs (\$7,299) are covered by local funding.

AIP Cost Splits	
FAA (90%)	\$131,376
State(5%)	\$7,299
Local (5%)	\$7,299
Total	\$145,974.00
AIP In-eligible (State Funding)	
State (70%)	\$5,600
Local (30%)	\$2,400
Total	\$8,000.00

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

Exhibit 'A' (cont.)



Total Project = \$153,974.00

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

Associated costs with this project for Schedule B (non-AIP eligible) are as follows:

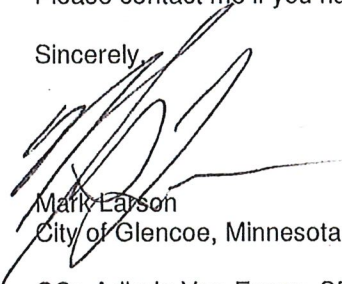
Schedule B – Non-AIP Eligible

<u>2022 Drainile Installation (Schneider Excavating)</u>	<u>\$ 8,000.01</u>
TOTAL PROJECT COSTS (APPROX):	\$ 8,000.01

Schedule B components are not eligible for funding under the AIP program. The city is requesting state (MnDOT) participation at 70% (\$5,600) and the city will be responsible for the remaining 30% (\$2,400) of this cost.

Please contact me if you have any questions.

Sincerely,



Mark Larson
City of Glencoe, Minnesota

CC: Adinda Van Espen, SEH
Brian Conklin, MnDOT Office of Aeronautics

Mn/DOT Agreement No.

CREDIT APPLICATION

For period beginning , 20 ; ending , 20 .

[illegible]

☐ *FINAL ☒ PARTIAL (CHOOSE ONE)

Title

(Complete Form On Reverse Side)

Exhibit "B" (cont.)

STATE OF Minnesota

COUNTY OF

, being first duly sworn, deposes and says that he/she is the
 of the Municipality of , in the County
of , State of Minnesota; that he/she has prepared the foregoing Credit Application,
knows the contents thereof, that the same is a true and accurate record of disbursements made, and that the same is true of his/her own
knowledge; and that this application is made by authority of the municipal council (or board) of said Municipality.

Signature

Subscribed and sworn to before me

this _____ day of _____, 20____.

NOTARY PUBLIC

My Commission Expires: _____



SMALL CITY & BIG FUTURE

City of Glencoe ♦ 1107 11th Street East, Suite 107 ♦ Glencoe, Minnesota 55336
Phone: (320) 864-5586 Website: www.glencoemn.org Email: info@ci.glencoe.mn.us

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

Mayor: Ryan Voss **City Administrator:** Mark D. Larson

Councilors: At-Large Yodee Rivera, Precinct 1 Sue Olson, Precinct 2 Mark Hueser, Precinct 3 Paul Lemke, Precinct 4 Cory Neid



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

To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: August 3, 2023

Re: Item 8B – Scoreboard Replacement

Item 8E – during the winter of 2022/23, Mice decided to make a home inside the Scoreboard at Vollmer Field.

We have spent most of the summer, along with the Glencoe Brewer's Baseball Association, attempting to correct the problem. Due to the age of the Scoreboard, replacement parts are not available to correct the issues with the wiring.

The LMCIT will replace the actual cost of the scoreboard minus the City's deductible of \$1,000.

The Baseball Association would like to replace the current wooden support system with steel I Beams, and also replace the Vollmer Field Sign and Security Bank Sign.

The Brewers have approached Security Bank and Trust and have a commitment of \$20,000. They plan to fundraise the additional funds to complete the project.

The Brewers would like a commitment from the City to move ahead with the Scoreboard project and act as the Fiscal agent since ultimately, the City will own and insure the scoreboard. The City needs to move ahead with the purchase of Scoreboard and the Brewers will raise the necessary funds to complete. Attached is a letter from the Brewers and the Commitment from Security Bank.

**City of Glencoe
1107 11th Street East
Suite 101
Glencoe, Mn. 55336**

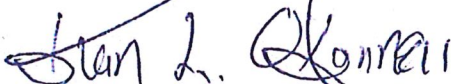
Dear City Council Members:

The Glencoe Brewers Baseball Association is requesting the replacement of the existing scoreboard at Vollmer Field. Due to some hungry mice this past winter a bunch of electronic components were damaged. This scoreboard was installed in 2008 and the electronic replacement parts are no longer manufactured. We have made it through this baseball season and at this point it needs to be replaced.

The City of Glencoe insurance company and adjuster have looked at the scoreboard and at this time are willing to send the city a check for about \$35,000.00 for damages. Enclosed is the estimate to replace the scoreboard. The total cost for the new scoreboard is about \$73,000. Roughly \$22,000 of this cost is for materials and installation of the new unit. I have been on the baseball board since 1987 and I think the old post might be original. It is probably time to do this correctly.

I have a commitment from Security Bank for \$20,000 of this cost payable in two payments in the spring of 2024 and 2025. At the present time we have contacted the Glencoe Lions about a donation and are waiting to hear from them. We appreciate your time and consideration in this matter and hope for your approval to move ahead with this project.

Sincerely,

A handwritten signature in blue ink, appearing to read "Brian L. O'Donnell", with a long, sweeping flourish extending upwards and to the right.

Brian L. O'Donnell

Treasurer

Glencoe Brewers Baseball Association

parker1@hutchtel.net

From: Jon Hoese <jonhoese@security-banks.com>
Sent: Thursday, July 27, 2023 3:07 PM
To: parker1@hutchtel.net
Subject: RE: Emailing: doc20230710125118

Hey Parker,

We had a discussion on this and would be willing to donate \$20K over two years. If it works on your end, we would like to do the first donation next year (Spring time) and then the second part of it the following year. Let me know if you have any issues with this.

I can write up a more formal letter if needed as well.

Thanks,
Jon

Jon Hoese
Vice President | Security Bank & Trust Co.
PHONE: 952-466-2014 Ext. 2510

-----Original Message-----

From: parker1@hutchtel.net <parker1@hutchtel.net>
Sent: Monday, July 10, 2023 12:55 PM
To: Jon Hoese <jonhoese@security-banks.com>
Subject: Emailing: doc20230710125118

[You don't often get email from parker1@hutchtel.net. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>]

EXTERNAL EMAIL

Your message is ready to be sent with the following file or link attachments:

doc20230710125118

Note: To protect against computer viruses, e-mail programs may prevent sending or receiving certain types of file attachments. Check your e-mail security settings to determine how attachments are handled.

Notice: This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message.



August 2, 2023

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

On behalf of Security Bank and Trust Company, and shareholders,
we want to share our commitment to the city with helping fund
the replacement of the scoreboard at Vollmer Field.

Donors include Security Bank and Trust Co, Gale Hoese, Tim Hoese,
Tammy Retka, Chad Hoese, and Jon Hoese. We are committing
\$20,000 to the City of Glencoe for upgrades to the Vollmer Field
Scoreboard.

The donation schedule will be as follows:

- \$10,000 payable on April 1, 2024
 - \$10,000 payable on April 1, 2025
- \$20,000 Total Donation*

We are proud to be committed to our community and we thank
you for this opportunity to give back.

Growing together,

Security Bank & Trust Co.

Gale Hoese
Jon Hoese

Tim Hoese

Tammy Retka

Chad Hoese

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 11th St E
Glencoe, MN 55336
320-864-3107

Glencoe

735 11th 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 7th 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

Mark Larson

From: Otto, Chris <COtto@lmc.org>
Sent: Wednesday, July 19, 2023 9:11 AM
To: Mark Larson
Subject: Claim # CP287966 Scoreboard

Mark,

Per our conversation this morning, you informed me that the decision is to go with the higher quote from Daktronics. I would pay up to \$35,960.58 less your deductible of \$1,000 for the scoreboard replacement, for a net payment of \$34,960.58. I would be able to issue payment upon receipt of a final invoice or signed contract.

Please call with any questions.

Thanks,

Chris Otto | Claims Adjuster

Mobile: (612) 280-1271 | Fax: (866) 281-1297

cotto@lmc.org

League of Minnesota Cities | 145 University Ave. West | St. Paul, MN 55103

www.lmc.org | [Facebook](#) | [Twitter](#) | [Podcast](#)



10250 Valley View Road, Suite 147
Eden Prairie, MN 55344

Phone: 952-941-9830
Web: www.aimele.com

DATE: July 10, 2023

TO: Clark Christianson
City of Glencoe
320-292-0854
Cobber971@yahoo.com

FROM: John Grabow

RE: **Daktronics LED Baseball Scoreboard and Accessories**

Thank you for giving **AIM Electronics** the opportunity of presenting you with a proposal for the purchase of a new baseball scoreboard and accessories for the **City of Glencoe**.

Per your verbal specifications, I have attached a price quotation on our **Daktronics** model **BA-2026** for baseball. The new LED technology is rated for minimal maintenance, has lower power consumption than previous incandescent models. I have enclosed the specification sheets describing the features of the scoreboard.

As you know, **AIM Electronics** is the area representative for **Daktronics**. We provide sales, installation and local service, in addition to an excellent warranty policy and exchange program which minimizes the cost of any repair. We have been serving the area's scoring and display needs for over thirty-five (35) years. I will call you no later than July 24, 2023 to hear your decision. If you have any questions, please call me at 952-941-9830.

JG:
Enclosures



10250 Valley View Road, Suite 147
Eden Prairie, MN 55344

Phone: 952-941-9830
Web: www.aimel.com

City of Glencoe
PRICE QUOTATION
July 10, 2023

DAKTRONICS LED BASEBALL SCOREBOARD AND ACCESSORIES

Description	Size (HxWxD)	Qty.	Existing Beams	New Beams
1. Model BA-2026-Amber or Red Digit LED Baseball Scoreboard including AS-5000 Control Console, Border Stripe and Ball/Strike/Out Striping	9'4" x 36' x 8"	1	\$24,990	\$24,990
2. Digital Team Name Message Centers		1 set	5,206	5,206
3. Wireless Controls (Transmitter/Receiver)		1 set	960	960
4. Non-Backlit Name/Sponsor Panel including Lettering and Logos	2' x 36' x 8"	1	2,570	2,570
5. Decorative Arch Truss Accent Incl. Lettering and Logos	5' x 36'	1	-	15,680
6. Installation Labor and Training*			6,215	-
7. Installation Materials**			-	13,200
8. Installation Labor and Training**			-	9,330
9. Shipping and Handling			<u>1,125</u>	<u>1,125</u>
			<u>\$41,066</u>	<u>\$73,061</u>

Options:

1. Daktronics MX-1 App-Based Control \$505
2. White LED Upgrade for Scoreboard and Team Names Add \$2,875



10250 Valley View Road, Suite 147
Eden Prairie, MN 55344

Phone: 952-941-9830
Web: www.aimele.com

City of Glencoe
PRICE QUOTATION
July 10, 2023

DAKTRONICS LED BASEBALL SCOREBOARD AND ACCESSORIES
(Cont.)

***Outdoor Installation Notes on Existing Beams:** AIM Electronics will remove existing scoreboard/panel, mount new scoreboard/panel & provide in-person operator training once electrician has completed final connections. Disposal of crating/packaging materials is responsibility of customer; AIM Electronics will put crating/packaging materials in dumpster of customer's choice. Landscape repair if required is not included in proposal.

****Outdoor Installation Notes for New I-beams:** Customer is responsible for locating private items underground. AIM Electronics is not responsible for any items hit while digging that were unmarked or mis-marked. AIM Electronics will call in public utility locates through Gopher State One Call. AIM Electronics will remove existing scoreboard, provide new I-beams, new concrete footings, mount new scoreboard & provide in-person operator training once electrician has completed final connections. Disposal of crating/packaging materials is responsibility of customer; AIM Electronics will put crating/packaging materials in dumpster of customer's choice. Dirt from new holes will be left on-site. Customer to let AIM know preferred dirt location on-site. Landscape repair if required is not included in proposal. Limestone/bedrock and/or water is an unknown underground and installation costs will change if sono tube, metal culverts or excavating equipment are required to complete the footing(s). If metal culverts are needed due to poor soil conditions, an additional \$5,500 would be applied to the final invoice.

Standard Exclusions: Electrical installation must be completed by a licensed electrician hired by customer. AIM Electronics requires full access to the facility for the duration of the installation to include but not limited to: Lifts, ladders, power tools, etc. AIM Electronics is not responsible for the integrity of existing walls, structures, etc. Installation subject to change based on final engineered drawings (if applicable).

Permits: Permits and permit-related costs are not included in this proposal. Once an order is placed, AIM Electronics will call local city office and inquire about permits. If permits are required, the costs for materials needed to secure permits (special inspections, soil tests, stamped drawings, etc.) and permit fees will be added to final project cost with a \$200 permit acquisition fee per-permit required.

OTHER INFORMATION:

- Five (5) year parts warranty
- Fifteen-to-Seventeen (15-17) week lead time
- 30% down payment, balance due 30 days after shipping
- Prices valid for 60 days
- An ST3 form is needed from purchaser at the time of order to waive sales tax; If ST3 is not presented, sales tax will be added to the final invoice



10250 Valley View Road, Suite 147
Eden Prairie, MN 55344

Phone: 952-941-9830
Web: www.aimele.com

Purchasing Agent Agreement for Sales Tax Exemption

Thank you for choosing AIM Electronics.

We have determined the services we are providing to your organization are considered an improvement to real property in Minnesota, as removal of the property being installed:

- is intended to be of a permanent benefit given its present use, and
- cannot be removed without causing substantial damage to the building or structure (see Minnesota Contractors and Other Property Installers Industry Guide, 02/01/2020, for additional information)

In Minnesota, contractors making improvements to real property are generally responsible for paying sales tax on the materials they use, such as the signs you are purchasing here. Normally, we pass this cost along to our customers as part of the contract price.

However, when an entity that is exempt from sales and use tax on their own purchases appoints a contractor or subcontractor as its purchasing agent in accordance with Minnesota Rules, that contractor or subcontractor may make otherwise taxable purchases exempt from sales or use tax for use on a construction contract, meaning we do not have to pass the cost on to your organization.

According to Minnesota Rules 8130.1200, Subp. 3(D), you can assign us as your purchase agent if you provide the following:

- a purchase order to us for the materials-only (or an email if you do not utilize a PO system)
- a purchase order to us for the labor-only (or an email if you do not utilize a PO system)
- a signed copy of the purchase agent agreement (printed name, signature, title and date below)
- a signed copy of your Minnesota ST3 Certificate of Exemption Form

If you wish to proceed with your order, AIM Electronics needs the signature of an authorized representative on the line below that acknowledges:

- 1) AIM Electronics Inc. (and any subcontractors) is acting as a purchasing agent for the exempt entity on this project.
- 2) The exempt entity takes title to all materials and supplies at the point of delivery.
- 3) The exempt entity has the risk of loss for all materials and supplies.
- 4) The exempt entity has the responsibility for all defective materials and supplies, including those incorporated into realty.

Printed Name:

Signature:

Title:

Date:

If the items above are not completed or are not agreeable to the exempt entity, then AIM Electronics, Inc. will add taxes owed to final invoice.

DAKTRONICS BA-2026 PRODUCT SPECIFICATIONS

GUEST PITCHES

PITCH COUNT
TIME

Pitch Count may be shown on one or both sides; when it is displayed on both sides, Guest Pitches are on the left and Home Pitches are on the right.

HOME PITCHES

PITCH COUNT
AT BAT

Choose one of three vinyl captions for upper scoreboard corners
(Optional changeable caption panels also offered)

AT BAT	BALL	STRIKE	OUT	H/E	1	2	3	4	5	6	7	8	9	10	RUNS	HITS	ERR
41	2	1	1	H	1	0	0	0	0	1	0	0	0		2	4	1
GUEST																	
HOME																	

DAKTRONICS
HAWKS

Optional 8x48 Team Name
Message Centers (TNMCs)

This outdoor LED baseball/softball scoreboard displays HOME and GUEST team scores for up to 10 innings, total RUNS and HITS to 99 and ERR (errors) to nine for each team, AT BAT to 99, BALL to three, STRIKE to two, OUT to two and H/E (hit or error) with field position number for the error. Scoreboard can show TIME or PITCH COUNT instead of AT BAT, as well as AT BAT or PITCH COUNT in place of H/E. PITCH COUNT displays up to 199. Scoreboard shown with optional striping and amber PanaView® digits.

DIMENSIONS

OF SECTIONS

9'-4" H x 36'-0" W x 8" D (2.85 m, 10.97 m, 203 mm)	Four Total
4'-4" H x 18'-0" W x 8" D (1.32 m, 5.49 m, 203 mm)	Two Top
5'-0" H x 18'-0" W x 8" D (1.52 m, 5.49 m, 203 mm)	Two Bottom

		VINYL CAPTIONS (STANDARD)	TNMCs & VINYL CAPTIONS
POWER (120 VAC)*	Red/Amber Digits	510 Watts, 4.3 Amps	610 Watts, 5.1 Amps
	White Digits	1110 Watts, 9.3 Amps	1340 Watts, 11.2 Amps
UNCRATED WEIGHT	Each Top Section	390 lb (177 kg)	390 lb (177 kg)
	Bottom Section (L)	450 lb (204 kg)	570 lb (259 kg)
	Bottom Section (R)	450 lb (204 kg)	450 lb (204 kg)
	Total	1680 lb (762 kg)	1800 lb (816 kg)

*Scoreboard requires a dedicated circuit. Models with 240 VAC power at half the indicated amperage are also offered (International Use Only).

DIGITS

- AT BAT, BALL, STRIKE, OUT and H/E digits are 24" (610 mm) high. All other digits are 18" (457 mm) high.
- Select red, amber, or white LED digits. Scoreboard may instead have mixed LED digit colors (see [DD1965467](#)).
- Scoreboard features robust weather-sealed digits (see [DD2495646](#)).
- Digits may be dimmed for night viewing.

DISPLAY COLOR

Choose from 150+ colors (from Martin Senour® paint book) at no additional cost.

CONSTRUCTION

Alcoa aluminum alloy 5052 for excellent corrosion resistance

CAPTIONS

- HOME and GUEST captions are 15" (381 mm) high. AT BAT, BALL, STRIKE, OUT and H/E captions are 12" (305 mm) high. All other captions are 10" (254 mm) high.
- Standard captions are vinyl, applied to the display face.
- Optional TNMCs are 10.6" (269 mm) high.

PRODUCT SAFETY APPROVAL

ETL-listed to UL 48, tested to CSA standards, and CE-labeled

OPERATING TEMPERATURES

- Display: -22° to 122° Fahrenheit (-30° to 50° Celsius)
- Console: 32° to 130° Fahrenheit (0° to 54° Celsius)

WWW.DAKTRONICS.COM E-MAIL: SALES@DAKTRONICS.COM

201 Daktronics Drive, PO Box 5128, Brookings, SD 57006
Phone: 1-800-325-8766 or 605-692-0200 Fax: 605-697-4746
DD1972163 102020 Page 1 of 9





SMALL CITY & BIG FUTURE

City of Glencoe ♦ 1107 11th Street East, Suite 107 ♦ Glencoe, Minnesota 55336
Phone: (320) 864-5586 Website: www.glencoe.mn.org Email: info@ci.glencoe.mn.us

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

Mayor: Ryan Voss **City Administrator:** Mark D. Larson

Councilors: At-Large Yodee Rivera, Precinct 1 Sue Olson, Precinct 2 Mark Hueser, Precinct 3 Paul Lemke, Precinct 4 Cory Neid



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

To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: August 3, 2023

Re: Item 8D – Oscar Olson Park Planning Study

Item 8D – Brody Bratsch will present the Oscar Olson Park Planning Study. It is recommended to approve the Park Plan and refer back to the Park Board on priorities for implementing the plan.



Building a Better World
for All of Us®

MEMORANDUM

TO: City of Glencoe - Oscar Olson Park Planning

FROM: Karl Weissenborn, Planning/Landscape Architect Manager
Virginia Torzewski, Graduate Landscape Architect
John Rodeberg, PE (MN), Principal/CSM

DATE: July 31, 2023

RE: Oscar Olson Park Planning Study Report
SEH No. GLENC 172348 14.00

Oscar Olson Park has the potential to become a highly used park within Glencoe. Mainly used as a trail connection and picnic/soccer spot today, with the addition of some key features the park could be activated for a multitude of uses.

The goal in creating the Concept Plan was to focus park possibilities into one concept that can be used in budgeting as well as seeking funding for further capital investments and improvements. The Concept Plan can be used as a guide for future development including a phased approach, or as a jumping-off point in creating a Park Master Plan. The Concept Plan is a 'fit test' of features to decide which feature would be best suited in and located in the park. The proximity to GSL Public Schools influenced the use of the park, for example favoring the addition of pickleball courts over tennis and a soccer field mainly for pick-up games. Proposed features added to the site: 4 pickleball courts, basketball court, picnic shelter, splash pad, playground, full sized soccer field, fenced dog park, fitness center, and additional bathroom/ access to the Lion's shelter bathroom. Amenities suggested for improvement: existing bathroom renovation, north/south trail alignment and additional sidewalk connections, and tree mitigation/ replacement. These additions to Oscar Olson Park will activate the space with multiple user groups in both structured and unstructured activities and create a destination park instead of a pass-through park.

The attached **Concept Plan** has been developed through review and discussion with the City's Park Board, staff, and other stakeholders. Also attached is a **Probable Cost Opinion** which should be considered a high-level scoping estimate of costs based on broad assumptions and previous experience on similar projects. This Probable Cost Opinion was developed to provide an overall idea of potential project scope; however many factors will affect the actual costs to develop each item in the scope, including but not limited to: fluctuating cost of labor and materials, size and scope of individual projects, chosen level of amenities and features, soil and site conditions, additional related costs (sidewalk, level of in-house or volunteer services, utility extensions, etc.) and other factors. Further review and analysis of each phase of development should be considered to confirm the design, scope and cost opinion as that phase of work is considered for implementation.

The next step includes a presentation to the City Council for review and consideration. Below is an overview of the individual items, which are also described in more detail in the attachments.

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 10650 Red Circle Drive, Suite 500, Minnetonka, MN 55343-9229

952.912.2600 | 800.734.6757 | 888.908.8166 fax | sehinc.com

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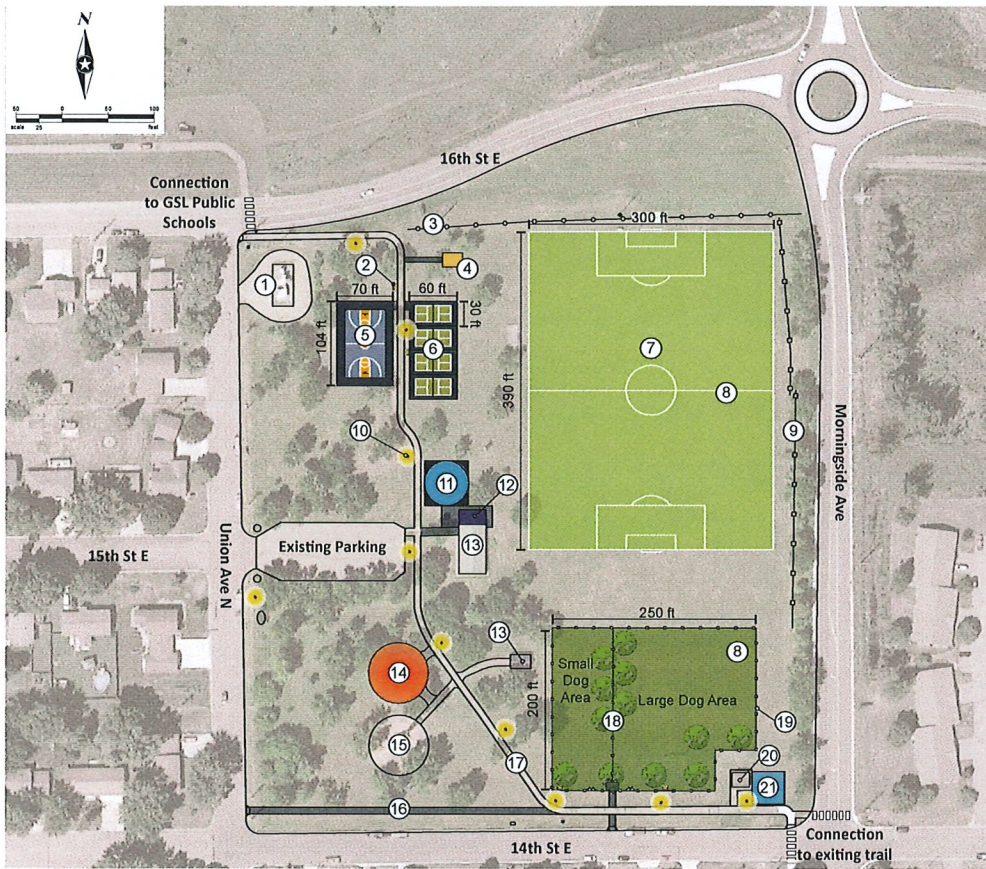
- **City Utilities:** Electric substation. No changes.
- **Basketball Court:** Standard outdoor court. Includes surface finish material.
- **Pickleball Courts:** Proposing 4 courts. Not proposing to include multi-use tennis/pickleball courts due to cost and availability of multiple courts at High School. City may want to stage/phase this work (2 at a time). Cost is dependent on soil conditions and required site preparation costs, as well as phasing (doing 2 at a time would add to the total cost, as temporary fencing and other work would be required).
- **Splash Pad:** Showing potential, future site option based on access to parking and utilities. Cost for splash pads can vary dramatically based on features that the community wants, including site preparation and soil correction, the size and number of water features, seating area amenities and other factors.
- **Soccer Field(s):** Proposing a full-sized soccer field (390' x 300') located just south of the power line, understanding that the field can also be utilized to have 2 smaller fields (300' x 150') when appropriate. Includes proposed safety fencing along Morningside Avenue.
- **New Bathroom:** Proposed to be added to north side of the existing Lion's Shelter with outside access. Provides new bathrooms for park uses while also maintaining the current bathrooms for shelter users. New addition would also include mechanical room space for future splash pad.
- **Existing Shelters:** No changes proposed, except for addition of new bathroom facilities on the north side of the Lion's Shelter, as noted above.
- **New Playground:** Age-specific playground to augment existing playground. Playground(s) would be ADA compatible and utilize community-selected equipment from a multitude of vendor options.
- **Existing Playground:** City can review existing facility for future use and/or upgrades or maintenance.
- **Dog Park:** Includes small and large dog areas and safety gate access. Moved to the south end of the park near 14th Street to allow for separation from other uses as well as access to street parking and rest rooms. Park is shown at about the minimum recommended size (1 acre). Improvements should include features such as;
 - Trees for shade, or shade structures
 - Access to drinking water for dogs and people
 - 4 - 6' fence with small and large dog areas, and transitional entry area
 - Enough space to avoid crowding, and reduce wear and tear on grass
 - Waste bag stations and covered waste cans
 - Seating benches
 - Buffer from residential properties or high traffic areas (to address noise and safety issues)
 - Nice items to have include fun stuff, such as ramps, platforms or other structures of various heights/sizes for play
- **Existing Bathroom:** Facility was recently painted and upgraded, and would serve the dog park, outdoor fitness center and other uses in the area.
- **National Fitness Campaign Fitness Center:** Community is applying for funding for this facility through Blue Cross-Blue Shield. Site is required to be at high visibility location with easy access. No costs are included for this effort.
- **Bench:** Amenity should be considered in multiple areas, including within the dog park, adjacent to the basketball and pickleball courts, near the playground area or soccer fields or other locations within the park.
- **Maintenance Gate:** Transitional entry area allows for safe access to the small and large dog areas of the dog park, with a 2-gate system. New ADA accessible sidewalk access proposed directly to 14th Street.

- **Park Trees:** As a substantial number of the park's current trees are Ash trees and there are no trees in the proposed dog park area, a planting plan for adding trees in the park should include both initial plantings related to the specific layout of new facilities as well as the replacement of trees over time.
- **Chain Link Fence:** A 5' tall fence is proposed between the soccer field and Morningside Avenue/CSAH 15 to improve safety and reduce potential pedestrian and vehicle conflicts. Fence materials and costs can vary significantly, depending on using a plain chain link, poly coated and colored chain link, or other material. The type of material included with each feature is noted in the Opinion of Cost, but other materials could be considered based on cost, aesthetic and other factors.
- **Trail:** Plan includes extending the trail to the SW corner of the park (near Union Avenue and 14th Street) to improve safe access in the area, as well as reclaiming and repaving the existing trail.
- **Existing Post Line:** Area has both above ground power lines as well as underground utilities. Property to the north of the line is street right-of-way and a County-owned parcel and has limited accessibility. Landscaping and other appropriate improvements could be considered in this area.
- **New Picnic Shelter:** Future potential picnic shelter area location shown to serve and enhance the northern portion of the park and adjacent park uses.
- **Lighting:** Improvements along the trail were proposed to allow it to be safely used for access to the school and other destinations along the route. Lights may be set to turn off at a certain time of night to reduce undesirable park activities.
- **Other Notes**
 - Existing crosswalks are shown that provide access to adjacent trails and destinations. The crossing on 16th Street includes an RRFB (flashing beacon). Enhancements to the 14th Street crossing of Morningside Avenue have been, and will continue to be, reviewed.
 - No changes to the current Existing Parking area are proposed.

Please let us know prior to the meeting if you have specific questions or comments to be addressed.

jpr
Oscar Olson Park Final Concept
c: Oscar Olson Park Team

x:\f\g\glenc\172348\8-planning\working files\final_report_oscar_olson_park_study.docx



Concept Plan Oscar Olson Park Glencoe MN

- ① City Utilities/ Fenced Transformers
- ② Bench (TYP.)
- ③ Existing Post Line
- ④ New Picnic Shelter - 430 sqft
- ⑤ Basketball Court - 7,280 sqft
- ⑥ Pickleball Courts - 4 Courts 7,200 sqft
- ⑦ Full Sized Soccer Field - 117,000 sqft
- ⑧ Turf Establishment and Park Trees
- ⑨ 5' Tall Chain Link Fence
with Pass-Through Opening - 520 lf
- ⑩ Lighting Along Trail
- ⑪ Splash Pad - 3,020 sqft
- ⑫ New Bathroom Addition - 600 sqft
- ⑬ Existing Shelter
- ⑭ New Playground - 4,360 sqft
- ⑮ Existing Playground
- ⑯ New 10' Wide Bituminous Trail - 3,900 sqft
- ⑰ Reclaim/Repave Bituminous - 10,650 sqft
- ⑱ Dog Park - 47,500 sqft, 1 acre
- ⑲ 5' Tall Chain-Link Fence, Pedestrian and
Maintenance Gates
- ⑳ Existing Bathroom
- ㉑ National Fitness Campaign Fitness Center - 1,600 sqft



PROBABLE COST OPINION
Oscar Olson Park, Glencoe Minnesota
GLENC 172348
July 12, 2023

Note: All costs shown correspond to 7/12/23 Oscar Olson Park Concept Plan.

Item No.	Concept Plan No.	Item Description	Unit	Est. Qty.	Est. Unit Price	Est. Cost	Low Range	High Range	Comments - Assumptions
COURTS									
	6	PICKLEBALL COURTS	SQ FT	7200	\$60	\$432,000	\$388,800	\$475,200	7200 sqft for 4 courts standard sized, includes out of bounds areas/set backs, nets/posts, paint lines, black vinyl chain-link fence, aggregate base, bituminous paving, surface finish materials, final grading/turf establishment
	5	BASKETBALL COURT	SQ FT	7280	\$45	\$327,600	\$294,840	\$360,360	7280 sqft standard size court, includes out of bounds areas/set backs, hoops/posts, paint lines, aggregate base, bituminous paving, surface finish materials, final grading and minor turf establishment.
2540.602	2	BENCH	EACH	2	\$1,500	\$3,000	\$2,700	\$3,300	Typical mid-level priced catalog item, includes site prep, minor finished grade leveling, aggregate base and concrete with anchoring for bench.
COURTS TOTAL						\$762,600	\$686,340	\$838,860	Mobilization of 5% is not added to Courts totals.
FIELDS & DOG PARK									
	7	SOCCER FIELD (SITE PREP)	LUMP SUM	1	\$40,000	\$40,000	\$38,000	\$44,000	117,000 sqft full-sized standard soccer field, includes minor grading/leveling. Assumes in-place soil is adequate and no soil amendments are needed. See below for related turf establishment costs.
2557.603	9	CHAIN-LINK WIRE FENCE (SOCCER FIELD)	LIN FT	520	\$35	\$18,200	\$16,380	\$20,020	For fence east of field, material black vinyl-clad, 5' height w/ offset pass-through opening mid-run.
	18	DOG PARK (SITE PREP)	LUMP SUM	1	\$15,000	\$15,000	\$13,500	\$16,500	Includes minor grading/leveling. Assumed in-place soil is adequate and no soil amendments are needed.
2557.603	19	CHAIN-LINK WIRE FENCE (DOG PARK)	LIN FT	1125	\$45	\$50,625	\$45,563	\$55,688	For Dog Park area fencing, includes two 10' wide access maintenance gates, 3 pedestrian entrance gates at entrance cell, and 5' height chain-link black vinyl clad 100% perimeter security fencing.
2575.501	8	TURF ESTABLISHMENT & VEGETATION	LUMP SUM	1	\$35,000	\$35,000	\$31,500	\$38,500	5.5 acres field turf seeding establishment (soccer field & dog park), 12 overstory trees in Dog Park, includes site prep and control measures.
2540.602	2	BENCH	EACH	2	\$1,500	\$3,000	\$2,700	\$3,300	Typical mid-level priced catalog item, includes site prep, minor finished grade leveling, aggregate base and concrete with anchoring for bench.
FIELDS & DOG PARK TOTAL						\$161,825	\$145,643	\$178,008	Mobilization of 5% is not added to Fields & Dog Park totals.
SHELTER IMPROVEMENTS & SPLASH PAD									
	11	SPLASH PAD	LUMP SUM	1	\$150,000	\$150,000	\$135,000	\$165,000	3020 sqft includes 4 stream/spray fixtures, pumps, drains, plumbing, concrete paved surfaces/aggregate base, chain-link black vinyl clad security fencing, site prep, trenching, minor grading/leveling.
	12	NEW BATHROOM ADDITION	SQ FT	600	\$175	\$105,000	\$94,500	\$115,500	600 sqft addition to existing shelter, 2 separate unisex washrooms w/ exterior locking doors & wall pack lighting. Assumes in-place plumbing is adequate for additional fixtures and similar metal shed type building.
2100.614	4	SHELTER PAVILION	LUMP SUM	1	\$75,000	\$75,000	\$67,500	\$82,500	New 430 sqft timber (stick-built on site) framing structure with metal roof panels, includes minor site prep and footings, aggregate base, and concrete slab. Movable picnic tables not included.
SHELTER IMPROVEMENTS & SPLASH PAD TOTAL						\$330,000	\$297,000	\$363,000	Mobilization of 5% is not added to Shelter Improvements & Splash Pad totals.
SITE IMPROVEMENTS									
2360	16	BITUMINOUS TRAIL	SQ FT	3900	\$1	\$3,900	\$3,510	\$4,290	New 10' wide trail connection within park parallel 14th St E. Includes site prep, minor grading, aggregate base and bituminous wearing surface.
2360	17	RECLAIMED/ REPAVED BITUMINOUS TRAIL	SQ FT	10650	\$3	\$31,950	\$28,755	\$35,145	Include full-depth machine milling of the in-place bituminous trail, finished grade leveling and repaving a new bituminous trail at same width. Assumed approx. 7' width and suitable base material cross section.
	10	LIGHTING	LUMP SUM	9	\$12,000	\$108,000	\$97,200	\$118,800	Nine new lighting units (one existing shown on concept), approx. 20' high, LED, new units same as in-place lighting at existing shelter, includes fixtures, poles, footings, buried wiring and trenching.
2540.602	14	PLAYGROUND EQUIPMENT	EACH	3	\$20,000	\$60,000	\$54,000	\$66,000	Three play pieces of varying skill levels, includes flat concrete ribbon curb to hold edge, minor site prep and final grading.
		ADA RESILIENT SURFACE MATERIAL	SOFT	4360	\$12	\$52,320	\$47,088	\$57,552	Includes 4360 sqft ADA compliant resilient surface material on draining aggregate base - furnished and installed.
	21	NATIONAL FITNESS CAMPAIGN FITNESS CENTER	LUMP SUM		\$0	\$0	\$0	\$0	Provided through grant funding; assumed no additional cost to the City.
SITE IMPROVEMENTS TOTAL						\$256,170	\$230,553	\$281,787	Mobilization of 5% is not added to Site Improvements totals.
POTENTIAL TOTAL CAPITAL INVESTMENT (entire project combined)						\$1,510,595	\$1,359,536	\$1,661,655	

Park Board Minutes
July 26, 2023

Members Present: Amanda Ortloff, Mike Long, Jerrod Fisher

Members Absent: Jim Eiden, Matt Roberts

Others Present: Jamie Voigt

Adopt Minutes:

Motion by Jerrod, seconded by Amanda to approve the minutes from May 31, 2023. All present voted aye. Motion carried.

Oscar Olson Planning Concepts:

SEH provided a memo, map, and probable cost opinion for the final Oscar Olson concept plan. The park board reviewed and it had all the components discussed throughout the planning meetings. The final concept plan will go to City Council for approval on August 7th. Once formally approved; the park board will discuss priority of each of the amenities and potential funding sources.

Other:

A park board member asked if the city received additional chair requests for the pool. Jamie advised this is something Liz and Mark are currently working on.

Jamie's Report:

Oak Leaf Park basketball park will get overlayed this week as well as the road and pool parking lot.

A tile line was added to the 3rd baseline at the baseball field.

Staff has been busy spraying weeds. The weeds along the 1st street/Morningside Drive Trail are contractor warranty work.

Staff and Sentence to Serve have been working on wood for the campground.

Adjournment:

Motion by Matt second by Amanda to adjourn the July 26, 2023, park board meeting. All present voted aye. Motion carried.

Next Meeting Date:

Next meeting date is Wednesday, August 23rd.



SMALL CITY & BIG FUTURE

City of Glencoe ♦ 1107 11th Street East, Suite 107 ♦ Glencoe, Minnesota 55336
Phone: (320) 864-5586 Website: www.glencoe.mn.org Email: info@ci.glencoe.mn.us

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

Mayor: Ryan Voss **City Administrator:** Mark D. Larson

Councilors: At-Large Yodee Rivera, Precinct 1 Sue Olson, Precinct 2 Mark Hueser, Precinct 3 Paul Lemke, Precinct 4 Cory Neid



SMALL CITY  BIG FUTURE

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

To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: August 3, 2023

Re: Item 8C – Awning Grant Request

The attached Awning grant has received the approval recommendations from the EDC and the Planning and Industrial Commission.

It is recommended to approve.



SMALL CITY & BIG FUTURE

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

City of Glencoe Awning/Sign Grant Program Application

Name: Wes Olson

Address of Property: 1112 Hennepin Ave. N.

Phone Number: 320-296-0721

Name of Contractor	Address	Phone Number	Bid Amount
1. <u>G+J Awning</u>	<u>1802 13th Street NE</u>	<u>320-255-1733</u>	<u>\$6150</u>
2. <u>and Canvas Inc</u>	<u>Sank Rapids</u>		
3.	<u>MN. 56379</u>		

Grant amounts are for up to 50% of the cost of the project with a maximum grant amount of \$2,500.00. Please attach a picture, drawing and/or dimensions of the awning project to this application.

City of Glencoe Awning/Sign Program Guidelines

- Awning/Sign grants will be for up to 50% of the awning project, not to exceed \$2,500.00.
- Awnings/signs must comply with the Uniform Building Code Section # 4506. Projects must also comply with any City Ordinances that are applicable to awnings/signs.
- Business/Property owner must complete an application and provide a picture, drawing and/or dimensions of the awning before approval of the project can be granted.
- To receive funding for the project, the awning/sign must be aesthetically pleasing and complement the building and other awnings around the building for awning projects.
- Awnings may not extend more than 4' from the building.
- Awnings/signs must be located within City limits.
- Applicants can only be awarded a grant once in every eight years.
- Grants will be available on a first come, first serve basis. Funding amounts for the Awning/Sign Program will vary each year depending upon what is available in the City budget.
- The Economic Development Committee and the Planning Commission will review all applications and make recommendations to the City Council. The Glencoe City Council will have final approval of all projects.

I verify that the information provided is correct and I will follow all the program guidelines.

Signature: Wesley Olson

Date: 5-15-23



PURCHASE AGREEMENT

G & J Awning and Canvas, Inc
1802 13th Ave NE | Sauk Rapids, MN 56379
Phone: 320-255-1733 | 800-467-1744
Fax: 320-255-0130 | www.gjawning.com

Project Name Olson, WesDate 05/13/23CUSTOMER EMAIL: sueolson@embargmail.com

Billing Information			Site Information		
To Wes Olson			To -same-		
Company			Company		
Address 1112 Hennepin Ave			Address		
City Glencoe	State MN	Zip 55336	City	State MN	Zip
Phone (320) 864-3326	Fax		Phone	Fax	

We hereby submit specifications and bid for: (brief description, style, size, shape etc.)

1-new traditional style awning with round top bump out over entry door. Approx. size of 48" tall by 48" projection and overall width of 28'. Includes 8" loose valance, egg crate bottom, mill finished frame, NO graphic allowance.					
Complete with installation					

Frame Material	Finish and Color	Features (window, push poles etc.)
Aluminum	Raw(Silver)	

Type of Post	Finish and Color	# of Posts	Type of Bottom	# Pcs or Yds	PO #
-----	-----		Egg Crate		

Fabric Type & Width	Color # and Name	Special Notes	# of Yards	PO #
100% solution dyed acrylic canvas	TBD			

Type of Valance	Length	Scalloped Style	Binding Color	Fl. of C-Rel
Loose <input checked="" type="checkbox"/>	8"	Straight Hem	-----	
Solid <input type="checkbox"/>		none	none	none

Graphics "Description"	Graphic Type	Color # and Name	# of Yards	PO #
NA	<input type="checkbox"/> SGS GFX	<input type="checkbox"/> Adhesive GFX.		
	<input type="checkbox"/> Painted GFX	<input type="checkbox"/> Digital GFX		
	<input type="checkbox"/> Etched GFX	<input type="checkbox"/> Other		

Type of Light Fixtures	# of 8'	# of 6'	# of 4'	Other	We supply the fixtures and the bulbs	PO #

Shaded area for office use only

ACCEPTANCE OF BID

BID: We hereby propose to furnish material and labor to complete the work outlined above for the sum of:			
Six thousand one hundred and fifty dollars			dollars
\$	\$6,150	Payment to be made as follows: 3% Processing Fee for Credit Card Payments (Visa, Mastercard & Discover)	
\$	50% down	With this contract	
\$		On or Before (date)	
\$	Remainder due N/30 upon completion	On or Before (date)	
Items Not Included * All Electrical work must be done by a licensed electrician. (Examples... disconnection, reconnection, timers, photo cells etc.) * Permit Fees, Lift equipment fees, inspection fees, Engineering fees and/or other required documents are not included in this contract. * Special Local Taxes are not included			
G & J Awning and Canvas, Inc.		Acceptance of bid and terms. (See Reverse for terms)	
Date 5/13/2023	Signed Aaron Lang	Date	Signed Owner

THIS CONTRACT IS VOID 30 DAYS FROM DATE UNLESS WHITE COPY IS SIGNED AND RETURNED TO G & J AWNING & CANVAS, INC.

G & J AWNING & CANVAS TAKES PHOTOGRAPHS OF COMPLETED PROJECTS FOR MARKETING AND ADVERTISING USE. BY SIGNING YOU ARE AUTHORIZING G & J AWNING TO USE PROJECT IMAGES FOR MARKETING AND ADVERTISING PURPOSES.

G & J AWNING & CANVAS COMPLIES WITH ALL WORKMAN'S COMPENSATION & PROPERTY DAMAGE LIABILITY INSURANCE LAWS