



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: Yodée Rivera

## **GLENCOE CITY COUNCIL MEETING AGENDA**

**Monday**

**April 15, 2024**

**City Center Ballroom**

**7:00 PM**

- 1. PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE**
- 2. CONSENT AGENDA**
  - A. Approve Minutes of the Regular Meeting of April 1, 2024
  - B. Approve Special Event Application of the Glencoe Car and Bike Show, Glencoe City Center Parking Lot, 1107 11<sup>th</sup> Street East, June 23, July 21 (Happy Hour), and September 8, 2024
- 3. APPROVE AGENDA**
- 4. PUBLIC COMMENT (agenda items only)**
- 5. PUBLIC HEARINGS - None Scheduled**
- 6. BIDS AND QUOTES –**
  - A. Wastewater Utility Vehicle – Mark Lemen, Public Works Director
  - B. SLA for updated Sound Study for Revolve Labs (BIT 49) – City Attorney
  - C. SLA for Construction Administration for Waterline Installation – US Highway 212/Morningside Avenue Roundabout Project – Justin Black, SEH
- 7. REQUESTS TO BE HEARD**
  - A. Community Garden Location – Together We are Glencoe
  - B. Appointment to Boards and Commissions
    1. Airport Commission
    2. Park Board
- 8. ITEMS FOR DISCUSSION**
  - A. Airport Terminal Dedication and Open House – June 7<sup>th</sup> and June 8<sup>th</sup>
  - B. Update on 1234 Greeley Avenue – City Attorney
  - C. Lease Renewals
    1. Glencoe Woodworking Club
    2. Common Cup Ministries
  - D. Hotel Study – City Administrator
- 9. ROUTINE BUSINESS**
  - A. Project Updates
  - B. Economic Development
  - C. Public Input

- D. Reports
- E. City Bills

**10. Close Meeting for Public Works Union Contract Negotiations**

**11. ADJOURNMENT**





SMALL CITY & BIG FUTURE

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

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**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 Neld



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## GLENCOE CITY COUNCIL MEETING MINUTES

April 1, 2024 – 7:00 PM

City Center Ballroom

Attendees: Ryan Voss, Yodee Rivera, Susan Olson, Mark Hueser, Paul Lemke, Cory Neid

City Staff: Mark Larson, Mark Lemen, Mark Ostlund, Todd Trippel, Tony Padilla, Myranda VanDamme, and James Voigt

Others: Rich Glennie, Lowell Anderson, Owen Elle, and Elisa Dording

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

The Meeting was called to order by Mayor Voss.

### 2. CONSENT AGENDA

- A. Approve Minutes of the Regular Meeting of March 18, 2024
- B. Approve Retailer's Fireworks License, Coborns Incorporated – Store #2027, 2211 11<sup>th</sup> Street East, Glencoe, 55336
- C. Approve book transfers:
  - 1. \$20,000.00 from General Fund to Park Imp. Fund - Campground Reimbursement
  - 2. \$70,000.00 from Storm Water Management to General Fund – Employee Wages
  - 3. \$120,000.00 from Water to 2015 Street Improvement Bond – Bond Payment
  - 4. \$180,000.00 from WWTP to 2015 Street Improvement Bond – Bond Payment
  - 5. \$60,000.00 from Water to 2016 Street Improvement Bond – Bond Payment
  - 6. \$20,000.00 from WWTP to 2016 Street Improvement Bond – Bond Payment
  - 7. \$127,549.00 from Municipal State Aid to 2016 Street Imp. Bond – Bond Payment
  - 8. \$70,000.00 from Water to 2017 Street Improvement Bond - Bond Payment
  - 9. \$40,000.00 from WWTP to 2017 Street Improvement Bond – Bond Payment
  - 10. \$55,000.00 from Stormwater Management to 2017 Street Imp. Bond – Bond Payment
  - 11. \$30,000.00 from Water to 2018 Stormwater Imp. Bond – Bond Payment
  - 12. \$51,000.00 from WWTP to 2018 Stormwater Imp. Bond – Bond Payment
  - 13. \$205,000.00 from Storm Water Management to 2018 Storm Water Imp. Bond – Bond Payment
  - 14. \$185,500.00 from Water to General Fund – Administration & 2023 Street Imp.
  - 15. \$185,500.00 from WWTP to General Fund - Administration & 2023 Street Imp.
  - 16. \$345,000.00 from General Fund to 2023 Street Improvement Construction
  - 17. \$90,000.00 from 2023 Street Improvement Bond to 2023 Street Imp. Construction

18. \$60,000.00 from Stormwater Management to General Fund – Administration & 2023 Street Improvement
19. \$10,000.00 from Cable TV to General Fund
20. \$50,000.00 from Liquor Store to General Fund – Administration
21. \$6,000.00 from Liquor Store to City Center Operating – Eliminate Negative Fund Balance
22. \$144,000.00 from Liquor Store to City Center Bonds – Eliminate Negative Fund Balance
23. \$89,000.00 from General Fund to Aquatic Center – Eliminate Negative Fund Balance
24. \$30,250.00 from General Fund to Cemetery – Eliminate Negative Fund Balance
25. \$15,000.00 from General Fund to Engineering/Inspection Services – Eliminate Negative Fund Balance
26. \$8,000.00 from City Sinking to 2015 Street Improvement Bond – Eliminate Negative Fund Balance
27. \$7,000.00 from General Fund to 2015 Street Improvement Bond – Eliminate Negative Fund Balance
28. \$60,000.00 from Tax Increment #4 to 2007 Tax Increment Bond – Bond Payment
29. \$38,000.00 from Tax Increment #9 to 2018 Tax Increment Bond – Bond Payment

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

### **3. APPROVE AGENDA**

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

### **4. PUBLIC COMMENT (agenda items only)**

Resident, Rich Glennie, questioned why there were multiple negative fund balances. Mark Larson explained there are only three actual fund funds that have negative balances. One is the city center fund where we make an operating transfer every year. Second is the aquatic center. A transfer is made every year because this fund does not have cash flow. Same with the cemetery.

### **5. PUBLIC HEARINGS**

None scheduled.

### **6. BIDS AND QUOTES**

**A.** Police Space Needs Study – SEH Quote

**B.** Fire Department Space Needs Study – SEH Quote

Space needs assessment for the police department and space needs assessment for the fire department. Both are \$5,800.00. These were brought up at the workshop last week and City Council did go on tours of both facilities. Either monies get put into the budget for next year to do this and put off until the first of the year or we look at doing

either one of both studies now. \$9,800.00 to do both studies now and if we did them separately it would be about \$11,600.00.

Mayor Voss opens this up for council discussion. Lemke stated there are issues at the PD that need to be addressed sooner than later. Safety concerns in his perspective that need immediate addressing. There will be a mechanical contractor coming in to give an estimate. Mayor Voss suggests making the most efficient and neat use of our spaces and working with a consultant to help us try and do that structurally. Hoping to see quotes maybe in a week or so and have some idea from the contractor's standpoint.

**Motion:** Neid, second by Hueser to have the Space Needs Assessment put on their 2025 budgets for next year. Olson, Lemke, and Rivera voting against, the motion failed. Rivera motions to approve moving forward with the combined study this year, second by Olson with Lemke voting in the affirmative, the motion carries.

**C. SLA for updated Sound Study for Revolve Labs (BIT 49) – City Attorney**

Mark Ostlund's recommendation is to move forward with the sound study to be completed in April and to have the city buy-in to this agreement. When they do the sound study, they'll have it operating at full capacity. The city would pay for the study upfront, reimbursed by Revolve Labs (BIT49) in May. The readings will be completed at the Gould property and next to the workforce housing on Seneca property. Hueser questions if we shouldn't be setting one up on the south side as well or the southeast.

**Motion:** Nied, second by Lemke to table with the revised quote at the next meeting to explore the third site. All in favor, the motion carries.

**7. REQUESTS TO BE HEARD**

**A. Glencoe Sportsman's Club request for funding Fence Improvements**

The Sportsman's Club came to the workshop last week to talk to the city council about an additional expense that they did not anticipate or foresee. Looking at about \$89,000 with multiple fences plus additional costs they're going to incur. Asking the city for any type of assistance. My recommendation is if we are going to participate, somewhere in the tune of \$10,000, it would just come from the general fund. Hueser stated the sanctuary is a key part of the park.

**Motion:** Hueser, second by Olson to approve \$10,000 for funding fence improvements for the Glencoe Sportsman's Club on contingent that they raise the additional funding. All in favor, the motion carries.

**B. Approval of Grant Application for DNR Outdoor Grant for Pickleball Courts – Mayor Voss**

**1. Resolution 2024-05 – Approving DNR Grant Submittal**

**Motion:** Lemke, second by Neid to approve Resolution 2024-05 on approving the DNR Grant Submittal. All in favor, the motion carries.

**C. Dog Park Appropriation from Park Improvement fund for 2025 – Glencoe Rotary Club**

The anticipated cost of the dog park is about \$51,000, with about \$41,000 of that being the fencing. The Glencoe Area Foundation is looking at setting up a fund that people could make donations toward the dog park and have the tax-deductible ability. The Rotary Club is looking at applying for a grant through the Rotary Foundation for another \$4,000. There has been discussion ongoing with the Glencoe Woodworkers Club about building some of the amenities in the park. The Rotary Club right now is asking for an earmark for a 2025 project by the City Council for \$12,500 toward the construction. This won't be until next year, but just an earmark so the Rotary Club can go out and start soliciting other funding sources.

**Motion:** Lemke, second by Rivera to approve a \$12,500 earmark for 2025 for the dog park appropriation.

**8. ITEMS FOR DISCUSSION**

- A. Airport Terminal Dedication and Open House – June 7<sup>th</sup> and June 8<sup>th</sup>**  
Friday, June 7<sup>th</sup> at 1 pm and Saturday, June 8<sup>th</sup> in the morning, time yet to be determined.
- B. Update on 1234 Greeley Avenue – City Attorney**  
Mark Ostlund requested that Mr. Nseumen attend tonight's meeting to give an update on his progress. The council had given him an extension on his deadline. A hearing several months ago determined 1234 Greeley Ave building was hazardous under the statute. He was given 30 days to fix the issues. Ostlund is asking council tonight to vote in the affirmative to direct him to file the order with the court asking for a judge to issue an order to enforce the terms of hazardous building or circle back to Mr. Nseumen for the update and push him harder to see where he stands and essentially ask that he shows up to the next meeting. Mr. Nseumen has got one last chance to appear before the city council with a plan, deadlines, and a timeframe with a finishing date. If he does not show up, we are done.
- C. Legislative Update – City Administrator**  
Mark Larson attended the Coalition of Greater Minnesota City's Legislative Update in St. Paul.
- D. 2024 Workers' Compensation Premium reduction**  
Premium reduced by \$36,000.

**9. ROUTINE BUSINESS**

- A. Project Updates**  
The Hennepin Ave Project open house will be at City Hall on April 23<sup>rd</sup>. The first session is from 12 pm – 1 pm, second session from 6 pm – 7 pm.
- B. Economic Development**
- C. Public Input**
- D. Reports**
- E. City Bills**

**Motion:** Neid, second by Olson to pay City Bills. All in favor, the motion carried.

**10. Close Meeting for Public Works Union Contract Negotiations**

Cancelled.

**ADJOURNMENT**

**Motion:** Lemke, second by Neid to adjourn the meeting. All in favor, the motion carried.





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



City of Glencoe  
Special Event Application  
1107 11<sup>th</sup> Street East, Suite 107  
Glencoe, MN 55336  
320-864-5586  
info@ci.glencoe.mn.us

Event name: Glencoe Car & Bike Show Location: Glencoe City Center

Date(s) of the event: June 23rd - July 21st - Sept. 8th Time(s) of event: 11am - 3pm

Group name or organization: Glencoe Car & Bike Show Contact Name: Victor Garcia

Address: 1107 11th St E City: Glencoe Zip: 55336

Email: victorgarciaast@gmail.com Phone: 6125848920

Type of organization: For Profit  Non-Profit  Charity

Location requested: City Parking Lot  City Park  Street Closure

Estimated number of participants expected to attend the event: 350 - 750

Event Description: Please see maps and details document attached.

Assistance Requested: Will need road blockades ( 8 ), picnic tables ( 8 ), orange cones, garbage cans (Normally provided by Street / Parks Dept. )

Street Closure Request - Describe the name and sections of the streets for requested closure.

Please see maps and details.

Date/Time for beginning of street closure: 10:45AM

Date/Time for reopening of streets: 3PM

**NOTE:** Events using public streets and parking lots must submit a map with precise locations.

See back side for guidelines and agreement.

## Special Event Guidelines

Special events include walk/runs, tournaments, concerts or gatherings of 50 participants or more in the City of Glencoe. Special Event Applications must be submitted at least 30 calendar days prior the event. Below is a list of additional items that may be required for your event, please review carefully.

**Certificate of Liability Insurance:** The City of Glencoe, at its discretion, may require the applicant to obtain a certificate of Liability Insurance. If required, applicants must provide a minimum of \$1,000,000 of general liability coverage for each occurrence and shall name the City of Glencoe as an additional insured. Based on special event activities, some events may be required to obtain additional coverage. If you don't have private insurance or your organization does not have insurance, you may obtain insurance through the League of MN Cities Tenant User Liability Insurance Program (TULIP). Information on TULIP is located online at: [www.lmc.org](http://www.lmc.org)

**Alcohol:** If alcohol is sold or provided, the event must have proper licensing through State of MN and City of Glencoe. Liquor Liability Insurance is required for events that sell or provide alcohol.

**Security:** If the Chief of Police determines security is needed for the event, the organizer will be charged an hourly rate per officer as set by the City's fee schedule.

**Street Closures:** If a street closure occurs along residential streets, reasonable efforts must be made to alert all property owners along the street of the proposed closure. Failure to notify property owners in street closure areas or gain approval of street closures will result in revocation of permit.

**Garbage:** Organizers may be required to provide garbage containers and removal depending on the size of the event and the number of participants.

**Sanitary Restrooms:** Organizers may be required to provide sanitary restrooms depending on the size of the event and the number of participants.

**Directional Markers:** No paint or chalk paint should be used as directional markers on the trail systems in the parks or on the sidewalks and streets. Suggestions for directional markers include cones, sidewalk chalk, small signs or volunteers. Renter will be charged a fee if paint or permanent marks are placed on the trail system, sidewalks or streets. If you need cones or other materials from the Street Department, please make sure to include these items in the assistance requested section.

**Contract Agreement:** The renter will abide by all rules governed in City Ordinances and all City of Glencoe policies. The renter also understands that failure to abide by these rules and regulations could result in additional fees or denial of facility use.

Victor Garcia  
Signature

4/12/24  
Date

**City Staff Use Only**

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

**Public Works Director Street/Parks Recommendation:**

Approve  Deny

Comments: \_\_\_\_\_

**Chief of Police Recommendation:** Approve  Deny

Comments: \_\_\_\_\_

**City Council:** Approve  Deny  Date: \_\_\_\_\_

Adopted: 6.6.2022



City of Glencoe
Special Event Application
1107 11th Street East, Suite 107
Glencoe, MN 55336
320-864-5586
info@ci.glencoe.mn.us

Event name: Happy Hour / Glencoe Car & Bike Show July Event Location: Happy Hour

Date(s) of the event: July 21st 2024 Time(s) of event: 11am - 3pm

Group name or organization: Glencoe Car & Bike Show Contact Name: Francisco Lopez & Victor Garcia

Address: 815 11th St E City: Glencoe Zip: 55336

Email: alikay4114@gmail.com / victorgarciaacst@gmail.com Phone: 3203008896 (F) / 6125848920 (V)

Type of organization: For Profit [ ] Non-Profit [ ] Charity [ ]

Location requested: City Parking Lot [ ] City Park [ ] Street Closure [ ]

Estimated number of participants expected to attend the event: 350 - 750

Event Description: Please see maps and details document attached.

Assistance Requested: Will need road blockades( 8 ), picnic tables ( 8 ), orange cones, garbage cans (Normally provided by Street / Parks Dept. )

Street Closure Request - Describe the name and sections of the streets for requested closure.

Please see maps and details.

Date/Time for beginning of street closure: 10:45AM

Date/Time for reopening of streets: 3PM

NOTE: Events using public streets and parking lots must submit a map with precise locations.

See back side for guidelines and agreement.

Adopted: 6.6.2022

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**Alcohol:** If alcohol is sold or provided, the event must have proper licensing through State of MN and City of Glencoe. Liquor Liability Insurance is required for events that sell or provide alcohol.

**Security:** If the Chief of Police determines security is needed for the event, the organizer will be charged an hourly rate per officer as set by the City's fee schedule.

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**Garbage:** Organizers may be required to provide garbage containers and removal depending on the size of the event and the number of participants.

**Sanitary Restrooms:** Organizers may be required to provide sanitary restrooms depending on the size of the event and the number of participants.

**Directional Markers:** No paint or chalk paint should be used as directional markers on the trail systems in the parks or on the sidewalks and streets. Suggestions for directional markers include cones, sidewalk chalk, small signs or volunteers. Renter will be charged a fee if paint or permanent marks are placed on the trail system, sidewalks or streets. If you need cones or other materials from the Street Department, please make sure to include these items in the assistance requested section.

**Contract Agreement:** The renter will abide by all rules governed in City Ordinances and all City of Glencoe policies. The renter also understands that failure to abide by these rules and regulations could result in additional fees or denial of facility use.

Francisco Lopez Victor Garcia  
Signature

4/12/24  
Date

### City Staff Use Only

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

### **Public Works Director Street/Parks Recommendation:**

Approve  Deny

Comments: \_\_\_\_\_

### **Chief of Police Recommendation:** Approve Deny

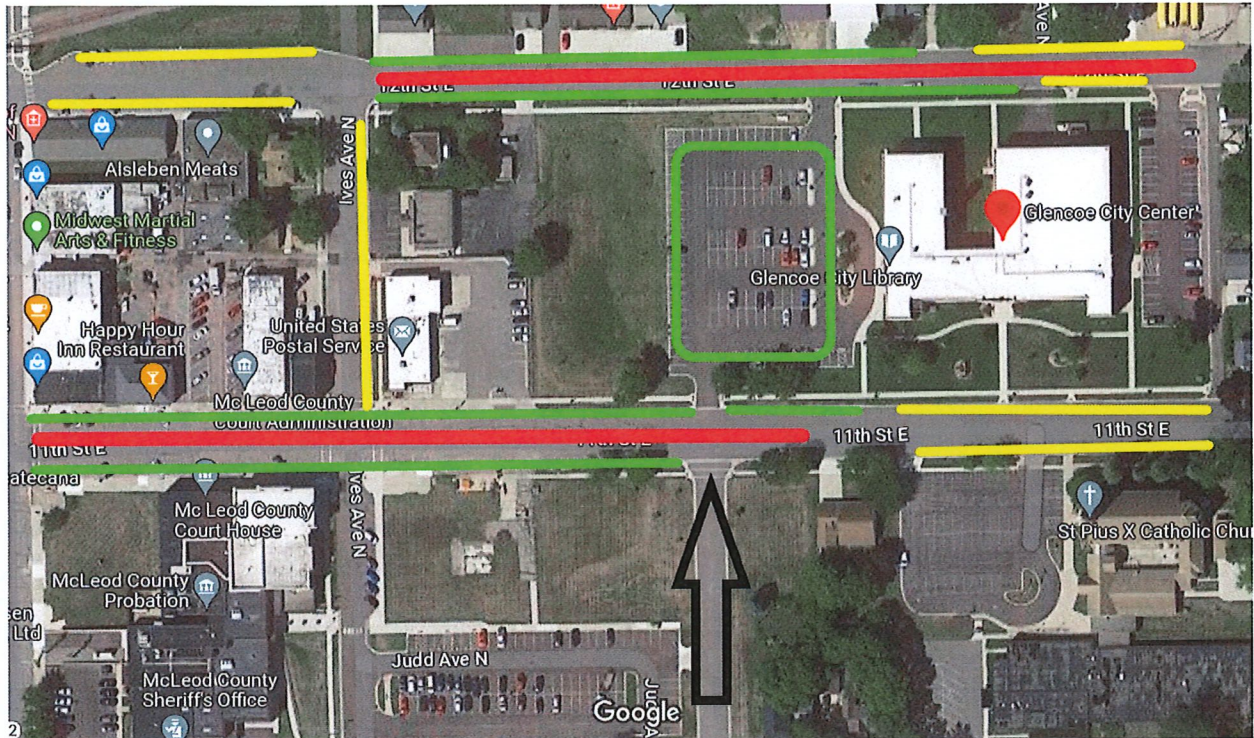
Comments: \_\_\_\_\_

**City Council:** Approve  Deny  Date: \_\_\_\_\_

Adopted: 6.6.2022



## July Map and Details



- Green** – Car, truck, motorcycle entrance and exit route / Car show parking
- Red** - Closed street
- Yellow** – Spectator Parking

Essentially close down 12th street all the way to Hennepin / Happy Hour and have cars be able to park there. In conjunction with the car show, Happy Hour would also have entertainment of some sort in their area of the parking lot. We are thinking it would be a band / music. Essentially people would be able to walk from the city center parking lot down to Happy Hour and enjoy the show. We would have plenty of people there from the car show and happy hour to ensure people stay within the area.

We would have a fun truck and happy hour would have live entertainment. We feel it would liven up that section of town and people are making it more of a yearly event to attend our shows. Please feel free to reach out to us via Facebook, email, or phone.

Facebook: [facebook.com/GCBSMN](https://www.facebook.com/GCBSMN)

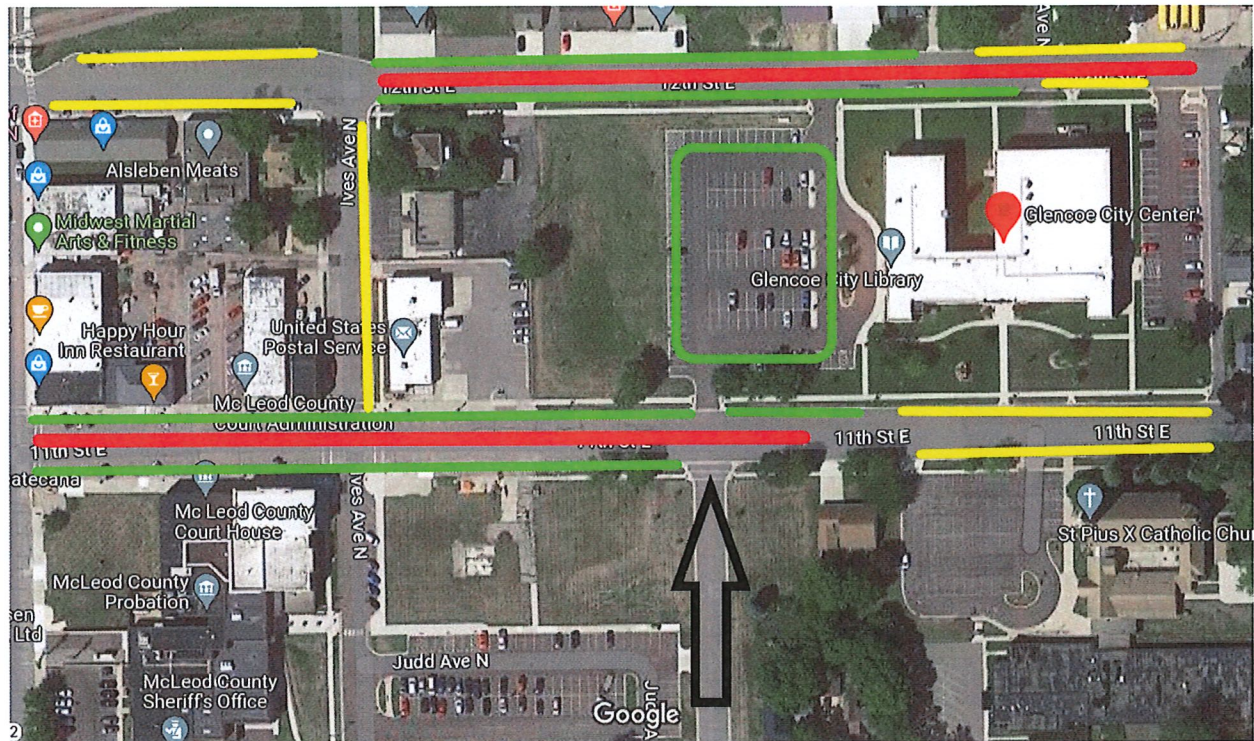
Email: [gcbs@gmail.com](mailto:gcbs@gmail.com)

Phone: 612 – 584 – 8920

Website: [glencoeocarandbikeshow.com](http://glencoeocarandbikeshow.com)



## June 23<sup>rd</sup> & September 8<sup>th</sup> Map and Details



- Green** – Car, truck, motorcycle entrance and exit route / Car show parking
- Red** - Closed street
- Yellow** – Spectator Parking

Cars, trucks, and bikes participating in the car show will be in the city center parking lot. We will have the car the entrance on 11th street and have them exit going down on 12th street. Spectator parking will be in the surrounding streets and parking lots available.

Glencoe Fire Department would also be serving / selling alcohol at the June and September car shows.

Facebook: [facebook.com/GCBSMN](https://www.facebook.com/GCBSMN)

Email: [gcbs@gmail.com](mailto:gcbs@gmail.com)

Phone: 612 – 584 – 8920

Website: [glencoeocarandbikeshow.com](http://glencoeocarandbikeshow.com)



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To: Mayor and City Council

From: Mark Lemen, Public Works Director

Date: April 15, 2024 RE:

RE: Item 6A - Bobcat Utility Vehicle - Wastewater

Included in the 2024 budget is funding for the replacement of the 2009 Wastewater Bobcat 3400 utility vehicle. The utility vehicle was purchased pre-owned by the city in 2019 for \$9,000. However, for the vehicle to be safe for operation an additional \$9,000 was invested in the vehicle.

During the past 5 years the 3400 Bobcat utility vehicle has required additional funding to keep it operational. In early summer 2023 the wastewater operators began to notice some starting, steering, cooling system and parking brake system issues. Therefore, the vehicle was taken to Farmrite for repairs. We requested that the issues we were noticing be repaired and provide an estimate for any other repairs that may be needed.

Farmrite fixed the steering issues that they could find parts for. In addition, Farmrite was able to diagnose and fix the cooling system issue. Unfortunately, Farmrite informed us that the parking brake issue was unable to be repaired due to the parts being obsolete and not in production anymore. They also informed us that there were issues with other parts being obsolete, such as air filters. Furthermore, the utility vehicle will require tire replacement prior to the summer of 2024.

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I authorized Farmrite to make the repairs they could hoping to limp the vehicle to 2024 where I could budget for a replacement. The total for those repairs was another \$1274.51.

The Bobcat utility vehicle is a vital part of our operations. We utilize this vehicle every day in our plant testing, maintenance, and repair. Moreover, the wastewater plant operators utilize this vehicle to monitor collections system components that are off-road as well as use the vehicle for a chase vehicle while jetting. The smaller utility vehicle allows for easier mobility and efficiency than a full-size pickup does during these operations.

I have collected four different quotes for a replacement. Two are local companies, Midwest Machinery and Arnold's of Glencoe. The third quote is from Ziegler Cat. All three quotes include similar equipment options including a cab, strobe lights, work lights, dump bed, and all lights required for legally operating on the street.

Midwest Machinery quoted the city a 2024 John Deere Gator VUV835 with a total cost of \$29,400. The Gator is equipped with all of the equipment noted above. The engine is fueled by gasoline and has a top speed of around 25-30 mph.

Ziegler Cat quoted the city a 2024 Polaris Pro XD with the public works package, which includes all of the equipment noted above, for \$27,544. The engine is fueled by gasoline and has a top speed of 55 mph.

Arnold's quoted the city a Kubota X1100 with a total cost of \$22,750. The Kubota comes equipped with all of the equipment noted above and is powered by a diesel engine. Arnold's also provided the same machine with a gasoline powered engine with a total cost of \$27,450. Arnold's was adamant that if the city were to go with the Kubota the diesel option would be the better option.

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Considering the importance of a utility vehicle to wastewater operations, the mechanical and safety failures of our current Bobcat Utility vehicle, and the excessive amount of money that the city has already invested in the current utility vehicle, I recommend that replacement of the Bobcat 3400 Utility Vehicle. I allocated \$30,000 in the 2024 budget for replacement.

All four of the utility vehicles quoted meet the requirements defined by the tasks the vehicle will be utilized for and are within the budget parameters. Due to these factors, I think the best choice would be to purchase the Kubota X1100 equipped with a diesel engine as the vehicle is the most cost effective.









**Arnold's of Glencoe**  
 655 Lindbergh Trail • Glencoe, MN 55336  
 Phone: (320) 864-5531 • Fax: (320) 864-5533  
 www.arnoldsinc.com

Ship To: IN STORE PICKUP

*Gasoline*

Invoice To: CITY OF GLENCOE  
 1107 11TH STREET E  
 SUITE 107  
 GLENCOE MN 55336

Branch 03 - GLENCOE		
Date 04/05/2024	Time 10:09:32 (O)	Page 1
Account No GLENC001	Phone No 3208645586	Inv No 01 Q03053
Ship Via	Purchase Order	
Tax ID No S'T3 2022		
JOSH MILLER	Salesperson JM3	

**EQUIPMENT ESTIMATE - NOT AN INVOICE**

Description                      \*\* Q U O T E \*\*                      EXPIRY DATE: 05/05/2024                      Amount

New 2024 KUBOTA XG850WL-H UV WORKSITE AS W/ HDWS TIRES & LINER                      15535.09

ADDITIONAL PARTS  
 =====

	77700-VP0800A	Qty:	1	Price:	629.31	629.31
SPORT ROOF ***	77700-VP0807	1		202.98	202.98	
ROOF POLY PANEL	77700-VP0802	1		896.58	896.58	
WINDSHIEL-XG850	77700-VP0803	1		610.98	610.98	
RTV-XG REAR PAN	77700-VP0810A	1		4175.02	4175.02	
RTV-XG DOOR SET	77700-VP0820	1		93.50	93.50	
RTV-XG DOOR INS	K7591-99180	1		345.65	345.65	
HEAVY LOAD DAMP	77700-VP0817	1		323.28	323.28	
WIPER KIT	77700-VP0818	1		256.52	256.52	
WASHER KIT	77700-V5247	1		955.00	955.00	
KIT HEATER 12V	77700-VP0808	1		121.38	121.38	
UNDER HOOD CLOS	77700-10732	1		65.20	65.20	
RTV SWITCH PANE	77700-V0882	1		83.83	83.83	
ROPS WIRE HARNE	77700-V0881A	1		572.19	572.19	
ACCESSORY WIRE	77700-VP0892	3		141.78	425.34	
"WORK LIGHT 6"	77700-VP0816	1		65.70	65.70	
MIRROR,REAR VIE	K7811-99670	1		1102.08	1102.08	
ELEC/HYDR BED L	77700-V0890	1		61.99	61.99	
KIT FRONT WORK	77700-08686	1		241.47	241.47	
"STROBE LIGHT,	77700-VP0896	1		111.18	111.18	
KIT STROBE OT B	K7811-99610	1		377.17	377.17	
KIT,HAZARD LIGH	K7811-99640	1		198.56	198.56	
BACKUP BEEPER						

Subtotal: 27450.00  
 Quote Total: 27450.00

Authorization: \_\_\_\_\_

X

\_\_\_\_\_  
 Salesperson

X

\_\_\_\_\_  
 Purchaser Signature



**Arnold's of Glencoe**  
 655 Lindbergh Trall • Glencoe, MN 55336  
 Phone: (320) 864-5531 • Fax: (320) 864-5533  
 www.arnoldsinc.com

Ship To: IN STORE PICKUP

Branch 03 - GLENCOE		
Date 04/05/2024	Time 8:28:09 (O)	Page 1
Account No GLENC001	Phone No 3208645586	Inv No 01 Q03052
Ship Via	Purchase Order	
Tax ID No ST3 2022		
JOSH MILLER		Salesperson JM3

Invoice To: CITY OF GLENCOE  
 1107 11TH STREET E  
 SUITE 107  
 GLENCOE MN 55336

**EQUIPMENT ESTIMATE - NOT AN INVOICE**

Description                      \*\* Q U O T E \*\*                      EXPIRY DATE: 05/05/2024                      Amount

Stock #: F011106                      Serial #:                      22750.00  
 New 2024 KUBOTA X1100CWL-H UV ORANGE W/ HDWS TIRES & BED LIN  
 +24.8 GROSS ENGINE HP - DIESEL  
 \*\*\*\*INCLUDING THE FOLLOWING OPTIONS\*\*\*\*  
 RTV-X1100CWL-H UV ORANGE W/ HDWS TIRES & BED LINER  
 Cab/Heat/AC factory cab roll down windows, hydraulic dump  
 bed with spray in bed liner will include the following  
 2 LED front Lights  
 1 LED rear light  
 Turn signal kit  
 Strobe kit  
 Back up alarm

Subtotal: 22750.00  
 Quote Total: 22750.00

Authorization: \_\_\_\_\_

X

\_\_\_\_\_  
 Salesperson

X

\_\_\_\_\_  
 Purchaser Signature

Ziegler Inc.



215369-01

Mar 18, 2024

CITY OF GLENCOE

1107 11TH ST E STE 107  
GLENCOE, MN 55336-2327

Dear Mark Lemen,

We would like to thank you for your interest in our company and our products, and are pleased to quote the following for your consideration.

**Model: PRO XD PERSONEL CARTS**

**YEAR: 2024**

We wish to thank you for the opportunity of quoting on your equipment needs. Pricing is based on the 2024 MN State Bid Contract number 243539. If there are any questions, please do not hesitate to contact me.

Sincerely,

Dillon Kelly  
Territory Manager

Ziegler Inc.

Model:PRO XD PERSONEL CARTS

**Standard Equipment**

**Standard Features**

200-Hour Maintenance Intervals	Vehicle Fault Alarms to notify users of potential issues that could cause serious damage to the vehicle
2,075lbs Payload Capacity	Dipstick and Air Filter located for easy access for service checks
Heavy-Duty Drive Shaft, CVT Boots and Wheel Bearings	Heavy-Duty Seats help against tearing
Jobsite Tires designed for longer life on hard-packed surfaces	

**MACHINE SPECIFICATIONS**

**DESCRIPTION**

PRO XD 2000G

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DEALER BASE MACHINE LIST PRICE	\$19,999.00
MACHINE BALANCE DUE AFTER STATE BID CONTRACT 243539 DISCOUNT OF 3% OFF ZIEGLER LIST	\$19,399.03
ACCESSORIES - STATE BID CONTRACT 243539 DISCOUNT OF 5% OFF ALREADY APPLIED TO ACCESSORY PARTS ONLY	
2889021 TEMPERED GLASS WINDSHIELD	854.99
Installation charge - 1 hr	191.00
2882911 POLY ROOF --2 SEAT MODEL ONLY	427.49
Installation charge - 1 hr	191.00
2889811-453 FRONT CRANK DOORS (PAIR)	3,324.99
Installation charge - 1.5 hr	286.50
2883773 POLY REAR PANEL	379.99
Installation charge - .75 hr	143.25
2884224 STROBE LIGHT BEACON	185.24
Installation charge - 1 hr	191.00
2883265 LED Work Light (requires 2883230 Harness)	256.49
Installation charge - 1 hr	191.00
2883230 PULSE WIRING HARNESS	94.99
Installation charge - 1 hr	191.00
2884209 ELECTRIC CARGO BOX LIFT	949.99
Installation charge - 1.5 hr	286.50
2884212 Heat and Defrost	1,299.99
Installation charge - 3.5 hr	668.50
<u>ACCESSORIES CHARGE AFTER DISCOUNT PLUS INSTALLATION</u>	<u>\$10,113.91</u>
BALANCE (Machine plus Accessories w/Installation charges)	\$29,512.94

---

Ziegler Inc.

**WARRANTY**

Standard Warranty: 2 Year Standard Warranty

Extended Warranty:

**F.O.B/TERMS: MINNEAPOLIS**

**PAYMENT TERMS**

**Cash Invoice Terms**

CASH WITH ORDER	QUOTE SELL PRICE
\$0.00	\$27,544.45

**ADDITIONAL CONSIDERATIONS**

- Dealer Base Machine List pricing \$19,999. State Bid Contract \_243539\_\_\_ Discount of 3% applied.
- Dealer Accessories Price List, State Bid Contract 243539 Discount of 5% applied to accessories parts only.

**OPTIONS:** 36 Month Extended warranty (adding 12 Mo to Standard)

Components	Ref No.	Qty	Sell
<b>Warranty</b>			
36 Month Extended warranty (\$50 private party /\$150 business use deductible)			\$930.00

Accepted by \_\_\_\_\_ on \_\_\_\_\_

\_\_\_\_\_  
Signature



Quote Id: 30673519

---

Prepared For:  
CITY OF GLENCOE



Prepared By: **Schroeder Grant**

Midwest Machinery Co.  
4561 Highway 212  
Glencoe, MN 55336

Tel: 320-864-5571  
Mobile Phone: 612-202-8284  
Fax: 320-864-4555  
Email: [gschroeder@mmojd.com](mailto:gschroeder@mmojd.com)

Date: 04 April 2024

Offer Expires: 18 April 2024

---

*Confidential*





**Quote Summary**

**Prepared For:**  
CITY OF GLENCOE  
1107 11TH ST E STE 107  
GLENCOE, MN 55336  
Home: 320-864-5586  
Business: 320-864-5586

**Prepared By:**  
Schroeder Grant  
Midwest Machinery Co.  
4561 Highway 212  
Glencoe, MN 55336  
Phone: 320-864-5571  
Mobile: 612-202-8284  
gschroeder@mmcjd.com

**Quote Id:** 30673519  
**Created On:** 04 April 2024  
**Last Modified On:** 04 April 2024  
**Expiration Date:** 18 April 2024

Equipment Summary	Selling Price	Qty	Extended
JOHN DEERE GATOR™ XUV835M HVAC (Model Year 2024)	\$ 29,400.00 X	1 =	\$ 29,400.00
<b>Equipment Total</b>			<b>\$ 29,400.00</b>

<b>Quote Summary</b>	
Equipment Total	\$ 29,400.00
SubTotal	\$ 29,400.00
Total	\$ 29,400.00
Down Payment	(0.00)
Rental Applied	(0.00)
<b>Balance Due</b>	<b>\$ 29,400.00</b>

Salesperson : X \_\_\_\_\_

Accepted By : X \_\_\_\_\_



JOHN DEERE

# Selling Equipment



MIDWEST  
MACHINERY CO

Quote Id: 30673519

Customer: CITY OF GLENCOE

<b>JOHN DEERE GATOR™ XUV835M HVAC (Model Year 2024)</b>				
<b>Hours:</b>				
<b>Stock Number:</b>				
				<b>Selling Price</b>
				\$ 29,400.00
Code	Description	Qty	Unit	Extended
57KGM	GATOR™ XUV835M HVAC (Model Year 2024)	1	\$ 29,749.00	\$ 29,749.00
<b>Standard Options - Per Unit</b>				
182D	AutoTrac™ Ready	1	\$ 3,600.00	\$ 3,600.00
183E	JDLink™ Modem	1	\$ 600.00	\$ 600.00
0202	United States	1	\$ 0.00	\$ 0.00
0505	Build To Order	1	\$ 0.00	\$ 0.00
1027	27" Maxxis Bighorn 2.0 extreme terrain radial tires on 14" Yellow Steel Wheels	1	\$ 0.00	\$ 0.00
1950	Less Application	1	\$ 0.00	\$ 0.00
2031	Split Bench Seat - Black Vinyl	1	\$ 0.00	\$ 0.00
2350	Park Position in Transmission	1	\$ 0.00	\$ 0.00
2500	Green and Yellow	1	\$ 0.00	\$ 0.00
3003	Cargo Box with Spray In Liner, Brake, and Tail Lights	1	\$ 0.00	\$ 0.00
3101	Cargo Box Power Lift	1	\$ 1,100.00	\$ 1,100.00
4022	Full Door with Side Mirrors	1	\$ 0.00	\$ 0.00
4062	HVAC Cab	1	\$ 0.00	\$ 0.00
5010	Less Protection Package	1	\$ 0.00	\$ 0.00
6349	Less Winch	1	\$ 0.00	\$ 0.00
	<b>Standard Options Total</b>			<b>\$ 5,300.00</b>
<b>Technology Options</b>				
1880	Less Receiver	1	\$ 0.00	\$ 0.00
1900	Less Display	1	\$ 0.00	\$ 0.00
	<b>Technology Options Total</b>			<b>\$ 0.00</b>
<b>Dealer Attachments</b>				
BUC10608	Front Turn Signal Light Kit	1	\$ 112.35	\$ 112.35
BM26185	Light Kit - LIGHT KIT, BEACON HDUV DOMESTIC	1	\$ 320.00	\$ 320.00
	<b>Dealer Attachments Total</b>			<b>\$ 432.35</b>
	<b>Value Added Services Total</b>			<b>\$ 0.00</b>
<b>Other Charges</b>				
	Freight	1	\$ 950.00	\$ 950.00
	Setup	1	\$ 550.00	\$ 550.00
	<b>Other Charges Total</b>			<b>\$ 1,500.00</b>
	<b>Suggested Price</b>			<b>\$ 36,981.35</b>



**JOHN DEERE**

# Selling Equipment



**MIDWEST  
MACHINERY CO**

Quote Id: 30673519

Customer: CITY OF GLENCOE

Customer Discounts		
Customer Discounts Total	\$ -7,581.35	\$ -7,581.35
<b>Total Selling Price</b>		<b>\$ 29,400.00</b>





**JOHN DEERE**

**Extended Repair Plan Proposal**

**PowerGard™ Protection Plan Residential**

<b>Date :</b> April 4, 2024				
<b>Machine/Use Information</b>		<b>Plan Description</b>	<b>Price</b>	
Manufacturer	JOHN DEERE	Plan Type:	Deductible:	
Equipment Type	GATOR, 835M HVAC	Coverage:	Quoted Price	\$ 0.00
Model	GATOR, 835M HVAC	Total Months:		
		Total Hours:		

THIS PROPOSAL IS VALID FOR 30-DAYS FROM DATE ISSUED. GRACE pricing is offered only early during the Deere basic warranty period and has no surcharges. After this period, DELAYED PURCHASE pricing (surcharged) is offered later during the John Deere Basic Warranty. Many PowerGard quotes presented in the Delayed Purchase Period will require inspection/certification process and must also pass fluid testing. The Total Months and Total Hours listed above include the John Deere Basic Warranty terms (24 months / 2000 hours on Tractors, 24 months on Golf & Turf Products, 12 months for all AG Harvesting and Sprayer equipment, and 12 months/1000 hours on most Gator Utility Vehicles)."Limited" Plan coverage = Engine & Powertrain only. "Comprehensive" Plan coverage = Full Machine.

**Proposal Prepared for:**

*I have been offered this coverage and*

Customer Name - Please Print

**I ACCEPT** the Residential plan

**I DECLINE** the Residential plan

Customer Signature

*If declined, I fully understand that my equipment listed above is not covered for repair expenses due to component failures beyond the original basic warranty period provided by John Deere.*

**Note :** This is not a contract. For specific PowerGard™ Protection plan Residential coverage, please refer to the terms and conditions on John Deere's public website([www.JohnDeere.com](http://www.JohnDeere.com)) under Services & Support >Warranty > Extended Warranties > PowerGard protection plan Residential.

**PowerGard™ Protection Plan Residential (Residential plan) is:**

The PowerGard™ Protection Plan Residential is an extended repair plan that provides parts and labor coverage up to four years beyond the manufacturer's warranty. It is available on all riding lawn equipment, zero-turn radius mowers, utility vehicles, utility tractors and compact utility tractors. Your John Deere equipment will be in the hands of qualified, certified technicians from John Deere dealers using Genuine John Deere Parts.

**Not covered under a Residential plan:**

Residential plans do not cover routine maintenance services or items normally designed to be replaced by the purchaser due to normal wear and tear. They do not cover any product used for commercial or rental applications. They also do not cover repairs for damage from accident, misuse, fire, theft, or exposure to weather conditions such as lightning, hail, flood or water. See the actual PowerGard™ Protection Plan Residential Terms and Conditions for a complete listing of coverage, and limitations and conditions under the program.



**JOHN DEERE**

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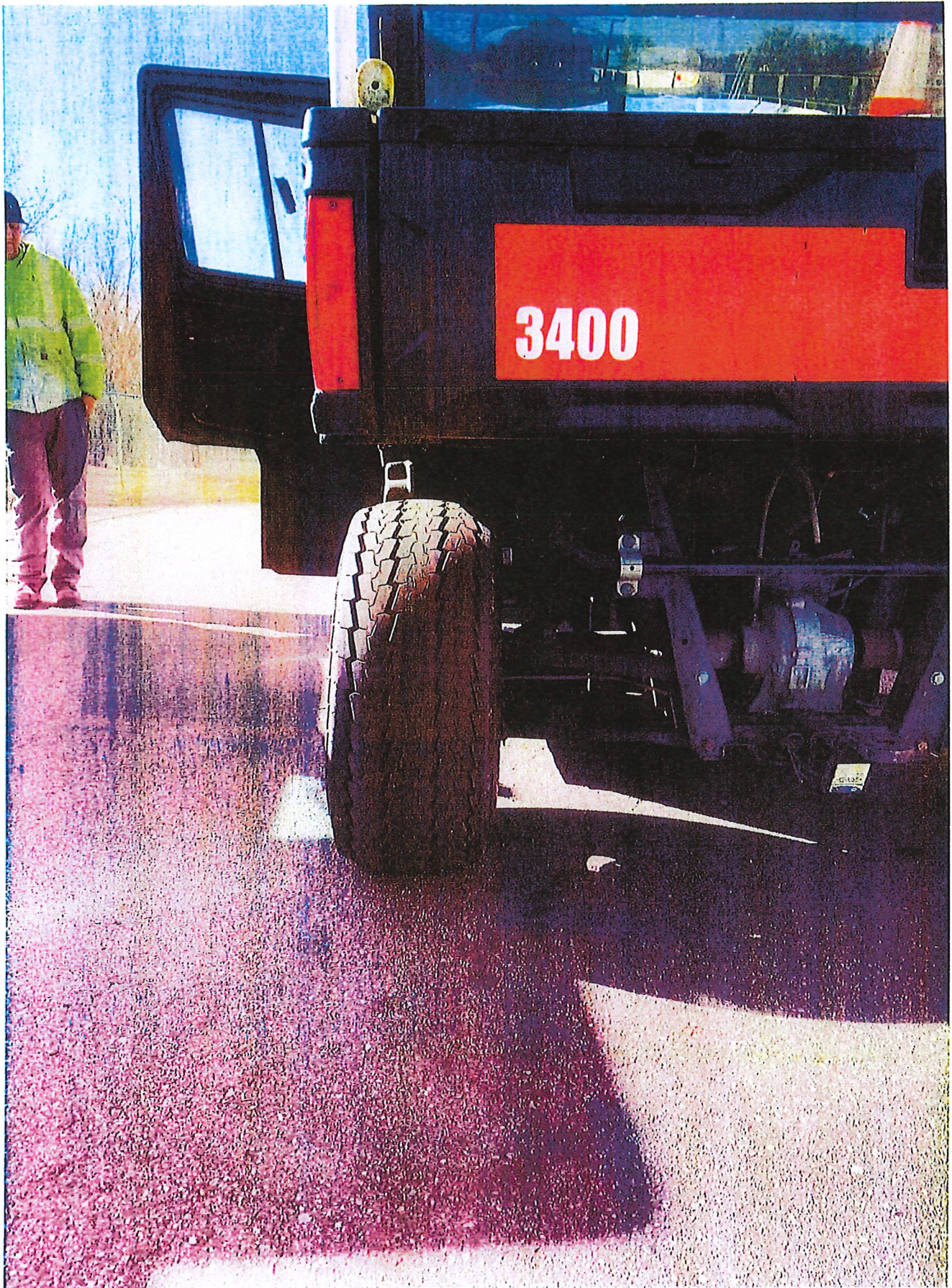
**Benefits of a Residential plan:**

- Offer the choice of adding up to 4 years of repair coverage beyond the machine's factory warranty.
- Do not require preapproval before repairs are made by the authorized John Deere dealership.
- Is transferable by the original purchaser for the balance of the original agreement period.
- Ensures higher resale value and makes equipment more marketable during sale or trade-in.
- Comprehensive Plans:
  - No deductibles and no out-of-pocket costs on covered repairs.
  - Free transportation for factory warranty and extended repair plan repairs for the term of the plan (Note: A surcharge may apply for machines located outside of the dealership's normal service area).
- Limited Powertrain Plans:
  - Low deductibles on covered repairs
  - Do not provide transportation coverage















IN STORE PICKUP

DASSEL

05/08/23 22:30:32 (B) 01

GLENC006 3205100369 W25734

CITY OF GLENCOE  
1107 11TH ST E  
GLENCOE MN 55336

320-510-0366 MARK

DNM

STK#/FLEET#		HRS	PIN/EIN	WARRANTY DATE	HRS
E019790	2012 3400 (MY12) (4 3400DPKG1	935	AJNU20469		

SEGMENT# 1 C TF NA 04/10/23 04/13/23

STEERING, OVER HEATING

COMPLAINT:

FRONT STEERING WOBBLES, MACHINE IS USING COOLANT AND  
OVERING AND CHECK OVER FOR EVERYTHING ELSE.  
THEY WANT ESTIMATE HOW MUCH IT WOULD COST TO FIX POSSIBLE  
TRADE.

CORRECTION:

THE COOLANT LEAK WAS BECAUSE OF A LOOSE HOSE CLAMP. WE  
TIGHTENED THAT UP AND ADDED THE LOST COOLANT. WE REPLACED  
THE FRONT LOWER BALL JOINTS. WE REPLACED THE A ARM BUSHINGS  
AND SLEEVES. WE REPLACED THE STEERING SHAFT FROM POWER  
STEERING BOX TO THE RACK.

FRT	FREIGHT	1	31.63	31.63
6988096	ANTIFREEZE,EG P	1	17.72	17.72
	ANTIFREEZE,EG PREMIX 1 GAL (6)			
7016073	BALL, JOI	2	83.99	167.98
7016741	TUBE, PIVOT, 73	4	4.19	16.76
7023371	BUSHING	8	5.49	43.92
7023464	SHAFT, ST	1	183.99	183.99
	PARTS			462.00
	LABOR			780.00
11110001	SEGMENT TOTAL==>			1242.00

\*\*\*\*\* WORK ORDER TOTALS \*\*\*\*\*

PARTS 462.00

LABOR 780.00

CONTINUED ON PAGE 02

IN STORE PICKUP

DASSEL

05/08/23 22:30:32 (B) 02

GLENC006 3205100369 W25734

320-510-0366 MARK

CITY OF GLENCOE  
1107 11TH ST E  
GLENCOE MN 55336

DNM

STK#/FLEET#

E019790 2012 3400 (MY12) (4  
3400DPKG1

HR\$ PIN/EIN  
935 AJNU20469

WARRANTY DATE HR\$

ENVIROMENTAL 12.65  
SHOP SUPPLIES 19.86  
TOTAL CHARGE 1274.51

DNM



SMALL CITY & BIG FUTURE

City of Glencoe ♦ 1107 11<sup>th</sup> Street East, Suite 107 ♦ Glencoe, Minnesota 55336  
Phone: (320) 864-5586 Website: [www.glencoe.mn.org](http://www.glencoe.mn.org) Email: [Info@ci.glencoe.mn.us](mailto:Info@ci.glencoe.mn.us)

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To separate agenda items**

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

**Councillors:** At-Large Yodee Rivera, Precinct 1 Sue Olson, Precinct 2 Mark Hueser, Precinct 3 Paul Lemke, Precinct 4 Cory Neld



SMALL CITY  BIG FUTURE

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

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To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: April 12, 2024

Re: **Item 6B** – Sound Study for Revolve Labs (BIT 49)

**Item 6B** – Attached are two Supplemental Letter Agreements (SLA's) with SEH for a repeat Sound Study for Revolve Labs after the installation of mufflers/dampers on their equipment on 11<sup>th</sup> Street, that is used for Crypto-mining. The first is for (2) two locations and the second is for (3) three locations as requested by the City Council.

The studies that were conducted last fall regarding the noise emitting from the Crypto mining facility established a baseline for the studies that were going to be conducted this spring. Additional locations requested at the last City Council meeting will not have baseline comparisons for the repeat sound study this spring.

City Attorney Ostlund and I have discussed this issue, and it is our recommendation to proceed with the sound study for (2) two sites.

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

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

# 2 Tests

## Supplemental Letter Agreement

In accordance with the Master Agreement for Professional Services between City of Glencoe ("Client"), and Short Elliott Hendrickson Inc. ("Consultant"), effective January 1, 2020, this Supplemental Letter Agreement dated March 25, 2024, authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: Bit49 Noise Study Part 2.

**Client's Authorized Representative:** Mark Larson, City Administrator  
**Address:** 1107 11th St E, Ste 107, Glencoe, Minnesota 55336-2137, United States  
**Telephone:** 320.864.5586 **email:** mlarson@ci.glencoe.mn.us

**Project Manager:** Justin Black  
**Address:** 1390 Highway 15 South, Suite 208, P.O. Box 308, Hutchinson, Minnesota 55350  
**Telephone:** 952.913.0702 **email:** jblack@sehinc.com

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

Complete Noise Study for the Bit49 Facility located on land owned by Glencoe Light & Power at 210 11th Street West in the City of Glencoe.

Proposal includes:

- Readings to be taken during both daytime and nighttime hours at two locations. Readings will be taken with the business system running and with the system shutdown. (8 readings total)
- Technical Memorandum outlining the findings in the readings, including an analysis of other ambient sound levels and comparisons to regulatory parameters.
- Additional readings could be completed at an additional cost, as requested by the Client or recommended by the Consultant. Client approval will be given prior to completing the additional work.

Client expectations:

- Client shall work with Bit49 to allow their system to be shut down while taking baseline sound levels.

**Schedule:** The field work is proposed to be completed by the end of April with a Technical Memorandum completed by mid-May.

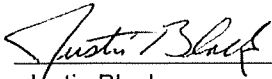
**Payment:** The lump sum fee is \$6,900 including expenses and equipment.

The payment method, basis, frequency and other special conditions are set forth in attached Exhibit A-2.

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

**Short Elliott Hendrickson Inc.**

**City of Glencoe**

By:   
Full Name: Justin Black  
Title: Principal/Client Service Manager

By: \_\_\_\_\_  
Full Name: \_\_\_\_\_  
Title: \_\_\_\_\_

**Exhibit A-2**  
**to Supplemental Letter Agreement**  
**Between City of Glencoe (Client)**  
**and**  
**Short Elliott Hendrickson Inc. (Consultant)**  
**Dated March 25, 2024**

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

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

**A. Lump Sum Basis Option**

The Client and Consultant select the Lump Sum Basis for Payment for services provided by Consultant. During the course of providing its services, Consultant shall be paid monthly based on Consultant's estimate of the percentage of the work completed. Necessary expenses and equipment are provided as a part of Consultant's services and are included in the initial Lump Sum amount for the agreed upon Scope of Work. Total payments to Consultant for work covered by the Lump Sum Agreement shall not exceed the Lump Sum amount without written authorization from the Client.

The Lump Sum amount includes compensation for Consultant's services and the services of Consultant's Consultants, if any for the agreed upon Scope of Work. Appropriate amounts have been incorporated in the initial Lump Sum to account for labor, overhead, profit, expenses and equipment charges. The Client agrees to pay for other additional services, equipment, and expenses that may become necessary by amendment to complete Consultant's services at their normal charge out rates as published by Consultant or as available commercially.

**B. Expenses Not Included in the Lump Sum**

The following items involve expenditures made by Consultant employees or professional consultants on behalf of the Client and shall be paid for as described in this Agreement.

1. Expense of overtime work requiring higher than regular rates, if authorized in advance by the Client.
2. Other special expenses required in connection with the Project.
3. The cost of special consultants or technical services as required. The cost of subconsultant services shall include actual expenditure plus 10% markup for the cost of administration and insurance.

The Client shall pay Consultant monthly for expenses not included in the Lump Sum amount.





SMALL CITY & BIG FUTURE

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

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**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 Neld

# 3 Tests

## Supplemental Letter Agreement

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**Address:** 1107 11th St E, Ste 107, Glencoe, Minnesota 55336-2137, United States  
**Telephone:** 320.864.5586 **email:** mlarson@ci.glencoe.mn.us

**Project Manager:** Justin Black  
**Address:** 1390 Highway 15 South, Suite 208, P.O. Box 308, Hutchinson, Minnesota 55350  
**Telephone:** 952.913.0702 **email:** jblack@sehinc.com

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- Additional readings could be completed at an additional cost, as requested by the Client or recommended by the Consultant. Client approval will be given prior to completing the additional work.

Client expectations:

- Client shall work with Bit49 to allow their system to be shut down while taking baseline sound levels. SEH will assist with timeline, but client to initiate conversation and expectations.

**Schedule:** The field work is proposed to be completed by the end of April with a Technical Memorandum completed by mid-May.

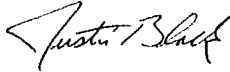
**Payment:** The lump sum fee is \$9,600 including expenses and equipment.

The payment method, basis, frequency and other special conditions are set forth in attached Exhibit A-2.

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

**Short Elliott Hendrickson Inc.**

**City of Glencoe**

By:   
Full Name: Justin Black  
Title: Principal/Client Service Manager

By: \_\_\_\_\_  
Full Name: \_\_\_\_\_  
Title: \_\_\_\_\_

**Exhibit A-2**  
**to Supplemental Letter Agreement**  
**Between City of Glencoe (Client)**  
**and**  
**Short Elliott Hendrickson Inc. (Consultant)**  
**Dated March 25, 2024**

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

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

**A. Lump Sum Basis Option**

The Client and Consultant select the Lump Sum Basis for Payment for services provided by Consultant. During the course of providing its services, Consultant shall be paid monthly based on Consultant's estimate of the percentage of the work completed. Necessary expenses and equipment are provided as a part of Consultant's services and are included in the initial Lump Sum amount for the agreed upon Scope of Work. Total payments to Consultant for work covered by the Lump Sum Agreement shall not exceed the Lump Sum amount without written authorization from the Client.

The Lump Sum amount includes compensation for Consultant's services and the services of Consultant's Consultants, if any for the agreed upon Scope of Work. Appropriate amounts have been incorporated in the initial Lump Sum to account for labor, overhead, profit, expenses and equipment charges. The Client agrees to pay for other additional services, equipment, and expenses that may become necessary by amendment to complete Consultant's services at their normal charge out rates as published by Consultant or as available commercially.

**B. Expenses Not Included in the Lump Sum**

The following items involve expenditures made by Consultant employees or professional consultants on behalf of the Client and shall be paid for as described in this Agreement.

1. Expense of overtime work requiring higher than regular rates, if authorized in advance by the Client.
2. Other special expenses required in connection with the Project.
3. The cost of special consultants or technical services as required. The cost of subconsultant services shall include actual expenditure plus 10% markup for the cost of administration and insurance.

The Client shall pay Consultant monthly for expenses not included in the Lump Sum amount.



## DETAILED TASK HOUR BUDGET / COST ANALYSIS

Project: Bit49 Noise Study Part 2  
 Location: Glencoe, MN  
 Date: Friday, April 5, 2024



Labor Hours				
	Black Sr. Engr PE	Johnson Noise Specialist PE	Anderst Civil Tech	Brinkman Admin Tech
Task 2 - Project Development & Feasibility Report:	1.0	6.0	1.0	1.0
Information Gathering / Coordination / Project Management			22.0	
Field Data Collection (3 locations, daytime and night time readings)		1.0		
Tech Memo Outlining Findings / Follow up Meeting with City Staff	1.0	12.0		2.0
<b>SUBTOTAL HOURS</b>	<b>2.0</b>	<b>19.0</b>	<b>22.0</b>	<b>3.0</b>
<b>TOTAL TASK FEE</b>	<b>\$ 9,600.00</b>			
<b>TOTALS</b>	<b>46.0</b>	<b>15.0</b>	<b>23.0</b>	<b>8.0</b>



SMALL CITY & BIG FUTURE

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

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To separate agenda items**

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

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



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To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: April 12, 2024

Re: **Item 6C** – SLA for Project Administration for Waterline installation

**Item 6C** - Attached is an SLA with SEH for Project Administration for the installation of the waterline located beneath the Roundabout that will be built this summer at Morningside Avenue and US Highway 212.

It is recommended to approve the SLA for \$31,200 for project administration and resident project representation (RPR) services with SEH for the MNDOT Roundabout project at US Highway 212 and Morningside Avenue. It is anticipated that the project will begin the first week of May. The Contractor is Mathiowetz Construction from Sleepy Eye, Minnesota.

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

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



Building a Better World  
for All of Us®

April 15, 2024

RE: City of Glencoe, Minnesota  
Hwy 212/Morningside Avenue Water  
Main Relocation  
SEH No. GLENC 168959 10.03

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

Dear Mayor and Council Members:

MnDOT is moving forward into the construction phase of the water main reconstruction and relocation under the proposed Hwy 212 and Morningside Avenue roundabout. Short Elliott Hendrickson Inc. (SEH®) is pleased to submit this proposal to the City of Glencoe to provide professional engineering services for the Construction Administration phase of this project for those construction items pertaining to the City's cost participation.

### **BACKGROUND/PROJECT UNDERSTANDING**

The Hwy 212/Morningside Avenue Roundabout Project includes certain elements that impact City owned utilities. The adjustment or relocation of these items are included in the overall project bid package; however, MnDOT staff will not observe the work being completed or track the pay quantities for these City bid items.

### **WORK PLAN/SCOPE**

The project work plan, from which this proposal is being submitted, includes Construction Administration, Construction Staking, Record Drawings, and Construction Observation (RPR) to track quantities and provide on-site observation for improvements to City owned facilities. It also includes budgeted time for responding to questions, addressing change of conditions, and correspondence with MnDOT and their contractor. The on-site RPR services will be full-time during the watermain related work, and part time for other City related items.

### **Proposed Tasks**

Our services will consist of the following Tasks, as outlined in detail in the attached Task Hour Budget.

#### ***Construction Administration***

- MnDOT correspondence and coordination
- Review change of conditions with MnDOT that would impact city owned facilities
- Responding to questions or requests from MnDOT or Contractor

Engineers | Architects | Planners | Scientists

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

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

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



- Progress Meetings, Onsite Meetings with MnDOT and City Staff

**Resident Project Representative (part-time)**

- Observing the quantity and quality of the work by the contractor according to the plans and Contract Documents for City owned facilities only.
- Maintaining a daily log of work completed on the project, along with a tabulation of all City participating project quantities.
- Attending progress meetings.
- Review shop drawings and submittals
- Along with the Engineer and MnDOT, making recommendations regarding acceptance of work on City utilities at time of final completion.

**Proposed Fee**

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

<u>Task</u>	<u>Fee</u>	
Construction Administration	\$5,600	
Construction Staking	\$2,700	
Resident Project Representative (RPR)	\$21,500	
Record Drawings	\$1,400	
<b>Total Construction Administration Phase (SEH)</b>	<b>\$31,200</b>	<b>Hourly Not-to Exceed</b>

**SCHEDULE**

At the present time, the proposed schedule for the project would be as follows:

Construction Start Date	May 6, 2024
Construction	May–September 2024
Substantial Completion	September 14, 2024

The water main related work is anticipated to last roughly 20 days, during May and June.

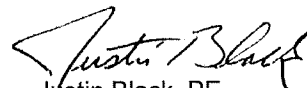
Thank you for the opportunity to submit this proposal to the City of Glencoe. Please contact us with any questions or comments concerning this proposal. If these proposed services are acceptable to you, please sign the enclosed Supplemental Letter Agreement (SLA) and return a scanned copy.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.



Brody Bratsch, PE  
Project Manager  
(Lic. MN)



Justin Black, PE  
Principal/Client Service Manager  
(Lic. MN)

Honorable Mayor  
and Members of the City Council  
April 15, 2024  
Page 3

jb  
Enclosures

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## DETAILED TASK HOUR BUDGET / COST ANALYSIS

Project : 2024 Hwy 212 Watermain Replacement  
 Location: Glencoe, MN  
 Date: Monday, April 15, 2024



Labor Hours				
Black Sr. Engr PE	Bratsch RPR / Proj Eng PE	Solmonson Survey Crew	Webb Intern	Brinkman Admin Tech
				<b>TOTALS</b>

Task 7 - Construction Administration					
Application for payments, review change of conditions, change orders, responding to questions, onsite contractor / staff meetings					
Addressing issues resulting from unforeseen conditions or change of project scope					
SUBTOTAL HOURS					
TOTAL TASK FEE \$					
4.0	14.0			4.0	22.0
2.0	8.0				10.0
6.0	22.0	0.0	0.0	4.0	32.0

Task 8 - Construction Staking					
Set Control Points					
Prepare Stake Out Package					
Construction Staking					
SUBTOTAL HOURS					
TOTAL TASK FEE \$					
2.0	2.0				4.0
2.0	8.0				12.0
0.0	12.0	4.0			16.0

Task 9 - RPR (Resident Project Representative)					
On Site Construction Observation - 20 Days					
Preparing Application for Payment / Daily Logs / Project Updates					
Coordinating and Observing Required Testing					
Attend weekly progress meetings and City Staff meetings					
SUBTOTAL HOURS					
TOTAL TASK FEE \$					
16.0	16.0	180.0			196.0
2.0	2.0	20.0			22.0
2.0	2.0	4.0			6.0
4.0	4.0				4.0
0.0	24.0	204.0			228.0
0.0	21,500.00				

Task 10 - Record Drawings					
Preparing a set of as-built drawings for the project. (Furnished in both PDF format and a paper copy)					
SUBTOTAL HOURS					
TOTAL TASK FEE \$					
1.0	6.0	0.0	0.0	1.0	8.0
1.0	6.0				8.0
0.0	1,400.00				
0.0	31,200.00				

## Supplemental Letter Agreement

In accordance with the Master Agreement for Professional Services between City of Glencoe ("Client"), and Short Elliott Hendrickson Inc. ("Consultant"), effective January 1, 2021, this Supplemental Letter Agreement dated April 15, 2024, authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: Hwy 212/Morningside Water Main Relocation.

**Client's Authorized Representative:** Mark Larson, City Administrator  
**Address:** 1107 11th St E, Ste 107, Glencoe, Minnesota 55336-2137, United States  
**Telephone:** 320.864.5586 **email:** mlarson@ci.glencoe.mn.us

**Project Manager:** Brody Bratsch, PE (Lic. MN)  
**Address:** 1390 Highway 15 South, Suite 208, P.O. Box 308, Hutchinson, Minnesota 55350  
**Telephone:** 320.223.8418 **email:** bbratsch@sehinc.com

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

Scope includes Construction Administration and Construction Observation (RPR) for City owned utilities. See attached letter dated April 15, 2024, for a list of tasks to be completed.

### Resident Project Representative Services

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

**Schedule:** We will begin our services upon receipt of a signed copy of this Agreement. As indicated in the attached proposal letter dated April 15, 2024.

**Payment:** The total estimated fee for SEH's services is a not-to-exceed amount of \$31,200 including expenses and equipment. The estimated fee for each Task is as indicated in the attached letter dated April 15, 2024, and as follows:

<u>Task</u>	<u>Fee</u>	
Construction Administration	\$5,600	
Construction Staking	\$2,700	
Resident Project Representative (RPR)	\$21,500	
Record Drawings	\$1,400	
<b>Total Construction Administration Phase (SEH)</b>	<b>\$31,200</b>	<b>Hourly Not-to Exceed</b>

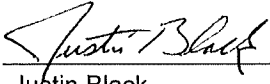
The payment method, basis, frequency and other special conditions are set forth in attached Exhibit A-1.

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



Short Elliott Hendrickson Inc.

City of Glencoe

By:   
Full Name: Justin Black  
Title: Principal/Client Service Manager

By: \_\_\_\_\_  
Full Name: \_\_\_\_\_  
Title: \_\_\_\_\_

**Exhibit A-1**  
**to Supplemental Letter Agreement**  
**Between City of Glencoe (Client)**  
**and**  
**Short Elliott Hendrickson Inc. (Consultant)**  
**Dated April 15, 2024**

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

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

**A. Hourly Basis Option**

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

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

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

**B. Expenses**

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

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

The Client shall pay Consultant monthly for expenses.

**C. Equipment Utilization**

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

The Client shall pay Consultant monthly for equipment utilization.



**Exhibit B**  
**to Supplemental Letter Agreement**  
**Between City of Glencoe (Client)**  
**and**  
**Short Elliott Hendrickson Inc. (Consultant)**  
**Dated April 15, 2024**

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

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

**A. General**

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

**B. Duties and Responsibilities of RPR**

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

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

**C. Limitations of Authority**

Resident Project Representative:

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



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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 Neld





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To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: April 12, 2024

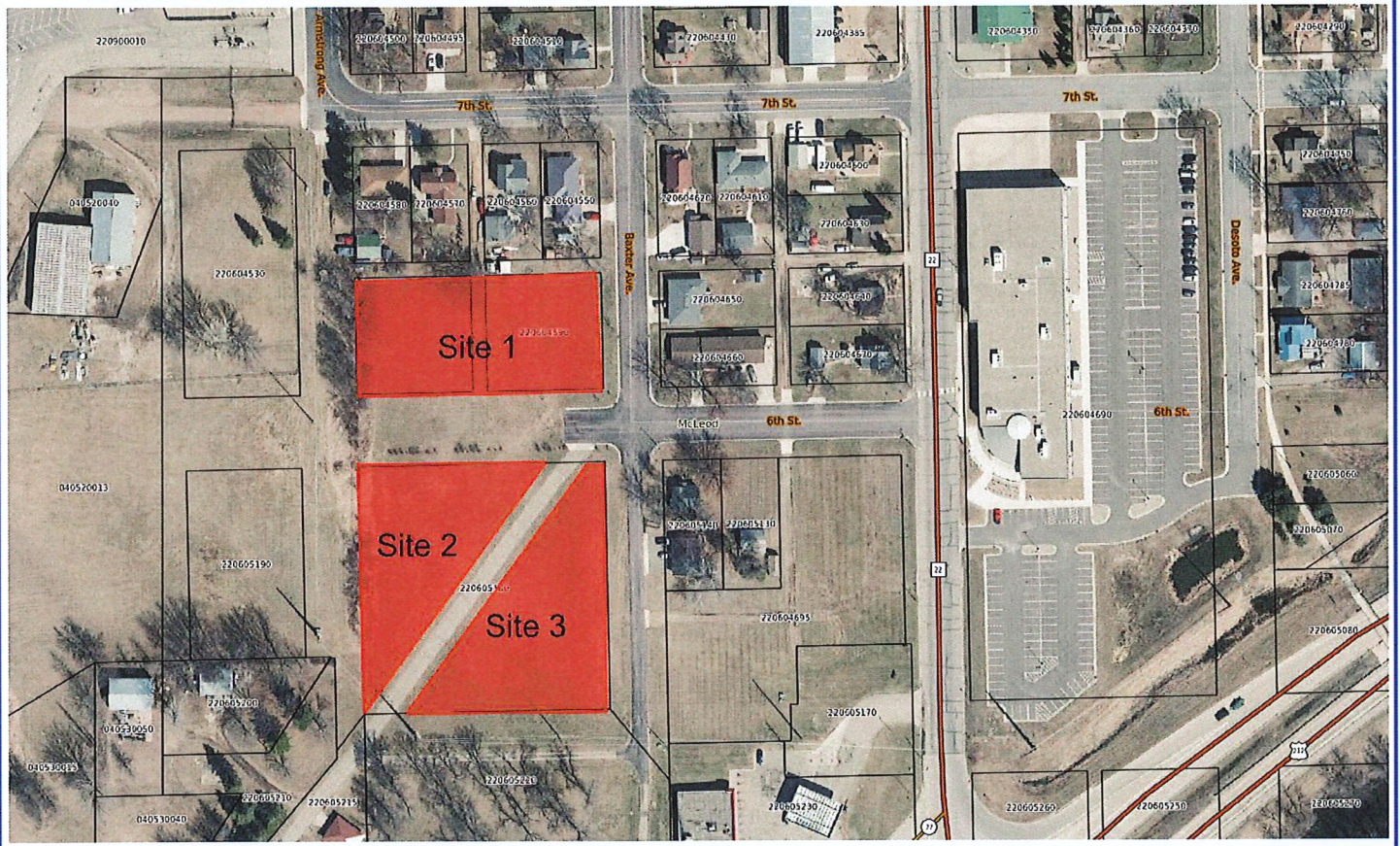
Re: **Item 7A** – Community Garden Location

**Item 7A** – It is recommended to approve the use of City owned property by the Glencoe Cemetery for Community Gardens.

**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

# Garden Sites - 3 Options



Disclaimer: McLeod County does not warrant or guarantee the accuracy of the data.  
The data is meant for reference purposes only and should not be used for official decisions.  
If you have questions regarding the data presented in this map, please contact the McLeod County GIS Department.

*This information is to be used for reference purposes only.*







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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 11<sup>th</sup> Street East, Suite 107 ♦ Glencoe, Minnesota 55336  
Phone: (320) 864-5586 Website: [www.glencoemn.org](http://www.glencoemn.org) Email: [info@ci.glencoe.mn.us](mailto:info@ci.glencoe.mn.us)

---

To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: April 12, 2024

Re: **Item 7B** – Appointment to boards and commissions

**Item 7B1** – The City has received one application since January for the open position on the Airport Commission from Christopher Yurek, 1805 Fairway Drive.

It is recommended to appoint Christopher Yurek to the open position on the airport Commission.

**Item 7B2** – The City has received three additional applications for the open position on the Park Board from Dennis Wolter, Debra Krone, and Derek Rosenwald. All of the applicants are residents of the City of Glencoe.

It is recommended to appoint one of the applicants to the open position on the Park Board.

**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



# GLENCOE

SMALL CITY & BIG FUTURE

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

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

NAME Christopher Yurek TODAY'S DATE 4-3-2024  
ADDRESS 1804 Fairway Dr. Glencoe TELEPHONE 320-237-5934  
EMAIL chrisyurek@yahoo.com EMPLOYER Minnesota Army National Guard  
YEARS AS GLENCOE RESIDENT 15 yrs OCCUPATION Marketing NCO

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

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> AIRPORT COMMISSION | <input type="checkbox"/> LIGHT & POWER COMMISSION         |
| <input type="checkbox"/> CEMETERY BOARD                | <input type="checkbox"/> PARK BOARD                       |
| <input type="checkbox"/> CHARTER COMMISSION            | <input type="checkbox"/> PLANNING & INDUSTRIAL COMMISSION |
| <input type="checkbox"/> LIBRARY BOARD                 | <input type="checkbox"/> ECONOMIC DEVELOPMENT AUTHORITY   |

Why you are interested in serving on this board/commission: My experiences in the Army would help contribute with the development and maintenance to the airports infrastructure. Also, support aviation activities in the community.

Describe any prior/current experience that may relate to serving on this board/commission: I have been a UH-60 Blackhawk helicopter crew chief, Shadow UAV (unmanned Air Vehicle) operator/maintainer, Flightline Supervisor, Platoon Sergeant, Operations NCO

List other municipal boards/commissions you have served on:

1. \_\_\_\_\_ Served from \_\_\_\_\_ to \_\_\_\_\_
2. \_\_\_\_\_ Served from \_\_\_\_\_ to \_\_\_\_\_
3. \_\_\_\_\_ Served from \_\_\_\_\_ to \_\_\_\_\_

Chris Yurek  
Signature of Applicant

4-7-2024  
Date



SMALL CITY  BIG FUTURE

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

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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

# GLENCOE

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NAME Derek Rosenwald  
ADDRESS 1328 Loudon Ave N  
EMAIL derekrosenwald94@gmail.com  
YEARS AS GLENCOE RESIDENT 11

TODAY'S DATE 12/21/2023  
TELEPHONE 320-300-8141  
EMPLOYER Seneca Foods  
OCCUPATION Sanitarian

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

AIRPORT COMMISSION

LIGHT & POWER COMMISSION

CEMETERY BOARD

PARK BOARD

CHARTER COMMISSION

PLANNING & INDUSTRIAL COMMISSION

LIBRARY BOARD

ECONOMIC DEVELOPMENT COMMISSION

Why you are interested in serving on this board/commission: I want to be more involved in the community and help build a great future for Glencoe.

Describe any prior/current experience that may relate to serving on this board/commission: I help plan and design projects at work with our team. Currently attending McLeod for Tomorrow.

List other municipal boards/commissions you have served on:

1. \_\_\_\_\_ Served from \_\_\_\_\_ to \_\_\_\_\_
2. \_\_\_\_\_ Served from \_\_\_\_\_ to \_\_\_\_\_
3. \_\_\_\_\_ Served from \_\_\_\_\_ to \_\_\_\_\_

  
Signature of Applicant

12/21/2023  
Date



# GLENCOE

SMALL CITY  BIG FUTURE

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

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NAME Dennis Walter TODAY'S DATE 1-26-24  
ADDRESS 1219 15th St. E TELEPHONE 320-510-0206  
EMAIL \_\_\_\_\_ EMPLOYER Unhinged / French Bucket / Perca  
YEARS AS GLENCOE RESIDENT 70 OCCUPATION deliveries

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

- |   |   |
|---|---|
| <input type="checkbox"/> AIRPORT COMMISSION | <input type="checkbox"/> LIGHT & POWER COMMISSION         |
| <input type="checkbox"/> CEMETERY BOARD     | <input checked="" type="checkbox"/> PARK BOARD            |
| <input type="checkbox"/> CHARTER COMMISSION | <input type="checkbox"/> PLANNING & INDUSTRIAL COMMISSION |
| <input type="checkbox"/> LIBRARY BOARD      | <input type="checkbox"/> ECONOMIC DEVELOPMENT AUTHORITY   |

Why you are interested in serving on this board/commission: \_\_\_\_\_

Like to see that our city "looks great"

Describe any prior/current experience that may relate to serving on this board/commission: \_\_\_\_\_

I like to dabble w; th flowers

I like to see that Glencoe has interesting things to see and people can do things

List other municipal boards/commissions you have served on:

1. \_\_\_\_\_ Served from \_\_\_\_\_ to \_\_\_\_\_
2. \_\_\_\_\_ Served from \_\_\_\_\_ to \_\_\_\_\_
3. \_\_\_\_\_ Served from \_\_\_\_\_ to \_\_\_\_\_

Dennis Walter  
Signature of Applicant

1-26-24  
Date



# GLENCOE

SMALL CITY & BIG FUTURE

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

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NAME Deb Krane TODAY'S DATE 12/7/23  
ADDRESS 1801 Ives ave TELEPHONE 320-453-6255  
EMAIL deborahkrane@yahoo.com EMPLOYER \_\_\_\_\_  
YEARS AS GLENCOE RESIDENT 4 OCCUPATION retired

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

- |   |   |
|---|---|
| <input type="checkbox"/> AIRPORT COMMISSION                             | <input type="checkbox"/> LIGHT & POWER COMMISSION           |
| <input type="checkbox"/> CEMETERY BOARD                                 | <input checked="" type="checkbox"/> <sup>2</sup> PARK BOARD |
| <input type="checkbox"/> CHARTER COMMISSION                             | <input type="checkbox"/> PLANNING & INDUSTRIAL COMMISSION   |
| <input checked="" type="checkbox"/> <sup>1st choice</sup> LIBRARY BOARD | <input type="checkbox"/> CITY COUNCIL (temporary)           |

Why you are interested in serving on this board/commission: I like to give back  
and help people. Like to learn new things

Describe any prior/current experience that may relate to serving on this board/commission: \_\_\_\_\_

List other municipal boards/commissions you have served on:

1. \_\_\_\_\_ Served from \_\_\_\_\_ to \_\_\_\_\_
2. \_\_\_\_\_ Served from \_\_\_\_\_ to \_\_\_\_\_
3. \_\_\_\_\_ Served from \_\_\_\_\_ to \_\_\_\_\_

Deborah Krane  
Signature of Applicant

12/7/23  
Date



SMALL CITY & BIG FUTURE

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To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: April 12, 2024

Re: **Item 8A – 8D**

**Item 8A** – The Airport Terminal Dedication is scheduled for Friday, June 7<sup>th</sup> at 1:00 PM at the new Terminal at Vernon Perschau Field.

**Item 8B** – The Owner of the property at 1234 Greeley Avenue North has been invited to the City Council meeting to update the City Council on the condition of his building. The owner is Patrick Nseumen, Redsmoker LLC, 8288 Red Rock Road, Eden Prairie, MN.

**Item 8C** – City Center Leases – The Woodworking Club Lease and Common Cup Ministries leases are both up for renewal. Both organizations have indicated that they would like to renew their respective leases.

**8C1.** The Woodworking Club lease needs to be updated to include the usage of the coal room at the City Center for their material storage. They have also indicated that they would like to contribute to their electricity usage. I talked to Dave Meyer at the Glencoe Light and Power, and he felt that the cost of installing a sub-meter was cost prohibitive. I am recommending a \$100/month lease to cover these costs incurred by the City of Glencoe.

**8C2.** Common Cup Ministries would like a 3-year extension to their current lease.

It is recommended to authorize the City Attorney to draft the lease extensions for presentation to the City Council at the May 6, 2024, City Council meeting.

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

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



**GLENGOE**  
**Municipal Airport Terminal Building**  
Dedicated: June 7, 2024

<p><b>CITY COUNCIL</b>  RYAN VOSS, MAYOR  SUSAN OLSON, FIRST PRECINCT  MARK HUESER, SECOND PRECINCT  JOHN SCHRUPP, SECOND PRECINCT  PAUL LEMKE, THIRD PRECINCT  CORY NEID, FOURTH PRECINCT  YODEE RIVERA, COUNCILOR-AT-LARGE  ALLEN ROBECK, COUNCILOR-AT-LARGE</p> <p><b>CITY ADMINISTRATOR/AIRPORT MANAGER</b>  MARK D. LARSON</p> <p><b>ENGINEER/ARCHITECT</b>  SEH</p>	<p><b>AIRPORT COMMISSION</b>  MIKE DREW, CHAIR  DARIS REMUS  JONATHAN LUND  KARSTEN NORDBY  RANDY SCHUMACHER  RUSS RUNCK</p> <p><b>PUBLIC WORKS DIRECTOR</b>  JAMES VOIGT</p> <p><b>GENERAL CONTRACTOR</b>  EBERT COMPANIES</p>
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LEATHERETTE



BRONZE



BROWN

18w x 12h / Solid Cast Bronze

Single Line / Brown Leatherette / Concealed Studs / MRM





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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

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### LEASE, For Store or Commercial Building

**THIS AGREEMENT**, Made this 25 day of April, 2014, by and between **City of Glencoe, a Municipal Corporation**, party of the first part, Lessor, and **Glencoe Woodworking Club, Inc., a Minnesota corporation**, party of the second part, Lessee.

**WITNESSETH**, That said party of the first part, in consideration of the rents and covenants hereinafter mentioned, does hereby Lease to the said party of the second part, and the said party of the second part does hereby hire and take from the said party of the first part, the following described premises situated in the County of **McLeod** and State of Minnesota viz:

**Suite 1 - Assembly/Crafting Room, and Suite 2 - Woodworking/Machining Room, of the City of Glencoe City Center Building, also described as the Henry Hill Building, located at 1107 - 11<sup>th</sup> St. E., Glencoe, MN 55336.**

**TO HAVE AND TO HOLD**, The said premises just as they are, without any liability or obligation on the part of the said Lessor of making any alterations, improvements or repairs of any kind on or about said premises, for the term of 5 years from April 25, 2014, for the following purposes, to-wit:

**Community Wordworking Shop.**

In addition, the Lessee shall have the option for one renewal of this Lease for an additional 5 years to April 25, 2024. On April 26, 2024, this Lease and all options to renew shall expire.

Lessee shall not have the right to sublease these rooms.

The rent for this space shall be \$1.00 per year, payable on March 1<sup>st</sup> of each year.

And the said Lessee does covenant to pay the said rent in advance, to-wit: on or before the 1st day of every March during said term at 1107 - 11<sup>th</sup> St. E., Glencoe, MN 55336, and that said Lessee will keep and maintain the said premises during the aforesaid term, and quit and deliver up the said premises to the said Lessor peaceably and quietly at the end of the aforesaid term or at any previous termination thereof for any cause, in as good order and condition and state of repair, reasonable use and wearing thereof and inevitable accidents excepted, as the same now are or may be put into by said Lessor.

This Lease is subject to the "Additional Terms" attached hereto and incorporated herein as Exhibit "A".

Lessee further agrees to give Lessor written notice 90 (ninety) days before the expiration of this lease of its intention to vacate at the end of this lease, otherwise Lessor will have option of continuing this lease for 1 (one) year from such expiration without notice to Lessee.

That said Lessee will keep said premises continually in a neat, clean and respectable condition. All ashes, garbage and refuse of any kind is to be removed at Lessee's expense. That said Lessee will not allow any liquors or beverages of an intoxicating nature or tendency to be sold on said premises, nor permit any gambling or other immoral practices therein.

The said Lessee will not make or allow any waste thereon or thereof, and will not assign or underlet said premises or any part thereof without the written consent of said Lessor. Said Lessee also agrees to replace all glass broken on said premises during said term. Lessee shall pay its own telephone and internet service bills. Lessor shall provide heat and electricity to the offices.

Lessee shall obtain and maintain liability insurance for any acts or injuries suffered by the Club or to the members of the woodworking club or to the public.

Lessee, on its own behalf and on behalf of its members, its corporate officers, agents or employees, or any other persons or entities, hereby releases the City of Glencoe, its employees, officials, agents and representatives, from and against any and all claims, demands, liabilities, and causes of action of any nature whatsoever that arise out of or in any manner whatsoever, directly or indirectly, to the use of the woodworking space, supplies, tools and machines, and other activities of the woodworking organization.

Lessee shall be required to have each individual that is a member of the corporation or club or that in any manner uses the woodworking room and equipment and tools to execute a "Waiver of Liability" form releasing the City of Glencoe from any liability for any injury that may occur.

Lessee will list the City of Glencoe as "additional insured" on its liability insurance policy.

And if said payments, whether the same be demanded or not, are not paid when they become due, or if said leased premises shall be appropriated to or used for any other purpose or use than is hereinbefore specified, or if any liquor, gambling or any other immoral practices are allowed on said premises, or any damage or waste shall be made thereon, or if any part of said premises shall be underlet or this lease be assigned without the written consent of said Lessor as above specified, or if any term, condition or covenant of this lease on the part of the said Lessee to be by said Lessee kept or performed, shall be violated or neglected, then the said Lessee does hereby authorize and fully empower said Lessor or its agent to cancel and annul this lease at once and to re-enter and take possession of said premises immediately and by force if necessary, without any previous notice of intention to re-enter, and remove all persons and their property therefrom, and to use such force and assistance in effecting and perfecting such removal as said Lessor may deem advisable to recover at once full and exclusive possession of all said leased premises, whether in possession of said Lessee or of third persons, or vacant; or said Lessor or its agent may at its option at any time after such default or violation of condition or covenant, re-enter and take possession of said premises, without such re-entering working a forfeiture of the rents to be paid and the covenants to be kept by said Lessee for the full term of this lease.

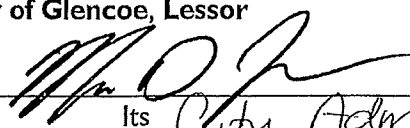
Tenant is responsible for routine maintenance of the space and painting and cleaning.

If the leased premises, building, or any part thereof, shall be partially damaged by fire, storm, earthquake or other casualty not due to lessee's negligence or willful act or that of its employee, family, agent, or visitor, the premises shall be promptly repaired by lessor and there shall be an abatement of rent corresponding with the time during which, and the extent to which, the leased premises may have been untenable; but, if the leased premises should be damaged other than by lessee's negligence or willful act or that of its employee, family, agent, or visitor, to the extent that lessor shall decide not to rebuild or repair, the term of this lease shall end and the rent shall be prorated up to the time of the damage.

**AND IT IS MUTUALLY AGREED,** That all the covenants, terms and conditions of this lease shall extend, apply to and firmly bind the heirs, personal representatives, successors and assigns of the respective parties hereto as fully as the respective parties are themselves bound.

Tenant will carry its own insurance to insure its equipment and other personal property from loss or damage.

**IN TESTIMONY WHEREOF,** Both parties have signed this lease this 25<sup>th</sup> day of Apr. 1, 2014.

City of Glencoe, Lessor  
BY:   
Its City Administrator

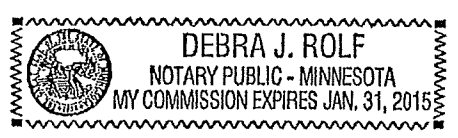


Glencoe Woodworking Club, Inc., Lessee  
BY: [Signature]  
Richard Corrick, Its President

BY: [Signature]  
Gary Heater, Its Secretary

STATE OF MINNESOTA }  
COUNTY OF McLEOD } ss.

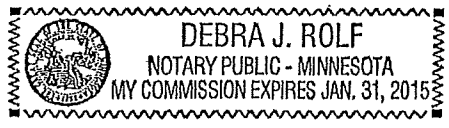
On this 25<sup>th</sup> day of April, 2014, before me, a notary public within and for said County, personally appeared Richard Corrick, to me personally known, who, being by me duly sworn did say that he is the President of the City of Glencoe, the Municipal Corporation named in the foregoing instrument and that said instrument was signed on behalf of said corporation by authority of its Board of Directors and said Glencoe Woodworking acknowledged said instrument to be the free act and deed of said corporation.



[Signature]  
Notary Public - State of Minnesota

STATE OF MINNESOTA }  
COUNTY OF McLEOD } ss.

On this 25<sup>th</sup> day of April, 2014, before me, a notary public within and for said County, personally appeared Gary Heater, to me personally known, who, being by me duly sworn did say that he is the Secretary of Glencoe Woodworking Club, Inc., the Minnesota Nonprofit Corporation named in the foregoing instrument and that said instrument was signed on behalf of said Corporation and said Glencoe Woodworking acknowledged said instrument to be the free act and deed of said corporation.



[Signature]  
Notary Public - State of Minnesota

**THIS INSTRUMENT DRAFTED BY:**  
GAVIN; WINTERS, TWISS, THIEMANN & LONG, LTD.  
1017 Hennepin Ave. N.  
Glencoe, MN 55336

EXHIBIT "A"

ADDITIONAL TERMS TO  
GLENCOE WOODWORKING CLUB, INC.

Suite 1 - Assembly/Crafting Room  
Suite 2 - Woodworking/Machining Room

Lessor is providing the rooms in their present condition "as is". Lessee will finish the rooms at its own expense which will include patching ceilings and walls, refurbishing floors, and paint and varnish. Lessee shall have the right to install lighting at Lessee's expense.

Lessor will provide electrical connection to the rooms. Lessee will provide at its own expense the individual electrical panels in each room and for all electrical fixtures required by Lessee.

Lessee will provide air filtration system for the Machining Room.

Lessee will have exclusive use of the Woodworking Room. The Assembly Room may be used and scheduled by the City Center Event Coordinator.

Lessor will provide Lessee all permits that Lessee needs for the use of Suite 1.

Lessor will retain control of area within Suite 2 that has been designated for a future restroom.

Lessee will make every attempt to control noise of machines during City Center hours. If requested by the Lessor, the Lessee will be required to turn off the machines that may be interfering with City Center events.

At all times that the Machining Room is open to members, one person will be designated as a supervisor.

Lessor will provide a laundry sink and will plumb by Lessor.

No one under the age of eighteen (18) shall be allowed in the Machining Room. No exceptions.

For safety reasons, no club member will be in the Machining Room alone. If the machines are being used, there must always be two (2) members present in the room.

All machines, tools and equipment will be owned and operated by the Lessee. Lessor will be held harmless as a result of injury by Lessee's tools and equipment. Each individual using the facility and tools shall sign a Waiver of Liability form releasing the City of Glencoe from liability for any injury suffered. The Glencoe Woodworking Club, Inc. shall keep and retain the Waivers of Liability at all times and make them available to the City of Glencoe as required by the City. The execution and retaining of the Waiver of Liability forms is an absolute condition of this Lease. The failure of the Glencoe Woodworking Club, Inc. to obtain or retain the Waiver of Liability forms from all individuals using the rooms and the tools shall be considered a breach of the terms of this Lease and shall result in the termination of this Lease.



SMALL CITY  BIG FUTURE

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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 Neld

## LEASE EXTENSION AGREEMENT

**THIS LEASE EXTENSION AGREEMENT** is entered into this 1<sup>st</sup> day of April, 2021, by and between the City of Glencoe, a Municipal Corporation (“Lessor”) and Common Cup Ministry, Inc., a Minnesota Non-profit Corporation (“Lessee”) (“Lessor” and “Lessee” are collectively referred to hereinafter as the “Parties”).

**WHEREAS**, the Parties entered into that certain Lease Agreement dated April 7, 2016 (“Lease Agreement”), for certain property located in the County of McLeod, State of Minnesota, and more fully described as follow:

Suite 100, of the City of Glencoe City Center Building, also described as the Henry Hill Building, located at 1107 - 11th St. E., Glencoe, MN 55336.

The address of said premises shall be 1022 -12th Street East, Suite 100, Glencoe, Minnesota 55336; and

**WHEREAS**, the Parties desire to extend the Lease Agreement for an additional three (3) years, commencing on April 1, 2021, and expiring at 11:59 p.m. on March 31, 2024.

**NOW, THEREFORE**, in consideration of said extension, the Parties hereto hereby agree as follows:

1. The Lease Agreement is extended for an additional three (3) years, commencing on April 1, 2021, and expiring at 11:59 p.m. on March 31, 2024.
2. All other terms and conditions of the Lease Agreement shall remain in full force and effect.

[Remainder of Page Intentionally Left Blank]



IN WITNESS WHEREOF, the Parties have caused this Lease Extension Agreement to be executed as of the date first above written.

**LESSOR:**

**City of Glencoe**

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

Ryan Voss

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

Mayor

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

Mark D. Larson

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

City Administrator

**LESSEE:**

*Beverly A Bonte*  
**COMMON CUP MINISTRY, INC.**

By: Common Cup Ministry INC

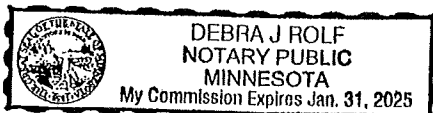
Its: Beverly Bonte RN/Director of CCM

STATE OF MINNESOTA )

) SS

COUNTY OF MeLeod )

The foregoing instrument was acknowledged before me this 8<sup>th</sup> day of April, 2021, by Mark D. Larson, the City Administrator and Ryan Voss, the Mayor, of the City of Glencoe, a Minnesota Municipal Corporation, on behalf of the corporation, by authority of its City Council.



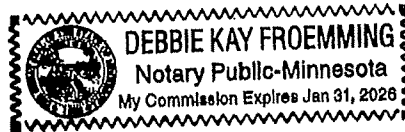
Debra J Rolf  
Notary Public

STATE OF MINNESOTA )  
 ) SS  
COUNTY OF McLeod )

The foregoing instrument was acknowledged before me this 26 day of March, 2021, by Bev Bonte, the Director of Common Cup Ministry, Inc., a Minnesota Non-profit Corporation, on behalf of the corporation.

Debbie Froemming  
Notary Public

THIS INSTRUMENT WAS DRAFTED BY:  
Huemoeller, Gontarek, & Cheskis, PLC  
16670 Franklin Trail, Suite 210  
Prior Lake, MN 55372



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## LEASE AGREEMENT

**THIS AGREEMENT**, Made this 7<sup>th</sup> day of April, 2016 ("Effective Date"), by and between **City of Glencoe, a Municipal Corporation**, party of the first part, Lessor, and **Common Cup Ministry, Inc.**, a Minnesota non-profit Corporation party of the second part, Lessee.

**WITNESSETH**, That said party of the first part, in consideration of the rents and covenants hereinafter mentioned, does hereby Lease to the said party of the second part, and the said party of the second part does hereby hire and take from the said party of the first part, the following described premises situated in the County of **McLeod** and State of Minnesota viz:

**Suite 100, of the City of Glencoe City Center Building, also described as the Henry Hill Building, located at 1107 - 11<sup>th</sup> St. E., Glencoe, MN 55336.**

**The address of said premises shall be 1022 -12<sup>th</sup> Street East, Suite 100, Glencoe, Minnesota 55336.**

**A site plan of the City Center Building is attached hereto as Exhibit "A" and incorporated by reference. The premises described in this Lease Agreement is marked with the number 100 and highlighted in yellow.**

**TO HAVE AND TO HOLD**, The said premises just as they are, without any liability or obligation on the part of the said Lessor of making any alterations, improvements or repairs of any kind on or about said premises, for the term of **5 years** from \_\_\_\_\_, **2016**, for the following purposes, to-wit:

**Community philanthropy including food shelf services and diaper distribution.**

Lessee shall not have the right to sublease Suite 100.

The rent for this space shall be one hundred dollars (\$100.00) per month, payable on the

Effective Date and the fifth day of each month thereafter.

And the said Lessee does covenant to pay the said rent in advance, to-wit: on the Effective Date and on or before the **fifth** day of every month during said term at **1107 - 11<sup>th</sup> St. E., Glencoe, MN 55336**, and that said Lessee will keep and maintain the said premises during the aforesaid term, and quit and deliver up the said premises to the said Lessor peaceably and quietly at the end of the aforesaid term or at any previous termination thereof for any cause, in as good order and condition and state of repair, reasonable use and wearing thereof and inevitable accidents excepted, as the same now are or may be put into by said Lessor.

And the said Lessor and Lessee covenant that the execution of this Lease Agreement has been approved by its City Council and Board of Directors, respectively pursuant to all applicable laws and regulations, and that the undersigned has full authority to execute this Lease Agreement.

This Lease is subject to the "Additional Terms" attached hereto and incorporated herein as Exhibit "B".

Lessor shall have the right to terminate this agreement at anytime for any reason with ninety (90) days written notice to Lessee. If Lessor terminates this agreement prior to the full term, Lessor agrees to reimburse Lessee for all reasonable and necessary expenses directly related to building-out a new space equivalent to said space in Suite 100, in an amount not to exceed five thousand dollars (\$5,000.00).

That said Lessee will keep said premises continually in a neat, clean and respectable condition. All garbage and refuse of any kind is to be removed at Lessee's expense. That said Lessee will not allow any liquors, beverages, or controlled substances of an intoxicating nature or tendency to be sold or consumed on said premises, nor permit any gambling or other immoral practices therein.

The said Lessee will not make or allow any waste thereon or thereof, and will not assign or underlet said premises or any part thereof without the written consent of said Lessor, of which consent Lessor may withhold for any reason. Said Lessee also agrees to replace all glass broken on said premises during said term. Lessee shall pay its own telephone and internet service bills. Lessor shall provide heat and electricity to the offices.

Lessee shall obtain and maintain liability insurance for any acts or injuries suffered by the Club or to the members of the organization or to the public.

Lessee, on its own behalf and on behalf of its members, its corporate officers, agents or employees, or any other persons or entities, hereby releases the City of Glencoe, its employees, officials, agents and representatives, from and against any and all claims, demands, liabilities, and causes of action of any nature whatsoever that arise out of or in any manner whatsoever,



directly or indirectly, to the use of the space.

Lessee will list the City of Glencoe as "additional insured" on its liability insurance policy.

And if said payments, whether the same be demanded or not, are not paid when they become due, or if said leased premises shall be appropriated to or used for any other purpose or use than is hereinbefore specified, or if any liquor, gambling or any other immoral practices are allowed on said premises, or any damage or waste shall be made thereon, or if any part of said premises shall be underlet or this lease be assigned without the written consent of said Lessor as above specified, or if any term, condition or covenant of this lease on the part of the said Lessee to be by said Lessee kept or performed, shall be violated or neglected, then the said Lessee does hereby authorize and fully empower said Lessor or its agent to cancel and annul this lease at once and to re-enter and take possession of said premises immediately and by force if necessary, without any previous notice of intention to re-enter, and remove all persons and their property therefrom, and to use such force and assistance in effecting and perfecting such removal as said Lessor may deem advisable to recover at once full and exclusive possession of all said leased premises, whether in possession of said Lessee or of third persons, or vacant; or said Lessor or its agent may at its option at any time after such default or violation of condition or covenant, re-enter and take possession of said premises, without such re-entering working a forfeiture of the rents to be paid and the covenants to be kept by said Lessee for the full term of this lease.

Tenant is responsible for routine maintenance of the space including painting and cleaning.

If the leased premises, building, or any part thereof, shall be partially damaged by fire, storm, earthquake or other casualty not due to lessee's negligence or willful act or that of its employee, family, agent, or visitor, the premises shall be promptly repaired by lessor and there shall be an abatement of rent corresponding with the time during which, and the extent to which, the leased premises may have been untenable; but, if the leased premises should be damaged other than by lessee's negligence or willful act or that of its employee, family, agent, or visitor, to the extent that lessor shall decide not to rebuild or repair, the term of this lease shall end and the rent shall be prorated up to the time of the damage.

**AND IT IS MUTUALLY AGREED,** That all the covenants, terms and conditions of this lease shall extend, apply to and firmly bind the heirs, personal representatives, successors and assigns of the respective parties hereto as fully as the respective parties are themselves bound.

Tenant will carry its own insurance to insure its property and other personal property from loss or damage.

IN TESTIMONY WHEREOF, Both parties have signed this lease this 7<sup>th</sup> day of APRIL, 2016.

City of Glencoe, Lessor

BY: [Signature]  
Mark Larson, Its City Administrator

Common Cup Ministry, Inc.

BY: [Signature]  
Its: Beverly Bonte, Director

BY: [Signature]  
Its: Jerry Haag, Board Chairman

STATE OF MINNESOTA }  
COUNTY OF McLEOD } SS.

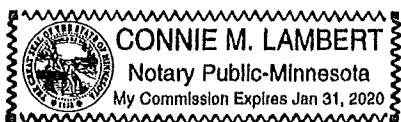
On this 12<sup>th</sup> day of April, 2016, before me, a notary public within and for said County, personally appeared Mark Larson, to me personally known, who, being by me duly sworn did say that he is the City Administrator of the City of Glencoe, the Municipal Corporation named in the foregoing instrument and that said instrument was signed on behalf of said corporation by authority of its City Council and said Mark Larson acknowledged said instrument to be the free act and deed of said corporation.



[Signature]  
Notary Public - State of Minnesota

STATE OF MINNESOTA }  
COUNTY OF McLEOD } SS.

On this 7<sup>th</sup> day of April, 2016, before me, a notary public within and for said County, personally appeared Beverly Bonte And Jerry Haag, to me personally known, who, being by me duly sworn did say that he or she is the Director And the Board Chairman, respectively of Common Cup Ministry, Inc., the Minnesota Nonprofit Corporation named in the foregoing instrument and that said instrument was signed on behalf of said Corporation and said Beverly Bonte And Jerry Haag acknowledged said instrument to be the free act and deed of said corporation.



[Signature]  
Notary Public - State of Minnesota

EXHIBIT "B"

ADDITIONAL TERMS TO  
COMMON CUP MINISTRY, INC.

Lessor is providing Suite 100 to Lessee in its present condition "as is". Lessee will finish the rooms at its own expense, including any necessary build-out within Suite 100 and in the adjoining common areas, including but not limited to the following:

Installation of an alert or alarm function which is directly connected in some way to the Glencoe Police Department, if Lessee deems such an alert or alarm system necessary.

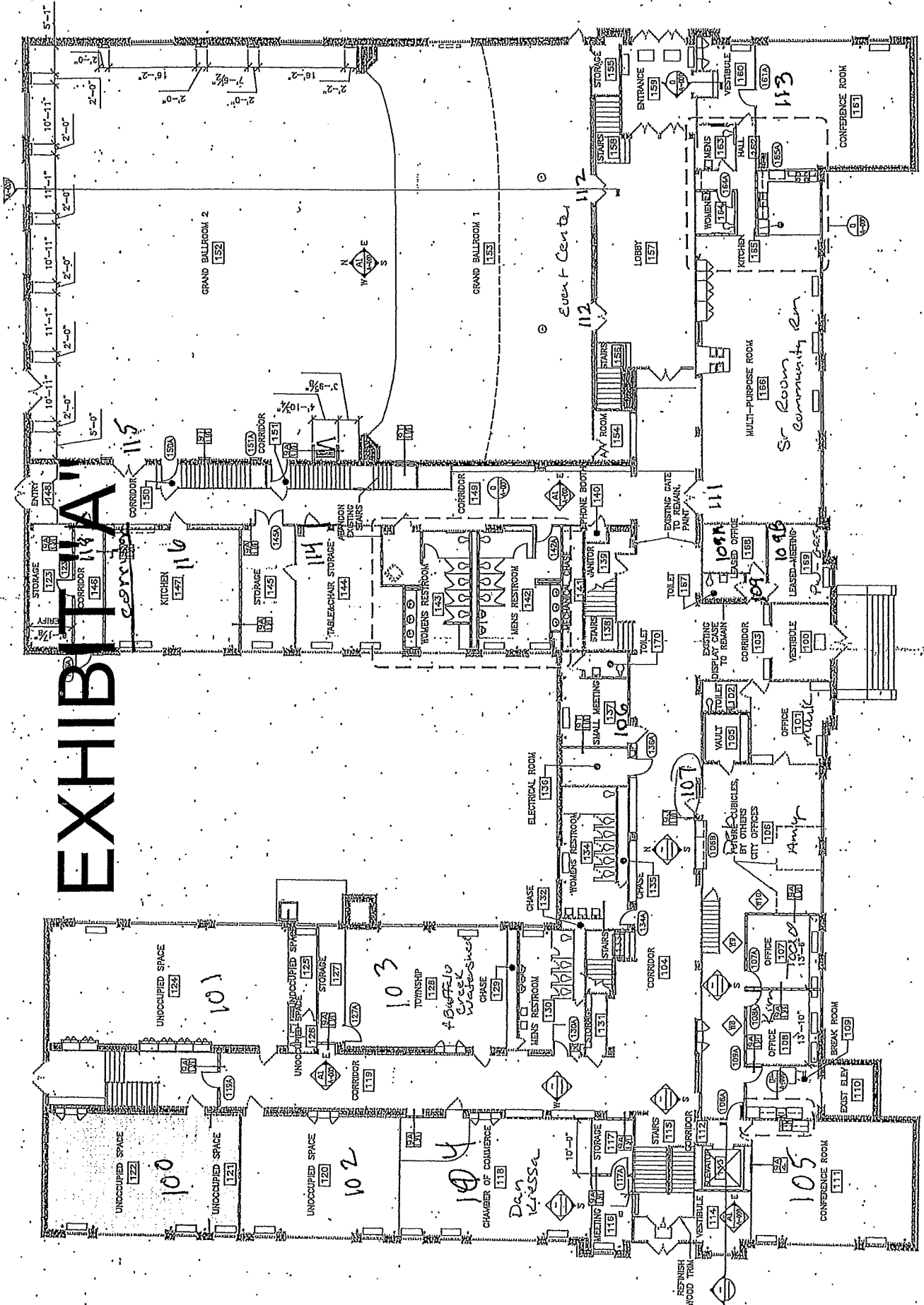
Installation of active alarm systems to all access points of Suite 100 and any building access points used specifically by Lessee, including but not limited to the access point currently used as an emergency exit on the north side of said building.

Any modifications to the access point currently used as an emergency exit on the north side of said building in order to make it the prior entrance and exit to Lessee's space. Lessee shall have the right to use said north side access point as its primary entrance and exit.

Lessor will provide electrical connection to the rooms. Lessee will provide at its own expense the individual electrical panels in each room and for all electrical fixtures required by Lessee.

Lessee will have exclusive use of Suite 100.

# EXHIBIT





**THIS INSTRUMENT DRAFTED BY:**  
GAVIN, WINTERS, & LONG, LTD.  
1017 Hennepin Ave. N.  
Glencoe, MN 55336



SMALL CITY & BIG FUTURE

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

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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 Neld

# GLENCOE



SMALL CITY  BIG FUTURE

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

---

To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: April 12, 2024

Re: **Item 8D** – Updated Hotel Study

Item 8D – Attached is a proposal to conduct a new Hotel Study for the City of Glencoe. The original Study was conducted in 2013, and it was updated in 2018 and 2021.

It is recommended to contact the Chamber of Commerce regarding participation in the cost of the study from the lodging taxes.

It is further recommended to refer this to the Economic Development Authority (EDA) for their review and recommendation.

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

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

# HMI Inc.

April 12, 2024

Mr. Mark D. Larson  
City Administrator  
1107 11<sup>th</sup> Street East, Suite 107  
City of Glencoe, MN 55336

Sent via email: [mlarson@ci.glencoe.mn.us](mailto:mlarson@ci.glencoe.mn.us)

RE: Glencoe, MN - Hotel Market Study

Management

Research

Marketing

Dear Mark,

Per your recent email/request, I have assembled this Engagement/Proposal regarding market research for the potential development of a Limited-Service style hotel in the Glencoe, Minnesota market area. Thank you for considering Hospitality Marketers International, Inc., to research this hotel project.

This letter is a proposal to engage and, upon acceptance, confirm the engagement of HMI to perform project work for this proposed hotel. For additional information about HMI and our market study services, please refer to our Web Site at [www.hospitalitymarketers.com](http://www.hospitalitymarketers.com). Specifically, the project to be completed by HMI is as follows:

#### GENERAL PROJECT APPROACH

-- The following outlines the General Approach we will take in researching this market.

-- In order to expedite the completion of this project, HMI will be engaged to perform either a Field Research Hotel Evaluation Report or a Comprehensive Hotel Market Study of the subject site in the greater Glencoe, Minnesota market area. HMI will schedule this project accordingly.

#### GENERAL PROJECT DETAILS

-- At this time, the scope would be to conduct research to prepare either a Field Research Hotel Evaluation Report or a Comprehensive Hotel Market Study for the possible development of a Limited-Service style hotel in the greater Glencoe, Minnesota market area. Site information will be more specifically identified in the research for this project. Also, upon completion of the Report, an option would be to have a Detailed Multi-Year Operational Proforma & Investment Analysis completed for each style of hotel.

-- Recommendations regarding the style of the proposed hotels will be provided based upon demand and competitive supply factors. At this time, research will be conducted for a Limited-Service style hotel.

Gregory R. Hanis, ISHC  
President

[ghanis@hospitalitymarketers.com](mailto:ghanis@hospitalitymarketers.com)  
262-490-5063

Member of



*Professionally Serving the United States & Canada Since 1982 with Offices in Milwaukee, Wisconsin and Fort Myers, Florida*

5415 S. Majors Drive  
New Berlin, WI 53146

10014 Majestic Avenue  
Fort Myers, FL 33913

262-490-5063

[hmi@hospitalitymarketers.com](mailto:hmi@hospitalitymarketers.com)  
[www.hospitalitymarketers.com](http://www.hospitalitymarketers.com)

Hotel Service Network



--More specific details about any potential site(s) will be discussed upon commencement of this research.

-- There has been no specific hotel product category identified at this time for either type of hotels other than that the city is seeking the development of a Limited-Service style hotel. Recommendations will be provided for the hotel product category based upon demand and competitive supply factors.

-- The price category for the proposed hotel is currently believed to be midscale to upper-midscale for the Limited-Service style hotel. Recommendations will be provided for the proposed hotel's price category based upon demand and competitive supply factors.

-- No potential brands have been identified at this time for either style of hotel being researched. Recommendations will be provided for the proposed hotel's brand(s) based upon demand and competitive supply factors.

-- The size of the proposed hotels has not been identified. Specific size suggestions for the proposed hotels will be determined by the size of the site, the demand sources and competitive supply in the market.

-- There may be the potential for the proposed hotel to have specific amenities or services. Some may relate to the brand chosen for this hotel. Other amenities and services may relate to the demand characteristics of the subject market. These items will be addressed accordingly based upon the research performed for this phase, and recommendations will be made as to the type, size, and the necessity for certain amenities (Extended-Stay style rooms, etc.) at this proposed hotel.

-- Regarding Food and Beverage:

- At this time, no potential food and beverage elements would be associated with the proposed Limited-Service style hotel other than a Continental Breakfast which would be served to guests.

#### **(OPTION) FIELD RESEARCH HOTEL EVALUATION REPORT**

The following will outline our approach for completing the Field Research Hotel Evaluation Report.

-- As we discussed, the suggested approach is to conduct a Field Research Hotel Evaluation Report. This study is used by communities and developers to identify the preliminary need for the hotel in this market.

-- Based on comprehensive research of the subject market, this Field Research Hotel Evaluation Report will provide a preliminary evaluation with key market factors highlighted. This report will research the proposed site being considered for hotel development including its visibility and accessibility to the proposed markets. The relationship of the site to possible lodging demand generators and existing lodging supply will be researched. General economic conditions will also be researched. A preliminary Field Research Hotel Evaluation Report will be presented with a brief overview of these elements.

-- Preliminary operational projections for Occupancy, Average Daily Room Rate, Room Revenues, Food and Beverage Revenues and Total Revenues will be presented. These preliminary projections will be to a stabilized year of operation. Preliminary recommendations for hotel site location, product type(s) and size(s), franchise/branding recommendations, and product features and amenities will be provided for each hotel.

-- A preliminary Operational Proforma will be developed based upon the sales revenue projections presented in this report and national hotel industry operational expense averages for the style of each hotel being considered.

-- This is not a full Comprehensive Hotel Market study. It is presented in an abbreviated format that summarizes the research performed. It may, or may not be, acceptable for external investment and lending purposes.

*FUTURE OPTIONS: This report could be expanded, upon completion and the recommendations presented, by HMI into a Comprehensive Hotel Market Study, by HMI, for a specific hotel development. Also, HMI could assist in assembling a detailed Operational Proforma & Investment Analysis for a specific hotel development. The following are options for expanding this Field Research Analysis Report.*

#### **(OPTION) COMPREHENSIVE HOTEL MARKET STUDY**

-- This suggested approach (to conduct a Comprehensive Hotel Market Study) is used by communities and developers to support the conclusions, recommendations and multi-year projections presented in this market study. This phase is typically completed by the Developer of the hotel project.

--A Comprehensive Hotel Market Study will provide, based upon comprehensive research of the subject market, a detailed evaluation with key market factors highlighted. This report will research the proposed site being considered for hotel development, including its visibility and accessibility to the proposed markets. The relationship of the site area to possible lodging demand generators and existing lodging supply will be researched. The availability of "support services", including restaurants and retail to the site area, will be researched including any recommendations. General economic conditions will also be researched. Comprehensive and statistical operational projections for Sales Revenue, based upon Occupancy and Average Daily Room Rates, will be presented. These multi-year projections will be to a stabilized year of operation. Detailed property recommendations for property site location, product type and size, franchise recommendations, and product features and amenities will be provided for each style of hotel.

-- A preliminary Operational Proforma will be developed based upon the sales revenue projections presented in this report for both a Select Service style hotel and for a Limited-Service style hotel and national hotel industry operational expense averages for both styles being considered.

*(See below the Multi-Year Operational and Investment Proforma Statement Projection Report area of this letter for information regarding expanding this preliminary Operational and Investment Proforma to the Detailed Multi-Year Operational and Investment Proforma.)*

-- The format of this study should be acceptable for external lending and investing purposes. Hospitality Marketers International, Inc. will be available to answer any questions concerning these studies upon their completion.



**(OPTION) DETAILED MULTI-YEAR OPERATIONAL PROFORMA PROJECTIONS and INVESTMENT ANALYSIS**

If required by you, the developer, the investors, or the lender, HMI will assist in preparing or reviewing a Multi-Year Operational Proforma Projections & Investment Analysis for the proposed hotel project in the subject site area. HMI could develop, or review, the Detailed Multi-Year Operational Proforma Projections and Investment Analysis for you or the developer. This phase is typically completed by the Developer of the hotel project.

- If developed by HMI, this report would be based upon previous market research performed by Hospitality Marketers International, Inc., and contained in its Comprehensive Hotel Market Study Report for your proposed project. A Detailed Multi-Year Operational Proforma & Investment Analysis will be prepared, using industry standards, other acceptable accounting models, and specific property information for the proposed hotel. It will be based upon the multi-year sales projections contained in the Comprehensive Hotel Market Study Report for this hotel.

*Please contact HMI for more information on report expansion options.*

**TIMING**

-- Your market study is scheduled based upon the accepted return of this Engagement Letter and receipt of the Retainer Check. An exact start and completion date will be assigned with the accepted return of this letter and Retainer Check to HMI. Should there be any unforeseen delays which would change this completion date, we will communicate with you accordingly. If we can expedite this phase, we will do so.

-- Typically, the fieldwork research stage is completed within 30 days of the commencement of the research project. This is based upon our receipt of the Signature Page and Retainer Check. However, it will be based upon our project schedule at that time.

-- Typically, the full Comprehensive Hotel Market Study stage is completed within 30 days of the completion of the fieldwork research stage. However, it will be based upon our project schedule at that time.

- **Currently, per our conversation, I anticipate starting this project in August 2024. This is subject to change and should we be able to expedite this timeframe, we will do so. However Greg has indicated that he might be able to start work on your project in July.**

*-- Lastly, please allow ample time for the completion of this research. All of our projects depend upon your authorization to proceed. We will expedite the completion as best as our schedule allows. We have given you realistic timing for the report. We do not tell you a shorter timeframe, and then have to adjust it after we get the project. To customize a report and do the necessary research does take time to complete. Also, we do not "Boiler Plate" the report information in order to expedite its completion.*

### **COMPENSATION**

HMI's compensation for completing this project work is as follows: (All fees quoted are valid for 90 days from the date of this letter. After this time, there may be the need to revise these fees due to changes in market conditions, especially travel expenses.)

#### **(OPTION) FIELD RESEARCH HOTEL EVALUATION REPORT**

-- The complete Field Research Hotel Evaluation Report fee is **\$9,000** including all associated research expenses (see below), the Field Research Stage and the Retainer received.

-- A Retainer (**\$4,500**) is required prior to commencing work on this project.

#### **(OPTION) COMPREHENSIVE HOTEL MARKET STUDY**

-- The complete Comprehensive Hotel Market Study fee is \$10,500, including all associated research expenses (see below), the Field Research Stage and the Retainer received.

-- A Retainer of (\$5,250) is required prior to commencing work on this project.

#### **FIELD WORK STAGE**

-- In the process of performing the field work portion for this report or in conducting the preliminary research for the written report, should the feasibility of a project become questionable, we will cease the project work and discuss our findings with you accordingly. Should it be necessary to cease all further work at this point, we will adjust our fees accordingly:

--The Field Work/Preliminary Research Fee for a Limited-Service style hotel Comprehensive Report is \$5,500, which includes associated research expenses (see below).

--The retainer received will be applied accordingly. All other terms of this engagement letter are in effect.

#### **(OPTION) MULTI-YEAR OPERATIONAL AND INVESTMENT PROFORMA PROJECTIONS STATEMENT**

--The Multi-Year Operational & Investment Proforma Projections Statement fee is dependent upon how involved HMI is in its preparation. The fee to prepare a customized Operational Proforma Projections and Investment Analysis or to review an Operational Proforma & Investment Analysis prepared by you or a third party will not exceed \$2,250 for a Limited-Service style hotel. It would be billed at a pro-rated, per hour fee of \$275.

-- An additional Retainer of (\$1,125) is required prior to commencing work on this project for the two Multi-Year Operational & Investment Proformas.

*Please contact HMI for more information on report expansion options.*



### **REPORT/PROJECT WORK FOLLOW-UP**

--Upon completion of the Comprehensive Hotel Market Study, a "Pending" Version of the report will be presented for your review.

--Full payment of the final balance for this project, including expenses incurred, is required to release the Final Version of this Comprehensive Hotel Market Study report which is suitable for sharing with lenders, investors, etc.

--HMI will be available for normal and usual follow-up on the report/project work completed which is included in the above fees at no extra charge. This will include, but is not limited to Report Review, Final Report Preparation, Basic Brand Identification, Report Consultation, etc.

--HMI is available for more in-depth consultation if required. Depending upon the scope of this consultation, there may be associated fees. This activity would need to be discussed and would depend upon the scope of HMI's involvement.

### **EXPENSES & GENERAL**

All discounts offered above will apply to this project if full and final payment is received within 30 days from the final statement date. If payment is received after 30 days, the discount will be removed and the balance on the normal project fee will be due, less any previous payments made.

Expenses – All associated normal research and travel expenses are included in the above fees. Travel expenses include: Air Fare, Auto Mileage, Fuel, Auto Rental, Hotel and Meals. At this time, no adjustment to normal travel expenses was made to the estimated transportation and lodging costs being higher than normal costs for these items.

All statements for project work submitted by HMI are due upon receipt. Any unpaid balance after 30 days is subject to an 18% (1.5% per month) finance charge. Should it be necessary to use an outside collection agency or attorneys for payment of this project, any fees incurred by Hospitality Marketers International, Inc., will be added to the final amount owed.

We ask that you notify HMI before you solicit or hire any other hospitality consulting organization to perform this project work. This will prevent any conflict that may occur in completing this project work as defined.

HMI will be an independent contractor and will maintain its own separate legal identity and entity. There is no indication in this engagement that HMI and the Principal are business partners or have formed a joint venture to complete the project work defined.

Hospitality Marketers International, Inc. operates as a hotel service network organization. HMI staff will perform the above project work or assign it to qualified associates, within the service network, with the expertise to perform the outlined project work of this engagement. These service representatives are independent contractors who have established an exclusive representation agreement with HMI. HMI staff supervises and reviews all assigned project work. These qualified associates/consultants are service representatives acting as agents of HMI.

HMI may use your name as a previous customer reference upon completion of the project work.

All information concerning your business interests, as well as HMI's, including business data, policies, procedures, operations, and other information, are confidential and are not to be disclosed by yourself or HMI.

In the event that a dispute arises from this engagement which requires a legal remedy, it will be resolved through final and binding arbitration according to the current procedures of the American Arbitration Association and the prevailing laws and regulations of the State of Wisconsin. The arbitrator will be a knowledgeable source specializing in the area of hotel/resort marketing or real estate development. One of the arbitrators will be a member of the International Society of Hospitality Consultants. Due to the uncertainty related to future projections, any damages would be limited to the fees paid and related with this engagement. These damages would only be due to proof of gross negligence in performing the research and calculating the projections provided.

This engagement letter is in effect until the satisfactory completion of the project work and payment of the associated fees.

Mark, we appreciate this opportunity to work with you in researching this potential hotel project in Glencoe, Minnesota. After reviewing this engagement letter, please contact me if you have any questions. Otherwise, please sign the attached Signature Page and return it, along with the appropriate retainer check, to my attention as soon as possible so I can begin scheduling this project. If you scan/email or fax your signed, accepted copy to me, we will hold your position (for ten days) in our market study queue until we receive your retainer check.

Sincerely,  
HOSPITALITY MARKETERS INTERNATIONAL, INC.

*Gregory R. Hanis*

Gregory R. Hanis, ISHC  
President

*Michael R Hool*

Michael R Hool, CPA, ISHC  
President, SHR (An HMI Representative)



Glencoe, Minnesota  
Re: Glencoe, Minnesota - Hotel Market Study

April 12, 2024

\_\_\_\_\_ Please proceed with the Field Research Hotel Evaluation Report.  
**(Retainer Fee - \$4,500)**

\_\_\_\_\_ Please proceed with the Comprehensive Hotel Market Study.  
**(Retainer Fee - \$5,250)**

\_\_\_\_\_ Please proceed with the Operational Proforma & Investment Analysis. **(Retainer Fee - \$1,125)**

\_\_\_\_\_ The appropriate Retainer check is enclosed with this signed copy of the engagement letter.

Management

Research

Marketing

\_\_\_\_\_ If Faxed, the appropriate Retainer check will be sent, via:

\_\_\_\_\_ Wire Transfer

\_\_\_\_\_ Overnight Services

\_\_\_\_\_ Regular Mail - The appropriate Retainer check is enclosed with this signed copy of the engagement letter. (HMI will hold this project in the priority position that the fax was received in for ten (10) days from the date of this signed and faxed engagement letter.)

Gregory R. Hanis, ISHC  
President

[ghanis@hospitalitymarketers.com](mailto:ghanis@hospitalitymarketers.com)  
262-490-5063

Member of



(HMI will hold this project in the priority position the fax was received in for ten (10) days from the date of this signed and faxed engagement letter.)

***--Please scan and email this signed signature page using the Email Address provided in the box at the bottom on this page.***

Professionally Serving the United States & Canada Since 1982 with Offices in Milwaukee, Wisconsin and Fort Myers, Florida

**\*\*\* Please send your retainer check to the following address:  
Hospitality Marketers International, Inc.  
5415 S. Majors Drive  
New Berlin, WI 53146**

**\*\*\* For Wire Transfer Information, Contact Hospitality Marketers International, Inc.**

5415 S. Majors Drive  
New Berlin, WI 53146

10014 Majestic Avenue  
Fort Myers, FL 33913

262-490-5063

[hmi@hospitalitymarketers.com](mailto:hmi@hospitalitymarketers.com)  
[www.hospitalitymarketers.com](http://www.hospitalitymarketers.com)

Hotel Service Network

ACCEPTED BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

To: Greg Hanis, Hospitality Marketers International, Inc.  
EMAIL: [ghanis@hospitalitymarketers.com](mailto:ghanis@hospitalitymarketers.com)  
Contact: 262-490-5063

From: \_\_\_\_\_



SMALL CITY & BIG FUTURE

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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 Neld



**CITY OF GLENCOE**  
**DEPARTMENT SUPERVISOR**  
**MONTHLY SUMMARY REPORT**  
(Due by 10th of each month)

**Department:** Streets/Parks/Airport/Cemetery

**Supervisor Name:** Jamie Voigt

**Month:** March

**Week of Week of 3/4/24**

Park shop detail  
Seal concrete floors street shop bays 1-6  
Oak Leaf turf repair  
Install Stop/Street combo, Cemetery info, Yellowstone trail signs  
Garbage route  
Equipment maintenance/repairs

**Week of 3/11/24**

Clean break room, bathrooms  
Safety meeting  
Fire Extinguisher/Ladder inspections Leaf pickup  
Install Stop/Street combo  
Stock pile wood for STS to split  
Garbage route  
Equipment maintenance/repairs

**Week of 3/18/24**

Put all equipment back in Street shop bays 1-6  
Fill and grade storage area by new park shed  
Calibrate Brine truck  
Pre-Treat streets (1)  
Plowed snow (1) Blow snow downtown (1) Sidewalks (2) Airport (1) Cemetery (1)  
Plow equipment check, cleanup  
Equipment maintenance/repairs

**Week of 3/25/24**

Plowed snow (3) Blow snow downtown (1) Sidewalks (4) Airport (2) Cemetery (1)  
Plow equipment check, cleanup  
Detail street shop truck bay  
Wash pickups  
Garbage route  
Equipment maintenance/repairs

Signature: 



SMALL CITY & BIG FUTURE

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

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# CITY OF GLENCOE BILLS

APRIL 15, 2024

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

<u>VENDOR</u>	<u>DEPARTMENT: DESCRIPTION</u>	<u>TOTAL</u>
CITY OF GLENCOE EMPLOYEES	MULTIPLE DEPTS.: CITY OF GLENCOE PAYROLL 12-13-23	\$67,976.33
WIRE TRANSFER	MULT DEPTS: STATE SALES TAX	\$26,863.00
WIRE TRANSFER	MULT DEPTS:EMP/CITY PAYROLL TAXES,HSA,PERA,D COMP,CAFE	\$48,160.04
	TOTAL PREPAID BILLS ----->	<u><u>\$142,999.37</u></u>

**INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR**

APRIL 15, 2024 - PREPAID BILLS

Date: 04/12/2024

Time: 12:15 pm

Page: 1

City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
A.H. HERMEL CO.	0573	LIQUOR: MERCH FOR RESALE	180114	01/18/2024	<u>821.67</u>
				Vendor Total:	821.67
ARCTIC GLACIER USA, INC	0495	LIQUOR: MERCH FOR RESALE	180115	01/18/2024	<u>198.91</u>
				Vendor Total:	198.91
BREAKTHRU BEVERAGE	0513	LIQUOR: MERCH FOR RESALE	180121	01/18/2024	<u>2,751.50</u>
				Vendor Total:	2,751.50
C & L DISTRIBUTING	0492	LIQUOR: MERCH FOR RESALE	180116	01/18/2024	<u>15,576.20</u>
				Vendor Total:	15,576.20
CITY OF GLENCOE	0035	LIQUOR: PETTY CASH	180122	01/18/2024	<u>120.00</u>
				Vendor Total:	120.00
COLONIAL LIFE	0735	MULT DEPTS: INS PREMIUMS	180123	01/18/2024	<u>263.70</u>
				Vendor Total:	263.70
DAHLHEIMER BEVERAGE	0003	LIQUOR: MERCH FOR RESALE	180117	01/18/2024	<u>12,938.60</u>
				Vendor Total:	12,938.60
JOHNSON BROS - ST PAUL	0504	LIQUOR: MERCH FOR RESALE	180124	01/18/2024	<u>5,492.65</u>
				Vendor Total:	5,492.65
MARLIN'S TRUCKING	1387	LIQUOR: MERCH FOR RESALE	180118	01/18/2024	<u>509.25</u>
				Vendor Total:	509.25
MINNESOTA CHILD SUPPORT	1646	POLICE: CHILD SUPPORT PAYMENT	180125	01/18/2024	<u>279.18</u>
				Vendor Total:	279.18
MINNESOTA PUBLIC EMPLOYEE	1439	POLICE: UNION DUES	180126	01/18/2024	<u>88.60</u>
				Vendor Total:	88.60
PHILLIPS WINE & SPIRITS, INC.	1010	LIQUOR: MERCH FOR RESALE	180127	01/18/2024	<u>2,795.06</u>
				Vendor Total:	2,795.06
SOUTHERN GLAZER'S OF MN	1429	LIQUOR: MERCH FOR RESALE	180128	01/18/2024	<u>4,041.49</u>
				Vendor Total:	4,041.49
TRUIST GOVERNMENTAL FINANCI	0809	CITY CENTER: BOND PRINCIPAL & INTEREST	180129	01/18/2024	<u>125,935.00</u>
				Vendor Total:	125,935.00
VIKING BEVERAGES	0973	LIQUOR: MERCH FOR RESALE	180119	01/18/2024	<u>6,197.40</u>
				Vendor Total:	6,197.40
VIKING COCA-COLA BOTTLING CC	0494	LIQUOR: MERCH FOR RESALE	180120	01/18/2024	<u>445.20</u>
				Vendor Total:	445.20
				Grand Total:	<u>178,454.41</u>
				Less Credit Memos:	0.00
				Net Total:	<u>178,454.41</u>
				Less Hand Check Total:	0.00
				Outstanding Invoice Total :	<u>178,454.41</u>
	<b>Total Invoices:</b>	<b>16</b>			



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Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
4-SQUARE BUILDERS, INC.	0071	PARK IMPROV: TICKET BOOTH	0	00/00/0000	<u>9,099.72</u>
				Vendor Total:	9,099.72
AMERICAN RED CROSS	1732	MULT DEPTS: CPR/AED TRAINING	0	00/00/0000	<u>630.00</u>
				Vendor Total:	630.00
AT&T MOBILITY	1205	MULT DEPTS: CELL PHONE BILLS	0	00/00/0000	<u>726.06</u>
				Vendor Total:	726.06
BLUE CROSS BLUE SHIELD OF MII	1254	MULT DEPTS: INS PREMIUMS	0	00/00/0000	<u>41,448.85</u>
				Vendor Total:	41,448.85
BORDER STATES INDUSTRIES INC	0852	ADMIN, CITY CENTER, LIQUOR: LIGHT BULBS	0	00/00/0000	<u>753.40</u>
				Vendor Total:	753.40
BRADLEY SECURITY & ELECTRIC	0209	POLICE, PARK IMPROV: DOOR HARDWARE, REPAIR	0	00/00/0000	<u>1,482.55</u>
				Vendor Total:	1,482.55
CARGILL, INC	1636	WATER: SALT	0	00/00/0000	<u>5,726.41</u>
				Vendor Total:	5,726.41
CARS ON PATROL TOWING	1365	POLICE: SQUAD SETUP	0	00/00/0000	<u>30.14</u>
				Vendor Total:	30.14
CENGAGE LEARNING INC-GALE	1828	LIBRARY: BOOKS	0	00/00/0000	<u>149.94</u>
				Vendor Total:	149.94
CENTER POINT LARGE PRINT	1349	LIBRARY: BOOKS	0	00/00/0000	<u>292.44</u>
				Vendor Total:	292.44
CENTERPOINT ENERGY	0204	MULT DEPTS: NATURAL GAS BILLS	0	00/00/0000	<u>9,963.45</u>
				Vendor Total:	9,963.45
CHAPPELL CENTRAL INC	1884	WWTP: EQUIPMENT REPAIR	0	00/00/0000	<u>580.99</u>
				Vendor Total:	580.99
COMPASS MINERALS AMERICA IN	0345	STREET: BULK SALT	0	00/00/0000	<u>12,727.52</u>
				Vendor Total:	12,727.52
DAKOTA SUPPLY GROUP	0523	WATER: COUPLINGS, REPAIR SLEEVE	0	00/00/0000	<u>692.88</u>
				Vendor Total:	692.88
DEMCO, INC.	0676	LIBRARY: OFFICE SUPPLIES	0	00/00/0000	<u>105.58</u>
				Vendor Total:	105.58
FARM-RITE EQUIPMENT	0947	STREET, PARK: HOSE, FITTINGS	0	00/00/0000	<u>149.75</u>
				Vendor Total:	149.75
FLAHERTY & HOOD, P.A.	0441	ADMIN, WATER, WWTP: LEGAL FEES	0	00/00/0000	<u>4,722.50</u>
				Vendor Total:	4,722.50
FLOW MEASUREMENT AND CONT	0386	WWTP: CERTIFICATION OF FLOW METERS	0	00/00/0000	<u>1,043.00</u>
				Vendor Total:	1,043.00
FOSTER MECHANICAL, INC.	0647	LIQUOR: FAUCET	0	00/00/0000	<u>176.20</u>
				Vendor Total:	176.20
FRANKLIN PRINTING INC.	0085	ADMIN, WWTP: OFFICE SUPPLIES, TONER	0	00/00/0000	<u>242.79</u>
				Vendor Total:	242.79
GALLS, LLC	0452	POLICE: UNIFORM	0	00/00/0000	<u>104.12</u>
				Vendor Total:	104.12
GILLETTE PEPSI COMPANIES, INC	0496	LIQUOR: MERCH FOR RESALE	0	00/00/0000	<u>392.00</u>
				Vendor Total:	392.00
GLENCOE CO-OP ASSN.	1842	MULT DEPT: FUEL	0	00/00/0000	<u>4,286.09</u>
				Vendor Total:	4,286.09
GLENCOE FIRE RELIEF ASS'N.	0455	REIMB: FIRE RELIEF DONATION REIMBURSEMENT	0	00/00/0000	<u>500.00</u>

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				Vendor Total:	<u>500.00</u>
GLENCOE FLEET SUPPLY	2074	MULT DEPTS: WIRE, FUSES, BATTERIES, TAPE, PAINT	0	00/00/0000	427.88
				Vendor Total:	<u>427.88</u>
GOPHER STATE ONE CALL	0482	WATER, WWTP, STORM WATER: LOCATE TICKETS	0	00/00/0000	67.50
				Vendor Total:	<u>67.50</u>
HERALD JOURNAL PUBLISHING	1442	ADMIN, LIQUOR: ADVERTISING, PUBLISHING	0	00/00/0000	1,151.96
				Vendor Total:	<u>1,151.96</u>
HILLYARD HUTCHINSON	0122	ADMIN, LIQUOR: GARBAGE CAN, RUGS	0	00/00/0000	2,640.54
				Vendor Total:	<u>2,640.54</u>
HUEMOELLER, GONTAREK &	1800	ADMIN, TAX INC. #17, WWTP: LEGAL SERVICES	0	00/00/0000	4,632.00
				Vendor Total:	<u>4,632.00</u>
JOHN DEERE FINANCIAL	1299	STREET: HOSE, FITTINGS	0	00/00/0000	82.88
				Vendor Total:	<u>82.88</u>
JOHNSON CONTROLS FIRE	0874	PARK: ANNUAL INSPECTION	0	00/00/0000	281.01
				Vendor Total:	<u>281.01</u>
KDUZ - KARP - KGLB	2248	ADMIN, LIQUOR: ADVERTISING	0	00/00/0000	598.00
				Vendor Total:	<u>598.00</u>
KNIFE RIVER CORP.	1555	STREET: FLOOR SEALANT	0	00/00/0000	150.00
				Vendor Total:	<u>150.00</u>
KWIK TRIP	1653	POLICE: FUEL	0	00/00/0000	2,082.69
				Vendor Total:	<u>2,082.69</u>
LEAGUE OF MN CITIES INS. TRUS	0389	MULT DEPTS: WORK COMP INS	0	00/00/0000	113,962.00
				Vendor Total:	<u>113,962.00</u>
LIGHT & POWER COMMISSION	1484	MULT DEPTS: ELECTRICITY, CREDIT CARD & BILLING FEES	0	00/00/0000	28,398.27
				Vendor Total:	<u>28,398.27</u>
MCLEOD CO. AUDITOR-TREASURER	0428	WWTP, AIRPORT: PROPERTY TAXES	0	00/00/0000	4,192.00
				Vendor Total:	<u>4,192.00</u>
MCLEOD COOP. POWER ASS'N.	0201	ADMIN, AIRPORT: ELECTRICITY	0	00/00/0000	809.12
				Vendor Total:	<u>809.12</u>
METRO SALES, INC	1066	ADMIN, POLICE, LIBRARY: OFFICE EQUIPMENT LEASE	0	00/00/0000	996.57
				Vendor Total:	<u>996.57</u>
MINNESOTA RURAL WATER ASSO	2041	WATER, WWTP: DUES	0	00/00/0000	400.00
				Vendor Total:	<u>400.00</u>
MVTL, INC.	0353	WWTP: LAB TESTING	0	00/00/0000	836.40
				Vendor Total:	<u>836.40</u>
MYTANA LLC	0404	WATER, WWTP: CAMERA REPAIR	0	00/00/0000	703.20
				Vendor Total:	<u>703.20</u>
NUVERA	2120	MULT DEPTS: INTERNET, PHONE, IT SUPPORT	0	00/00/0000	5,429.30
				Vendor Total:	<u>5,429.30</u>
OEM SERVICE CO, LLC	0937	WATER: REPAIR LEAK	0	00/00/0000	818.41
				Vendor Total:	<u>818.41</u>
OFFICE OF MN. IT SERVICES	1423	POLICE: INTERNET SERVICE	0	00/00/0000	120.92
				Vendor Total:	<u>120.92</u>
OXYGEN SERVICE COMPANY	0653	STREET: WELDING SUPPLIES	0	00/00/0000	17.36

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Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
				Vendor Total:	<u>17.36</u>
PIONEER RESEARCH CORPORATI	1261	WWTP: PRODUCT SUPPLIES	0	00/00/0000	<u>695.67</u>
				Vendor Total:	<u>695.67</u>
PIONEERLAND LIBRARY SYSTEMS	0227	REIMB: CARDS & FINES	0	00/00/0000	<u>24.00</u>
				Vendor Total:	<u>24.00</u>
PITNEY BOWES BANK INC	0271	ADMIN: POSTAGE	0	00/00/0000	<u>500.00</u>
				Vendor Total:	<u>500.00</u>
PITNEY BOWES, INC	1686	ADMIN: POSTAGE MACHINE SUPPLIES	0	00/00/0000	<u>91.29</u>
				Vendor Total:	<u>91.29</u>
PREMIUM WATERS, INC.	1081	MULT DEPTS: WATER	0	00/00/0000	<u>324.88</u>
				Vendor Total:	<u>324.88</u>
PRO AUTO GLENCOE, INC	0527	WATER: VEHICLE MAINTENANCE	0	00/00/0000	<u>57.60</u>
				Vendor Total:	<u>57.60</u>
QUILL LLC	1691	LIBRARY: OFFICE SUPPLIES	0	00/00/0000	<u>89.57</u>
				Vendor Total:	<u>89.57</u>
RAMAKER & ASSOCIATES, INC	0910	CEMETERY: SOFTWARE	0	00/00/0000	<u>700.00</u>
				Vendor Total:	<u>700.00</u>
SAM'S TIRE SERVICE INC.	0250	WWTP: DOT INSPECTIONS, VEHICLE MAINTENANCE	0	00/00/0000	<u>1,887.10</u>
				Vendor Total:	<u>1,887.10</u>
SCHMITT, STEVE	1696	WATER: SAFETY EQUIPMENT	0	00/00/0000	<u>174.94</u>
				Vendor Total:	<u>174.94</u>
STAR GROUP, L.L.C.	0972	STREET, WWTP: FILTERS, BELT	0	00/00/0000	<u>103.12</u>
				Vendor Total:	<u>103.12</u>
STATE INDUSTRIAL PRODUCTS	0403	PARK: CLEANING SUPPLIES	0	00/00/0000	<u>257.00</u>
				Vendor Total:	<u>257.00</u>
STORM TRUCKING, LLC	1687	STREET: SNOW HAULING	0	00/00/0000	<u>520.00</u>
				Vendor Total:	<u>520.00</u>
STREICHER'S	0273	POLICE: UNIFORMS	0	00/00/0000	<u>209.99</u>
				Vendor Total:	<u>209.99</u>
THOMSON REUTERS	1260	POLICE: SOFTWARE SUBSCRIPTION	0	00/00/0000	<u>182.00</u>
				Vendor Total:	<u>182.00</u>
TOP NOTCH EQUIPMENT, INC.	0152	PARK: DETHATCHER	0	00/00/0000	<u>990.00</u>
				Vendor Total:	<u>990.00</u>
TRI-COUNTY WATER	1016	STREET, REIMB: WATER	0	00/00/0000	<u>28.50</u>
				Vendor Total:	<u>28.50</u>
UNHINGED PIZZA	1412	COUCIL: ELECTION MEAL	0	00/00/0000	<u>272.72</u>
				Vendor Total:	<u>272.72</u>
VERIZON WIRELESS	1110	POLICE: AIR TAGS	0	00/00/0000	<u>200.05</u>
				Vendor Total:	<u>200.05</u>
WARD, NOAH	0975	POLICE: UNIFORM	0	00/00/0000	<u>32.06</u>
				Vendor Total:	<u>32.06</u>
				Grand Total:	<u>272,164.88</u>
				Less Credit Memos:	<u>0.00</u>
Total Invoices:	67			Net Total:	<u>272,164.88</u>
				Less Hand Check Total:	<u>0.00</u>
				Outstanding Invoice Total :	<u>272,164.88</u>