

Mayor:
Precinct 1 Councilor:
Precinct 2 Councilor:
Precinct 3 Councilor:
Precinct 4 Councilor:
At-Large Councilor:

Ryan Voss Sue Olson Mark Hueser Paul Lemke Cory Neid Yodee Rivera

#### GLENCOE CITY COUNCIL MEETING AGENDA

Monday
June 3, 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 May 20, 2024
- 3. APPROVE AGENDA
- 4. PUBLIC COMMENT (agenda items only)
- 5. PUBLIC HEARINGS None Scheduled
- 6. BIDS AND QUOTES None Scheduled

#### 7. REQUESTS TO BE HEARD

- **A.** Presentation of 2023 Audit Christopher Knopik, CPA with CliftonLarsonAllen
- **B.** Sound Remediation Resolve Labs
- C. Economic Development Authority Recommendations:
  - 1. Hotel Study
  - 2. Rice Companies request for Development Property and Assistance
- D. Assistant City Administrator/Public Works Director Position
  - 1. Appoint City Council Working Group
  - 2. Approve Interim Job Description
  - 3. Appoint Interim Assistant City/Public Works Director

#### 8. ITEMS FOR DISCUSSION

- A. Airport Terminal Dedication June 7, 2024 Noon lunch and 1:00 PM Dedication
- **B.** Airport Terminal Open House June 8, 2024 9:00 AM to Noon
- C. Maintenance of Biscay Water System Agreement Update Public Works Director Lemen/City Attorney
- D. City Council Workshop June 10, 2024 5:30 PM

#### 9. ROUTINE BUSINES

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

#### 10. ADJOURNMENT



### GLENCOE CITY COUNCIL MEETING MINUTES May 20, 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 Ostlund, Tony Padilla, Todd Trippel, Mark Lemen, James Voigt

Others:

Rich Glennie, Lowell Anderson, Brody Bratsch, Gary Koch, Donovan Dose

#### 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 May 6, 2024
- **B.** Approve 3.2 Beer License for Glencoe Softball Association, 300 DeSoto Avenue South
- C. Peddler Permit Mad City Window and Bath, 2621 Fairview Avenue North, Roseville MN

Motion: Hueser, seconded by Olson. All in favor, the motion carries.

#### 3. APPROVE AGENDA

Motion: Lemke, seconded by Neid. All in favor, the motion carries.

# 4. PUBLIC COMMENT (agenda items only)

None.

#### 5. PUBLIC HEARINGS - None Scheduled

None.

#### 6. BIDS AND QUOTES -

A. Quotes for Public Works Vehicle – Public Works Director Voigt Motion: Lemke, seconded by Olson to move forward with the quote from Morrie's for the 2024 FF50 Supercab with plow for \$72,501. All in favor, the motion carries.

B. Supplemental Letter Agreement with SEH for 2024 Sealcoat Project – City Administrator

**Motion:** Rivera, seconded by Neid to approve the Supplemental Letter Agreement with SEH for the sealcoat project of \$6,800. All in favor, the motion carries.

Invited Revolve Labs to attend the next City Council meeting with an updated abatement plan which could include plans to scale back operations or it could include plans to install additional noise remediation which could include sound barriers. The initial plan was to install a higher fence and some sound barriers. The City Council will have the opportunity to take matters under consideration and decide to what extent, what's being proposed. An appropriate course of action would be to come up with a timeline for when the remediation should be finished.

#### 9. ROUTINE BUSINES

- **A.** Project Updates GMH Contracting will be in town next week to complete the paving from last year's project.
- **B.** Economic Development Five proposals for a Hotel Study.
- C. Public Input
- D. Reports
- E. City Bills

Motion: Lemke, seconded by Neid to pay City Bills. All in favor, the motion carries.

#### 10. Close Meeting for Public Works Union Negotiations

Motion: Neid, seconded by Hueser. All in favor, the motion carries.

11. Close Meeting pursuant to Minn. Stat. 13D.5, subd. 3(a) to evaluate the performance of the City Administrator.

#### 12. ADJOURNMENT



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

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

To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: May 31, 2024

Re: Item 7B – Sound Remediation

Item 7B – Cody Nelson with Resolve Labs will review the attached Sound remediation for their Bit Mining operation. Mayor Voss, Councilor Olson, and Councilor Lemke will be meeting with Resolve Labs and members of the Light and Power Commission prior to the City Council meeting.

# **Glencoe Sound Remediation**



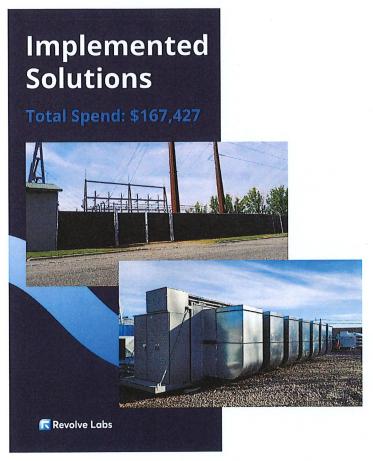


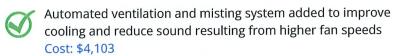
s	site	Description of Site (NAC)	Machinery Operating (Yes/No)	Daytime Standards L <sub>10</sub> / L <sub>50</sub>	Noise Measurements October 6 <sup>th</sup> , 2022		Above State Standard	
	#1	Residential NAC #1	<u>Yes</u>	65 / 60	71.0	62.8	<u>Yes</u>	
, #			<u>Yes</u>	65 / 60	65.8	62.9	<u>Yes</u>	

Site	Description of Site (NAC)	Monitor ID#	Machinery Operating (Yes/No)	Daytime Standards L <sub>10</sub> / L <sub>50</sub>	Noise Measurements May 25th, 2023		Above State	Total Vehicles
					L <sub>10</sub>	L <sub>50</sub>	Standard	(on 11th St)
#1	Residential NAC #1	#24	<u>Yes</u>	65 / 60	65.1	63.6	<u>Yes</u>	44
		#25	No	65 / 60	56.5	49.8	No	36
#2	Residential NAC #1**	#26	No	65 / 60	55.6	48.6	No	36
		#27	<u>Yes</u>	65 / 60	70.8	69.8	Yes	37

#### **Considerations & Conclusions**

- Sound levels during daytime hours were significantly above the state standard.
- Plans were submitted to the Glencoe City Council to reduce the sound levels.
- All efforts aimed at reducing sound levels to meet NAC #1 daytime state standard.
- Implemented solutions, totaling \$167,427, were completed Spring 2024.





Shipping containers placed on the Northeast part of the property to block sound traveling toward residential areas Cost: \$8,400

Exhaust shroud extensions were added to redirect sound upward rather than outward

Cost: \$4,116

Access doors and sound baffles were added to the exhaust shroud to further dampen sound

Cost: \$4,908

Containment wall & exhaust shroud extensions added to 2 more modular data centers

Cost \$6,538

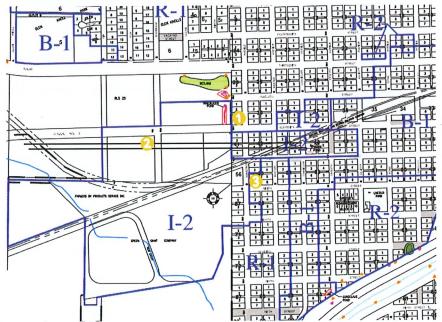
The existing substation fence was replaced with a 10-foothigh acoustic fence

Cost: \$52,320

Exhaust shroud extensions installed to remaining 8 units to deflect sound upward rather than outward Cost \$100,253



- 1 Location #1 zoned residential (R-2)
- Location #2 zoned industrial (I-2)
- 8 Location #3 zoned residential (R-1)





Site	Description of Site (NAC)		Machinery Operating (Yes/No)	Daytime Standards L <sub>10</sub> / L <sub>50</sub>	Noise Measurements April 24 <sup>th</sup> , 2024		Above State	Total
					L <sub>10</sub>	L <sub>50</sub>	Standard	Vehicles
	Residential NAC #1	#2	No	65 / 60	60.2	48.9	No	16
#1		#6	<u>Yes</u>	65 / 60	63.6	60.2	<u>Yes</u>	31
	Residential NAC #1**	#4	No	65 / 60	50.5	43.0	No	24
#2		#5	<u>Yes</u>	65 / 60	60.9	59.7	No	20
#3	Residential NAC #1	#1	No	65 / 60	72.1	61.0	<u>Yes</u>	23
		#7	Yes	65 / 60	70.5	63.7	Yes	26

#### **Considerations & Conclusions**

#### Site #1

- Ambient sound levels rose from 2023 to 2024 in the L10 standard by 3.7 dB
- L10/L50 ambient sound levels (Monitor #2) were significantly different, indicating a high level of variation in sound, likely due to traffic. Traffic was significantly higher while the site was operational (Monitor #6), contributing to 0.2 dBA excess above the state daytime standards for NAC #1.

#### Site #2

- Incorrectly described as residential when city zoning defines these areas as industrial. The correct nighttime standard that should apply is NAC #3, with the L10/L50 standard as 75-80 dBA.
- Using the incorrect NAC #1 standard, L10/L50 sound levels were respectively 4.1 dBA below and 0.3 dBA below the residential daytime standard. It would otherwise be well under NAC #3 standards.

#### Site #3

- L10/L50 sound levels were respectively 7.1 dBA above and 1.0 dBA above the residential daytime standard.
- Despite sound levels being above the state standard, idling trucks and other factory sound, not Revolve Labs operations, are the primary contributor of sound at this location.



Site	Description of Site (NAC)	Monitor ID#	Machinery Operating (Yes/No)	Daytime Standards L <sub>10</sub> / L <sub>50</sub>	Noise Measurements April 24 <sup>th</sup> , 2024		Above State	Total Vehicles
					L <sub>10</sub>	L <sub>50</sub>	Standard	venicles
#1	Residential NAC #1	#9	No	55 / 50	47.4	39.5	No	6
		#12	Yes	55 / 50	60.0	59.0	Yes	2
#2	Residential NAC #1**	#10	No	55 / 50	48.9	38.5	No	2
		#11	Yes	55 / 50	62.6	61.7	Yes	0
#3	Residential NAC #1	#8	No	55 / 50	47.2	39.3	No	7
		#13	Yes	55 / 50	52.5	<u>51.1</u>	Yes	3

#### **Considerations & Conclusions**

• This is the first nighttime sound study performed, and thus no historical data exists as a baseline.

#### Site #1

L10/L50 sound levels were respectively 5 dBA above and 9 dBA above the residential nighttime standard.

#### Site #2

- Incorrectly described as residential when city zoning defines these areas as industrial. The correct nighttime standard that should apply is NAC #3, with the L10/L50 standard as 75-80 dBA.
- Using the incorrect NAC #1 standard, L10/L50 sound levels were respectively 7.6 dBA above and 11.7 dBA above the residential nighttime standard. It would otherwise be well under NAC #3 standards.
- Seneca does not want the fence between the properties to be altered.

#### Site #3

- L10/L50 sound levels were respectively 2.5 dBA under and 1.1 dBA above the residential nighttime standard.
- Seneca, not Revolve Labs operations, are the primary contributor of sound at this location.



### Between the 2022 sound readings and the 2024 sound study:

#### Site #1

/

Operational sound levels for L10/L50 were reduced by 7.4/2.7 dBA respectively



Our contribution above ambient sound levels for L10/L50 were reduced by 5.2/2.5 dBA respectively



State daytime standards for NAC #1 were achieved

#### Site #2



Operational sound levels for L10/L50 were reduced by 9.9/10.1 dBA respectively



Our contribution above ambient sound levels for L10/L50 were reduced by  $4.8/4.5~\mathrm{dBA}$  respectively



State daytime standards for NAC #1 were achieved at a location zoned for NAC #3

#### Site #3



State daytime standards and nighttime standards for NAC #1 were achieved



# Goals to meet daytime and nighttime state standards



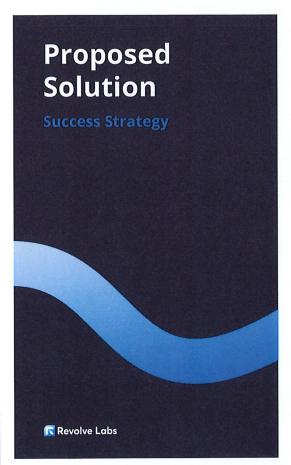
Reduce Site #1 daytime L50 sound levels by 0.2 dBA



Reduce Site #1 nighttime L10 sound levels by 5.0 dBA



Reduce Site #1 nighttime L50 sound levels by 9.0 dBA



#### **Acoustic Fence**

The acoustic fence installed on the substation fence blocks approximately 4-8 dBA, with approximately 2-3 dBA escaping over the top of the 10-foot fence.



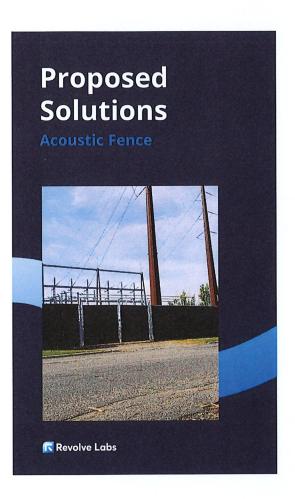
The highest contribution to sound levels in the residential area is now coming through the north fence and gate of the Revolve Labs property (70-75 dBA)

Installing of a 15-foot high acoustic fence and gate would result in an estimated sound reduction of 6-11 dBA--significant enough to meet the state nighttime standards.



#### **VFDs**

At 60-65°F ambient temperature, fans and sound can be reduced by 50% manually or automatically through VFDs. Ramping fans down at night will result in a proportionate decrease in sound.



**Description:** 

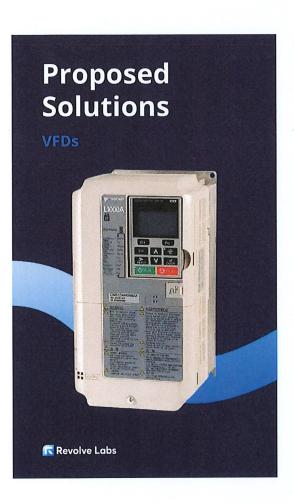
Replace north fence and gate with a 15-foot high (215 linear feet) with acoustic material to block sound affecting nearby residential homes.

Timeline:
Fast (1-2 weeks?)

Potential Effect:
High

Cost:
High (Unknown)

Progress:
Waiting for quotes and timelines



- Description:
  Install variable frequency drives (VFDs) to all modular data centers to automatically reduce fan speeds and sound at night.
- Timeline:
  Fast (1-2 weeks)
- Potential Effect:
  Medium
- Cost:
  High \$148,000
- Progress:
  Supplier & contractor identified



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

To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: May 31, 2024

Re: Item 7A – Presentation of 2023 Audit

Item 7A – CPA Christpher Knopik with CliftonLarsonAllen will present the 2023 Audit. No action is required.

#### REPORT DATE

Honorable Mayor and Members of the City Council City of Glencoe Glencoe, Minnesota



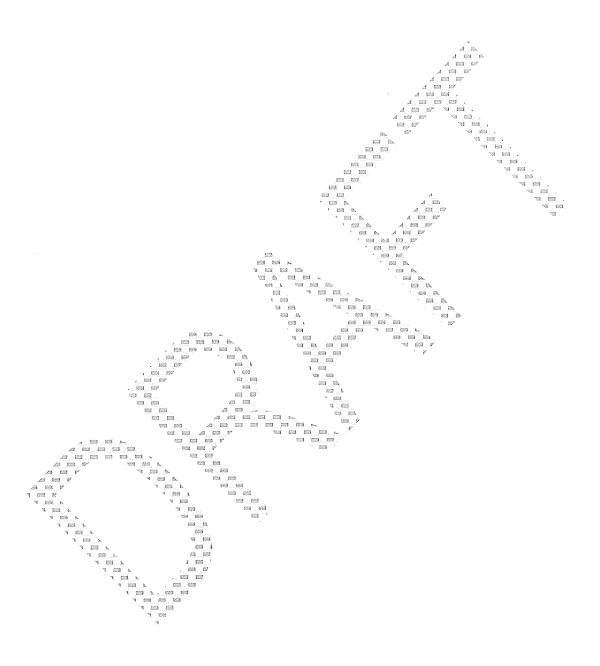
This Executive Audit Summary and Management Report presents information which we believe is important to you as members of the city council. We encourage you to review the sections of this report, the audited financial statements and the auditors' reports.

We would be pleased to furnish additional information with respect to these suggestions and discuss this memorandum with you at your convenience. We wish to express our appreciation to the City for the courtesies, cooperation and assistance extended to us during the course of our work.









#### CITY OF GLENCOE GLENCOE, MINNESOTA TABLE OF CONTENTS DECEMBER 31, 2023

EXECUTIVE AUDIT SUMMARY	1
FORMAL REQUIRED COMMUNICATIONS	2
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS	7
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS	7
INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS	8
INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM, REPORT ON INTERNAL CONTROL OVER COMPLIANCE, AND REPORT ON THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS REQUIRED BY THE UNIFORM GUIDANCE	10
SCHEDULE OF FINDINGS AND QUESTIONED COSTS	13
APPENDIX A	
FINANCIAL TRENDS OF YOUR CITY  A COMPANY OF THE PROPERTY OF TH	16



#### EXECUTIVE AUDIT SUMMARY (EAS) FOR CITY OF GLENCOE YEAR ENDED DECEMBER 31, 2023

We prepared this Executive Audit Summary and Management Report in conjunction with our audit of the City's financial records for the year ended December 31, 2023.

#### **Audit Opinion**

The financial statements are fairly stated. We issued what is known as a "clean" audit report. (See page 2 in the financial statements).

#### **Internal Control Over Financial Reporting**

Two material weaknesses in internal control over financial reporting were noted. These relate to preparation of year-end journal entries and preparation of the City's financial statements. The potential exists that a material misstatement could occur in the financial statements and not be prevented or detected by the City's internal controls.

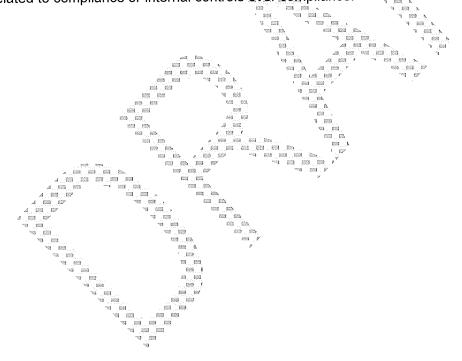
(See page 7 of this document).

#### Minnesota Legal Compliance

No findings in Minnesota Legal Compliance were noted

#### Single Audit

One major federal awards program – Airport Improvement Program (AL #21.106). No findings noted related to compliance or internal controls over compliance.



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#### FORMAL REQUIRED COMMUNICATIONS

Honorable Mayor and Members of the City Council City of Glencoe Glencoe, Minnesota



We have audited the financial statements of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of City of Glencoe as of and for the year ended December 31, 2023, and have issued our report thereon dated REPORT DATE. We have previously communicated to you information about our responsibilities under auditing standards generally accepted in the United States of America, Government Auditing Standards, and Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), as well as certain information related to the planned scope and timing of our audit in our statement of work dated December 7, 2023. Professional standards also require that we communicate to you the following information related to our audit.

Significant audit findings or issues

Qualitative aspects of accounting practices

Accounting policies

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by City of Glencoe are described in Note 1 to the financial statements.

As described in Note 1, the City changed accounting policies related to leases by adopting Statement of Governmental Accounting Standards Board (GASB Statement) No. 96, Subscription Based Information Technology Arrangements, effective January 1, 2023. Accordingly, this change has been applied to the beginning of the period. The implementation of this standard did not result in the recording of any additional assets or liabilities.

We noted no transactions entered into by the entity during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

#### Accounting estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. There were no accounting estimates affecting the financial statements which were particularly sensitive or required substantial judgments by management.

#### Financial statement disclosures

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the financial statements were related to: the City's net pension liability and assets and other post-employment benefit liability as disclosed in Notes 12, 14, and 16.

The financial statement disclosures are neutral, consistent, and clear.

#### Significant unusual transactions

We identified no significant unusual transactions.

#### Difficulties encountered in performing the audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

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#### Uncorrected misstatements

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management did not identify and we did not notify them of any uncorrected financial statement misstatements.

#### Corrected misstatements

The following material and immaterial misstatements detected as a result of audit procedures were corrected by management:

- Various cash-to-modified accrual entries
- Entries to properly record debt transactions
- Entries related to the Other Postemployment Benefit Liability and Related Deferred Outflows/Inflows of Resources
- Entries related to the Net Pension Liability and related Deferred Outflows/Inflows of Resources
- Several account reclassification entries relating to transactions between funds and coding of receipts and dispursements

#### Disagreements with management

For purposes of this communication, a disagreement with management is a disagreement on a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. No such disagreements arose during our audit.

#### Management representations

We have requested certain representations from management that are included in the management representation letter dated REPORT DATE.

#### Management consultations with other independent accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the entity's financial statements or a determination of the type of auditors' opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

## Significant issues discussed with management prior to engagement

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to engagement as the entity's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our engagement.

#### Audits of group financial statements

We noted no matters related to the group audit that we consider to be significant to the responsibilities of those charged with governance of the group.

#### Required supplementary information

With respect to the required supplementary information (RSI) accompanying the financial statements, we made certain inquiries of management about the methods of preparing the RSI, including whether the RSI has been measured and presented in accordance with prescribed guidelines, whether the methods of measurement and preparation have been changed from the prior period and the reasons for any such changes, and whether there were any significant assumptions or interpretations underlying the measurement or presentation of the RSI. We compared the RSI for consistency with management's responses to the foregoing inquiries, the basic financial statements, and other knowledge obtained during the audit of the basic financial statements. Because these limited procedures do not provide sufficient evidence, we did not express an opinion or provide any assurance on the RSI.

## Supplementary information in relation to the financial statements as a whole

With respect to the schedule of expenditures of federal awards (SEFA) accompanying the financial statements, on which we were engaged to report in relation to the financial statements as a whole, we made certain inquiries of management and evaluated the form, content, and methods of preparing the SEFA to determine that the SEFA complies with the requirements of the Uniform Guidance, the method of preparing it has not changed from the prior period or the reasons for such changes, and the SEFA is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the SEFA to the underlying accounting records used to prepare the financial statements or to the financial statements themselves. We have issued our report thereon dated REPORT DATE.

With respect to the combining and individual fund statements (collectively, the supplementary information) accompanying the financial statements, on which we were engaged to report in relation to the financial statements as a whole, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it

has not changed from the prior period or the reasons for such changes, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves. We have issued our report thereon dated REPORT DATE.

The combining and individual fund statements accompanying the financial statements, which is the responsibility of management, was prepared for purposes of additional analysis and is not a required part of the financial statements. Such information was not subjected to the additing procedures applied in the audit of the financial statements, and, accordingly, we did not express an opinion or provide any assurance on it.

#### Other information included in annual reports

Other information (financial or nonfinancial information other than the financial statements and our auditors' report thereon) is being included in your annual report and is comprised of the introductory section. Our responsibility for other information included in your annual report does not extend beyond the financial information identified in our opinion on the financial statements. We have no responsibility for determining whether such other information is properly stated and do not have an obligation to perform any procedures to corroborate other information contained in your annual report. We are required by professional standards to read the other information included in your annual report and consider whether a material inconsistency exists between the other information and the financial statements because the credibility of the financial statements and our auditors' report thereon may be undermined by material inconsistencies between the audited financial statements and other information. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report. Our auditors' report on the financial statements includes a separate section, "Other Information;" which states we do not express an opinion or any form of assurance on the other information included in the annual report. We did not identify any material inconsistencies between the other information and the audited financial statements.

This communication is intended solely for the information and use of the City Council and management of City of Glencoe and is not intended to be, and should not be, used by anyone other than these specified parties.

CliftonLarsonAllen LLP

Austin, Minnesota REPORT DATE

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#### CITY OF GLENCOE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS DECEMBER 31, 2023

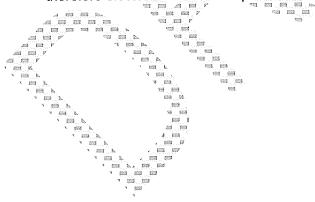
Federal Grantor/Grant Name Program or Cluster Title	Federal Assistance Listin Number	Pass-Through g Entity Identifying Number	Federal Expenditures	Passed Through to Subrecipients
Department of Transportation Pass-Through Programs from:				
State Department of Transportation:		3-27-0158-012-2023, 3-27-0158-013-2023,		•
Airport Improvement Program Total Airport Improvement Program	20.106	3-27-0158-014-2023, 3-27-0158-015-2023		-
Total Expenditures of Federal Awards	The state of the s		\$ 1,205,081	\$ -

#### NOTE 1 BASIS OF PRESENTATION

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal award activity of City of Glencoe, Minnesota (the City) under programs of the federal government for the year ended December 31, 2023. The information in this Schedule is presented in accordance with the requirements 2 CFR Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements of Federal Awards (Uniform Guidance)*. Because the Schedule presents only a selected portion of the operations of the City, it is not intended to and does not present the financial position, changes in net position, or cash flows of the City.

# NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Expenditures reported on the Schedule are reported on the modified accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement. The City does not have a direct negotiated indirect cost rate and has therefore elected to use the 10 percent de minimus indirect cost rate where applicable.



# INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

Honorable Mayor and Members of the City Council City of Glencoe Glencoe, Minnesota



We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of City of Glencoe, as of and for the year ended December 31, 2023, and the related notes to the financial statements, which collectively comprise the City of Glencoe's basic financial statements, and have issued our report thereon dated REPORT DATE.

# Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered City of Glencoe's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of City of Glencoe's internal control. Accordingly, we do not express an opinion on the effectiveness of City of Glencoe's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. We identified certain deficiencies in internal control, described in the accompanying schedule of findings and questioned costs as items 2023-001 and 2023-002 that we consider to be material weaknesses.

#### Report on Compliance and Other Matters

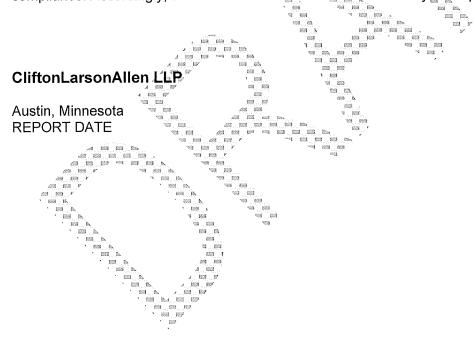
As part of obtaining reasonable assurance about whether City of Glencoe's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

#### City of Glencoe's Response to Findings

Government Auditing Standards requires the auditor to perform limited procedures on the City of Glencoe's response to the findings identified in our audit and described in the accompanying schedule of findings and questioned costs. City of Glencoe's response was not subjected to the other auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the response.

#### Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



# INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM, REPORT ON INTERNAL CONTROL OVER COMPLIANCE, AND REPORT ON THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS REQUIRED BY THE UNIFORM GUIDANCE

Honorable Mayor and Members of the City Council City of Glencoe Glencoe, Minnesota

# Report on Compliance for Each Major Federal Program Opinion on Each Major Federal Program

We have audited City of Glencoe's compliance with the types of compliance requirements identified as subject to audit in the OMB Compliance Supplement that could have a direct and material effect on each of City of Glencoe's major federal programs for the year ended December 31, 2023. City of Glencoe's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

In our opinion, City of Glencoe complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended December 31, 2023

#### Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditors' Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of City of Glencoe and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of City of Glencoe's compliance with the compliance requirements referred to above.

#### Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules and provisions of contracts or grant agreements applicable to City of Glencoe's federal programs.

#### Auditors' Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on City of Glencoe's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about City of Glencoe's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with GAAS, Government Auditing Standards, and the Uniform Guidance, we:

- exercise professional judgment and maintain professional skepticism throughout the audit.
- identify and assess the risks of material noncompliance, whether due to fraud or error, and
  design and perform audit procedures responsive to those risks. Such procedures include
  examining, on a test basis, evidence regarding city of Glencoe's compliance with the
  compliance requirements referred to above and performing such other procedures as we
  considered necessary in the circumstances.
- obtain an understanding of City of Glencoe's internal control over compliance relevant to the
- obtain an understanding of City of Glencoe's internal control over compliance relevant to the
  audit in order to design audit procedures that are appropriate in the circumstances and to test
  and report on internal control over compliance in accordance with the Uniform Guidance, but not
  for the purpose of expressing an opinion on the effectiveness of City of Glencoe's internal
  control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

## Report on Internal Control Over Compliance

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A material weakness in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A significant deficiency in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditors' Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant

deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

### Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

We have audited the financial statements of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of City of Glencoe as of and for the year ended December 31, 2023, and the related notes to the financial statements, which collectively comprise City of Glencoe's basic financial statements. We have issued our report thereon, dated REPORT DATE, which contained unmodified opinions on those financial statements. Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with additing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the basic financial statements as a whole.



### CITY OF GLENCOE SCHEDULE OF FINDINGS AND QUESTIONED COSTS DECEMBER 31, 2023

### Section I – Summary of Auditors' Results

FINANCIAL STATEMENTS				
Type of auditors' report issued:	Unmodified	1		
Internal control over financial reporting:		4 4 8 4 8 7		
Material weakness(es) identified?	X	Yes	<u>.</u>	No
Significant deficiency(ies) identified?	Fig. (5)		X	None reported
Noncompliance material to financial statements noted?	EES	Yes	X	
FEDERAL AWARDS				च <u>। इत्र</u> च
Internal control over major programs:	101 102 103 201 203 103 203 103 203 1	# *		
Material weakness(es) identified?	EE 14.	Yes	Х	No
Significant deficiency(ies) identified?		Yes	Х	None reported
Type of auditors' report issued on compliance for major programs:	Unmodified	· · · · · · · · · · · · · · · · · · ·		
Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)?	A 1855 1865 1860 1860 1860 1860	Yes	Х	. No
Identification of major programs.  Assistance Listing Number  21.106	Name of F Airport Imp		_	•
Dollar threshold used to distinguish between Type A and Type B programs:	\$750,000			
Auditee qualified as low-risk auditee?		Yes	X	. No

### CITY OF GLENCOE SCHEDULE OF FINDINGS AND QUESTIONED COSTS DECEMBER 31, 2023

Section II - Financial Statement Findings

FINDING: 2023-001 - FINANCIAL STATEMENT PREPARATION

Type of Finding: Material weakness in internal control over financial reporting

**Condition:** The Council and management share the ultimate responsibility for the City's internal control system. While it is acceptable to outsource various accounting functions, the responsibility for internal control cannot be outsourced.

The City engages CliftonLarsonAllen LLP (CLA) to assist in preparing its financial statements and accompanying disclosures. However, as independent auditors, CLA cannot be considered part of the City's internal control system. As part of its internal control over the preparation of its financial statements, including disclosures, the City has implemented a comprehensive review procedure to ensure that the financial statements, including disclosures, are complete and accurate. Such review procedures should be performed by an individual possessing a thorough understanding of accounting principles generally accepted in the United States of America and knowledge of the City's activities and operations.

The City's personnel have not monitored recent accounting developments to the extent necessary to enable them to prepare the City's financial statements and related disclosures, to provide a high level of assurance that potential omissions or other errors that are material would be identified and corrected on a timely basis.

1899

Criteria: City management is responsible for establishing and maintaining internal controls, including monitoring, and for the fair presentation in the financial statements in accordance with Governmental Accounting Standards Board Statement No. 34.

**Effect:** The design of the controls over the financial reporting process would affect the ability of the City to report its financial data consistently with the assertions of management in the financial statements.

Cause: The City's limited personnel have not monitored recent accounting developments to the extent necessary to enable them to prepare the City's financial statements and related disclosures.

Repeat-Finding: The finding was identified in the prior year. See 2022-001.

ES EA

**Recommendation:** The City should evaluate the cost/benefit of obtaining further training for the Finance Director in order to enhance financial reporting abilities.

Views of Responsible Officials and Planned Corrective Action: Management agrees with this comment. The City will continue to evaluate whether an internal control policy over financial reporting would be beneficial.

### CITY OF GLENCOE SCHEDULE OF FINDINGS AND QUESTIONED COSTS DECEMBER 31, 2023

FINDING: 2023-002 - PROPOSED ADJUSTING JOURNAL ENTRIES

Type of Finding: Material weakness in internal control over financial reporting

**Condition:** The audit firm proposed and the City posted to its general ledger journal entries to correct certain year-end account balances.

Criteria: The City is responsible for establishing and maintaining a system of internal controls in which it enables City personnel to be able to fully adjust all relevant accounts.

Context: While performing audit procedures, it was noted that management does not have sufficient controls in place related to year end closing procedures.

Effect: The potential exists that a material misstatement could occur in the financial statements and not be prevented or detected by the City's internal controls.

**Cause:** The City engages the audit firm to propose such adjustments as are necessary to adjust accounts in accordance with accounting principles generally accepted in the United States of America. However, the entries are reviewed and approved prior to recording them.

Repeat Finding: The finding was identified in the prior year. See 2022-002.

**Recommendation:** The City should continue to evaluate their internal processes to determine if additional internal control procedures should be implemented to ensure that accounts are adjusted to their appropriate year-end balances in accordance with accounting principles generally accepted in the United States of America.

Views of Responsible Officials and Planned Corrective Action: Management agrees with this finding. The City will evaluate whether additional internal control policies should be implemented to ensure that accounts are adjusted to their appropriate year-end balances in accordance with accounting principles generally accepted in the United States of America.

Section III – Findings and Questioned Costs – Major Federal Programs

Our audit did not disclose any matters required to be reported in accordance with 2 CFR 200.516(a).

### **APPENDIX A**

### FINANCIAL TRENDS OF YOUR CITY

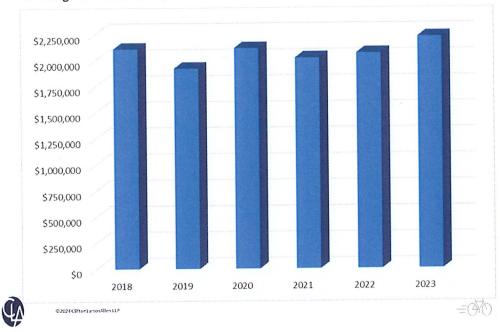
The following graphs reflect financial trends of City of Glencoe. Information related to fund balances, revenues and expenditures was obtained from current and prior year audit reports.



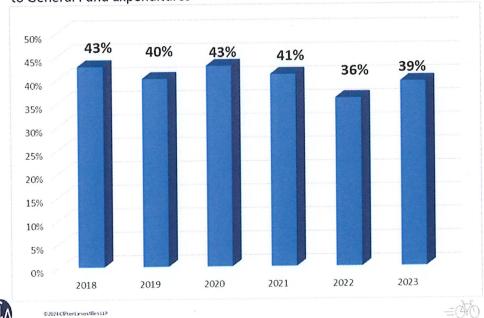
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CITY OF GLENCOE General Fund Unassigned Fund Balance

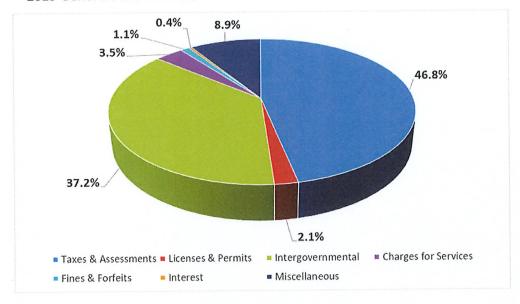


CITY OF GLENCOE Percentage of General Fund Unassigned Fund Balance to General Fund Expenditures





CITY OF GLENCOE 2023 General Fund Revenues



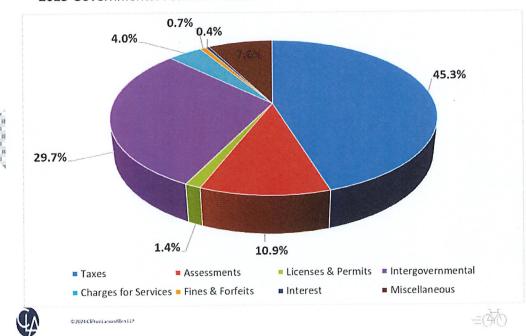


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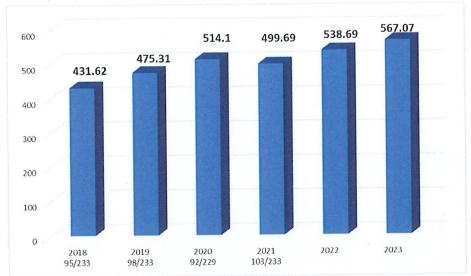




### CITY OF GLENCOE 2023 Governmental Funds Revenues



CITY OF Glencoe Net Property Tax Levy Per Capita



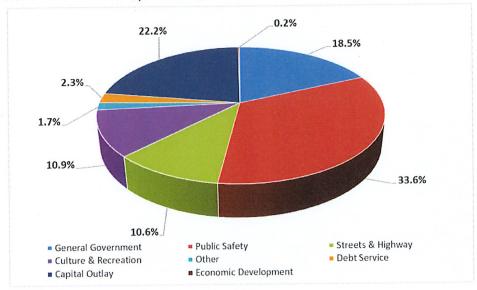
Source: Office of the Minnesota State Auditor's City Financial Data Search and Comparison; 2022 calculated using 2021 pay 2022 tax levy and a population of 5,764. (rank based on all cities over 2,500 in population)

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CITY OF GLENCOE 2023 General Fund Expenditures

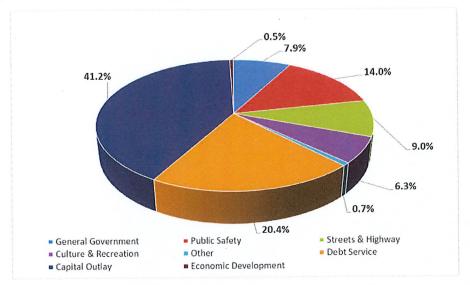




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CITY OF Glencoe 2023 Governmental Funds Expenditures

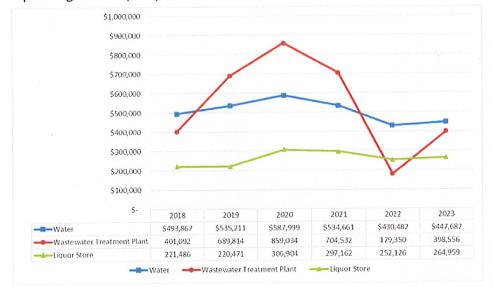




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### CITY OF GLENCOE Proprietary Funds Operating Income (Loss)





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### <u>Deficit Fund Balances</u> CITY OF GLENCOE DEFICIT FUND BALANCES

 Fund
 2023

 2023 Street Improvement Fund
 \$ (40,919)



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

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

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

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# Economic Development Authority Minutes May 28, 2024

Members Present: Greg Ettel, Cory Neid, Brian O'Donnell, Mark Hueser, Jon Dahlke, Ryan Voss, Erik Metag, and Larry Hackett.

Others Present: Mark Larson, Mark Ostlund, Mark Lemen, Owen Elle, Michael Donnay and Haylie Kusler.

At 5:30 PM, President Ettel called to order the Regular meeting of the Economic Development Authority

O'Donnell made a motion to approve the minutes of the April 2024 meeting. Dahlke seconded the motion with all members present voting in favor, the motion carried.

EDA Board Makeup and City Council action since April EDA Meeting:

City Attorney Ostlund reviewed the approved bylaws. At the previous City Council meeting, Veto Resolution 2024-06 was overridden upon a roll call vote, the following voted in favor: Rivera, Lemke, Hueser and Neid. The following voted nay, Olson. Whereupon the motion carried. 7-member board: 2 council members, 5 city residents, with the Mayor as ex-officio.

Rice Companies request for Development Property and Assistance:

Rice Companies is requesting a lot, approximately 75,362 SF. Rice Companies understands that to accomplish this request, it will require the reconfiguration of the storm water pond, to the east, on property currently owned by the City of Glencoe. This request will also require a replat of the area in question. In consideration of this request, Rice Companies will purchase the new buildable property from the City of Glencoe for \$1.00.

Hueser made the motion to have City Attorney Ostlund draft a development agreement on request that the City of Glencoe deed to Rice Companies the portion of the lot immediately north and east of the Rice properties in Glencoe. Neid seconded the motion with all members present voting in favor, the motion carried.



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

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

To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: May 31, 2024

Re: **Item 7 C** – EDA Recommendations

Item 7C1 – The EDA reviewed proposals from 5 companies to conduct a Hotel Market Study for the City of Glencoe. It was the recommendation of the EDA to enter into an agreement with HVS Division of TS Worldwide LLC of Pequot Lakes, MN to conduct the Market Study.

See Attached: Phase I, II, and III \$ 8,500 Phase IV and V \$ 3,000

\$11,500

It was further recommended to request funding 50% of the Study from the Glencoe Area Chamber of Commerce from the Lodging Tax funding.

When a final hotel project is approved with a developer, it is anticipated that the City will recoup the upfront cost for this original hotel study from the developer.



## PROPOSAL FOR A HOTEL MARKET FEASIBILITY STUDY

# Glencoe, Minnesota

### **SUBMITTED TO:**

Mr. Jon Dahlke Security Bank & Trust 128 4<sup>th</sup> Avenue North Brownton, Minnesota 55312 +1 (320) 832-1013 jdahlke@security-banks.com

### PREPARED BY:

HVS HVS division of TS Worldwide LLC 33972 North Oak Drive Pequot Lakes, Minnesota, 56472 +1 (303) 588-6558

March 20, 2024



HVS

33972 North Oak Drive Pequot Lakes, Minnesota, 56472

+1 (303) 588-6558

www.hvs.com

April 22, 2024

Mr. Jon Dahlke Security Bank & Trust 128 4<sup>th</sup> Avenue North Brownton, Minnesota 55312 +1 (320) 832-1013 jdahlke@security-banks.com

Re:

Proposed Hotel Glencoe, Minnesota

Dear Mr. Dahlke:

Thank you for your recent call pertaining to your Glencoe, Minnesota project; we are pleased to submit this proposal for our services. We are certain that we will be able to provide you with the precise mix of experience and skills you will need for this engagement. HVS is internationally recognized as the leader in hospitality consulting, providing the highest quality experience in this arena.

The attached proposal sets forth a description of the objectives and scope of the assignment, along with a detailed description of the methodology to be employed, an estimate of the time requirements, and a schedule of professional fees. The proposal also includes a list of requested information that we would require for completing the study.

If the proposal meets your acceptance, please sign and return a copy with your retainer payment. If you have any questions regarding the contents of the proposal, please do not hesitate to contact me. Thank you for the opportunity to submit this proposal for your project.

Very truly yours,

HVS division of TS Worldwide LLC

Tanya Pierson, MAI

Senior Managing Director

TPierson@hvs.com

+1 (303) 588-6558



# **Proposal for a Market Study**

Pursuant to our conversation, we are pleased to submit this proposal for services of HVS division of TS Worldwide LLC in connection with the proposed hotel project in Glencoe, Minnesota. This letter sets forth a description of the objectives and scope of the assignment, along with the methodology to be employed, an estimate of the time requirements, and a schedule of professional fees.

# Intended Use and User of the Engagement

The feasibility study is being prepared for the use of the City of Glencoe/Security Bank & Trust in connection with internal business decisions related to the development of a new hotel property. We are acting as consultants to test the feasibility of the project.

### **Objective**

The objective of this assignment is to perform a market feasibility study for the purpose of evaluating the market demand and analyzing the economics in Glencoe. Our study will also include an evaluation of two hotel sites, recommendation of the size, quality and type of lodging facility, and an optimal brand chain scale for the hotel. We will forecast occupancy and average rate (ADR) levels, and project income and expense for a proposed hotel in Glencoe, Minnesota.

### Phase Ia: Fieldwork

To accomplish the objective described above, our work will be conducted in phases, beginning with fieldwork, which typically includes the following steps:

- a) An onsite inspection of up to two potential sites will be made. The physical orientation of the subject sites with respect to access and visibility to highways, other forms of transportation, and the local demand for accommodations will be analyzed. We will also review the supportive nature of surrounding land uses as they relate to the subject sites. We will provide feedback/SWOT on each of the sites
- b) The demand for transient accommodations will be investigated to identify the various generators of visitation operating within the local market. The current and anticipated potential of each of these market segments will be evaluated to determine the extent of existing and future demand. Interviews with officials of business and government, as well as statistical data collected during the fieldwork, are useful in locating and quantifying transient demand. In conjunction with the identification of potential demand, an investigation will be made of the respective strengths of these markets in terms of seasonality, weekly demand fluctuations,



- vulnerability to economic trends and changes in travel patterns, and other related factors. Similar market-research procedures are utilized in estimating the demand for food and beverage (F&B) outlets, meeting space, and other facilities, as applicable.
- c) The market orientation of nearby lodging facilities will be evaluated to determine their competitive position with respect to the subject site. Those properties displaying similar market attributes will receive a physical inspection, along with selective management interviews, to estimate levels of occupancy, room rates, market segmentation, and other pertinent operational characteristics. Some of the competitive factors that will be specifically reviewed include location, type and quality of facilities, physical condition, management expertise, and chain affiliation.
- d) Statistical data relating to general economic and demographic trends often foreshadow future potential for market areas and neighborhoods. Interviews with local Chambers of Commerce, economic development agencies, and other related organizations, along with an investigation of the proposed subject property's primary market area, will reveal patterns reflecting growth, stability, or decline.
- e) Through interviews with hotel operators, developers, governmental officials, and others, we will ascertain the status of projects under construction, proposed, or rumored that might be competitive with the proposed subject hotel.

Surveys of potential users provide vital information regarding the market potential of proposed facilities. We will have to disclose the nature of our work to area businesses/generators of hotel demand. HVS will identify an appropriate sample of corporate demand generators (major employers and area businesses), and area event centers, if applicable, that reflect primary segments of potential demand:

a) HVS will select various corporate and group demand generators to contact directly to attain detail on their views of the market. These interviews engage corporate travel departments in conversation regarding their lodging needs, meeting facility needs, impressions of the market, proposed site, and desired accommodations. In addition, we will try to ascertain the number of annual room nights required, average length of stay, and average rate (when this information can be disclosed/quantified). For this phase we will need to disclose that we are working on a hotel market study for a project in Glencoe.

The following analysis phase will utilize data and information gathered during the fieldwork phase, along with our extensive library of actual hotel operating statements, financial statistics, area hotel trends, and investor requirements. We

### Phase Ib: Demand Interviews

Phase II: Market Analysis



will first compose recommendations for the proposed hotel's facilities and brand chain scale, which will be based on the demands of the local and pertinent regional market and will address the following points:

- Room count and room type
- F&B facilities
- Meeting/function space
- Recreational amenities
- Brand chain scale

Based on the above-noted recommendations, we will then perform a supply-and-demand analysis for the competitive market, which typically includes the following steps:

- a) Using the occupancy levels and market segmentations of the competitive properties, the number of room nights accommodated in each segment is calculated by multiplying each property's room count by its occupancy, market segmentation, and 365 days, which yields the accommodated-room-night demand. The annual number of room nights occupied per room in each segment is also calculated (room nights occupied per year divided by the room count), and the resulting figure serves as a competitive index.
- b) Latent demand (unaccommodated and induced demand) is estimated for each market segment.
- c) Growth rates are projected for each of the market segments.
- d) The total usable room-night demand, which consists of usable latent demand and accommodated demand, is projected.
- e) The area's guestroom supply and total room nights available are quantified for each projection year.
- f) The overall competitive occupancy is calculated for each projection year.

Using competitive indexes, the relative competitiveness of each of the area hotels will be evaluated. The proposed subject property will be positioned accordingly by demand segment, reflecting the hotel's expected competitiveness across all relevant user groups. This will result in a market- and property-appropriate forecast of segmentation, penetration, and occupancy levels.

We will also perform a similar competitive positioning analysis for the proposed hotel's forecasted room rate, which will result in a quantification and

Phase III: Analysis for Proposed Subject Property



documentation of probable future trends in the proposed subject property's overall rooms revenues.

A similar procedure will be utilized in projecting F&B revenues, if applicable, and other revenues. Using actual income and expense statements of comparable lodging facilities, we will develop income and expense estimates corresponding to the level of activity and quality of operations indicated by the projected occupancy and ADR.

A projection of income and expenses representing future expectations of income potential will be made for a ten-year period. This analysis will utilize HVS Software—a sophisticated, computerized financial-analysis package that was developed by Steve Rushmore and Suzanne Mellen. The logic behind the projection of income and expense is based on the premise that hotel revenue and expenses have one component that is fixed and another that varies directly with occupancy and facility usage. The software takes a known level of revenue or expense and calculates the fixed and variable components. The fixed component is then held constant, while the variable component is adjusted for the percent change between the projected occupancy and facility usage that produced the known level of revenue or expense. Our projected income statements conform with the Uniform System of Accounts for the Lodging Industry (USALI) and include a detailed line-by-line account of all revenue sources and expenses.

# Phase IV: Feasibility Analysis

Based on an estimated all-in cost (provided from outside source) and the forecasted EBITDA, the return on investment (ROI) to the total property will be calculated. The indicated ROI will be compared to surveys reflecting the prevailing return requirements in the current market.

Upon completion of our fieldwork and analysis (Phases I-IV), we will provide you with a series of tables that include market research and projections for discussion purposes. At this point you may choose to end our engagement or continue onto the written report or summary of findings (Phase V).

### Phase V: Written Report

Complete documentation of our fieldwork and analyses will be set forth in a written report and will contain the following sections:

- Purpose of the market study
- Site evaluation
- Review of the market area



- Analysis of the market for hotel accommodations
- Examination of existing and proposed competition
- Facilities and brand chain-scale recommendation
- Projection of occupancy and average rate
- Income and expense projections

As an alternative, our fieldwork and analyses could be set forth in a summary letter of findings report (15-20 page document) which would contain the following sections:

- 1. Overview of the local economy
- 2. Lodging market trends and facility review
- 3. Projection of occupancy and average rate
- 4. Income and expense projections

When appropriate, we will include graphics such as photographs, maps, surveys, plans, and charts to assist in visualizing our findings.

Following the completion of this engagement, HVS can be engaged for additional development consulting services at the client's discretion, including the following:

- Design and Architecture
- Development Project Management
- Construction Management
- Financing
- Franchise/Brand Search and Contract Negotiations
- Management/Operator Search and Contract Negotiations
- Hotel Management
- Asset Management
- Spa & Wellness Consulting

### Additional Services



### Requested Information

To aid us in performing this assignment, we request that you provide us with the following information (where applicable):

- a) Name of contact person for site tours
- b) Terms of purchase or sale of the site, including options and listings, as well as the price, date, and financing information; please include a copy of the contract and closing statement
- c) The most recent real property tax bill for the land
- d) Name of legal owner and detailed ownership history for the subject site for the last five years
- e) survey, and legal description in PDF
- f) If available: any preliminary management contracts and franchise agreements that may be in place
- g) If available: past appraisals, market and feasibility studies, impact studies, prospectuses, STAR reports, and any Phase I or Phase II environmental audit reports

We anticipate that Phases I - III of the market study will be completed within approximately 40 days from the date we receive the signed proposal, retainer payment, and all requested information. At that time, we will provide you with a *verbal* summary of findings; for this conference, we will provide you with various charts and data tables that support our findings.

After your review of our findings, upon your authorization and payment of our invoice, we will then prepare the market feasibility report or summary of findings (Phase IV and V), which will take an additional 10-15 business days.

### **Timing**



Signed Proposal & Retainer Received by HVS Requested Information Received by HVS



Fieldwork & Analysis Timing Commences



Study Findings (Tables) Provided to You Invoice Provided for Narrative Report



Payment for Remaining Assignment Fee Received by HVS Writing Phase Commences (after full payment)



Narrative Report Provided to You

### **Professional Fees**

Our fee for Phases I, II, and III will be \$8,500, payable *upon execution* of this agreement. Our fee for Phases IV and V (as a narrative market study) will be an additional \$3,000, payable upon your request for this phase. As an alternative, should you choose to have us prepare a summary of findings report instead of a narrative study, our fee for Phase IV and V would be reduced to \$1,500 and the balance payable *upon request* for the report.

It is our normal policy to provide an electronic draft copy of our final report for your review. After confirmation that our invoice for services has been paid in full, this draft will be provided in PDF and will include a watermark "DRAFT." Upon your approval of this draft, we will commence preparation of the final report. This fee includes one electronic copy of the final report, which will be delivered to you via email in PDF. Reports are not transmitted in Microsoft Word format.

In addition to our professional fees, you agree to reimburse us for reasonable outof-pocket travel and related expenses (including a \$750 charge for an STR Trend Report) up to a maximum of \$900, incurred while traveling on your behalf. You will be billed periodically for these expenses, which will be due and payable upon presentation of our bills.



After completing the fieldwork phase of this assignment, should it become necessary to alter the parameters of the study, such as the property description, opening date, location, or any other factor that could change the final conclusions, the TS Worldwide LLC will be entitled to charge an additional fee based on our current per-diem rates and the time required to incorporate the necessary changes into our analysis and report. In addition, the estimate of timing will be extended by an amount equal to the added work.

### **Payment Due Dates**

If payment for professional fees and out-of-pocket travel and related expenses is not received within thirty (30) days of the billing date, HVS reserves the right to suspend all work until payment is made and apply a service charge of 1.5% per month, or fraction thereof, to the total unpaid sum. Should any type of action become necessary to enforce collection of bills rendered, it is further agreed that you (the client) or the prevailing party will be responsible for all collection costs, including but not limited to court costs and reasonable legal fees. It is understood that HVS may extend the time for payment on any part of billings rendered without affecting the understanding outlined above.

# Collection of Outstanding Professional Fees

The parties to this contract agree that any disputes regarding professional fees and/or other charges owed to HVS will be resolved in accordance with Texas law (TS Worldwide is a Texas-based LLC with a home office location of 2601 Sagebrush Drive, Suite 101, Flower Mound, Texas, 75028). The parties to this contract further agree that (a) any legal action regarding money owed to HVS will take place in Texas; (b) Texas courts have exclusive jurisdiction for resolution of disputes; and (c) the plaintiff will have the choice of venue in any county in the State of Texas.

### **Limitations of Liability**

It is agreed that our company's liability, our employees, and anyone else associated with this assignment is limited to the amount of the fee paid as liquidated damages. You acknowledge that any opinions, recommendations, and conclusions expressed during this assignment will be rendered by the staff acting solely as employees and not as individuals. Our responsibility is limited to the client; use of our product by third parties shall be solely at the risk of the client and/or third parties. The study described in this proposal will be made subject to certain assumptions and limiting conditions. A copy of our normal assumptions and limiting conditions will be provided upon request.



### **Conclusion**

If the foregoing proposal meets with your acceptance, please sign and return with your retainer payment in the amount of \$8,500. Your signature beneath the words "Agreed to and Accepted" signifies your agreement to employ the HVS division of TS Worldwide LLC for these services. To schedule our assignments and perform your study in accordance with the timing set forth above, we ask that you return an executed copy of this agreement by June 1, 2024. We appreciate the opportunity of submitting this proposal and look forward to working with you on this assignment.

Very truly yours, HVS division of TS Worldwide LLC

Tanya Pierson, MAI TPierson@hvs.com +1 (303) 588-6558

### **AGREED TO AND ACCEPTED**

Jon Dahlke Security Bank & Trust/City of Glencoe

Signature: _	
Data	



**HVS Accounting Office** 

1615 Foxtrail Drive

Loveland, CO80538

(970) 666-1377 www.hvs.com

Suite 230

### INVOICE FOR RETAINER

Date:

April 22, 2024

Terms:

Due Prior to Start of Assignment

Mr. Jon Dahlke Security Bank & Trust 128 4<sup>th</sup> Avenue North Brownton, Minnesota 55312

Re:

**Proposed Hotel** 

Glencoe, Minnesota

(HVS staff member: Tanya Pierson, MAI)

Project

Amount Due

**Hotel Market Report** 

\$8,500

Please make all checks payable to TS Worldwide, LLC (dba HVS)
Tax ID #20-2762887
Please remit to:
HVS
1615 Foxtrail Drive
Suite 230

\*PLEASE INCLUDE A COPY OF THIS INVOICE WITH YOUR CHECK PAYMENT\*

### **Wire Instructions:**

Loveland, CO 80538

Please notify mculbertson@hvs.com of all wire transmissions. JPMorgan Chase Bank

270 Park Avenue

New York, NY 10017

Account Name: TS Worldwide, LLC

Transit ABA #: 021000021 Swift Code: CHASUS33

Account Number: 682090837

Superior Results Through Unrivaled Hospitality Intelligence. Everywhere.



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

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

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

To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: May 31, 2024

Re: Item 7C2 – Rice Companies request for Industrial Property

Item 7C2 – It is the recommendation from the EDA to authorize the City Attorney to draft a development agreement with Rice Companies for a land exchange in the industrial park for the expansion of their facility. The land exchange would be for \$1.00 with the understanding that any required ponding reconfiguration would be at the cost of Rice Companies.

The Development Agreement will need to be approved by the City Council at a future date.



May 23<sup>rd</sup>, 2024

Mark Larson, City Administrator City of Glencoe 1107 11<sup>th</sup> Street East, Suite 107 Glencoe, MN 55336 ARCHITECTURE + ENGINEERING

CONSTRUCTION MANAGEMENT

FIELD SERVICES

MAINTENANCE

REAL ESTATE + BROKERAGE

DEVELOPMENT

RE:

**RICE COMPANIES GLENCOE** 

PROPOSED OFFICE/ WAREHOUSE EXPANSION

Mark:

Since moving our Cosmos team to Glencoe and building our office in 2017, we have continued to grow and thrive in the Glencoe community. When we initially moved into our new office 7 years ago, we had 6 employees, a steady backlog of projects, and the potential for growth on the horizon. Over time, our office and field teams expanded, additional equipment was purchased, and our growth in Glencoe accelerated.

Today, our Glencoe location has 17 employees serving the central and western Minnesota markets. Our Glencoe office personnel includes Architects, Project Managers, Service and Field staff, along with others. Our company has expanded in other locations as well, acquiring and opening offices in 4 other markets across Minnesota, South Dakota, and Iowa since 2018.

Our growth is dependent on the people we employ in the communities where we live and work. We have been fortunate in the Glencoe community with recruiting and building our team. It's because of this that we have outgrown our current space in Glencoe and have been exploring options for a remodel and expansion of our offices. We have exhausted our office and warehouse space and are continuously short of parking for guests and employees. However, because of the unique shape of our property and barriers to growth on the east, west, and south sides, our only option for growth is to explore relocating the pond to the north of our property.

Enclosed is a concept site plan showing an aerial view of our current property and how we would propose to expand the pond to the north to acquire additional property that would be used for expansion to both our storage area as well as our office and warehouse.



Rice Companies Glencoe Proposed Expansion May 23<sup>rd</sup>, 2024 Page 2 of 2

Rice Companies requests that the City of Glencoe deed to Rice Companies that portion of the lot immediately north and east of the Rice properties in Glencoe, that currently contains the regional storm water pond. Rice Companies requests a lot approximately **75,362 SF** (see attachment). Rice Companies understands that to accomplish this request, it will require the reconfiguration of the storm water pond, to the east, on property currently owned by the City of Glencoe (see attachment). This request will also require a replat of the area in question. In consideration of this request, Rice Companies will purchase the new buildable property from the City of Glencoe for \$1.00.

In lieu of the purchase of the property for fee, Rice Companies will include the reconfiguration of the pond at our cost.

The proposed land replat will include added access to Gruenhagen Drive through the eastern portion of the deeded property.

In consideration of the above request, Rice Companies will initially construct an additional **6,000 – 8,000** square foot addition to our current warehouse facility, expand our yard, and will intend to add **5** additional full-time employees within a 3-year timeframe.

We have appreciated establishing and growing our partnership with the city and community of Glencoe and look forward to many more years of continued growth and success together.

Thanks again for considering this request, please let us know if there are any questions.

RICE COMPANIES, INC.

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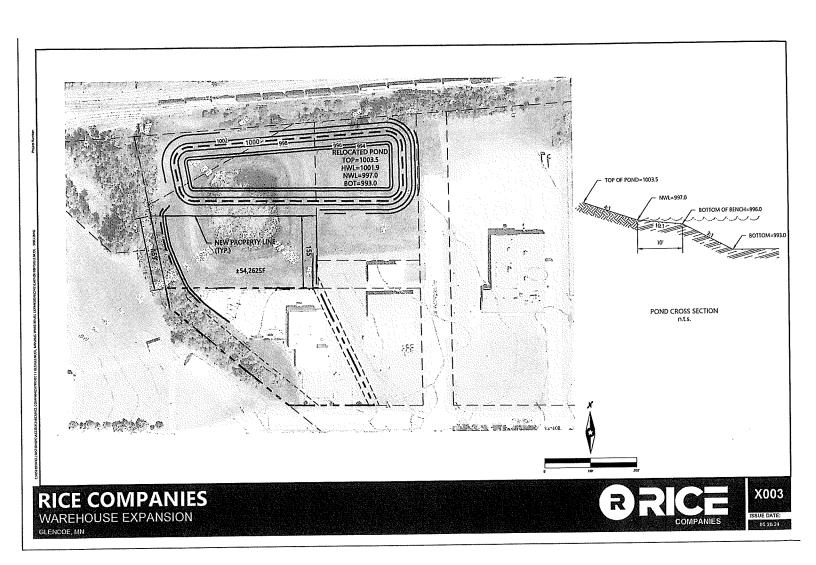
Christopher Rice

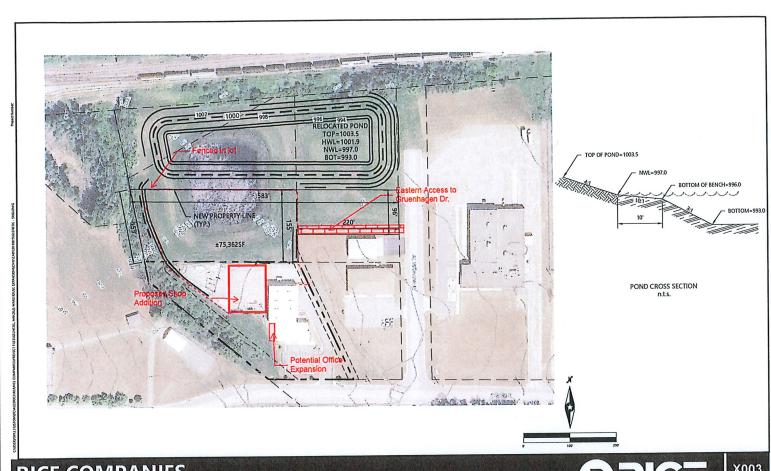
President/CEO

Michael Donnay

General Manager, Glencoe

Michael D





RICE COMPANIES WAREHOUSE EXPANSION

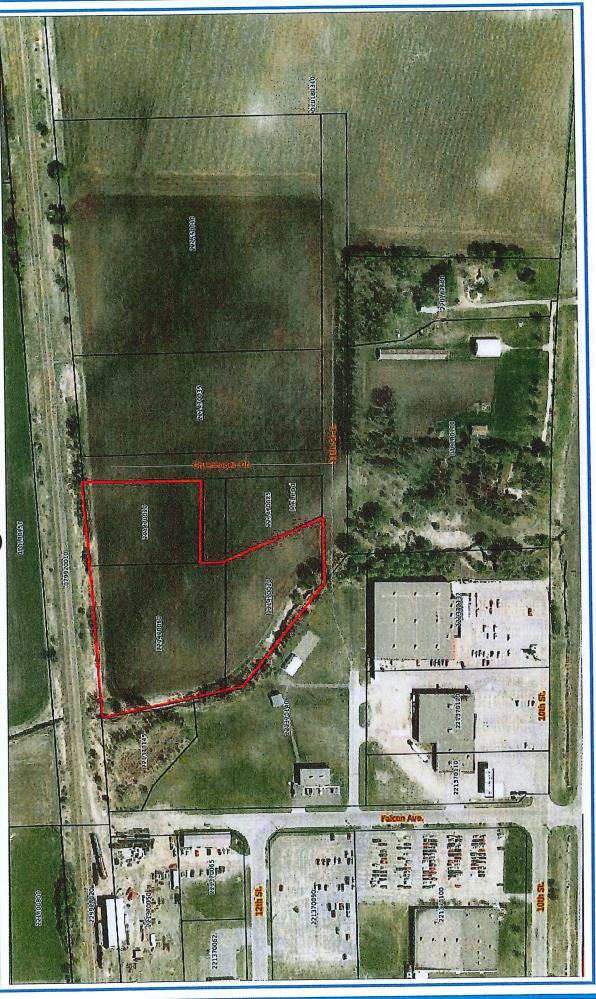
RRICE

X003

ENGINEER'S ESTIMATE
EAST INDUSTRIAL PARK STORMWATER POND RECONFIGURATION
GLENCOE, MINNESOTA
SEH NO. GLENC 177610
MAY 20, 2024

			PROJECT TOTAL				
Item No.	ltem Description	Unit	Est. Qty.	Est, Unit Price	Est. Cost		
POND RECONFIGURATION EARTHWORK							
2021.501	MOBILIZATION	LUMP SUM	1.00	\$5,000.00	\$5,000.00		
	COMMON EXCAVATION (EV) (P)	CUYD	18,070.00	\$6.00	\$108,420.00		
	COMMON BORROW (CV) (P)	CUYD	14,135.00	\$3.00	\$42,405.00		
2123.610	STREET SWEEPER (WITH BROOM PICKUP)	HOUR	8.00	\$150.00	\$1,200.00		
2573,503	SEDIMENT CONTROL LOG, TYPE WOOD FIBER	LINFT	850.00	\$2,00	\$1,700.00		
2575,505	TURF RESTORATION (DISC ANCHORED)	ACRE	1.50	\$900.00	\$1,350.00		
	TOPSOIL BORROW (LV)	CUYD	300,00	\$40.00	\$12,000.00		
POND RECONFIGURATION EARTHWORK SUBTOTAL					\$172,080.00		
STORM SEV	VER						
	IREMOVE STORM MANHOLE	EACH	1.00	\$600.00	\$600.00		
	REMOVE PIPE SEWER (STORM)	LINFT	108.00	\$15.00	\$1,620.00		
	INSTALL 42" RC PIPE APRON	EACH	1.00	\$2,500.00	\$2,500.00		
2503.503	42" RC PIPE SEWER DESIGN 3006 CL III	LINFT	200,00	\$180.00	\$36,000.00		
2503.602	CONNECT TO EXISTING STORM SEWER	EACH	1.00	\$1,500.00	\$1,500.00		
2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN 60-4020	EACH	9.00	\$1,200.00	\$10,800.00		
2573.502	STORM DRAIN INLET PROTECTION	EACH	4.00	\$200.00	\$800.00		
	ROLLED EROSION PREVENTION CATEGORY 80A (FLEXAMAT)	SQ YD	20,00	\$150.00	\$3,000.00		
STORM SEWER SUBTOTAL				\$56,820.00			
TOTAL ESTIMATED CONSTRUCTION COST				\$228,900.00			

# Pre-2007 - Gruenhagen



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: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: May 31, 2024

Re: **Item 7D** – Assistant City Administrator/Public Works Director

**Item 7D1** – The City Council closed the May 20<sup>th</sup> City Council to discuss a possible succession plan for the Position of City Administrator. It is anticipated that I will be retiring on December 31, 2025.

It was also discussed that Public Works Director Lemen had been offered a position with the City of Oakdale, MN, but would like to remain with the City of Glencoe and ultimately assume the role of City Administrator upon my retirement.

It was suggested that the new position of Assistant City Administrator/Public Works Director would be established with the goal of providing a succession plan for the position of City Administrator.

Officially, it is **recommended** that the City Council approve the City Council working group of Mayor Voss, Councilor Neid and Councilor Hueser to continue to meet with staff to develop a permanent succession plan based upon the interim proposal to be reviewed in item 7D2.



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**Item 7D2** – It is recommended to approve the interim Job Description of Assistant City Administrator/Public Works Director as attached. The final Comparable Worth Points and Compensation to be determined by January 1, 2025.

Item 7D3 – It is recommended to approve the appointment of Mark Lemen to the position of Assistant City Administrator/Public Works Director effective June 1, 2024, at compensation of \$125,000 per year (Lemen is currently compensated at \$105, 892, which was part of a 3-year plan to top compensation). The current 3-year plan would be replaced and Lemen would be eligible for COLA in 2025.

TITLE: Public Works Director/Assistant City Administrator

**DEPARTMENT:** Administration

**ACCOUNTABLE TO:** City Administrator

**DIRECT REPORTS:** Public works supervisors (water, wastewater,

stormwater, streets/parks)and City Center Coordinator Administrative Assistant

**SUMMARY OF JOB DESCRIPTION:** Responsible for assisting the City Administrator in the direction of the Economic and Community Development activities in the City of Glencoe. Responsible for supervising the administration of marketing, scheduling, equipment and staff for the Glencoe City Center, senior and public meeting rooms. Supervise social media, website development and multi-media promotions. Provide human resources support to City Administrator. Oversee the supervision of the public works department, including the street, parks, water, and wastewater departments.

## **DUTIES AND RESPONSIBILITIES**

#### COMMUNITY DEVELOPMENT

Provides leadership to the Community Engagement Division, which is responsible for:

Managing community engagement programs.

- Provide direct support to the City Administrator regarding Community Planning and Economic Development.
- Conducts/manages special projects requiring research, analysis, organization, documentation and coordination as assigned.
- Research potential grants and develop a grant submission strategy and timeline.
- Composes correspondence and compiles reports for a variety of state and federal funding sources.
- Coordinates with various regional governmental organizations, community groups, and State and Federal Agencies; attends public meetings and presents information on community development issues.
- Answers inquiries from prospective businesses and developers in matters relating to Community Development projects; provides information and recommendations within scope of authority.

### COMMUNICATIONS AND MARKETING

- Supervise the planning, coordination and implementation of internal and external communications for the City in conjunction with Department Heads from concept through production
- Supervise the management and maintenance of the content and design of the City websites and Social Media Accounts.
- Supervise the work with Department Heads to create marketing materials to promote the City's revenue generating operations (City Center and Liquor Store) to promote City initiatives and amenities.
- Supervise work with community partners to promote the City as a place to live, do business, shop and recreate.
- Supervise city staff involved with assisting the City's Emergency Management Team with public information needs.
- Represent the City on various boards and committees as assigned. Attends City Council meetings as needed.

#### CITY CENTER FACILITY MANAGEMENT

- Supervise the coordination of event center staff to answer questions from the public regarding the City of Glencoe and the Glencoe City Center policies and procedures.
- Supervise the scheduling of meeting room spaces, custodial and operational staff, and rental equipment for City Center events.
- Supervise the meeting with prospective renters of the facility to plan events and supervise the promotion of the City Center facility to all prospective users with advertising, public presentations, personal contact, and follow up.
- Supervise the marketing and promotion of the City Center by providing and implementing programming ideas and events to generate revenue for the City Center Facility.
- Supervise the enforcement of all event center rules, regulations and policies in a fair and impartial way.
- Provide supervision and assistance of other city staff to address customer's questions, permits, shelter rentals and other office related functions.

### **HUMAN RESOURCES**

- Provide Human Resources Assistance to the City Administrator including:
  - o Personnel Policy and organization chart review and implementation
  - O Assisting the city administrator's office in handling complex management issues
  - o Publishing job advertisement and scheduling interviews

## GENERAL CITY ADMINISTRATION

 Provide support services to City Administrator in those certain administrative tasks (in addition to those listed above) as delegated by the City Administrator, including budgeting and finance.

#### **PUBLIC WORKS**

- General Statement of Duties: Performs supervisory duties for water, wastewater, stormwater, streets, parks, and facilities. Exercises general and technical supervision over public works staff.
- Plans, directs, and oversees water, wastewater, stormwater, street and parks operations; develops long and short-term goals; prepares project proposals for council including cost estimations.
- Supervises staff including jointly interviewing with the City Administrator, recommending hire and discharge, assigning work, and evaluating performance, coaching, training, rewarding and disciplining.
- Prepares and analyzes bid specifications for large purchases or obtains bids as appropriate; purchases equipment and supplies in accordance with the budget and maintains related records; obtains appropriate approvals as needed.
- Prepares the department budgets; tracks and approves expenditures and forwards receipts and invoices to City Finance.
- Acts as a liaison with the DNR, OSHA, MPCA, EPA, MDH, MNDOT, and Homeland Security; prepares required forms and reports; maintains required water, wastewater, stormwater, and land application permits.
- Responds to and resolves citizen complaints.
- Attend City Council meetings to answer questions and provide information as requested.
- Evaluates workload, determines priorities, assigns staff to work and ensures project completion.

- Ensures proper care and safe operation of equipment and vehicles.
- Inspects field operations to determine work progress, changing priorities, problems and material and equipment needs.
- Monitors operations to ensure compliance with applicable laws, regulations, rules, and policy.
- Assists in writing and editing public works-related ordinances.
- Oversees City water towers operation and maintenance, water levels, and lease agreements.
- Oversees the water treatment plant operations and staff.
- Oversees wastewater treatment plant operations and staff.
- Oversees street and parks department operations and staff.
- Oversees and repairs water main breaks, sewer mains and storm sewer mains.
- Oversees preventative maintenance and repair of department vehicles and heavy and light equipment.

# KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of tools, methods, operations and materials used in water, wastewater, storm water, street and parks operations. Knowledge of water, wastewater, and stormwater testing and treatment. Knowledge of the occupational hazards and safety precautions necessary to perform manual and maintenance work. Considerable knowledge of the operation of Class "B" water and Class "A" wastewater treatment plants. Considerable knowledge of federal and state laws, municipal ordinances, and regulatory requirements for water facilities and wastewater POTW and storm water.

Considerable skill in the repair and maintenance of water distribution, wastewater collection, storm water collection, equipment and facilities. Considerable skill in testing and treating water samples. Considerable ability to schedule work and staff effectively, supervise staff, water, wastewater, and storm water operations. Ability to read control panels, meters and gauges, to be able to detect when problems are occurring, and respond appropriately. Ability to operate a telephone, cell phone or radio to communicate effectively with City staff, elected officials, state and county agencies and the public.

Ability to supervise staff and assign and prioritize work. Ability to work around noise and vibration generated from equipment and blowers. Ability to work with City subcontractors to perform tasks. Ability to prepare budgets and maintain records. Working ability to work outside year-round, including during inclement weather. Working ability to perform mathematical calculations and to use a computer.

### **OUALIFICATIONS**

Bachelors Degree or combination of college or vocational/technical training in street construction and maintenance, water treatment, wastewater treatment or engineering, and six (6) years of progressively responsible public works experience, at least three years of which were in a supervisory capacity. Must possess or be able to obtain within one year of employment: a Minnesota Class B driver's license with tanker endorsement. (A bachelor's degree in engineering or a related field may substitute for up to two years of required experience. Additional experience may substitute for college or vocational/technical training.)

The ideal candidate will have a Master of Arts Degree in Public Administration and have or the ability to obtain a Class "A" wastewater operator's certification, a Class "B" water operator's certification, and a Class IV certification in waste disposal/biosolids.



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# Glencoe Municipal Liquor Store Profit & Loss Statement for January 2024

22,010.07

	1
Sales	
Liquor	62,633.57
Beer	83,202.52
Wine	15,773.18
Other Merchandise	3,028.02
Total Sales	164,637.29
Cost of Sales	
Beginning Inventory	418,133.27
Purchases	133,300.19
Total Merch. Avail. for Sale	551,433.46
Less Inventory Ending	430,656.10
Cost of Sales	120,777.36
Gross Profit on Sales	43,859.93
	26.64%
Operating Expenses	
Sales Tax (Use tax)	0.00
Full-Time Employees	4,735.21
Full-Time Employees- Overtime	0.00
Part-Time Employees	4,006.56
PERA Contributions	581.09
FICA Contributions	540.79
Medicare Contributions	126.48
Health & Life Insurance	2,202.90
Operating Supplies	3,990.38
Cleaning Supplies	0.00
Repair & Maintenance	(337.45)
Professional Services	0.00
Training	0.00
Computer Repair/Equipment	0.00
Telephone	32.31
Travel Expense	0.00
Advertising	0.00
Printing & Binding	0.00
Electricity	0.00
Natural Gas	0.00
Uniforms	0.00
Miscellaneous	0.00
Miscellaneous Sub-total	
Insurance- Liquor, Property, Gen'l Liability	888.12
Depreciation	3,504.41
Audit	250.00
Worker's Comp	450.91
Bond Interest	841.04
Total Operating Expenses	21,812.75
Non-Operating Expenses/Income Interest Income	18.29
Miscellaneous	0.00
Sales Tax Variance	1.02
Cash Drawer +/-	(56.42)
Bad/Collected Checks	0.00
Total Non-Operating Exp./Inc.	(37.11)
• • •	
Net Income	22,010.07

Year-To-Date Income

Comparative Figures					
Previous Year (2023)					
Total Sales	156,569.35				
Gross Profit on Sales	40,600.03				
Total Operating Expenses	26,738.56				
Total Non-Operating Exp./Inc.	13.68				
Net Income	13,875.15				
Year-To-Date Income	13,875.15				

# **FUND BALANCES**

FUND #	2024 CASH BALANCES		MONTH JANUARY		 
101	General-Operating	\$	2,148,738.49		
101	General-Childhood Intervention	\$	886.55		
101	General-Crime Prevention	\$	10,418.66		
601	Water-Operating	\$	2,108,746.85		
601	Water-Water Availability Charge	\$	585,969.18		
601	Water-Trunk Water Charge	\$	25,605.54		
601	Water-Bonds	\$	1,944.78		
601	Water-Construction	\$	<b></b>		
602	W.W.T.POperating	\$	1,531,222.01		
602	W.W.T.PSewer Availability Charge	\$	1,121,611.34		
602	W.W.T.PTrunk Sewer Charge	\$	130,600.58		
602	W.W.T.PBonds	\$	71,578.66		
602	W.W.T.PConstruction	\$	-		
603	Sanitation	\$	30,721.25		
604	City Center-Operating	\$	(7,644.62)		
604	City Center-Bonds	\$	(553,530.81)		
609	Liquor Store	\$	42,104.90		
612	Airport	\$	(554,208.27)		
651	Storm Water Management	\$	(67,185.63)		
213	Park Improvement	\$	156,097.19		
223	Aquatic Center	\$	317.39		
223	Aquatic Center-Lifeguard Training	\$	2,295.25		
225	Cable TV	\$	6,957.82		
226	Cemetery	\$	(179.42)		
229	Municipal State Aid	\$	79,672.93		
230	Engineering/Inspection Services	\$	(112,148.89)		
231	Public Safety Aid	\$	221,453.00		
300	City Sinking	\$	404.48		
382	2007 Tax Increment Bond-2007 Industrial Park	\$	(58,042.00)		
384	2018 Tax Increment Bond-Panther Heights	\$	72.10		
409	Tax Increment #4-Industrial Park	\$	432,215.30		
424	Tax Increment #17-Miller Manufacturing	\$	23,769.37		
424	Tax Increment #19-Panther Heights	\$	1,569.70		
	Tax Increment #20-Bus Garage	\$	(9,356.73)		
427	2023 Street Improvement	\$	(27,470.64)		
466	2008 11th Street/Morningside Bond	\$	11,746.10		
523	2014 Street Improvement Bond	\$	(213,225.79)		
524 525	2015 Street Improvement Bond-Lincoln Park	\$	(48,976.95)		
525 526	2016 Street Improvement Bond-Armstrong Avenue	\$	95,410.79		
526	2017 Street Improvement Bond-Armstrong Avenue 2017 Street Improvement Bond-Baxter Avenue	\$	87,135.37		
527	2018 Storm Water Improvement Bond-Central Storm Sewer	\$	78,561.18		
528	2021 Street Improvement Bond-10th Street	\$	65,846.15		
529	2023 Street Improvement Bond	\$	(35,131.61)		
530	TOTALS	<del>\$</del>	7,386,571.55 \$	} -	\$ 
	IOTALO		.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		

July 2024  Tu We Th Fr Sa 2 3 4 5 6 9 10 11 12 13 16 17 18 19 20 23 24 25 26 27	SATURDAY	Jun 1	∞	15	22	
Fr Sa Su Mo 7 1 7 8 14 15 7 8 21 22 21 22 28 29 28 29	FRIDAY	31	7	14	21	28
June 2024 Su Mo Tu We Th 2 3 4 5 6 9 10 11 12 13 16 17 18 19 20 23 24 25 26 27	THURSDAY	30	9	13 7:00pm Planning Commission	20 5:00pm Airport Commission	27
	WEDNESDAY	29	5 6:30pm Glencoe Fire Relief (Fire Hall)	12	19	26 12:00pm Economic Development 6:30pm Park Board
	TUESDAY	28	4	11 9:00am Safety Committee	18	25
4	MONDAY	27	3 7:00pm City Council Meeting	10 5:30pm City Council Workshop	17 7:00pm City Council Meeting	24 5:30pm EDA Meeting 7:00pm Library Board (Library)
June 2024	SUNDAY	May 26	2	0	16	23

5/31/2024 10:13 AM

9

2

4

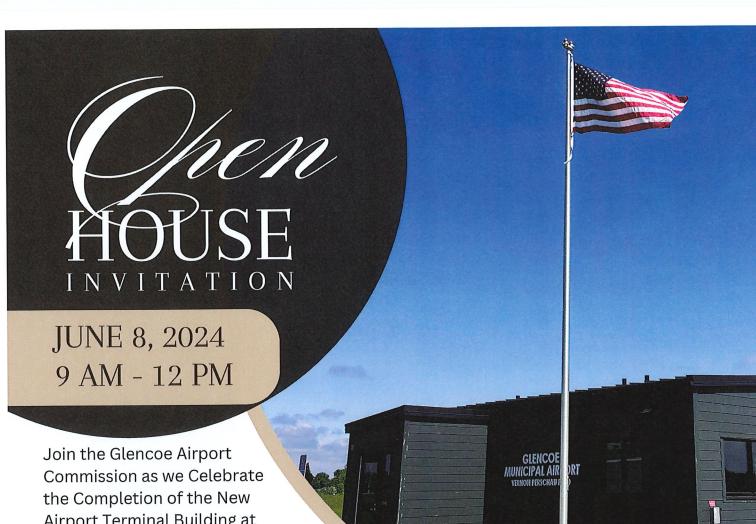
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Jul 1

30

Haylie Kusler



Airport Terminal Building at Vernon Perschau Field.

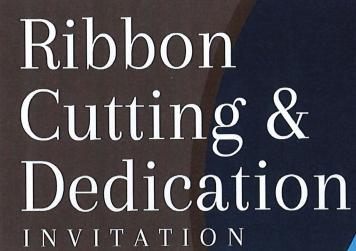
The Funding for the Terminal was made possible by the Bipartisan Infrastructure Law's "Airport Terminal Program" through the Federal Aviation Administration and the Minnesota Department of Transportation Office of Aeronautics.

Self-Guided Tours and Light Refreshments will be available.

"Young Eagle" Flights will be provided by the Glencoe EAA Chapter 1658



Vernon Pershau Field - 9902 Dairy Avenue



JUNE 7, 2024 1:00 PM FOLLOWING LUNCH

The Terminal Building is a joint effort of the Federal Aviation Administration Airport Terminal Program, the Minnesota Department of Transportation – Aeronautics, and the City of Glencoe.

Join us at noon for lunch in the Terminal Building and a short program at 1:00 with a dedication of the Terminal Building by Mayor Ryan Voss. A Ribbon Cutting will follow the dedication.

The City of Glencoe thanks you for your continued support of the Aviation Community in Glencoe.

Please RSVP to mlarson@ci.glencoe.mn.us



Vernon Pershau Field - 9902 Dairy Avenue

# CITY OF GLENCOE DEPARTMENT SUPERVISOR MONTHLY SUMMARY Report

Department: Wastewater Treatment Plant (WWTP)

Supervisor Name: Ron VonBerge

Month/ May 2024

Below is a review of tasks completed during the previous month...

Weekly check of Glen Knoll lift station (4 X) I/I inspections

Weekly plant maintenance task (4 X) DMR and QA/QC data entry

Lab testing

Week of 5/6/24

Replaced 5 bulbs on UV system.

Lift station pump #3 plugged with rags.

(3) I/I inspections

Decanting secondary

Lawn mowing by plant.

Mercury testing

Ran Airport testing for street shop.

Week of 5/13/24

3 I/I inspections

Assist with water main break.

Jetting sewer system

2 operators mowing grass for streets.

Decanting secondary digester

Week of 5/20/24

Clean storm sewer for city of Plato

**Jetting** 

1 operator mowing for streets.

2 I/I inspections

Decanting secondary digester

Cleaned storm sewer catch basins on Baxter from 12<sup>th</sup> street to 16<sup>th</sup> street.

Spraying weeds at wwtp

Mowed wwtp

## Week of 5/27/24

Plant tour for GSL school kids (Mr. Smith's class)

(2) I/I inspections

Installed cotton screens on HVAC units.

Cleaned thickened sludge pit.

**Jetting** 

Transferred secondary digester to storage tank.

Trimmed bushes on north side of plant by storage units.

Rom Von Royce

# WATER

# May Work List

Worked on sealing up aeration chamber.

Worked on Lead line inventory.

Helped at pool with installing new toilet.

Gopher locates.

Did a couple I & I inspections.

Handed out high water notes to residents.

Worked with Contractor on 12" main leak at 10<sup>th</sup> and Morningside, isolated main, notified residents.

Removed plugged water meter at Bumps, flushed out his service line from dig.

Draw downs and random sampling.

Worked with Minn Dept of Health on our lead and copper sampling sites for July sampling.



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

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

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# **CITY OF GLENCOE BILLS**

JUNE 4, 2024

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

VENDOR	DEPARTMENT: DESCRIPTION	TOTAL
CITY OF GLENCOE EMPLOYEES WIRE TRANSFER WIRE TRANSFER	MULTIPLE DEPTS.: CITY OF GLENCOE PAYROLL 3-6-224 MULT DEPTS: STATE SALES TAX MULT DEPTS:EMP/CITY PAYROLL TAXES,HSA,PERA,D COMP,CAFE	\$68,931.65 \$18,280.00 \$49,392.81
	TOTAL PREPAID BILLS>	\$136,604.46

JUNE 3, 2024 PREPAID BILLS

Date:

05/31/2024

Time: Page: 12:46 pm 1

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
BREAKTHRU BEVERAGE	0513	LIQUOR: MERCH FOR RESALE	180600	03/04/2024	4,611.43
BREAKTHRU BEVERAGE	0513	LIQUOR: MERCH FOR RESALE	180607	03/08/2024	1,312.60
				Vendor Total:	5,924.03
COLONIAL LIFE	0735	MULT DEPTS: INS PREMIUMS	180608	03/08/2024	263.70
				Vendor Total:	263.70
JOHNSON BROS - ST PAUL	0504	LIQUOR: MERCH FOR RESALE	180601	03/04/2024	2,102.51
JOHNSON BROS - ST PAUL	0504	LIQUOR: MERCH FOR RESALE	180609	03/08/2024 Vendor Total:	7,658.00
					9,760.51
MINNESOTA CHILD SUPPORT	1646	POLICE: CHILD SUPPORT PAYMENT	180610	03/08/2024 Vendor Total:	279.18 279.18
			100011		88.60
MINNESOTA PUBLIC EMPLOYEE	1439	POLICE: UNION DUES	180611	03/08/2024 Vendor Total:	88.60
		· · · · · · · · · · · · · · · · · · ·	100000		276.00
MORGAN CREEK VINEYARDS	0784	LIQUOR: MERCH FOR RESALE	180602	03/04/2024 Vendor Total:	276.00
OFFICE OF THE OFFICE ARY OF	C 4600	ADMIN: NOTARY	180603	03/04/2024	120.00
OFFICE OF THE SECRETARY OF	2 1020	ADMIN. NOTAKI	100000	Vendor Total:	120.00
PAUSTIS WINE COMPANY	0916	LIQUOR: MERCH FOR RESALE	180612	03/08/2024	1,293.00
AOOTIO WINE OOMI AIVI	0010			Vendor Total:	1,293.00
PHILLIPS WINE & SPIRITS, INC.	1010	LIQUOR: MERCH FOR RESALE	180604	03/04/2024	2,386.51
PHILLIPS WINE & SPIRITS, INC.	1010	LIQUOR: MERCH FOR RESALE	180613	03/08/2024	6,376.57
7 7 112211 6 7 7 117 2 6 6 7 11 117 2 7 1 1 1 1 1				Vendor Total:	8,763.08
SOUTHERN GLAZER'S OF MN	1429	LIQUOR: MERCH FOR RESALE	180605	03/04/2024	7,670.86
SOUTHERN GLAZER'S OF MN	1429	LIQUOR: MERCH FOR RESALE	180614	03/08/2024	2,796.61
				Vendor Total:	10,467.47
VISA	0350	MULT DEPTS: TRAININGS, BULBS, PRINTER SUBSCRIPTIONS	, 180606	03/04/2024	6,146.83
		OBSONI FISHS		Vendor Total:	6,146.83
				Grand Total:	43,382.40
	-1.1	45	1	Less Credit Memos:	0.00
Tota	al Invoices:	15		Net Total:	43,382.40
			Les	s Hand Check Total:	0.00
			Outsta	anding Invoice Total :	43,382.40

JUNE 3, 2024 PREPAID BILLS

Date:

05/31/2024

Time: Page: 1:37 pm 1

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
BREAKTHRU BEVERAGE	0513	LIQUOR: MERCH FOR RESALE	180666	03/15/2024	7,035.69
				Vendor Total:	7,035.69
JOHNSON BROS - ST PAUL	0504	LIQUOR: MERCH FOR RESALE	180667	03/15/2024	2,967.80
CONTROL DIVERSITY OF THE PROPERTY OF THE PROPE				Vendor Total:	2,967.80
PALKOVA, LUDMILLA	1395	WWTP: CAMERA INSPECTION, SEWER LINE REPAIRS	180668	03/15/2024	775.00
		NEI AIRO		Vendor Total:	775.00
PHILLIPS WINE & SPIRITS, INC.	1010	LIQUOR: MERCH FOR RESALE	180669	03/15/2024	3,840.50
FRILLIFS WINE & SPINITS, INC.	1010	EIGOON, MENOTT OTTIES LE		Vendor Total:	3,840.50
SOUTHERN GLAZER'S OF MN	1429	LIQUOR: MERCH FOR RESALE	180670	03/15/2024	5,361.59
OCCUPIENT OF VERY	1120			Vendor Total:	5,361.59
VINOCOPIA, INC.	1353	LIQUOR: MERCH FOR RESALE	180671	03/15/2024	614.00
viite der in til itte.				Vendor Total:	614.00
WINE MERCHANTS	0667	LIQUOR: MERCH FOR RESALE	180672	03/15/2024	5,184.50
WINE MERSINATIO	0001			Vendor Total:	5,184.50
				Grand Total:	25,779.08
			L	ess Credit Memos:	0.00
Tot	al Invoices:	7		Net Total:	25,779.08
			Les	s Hand Check Total:	0.00
			Outsta	nding Invoice Total :	25,779.08

JUNE 3, 2024 - REGULAR BILLS

Date: Time: 05/31/2024 12:38 pm

1

Page:

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
ACCREDITED SECURITY	1443	PUBLIC SAFETY AID: EQUIPMENT	0	00/00/0000 Vendor Total:	714.00 714.00
ALPHA TRAINING & TACTICS LLC	0976	PUBLIC SAFETY AID: UNIFORMS	0	00/00/0000 Vendor Total:	3,174.88 3,174.88
AMERICAN RED CROSS	1732	AQUATIC: LIFEGUARD CERTIFICATION	0	00/00/0000 Vendor Total:	276.00 276.00
BIEGANEK, JEFF	0450	STREET: SAFETY BOOTS	0	00/00/0000 Vendor Total:	109.95
BRADLEY SECURITY & ELECTRIC	0209	MULT DEPTS: CAMERA SYSTEM DEPOSITS	0	00/00/0000 Vendor Total:	25,505.75 25,505.75
CARGILL, INC	1636	WATER: SALT	0	00/00/0000 Vendor Total:	5,699.34 5,699.34
CENTURYLINK	1394	MULT DEPT: PHONE BILL	0	00/00/0000 Vendor Total:	825.37 825.37
COMPANION LIFE INSURANCE	1859	MULT DEPTS: INS PREMIUMS	0	00/00/0000 Vendor Total:	2,885.13 2,885.13
CONTROLOGIX SERVICES, LLC	1993	ADMIN: MECHANICAL SYSTEM REPAIR	0	00/00/0000 Vendor Total:	1,940.63 1,940.63
COUNTRYSIDE CUSTOM APPAREL	1856	AQUATIC CENTER: UNIFORMS	0	00/00/0000 Vendor Total:	2,562.50 2,562.50
EBERT CONSTRUCTION	0223	AIRPORT: TERMINAL BUILDING PAYMENT	0	00/00/0000 Vendor Total:	60,121.69
EGGERSGLUESS, BRAD	0869	ADMIN: CELL PHONE REIMB.	0	00/00/0000 Vendor Total:	50.00
FLEET SERVICES DIVISION	2144	POLICE: SQUAD CAR LEASES	0	00/00/0000 Vendor Total:	1,419.69 1,419.69
FRANKLIN PRINTING INC.	0085	AQUATIC, WWTP: OFFICE SUPPLIES, INK	0	00/00/0000 Vendor Total:	212.58 212.58
FREITAG, BENTON	0659	CABLE TV: COUNCIL MEETING	0	00/00/0000	100.00
		RECORDINGS		Vendor Total:	100.00
GACC TOURISM	0168	REIMB: LODGING TAX	0	00/00/0000 Vendor Total:	120.44 120.44
GALLS, LLC	0452	PUBLIC SAFETY AID: UNIFORMS	0	00/00/0000 Vendor Total:	2,389.11 2,389.11
GLENCOE DAYS INC.	1793	REIMB: CROW RIVER SNO PROS	0	00/00/0000 Vendor Total:	1,000.00
GOLDEN TONGUE CONSULTANTS	1305	POLICE: TRANSLATION SERVICES	0	00/00/0000 Vendor Total:	90.00
HAWKINS, INC.	1133	WATER, WWTP: CHEMICALS	0	00/00/0000 Vendor Total:	15,165.75 15,165.75
HILLYARD HUTCHINSON	0122	ADMIN: CLEANING SUPPLIES	0	00/00/0000 Vendor Total:	43.68
INTEGRATED PROCESS SOLUTION	I 0646	WWTP: CALIBRATION GAS	0	00/00/0000 Vendor Total:	662.33
LITZAU EXCAVATING	0380	WATER: WATER MAIN REPAIR	0	00/00/0000 Vendor Total:	1,599.00
METRO SALES, INC	1066	ADMIN: OFFICE EQUIPMENT LEASE	0	00/00/0000 Vendor Total:	391.56 391.56

JUNE 3, 2024 - REGULAR BILLS

Date: 05/31/2024 Time: 12:38 pm

Page: 2

Vendor Name	Vendor No.	Invoice Description	Check No.		Check Date	Check Amount
MPCA	1680	WWTP: WASTEWATER CERTIFICATE RENEWAL	(	0	00/00/0000	23.00
					Vendor Total:	23.00
MVTL, INC.	0353	WATER, WWTP: LAB TESTING	(	0	00/00/0000	785.70
					Vendor Total:	785.70
PIONEERLAND LIBRARY SYSTEM	§ 0227	LIBRARY: QUARTERLY FUNDING	(	0	00/00/0000	24,336.00
				Vendor Total		24,336.00
PITNEY BOWES GLOBAL	1714	ADMIN: POSTAGE	(	0	00/00/0000 Vendor Total:	142.53
						142.53
RELIANCE STANDARD LIFE INS C	( 1915	MULT DEPTS: INS PREMIUM	(	0	00/00/0000 Vendor Total:	1,131.38 1,131.38
OF OUR ITY DANK A TRUCT OF	0050	FINANCE OFFETA DEDOOIT DOV		^		
SECURITY BANK & TRUST CO.	0259	FINANCE: SAFETY DEPOSIT BOX	· ·	0	00/00/0000 Vendor Total:	75.00 75.00
SEH	1757	MULT DEPTS: ENGINEERING SERVICES	ſ	0	00/00/0000	36,851.65
SER	1101	MIDEL DEPTS, ENGINEERING SERVICES	(	U	Vendor Total:	36,851.65
SHRED-N-GO, INC	0032	FINANCE, POLICE: SHREDDING SERVICES	(	0	00/00/0000	167.86
		, , , , , , , , , , , , , , , , , , , ,	·	,	Vendor Total:	167.86
STARRY'S EMBROIDERY	1868	MULT DEPTS: UNIFORMS	(	0	00/00/0000	2,130.00
					Vendor Total:	2,130.00
TROJAN TECHNOLOGIES	2136	WWTP: O-RINGS, REPLACEMENT PARTS	(	0	00/00/0000	2,344.31
					Vendor Total:	2,344.31
VANDAMME, JON	0136	LIQUOR: CELL PHONE REIMB	(	0	00/00/0000	50.00
					Vendor Total:	50.00
VANDAMME, MYRANDA	0028	CITY CENTER, AIRPORT: CELL PHONE	(	0	00/00/0000	60.73
		REIMB, OPEN HOUSE			Vendor Total:	60.73
VERIZON WIRELESS	1110	POLICE: AIR TAGS	(	0	00/00/0000	200.05
VERIZON WIRELESS	1110	POLICE, AIR 1AGS	(	U	Vendor Total:	200.05
VOSS, RYAN	2217	ADMIN: MONTHLY CELL PHONE	(	0	00/00/0000	50.00
VOOS, NIAN	2211	REIMBURSMENT		U	00/00/0000	
					Vendor Total:	50.00
					Grand Total:	195,407.59
Tota	al Invoices:	38		Le	ss Credit Memos:	0.00
	Net Total:		195,407.59			
					Hand Check Total:	0.00
			Outs	stand	ding Invoice Total:	195,407.59