



Mayor: Ryan Voss
Precinct 1 Councilor: Sue Olson
Precinct 2 Councilor: Mark Hueser
Precinct 3 Councilor: Paul Lemke
Precinct 4 Councilor: Cory Neid
At-Large Councilor: Yodee Rivera

GLENCOE CITY COUNCIL MEETING AGENDA

Monday
May 20, 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 6, 2024
 - B. Approve 3.2 Beer License for Glencoe Softball Association, 300 DeSoto Avenue South
- 3. APPROVE AGENDA**
- 4. PUBLIC COMMENT (agenda items only)**
- 5. PUBLIC HEARINGS - None Scheduled**
- 6. BIDS AND QUOTES –**
 - A. Quotes for Public Works Vehicle – Public Works Director Voigt
 - B. Supplemental Letter Agreement with SEH for 2024 Sealcoat Project – City Administrator
- 7. REQUESTS TO BE HEARD**
 - A. Glencoe Days 2024 – Glencoe Days, Inc
 - B. Veto of Resolution 2024-06 - Regarding the Number of Members of the EDA – City Attorney
 - C. Maintenance of Biscay Water System – Public Works Director Lemen
 - D. Registered Land Survey Number 42 for Dollar General – Planning Commission
 - E. Appoint Community Service Officer – Chief Padilla
 - F. Annexation of Heil Property – 2170 Ford Avenue North – Resolution 2024 - PW Director Lemen and City Attorney Ostlund
- 8. ITEMS FOR DISCUSSION**
 - A. Economic Development Authority Meeting – May 28, 2024, at 5:30 PM
 - B. Sound Study re: Resolve Labs – City Attorney

9. ROUTINE BUSINESS

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

10. Close Meeting for Public Works Union Negotiations

11. ADJOURNMENT



SMALL CITY  BIG FUTURE

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

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

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



SMALL CITY  BIG FUTURE

(Revised) GLENCOE CITY COUNCIL MEETING MINUTES

May 6, 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, Leon Grack, and James Voigt

Others: Rich Glennie, Lowell Anderson, Kelly Rach, Noah Ward, Marco Iracheta, and Owen Elle

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 April 15, 2024
- B. Book transfer \$69,517.13 from 2023 Street Improvement to General Fund – Reimburse for 2023 Street Project
- C. Special Event Application of Buffalo Creek BMX to hold State Qualifier Races at Sterner Meyer BMX Park on 6/23/24
- D. Presentation of Lifesaving Awards – Chief Padilla

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

3. APPROVE AGENDA

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

4. PUBLIC COMMENT (agenda items only)

None.

5. PUBLIC HEARINGS - None Scheduled

6. BIDS AND QUOTES –

- A. Quotes for Security Cameras – Public Safety Grant
 - 1. Police Department
 - 2. Glencoe Wine and Spirits
 - 3. Glencoe Airport Terminal
 - 4. **Glencoe City Center**

We need upgrading and replacing of the security cameras at the Police Department and Glencoe Wine and Spirits. The cameras are no longer in working order and there are no

technological upgrades for the system that we have. We also looked at a camera system for Glencoe Airport. Due to the airport being an unmanned site and a million-dollar investment, we felt that it would be good to have cameras out there. We also looked at Badley Security for the camera system here at the City Center. There is cloud storage with those systems which means storage is offsite. Using the 2023 Public Safety Grant funding from the state to purchase the Police Department upgrades. Then with Glencoe Wine and Spirits, Glencoe Airport, and the City Center would use existing funds.

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

B. Purchase of current leased squad – Chief Padilla

We have a unique opportunity, a non-funded opportunity to purchase a squad car from the Minnesota Department of Administration. Five of our squad cars are leased, one we purchased for the SRO which is a 2017 with about 135,000 miles on it. Two of our vehicles this year are being replaced. Tony reached out to the leasing company about purchasing the squad from them. They came back with the dollar amount of \$18,000 for the fully operational squad with 74,000 miles on it. We would use about \$10,000 of the forfeiture fund and asking the City for \$8,000.

Motion: Neid, seconded by Hueser to table the potential of putting more miles on the car and how it will affect the value of the car by waiting until closer to the new vehicle arriving. All in favor, the motion carries unanimously.

7. REQUESTS TO BE HEARD

A. 1234 Greeley Avenue Roofing and Building Plan – Patrick Nseumen, Owner

A statutory required hearing was held to determine whether the building was in fact a hazardous building. The Council voted by majority in the affirmative. They declared this building hazardous under the statute. He had at least 30 days to fix the issues. He was able to negotiate with the Council about additional time.

Motion: Rivera, seconded by Neid to start the court process to demolish or fix the issues on the property that will have no bearing to his ownership but with a lien on the property for what happens going forward.

B. Appoint two full-time Police Officers and one part-time Police Officer – Chief Padilla

Motion: Neid, seconded by Hueser to approve the hire of all three to join the Glencoe Police Department. All in favor, the motion carries.

1. Amend Uniform Budget to include New Hire Clothing for Marco Iracheta and Noah Ward

Motion: Neid, seconded by Hueser to authorize \$8,000 being put into the clothing allowance budget for the new hire(s). All in favor, the motion carried.

C. Approve Resolution 2024-06 Regarding the number of members of the EDA – City Attorney

Motion: Neid, seconded by Lemke to approve Resolution 2024-06 with the amendment that it is a seven-member authority with the mayor serving as a non-voting member. Upon a roll call vote, the following voted in favor: Rivera, Lemke, and Neid. The following voted nay, Olson and Hueser. Whereupon the motion carried.

D. Appoint Member to Light and Power Commission – Glencoe Light and Power Commission

Motion: Lemke, seconded by Olson to appoint Kelly Rach to the Light and Power Commission. All in favor, the motion carried.

E. Lease Renewals

1. Glencoe Woodworking Club

Motion: Lemke, seconded by Hueser to approve a 5-year lease extension with the Glencoe Woodworking Club. All in favor, the motion carried.

2. Common Cup Ministries

Motion: Hueser, seconded by Neid to approve a 3-year lease extension with Common Cup ministries. All in favor, the motion carried.

F. Increase Aquatic Center Rates for 0 to 4 year olds from \$2.00 to \$3.00 – City Administrator

Motion: Lemke, seconded by Olson to approve the new rate from \$2.00 to \$3.00 for 0 to 4 year olds. All in favor, the motion carried.

8. ITEMS FOR DISCUSSION

A. Minnesota Council of Airports Conference – City Administrator

B. Hotel Study update – City Administrator

9. ROUTINE BUSINESS

A. Project Updates

B. Economic Development

C. Public Input

D. Reports

E. City Bills

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

10. ADJOURNMENT

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



SMALL CITY & BIG FUTURE

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Minnesota Department of Public Safety
Alcohol & Gambling Enforcement Division
445 Minnesota Street, 1600
St Paul, Minnesota 55101
651-201-7507

RENEWAL OF LIQUOR, WINE, CLUB OR 3.2% LICENSES

No license will be approve or released until the \$20 Retailer ID Card fee is received by Alcohol and Gambling Enforcement

Licensee: Please verify your license information contained below. Make corrections if necessary and sign. City Clerk/County Auditor should submit this signed renewal with completed license and licensee liquor liability for the new license period. City Clerk/County Auditor are also required by M.S. 340A.404 S.3 to report any license cancellation.

License Code: 3.2ONSS License Period Ending: 4/15/2024 Iden: 75812
Issuing Authority: Glencoe
Licensee Name: Glencoe Softball Association
Trade Name: Glencoe Softball Association
Address: 300 DeSoto Ave
Glencoe, MN 55336
Business Phone: 952-454-5523
License Fees: Off Sale: \$0.00 On Sale: ~~\$1.00~~ \$1.00 Sunday: \$0.00

By signing this renewal application, applicant certifies that there has been no change in ownership on the above named licensee. For changes in ownership, the licensee named above, or for new licensees, full applications should be used. See back of this application for further information needed to complete this renewal.

Applicant's signature on this renewal confirms the following: Failure to report any of the following may result in civil penalties.

1. Licensee confirms it has no interest whatsoever, directly or indirectly in any other liquor establishments in Minnesota. If so, give details on back of this application.
2. Licensee confirms that it has never had a liquor license rejected by any city/township/county in the state of Minnesota. If ever rejected, please give details on the back of this renewal, then sign below.
3. Licensee confirms that for the past five years it has not had a liquor license revoked for any liquor law violation (state or local). If a revocation has occurred, please give details on the back of this renewal, then sign below.
4. Licensee confirms that during the past five years it or its employees have not been cited for any civil or criminal liquor law violations. If violations have occurred, please give details on back of this renewal, then sign below.
5. Licensee confirms that during the past license year, a summons has not been issued under the Liquor Liability Law (Dram Shop) MS 340A.802. If yes, attach a copy of the summons, then sign below.
6. Licensee confirms that Workers Compensation Insurance will be kept in effect during the license period. Licensee has attached a liquor liability insurance certificate that corresponds with the license period in city/county where license is issued.

Licensee has attached a liquor liability insurance certificate that corresponds with the license period in city/county where license is issued. \$100,000 in cash or securities or \$310,000 surety bond may be submitted in lieu of liquor liability. (3.2 liquor licenses are exempt if sales are less than \$25,000 at on sale, or \$50,000 at off sale).

Licensee Signature

(Signature certifies all above information to be correct and license has been approved by city/county.)

DOB

SSN

Date

City Clerk/Auditor Signature

(Signature certifies that renewal of a liquor, wine or club license has been approved by the city/county as stated above.)

Date

County Attorney Signature

County Board issued licenses only (Signature certifies licensee is eligible for license).

Date

Police/Sheriff Signature

Signature certifies licensee or associates have been checked for any state/local liquor law violations (criminal/civil) during the past five years. Report violations on back, then sign here.

Date



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GLENCOE

SMALL CITY & BIG FUTURE

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

To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: May 17, 2024

Re: **Item 6A** – Public Works Vehicle

Item 6A – The City of Glencoe originally ordered a Ford F550 XL Cab and Chassis, and plow from Weelborg, Redwood Falls in October 2022. For one reason or another, the build date keeps getting pushed off, voided, ordered, and then delayed again.

PW Director Voigt has been working with Weelborg to get the truck ordered and delivered. Information was presented at the City Council workshop on May 13th regarding this vehicle. Additional vehicle quotes were received from Morries and Boyer Ford (State Bid).

Quotes were as follows:

Weelborg – Fleet Quote	\$63,684	Plow	\$12,000	Total	\$75,684
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Morries – Fleet Quote	\$60,501	Plow	\$12,000	Total	\$72,501
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Boyer - Fleet Quote	\$59,834.86	Plow	- N/A	Total	\$59,834.86 (Truck only)
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Morries Quote includes the Plow and mounting the Plow. Weelborg Plow has been on the lot in Redwood Falls exposed to elements for 2 years.

It is recommended to approve the Quote of Morries with Plow for **\$72,501**.

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MORRIES

Intent to Purchase

(For use with Government orders only)



Date:

Government Agency		Dealer	
Agency Name	CITY OF GLENCOE	Dealership Name	MORRIES BUFFALO FORD
Street Address		Street Address	
City, State, Zip Code	GLENCOE MN 55336	City State, Zip Code	BUFFALO MN 55313
FIN Code	QG737	Dealer Code	F58631

ORDER NUMBERS	VEHICLE DESCRIPTION (BODY CODE)			
	X5H	2024 F550 SUPERCAB CHASSIS 168"WB		\$60,501
		XLT MODEL- STD WITH AFT OF AXLE FUEL TANK		
If needed, you may attach an additional list of order numbers				
			TOTAL PURCHASE	\$60,501

Government Agency Representative		Dealership Sales Representative	
Signature		Signature	
Printed Name/Title		Printed Name/Title	MIKE SCHUETZ
Date		Date	5/10/2024
Email		Email	MIKE.SCHUETZ@MORRIES.COM
Telephone		Telephone	763-765-1932



Preview Order 0001 - X5H 4x4 Super Chas Cab DRW : Order Summary Time of Preview: 05/10/2024
10:19:02 Receipt: 5/10/2024

Dealership Name : Morrie's Buffalo Ford

Sales Code : F58631

Dealer Rep.	Michael Schuetz	Type	Fleet	Vehicle Line	Superduty	Order Code	0001
Customer Name	glencoe	Priority Code	E2	Model Year	2024	Price Level	425

DESCRIPTION	MSRP	DESCRIPTION	MSRP
F550 4X4 SUPERCAB CHAS CAB/168	\$61305	.ADJUSTABLE GAS/BRAKE PEDAL	\$0
168 INCH WHEELBASE	\$0	.REMOTE START SYSTEM	\$0
TOTAL BASE VEHICLE	\$61305	.HEATED FRONT SEATS	\$0
OXFORD WHITE	\$0	.8-WAY POWER SEAT-DRIVER	\$0
40/20/40 CLOTH SEAT	\$0	PLATFORM RUNNING BOARDS	\$445
MEDIUM DARK SLATE	\$0	19500# GVWR PACKAGE	\$0
PREFERRED EQUIPMENT PKG.663A	\$0	50 STATE EMISSIONS	\$0
.XLT TRIM	\$0	SNOW PLOW PREP PACKAGE	\$250
.AM/FM STEREO MP3/CLK	\$0	410 AMP ALTERNATOR	\$0
.7.3L DEVCT NA PFI V8 ENGINE	\$0	PAYLOAD PLUS PACKAGE UPGRADE	\$1155
10-SPEED AUTO TORQSHIFT	\$0	PRICE CONCESSION INDICATOR	\$0
225/70R19.5G BSW MAX TRAC TIRE	\$215	REAR VIEW CAMERA & PREP KIT	\$415
4.88 RATIO LIMITED SLIP AXLE	\$395	SPECIAL DEALER ACCOUNT ADJUSTM	\$0
JOB #2 ORDER	\$0	SPECIAL FLEET ACCOUNT CREDIT	\$0
FORD FLEET SPECIAL ADJUSTMENT	\$0	FUEL CHARGE	\$0
FRONT LICENSE PLATE BRACKET	\$0	NET INVOICE FLEET OPTION (B4A)	\$0
XLT VALUE PACKAGE	\$2155	PRICED DORA	\$0
.BACKGLASS DEFROST	\$0	ADVERTISING ASSESSMENT	\$0
.FOG LAMPS	\$0	DESTINATION & DELIVERY	\$1995

	MSRP
TOTAL BASE AND OPTIONS	\$68330
DISCOUNTS	NA
TOTAL	\$68330

SHIP TO : F58631

702 E. Highway 55 , Buffalo, MN, 55313-1706

ORDERING FIN: QG737 END USER FIN: QG737 PO NUMBER: glencoe

INCENTIVES:

Acc. Code ID: 10 Contract/Ref #: 10-176R Concession Amount: \$-600.00 BID DATE: 07/17/23 STATE: MN



Weelborg 2024 Fleet

Preview Order 0370 - X5H 4x4 Super Chas Cab DRW: Order Summary Time of Preview: 05/13/2024 14:18:36 Receipt: 5/13/2024

Dealership Name: Weelborg Ford, Inc.

Sales Code : F58665

Dealer Rep.	James Oman	Type	Fleet	Vehicle Line	Superduty	Order Code	0370
Customer Name	CityofGlencoe	Priority Code	G2	Model Year	2024	Price Level	425

DESCRIPTION	MSRP	DESCRIPTION	MSRP
F550 4X4 SUPERCAB CHAS CAB/168	\$61305	.ADJUSTABLE GAS/BRAKE PEDAL	\$0
168 INCH WHEELBASE	\$0	.REMOTE START SYSTEM	\$0
TOTAL BASE VEHICLE	\$61305	.HEATED FRONT SEATS	\$0
OXFORD WHITE	\$0	.8-WAY POWER SEAT-DRIVER	\$0
40/20/40 CLOTH SEAT	\$0	PLATFORM RUNNING BOARDS	\$445
MEDIUM DARK SLATE	\$0	19500# GVWR PACKAGE	\$0
PREFERRED EQUIPMENT PKG.663A	\$0	ENGINE BLOCK HEATER	\$190
.XLT TRIM	\$0	50 STATE EMISSIONS	\$0
.AM/FM STEREO MP3/CLK	\$0	SNOW PLOW PREP PACKAGE	\$250
.7.3L DEVCT NA PFI V8 ENGINE	\$0	410 AMP ALTERNATOR	\$0
10-SPEED AUTO TORQSHIFT	\$0	PAYLOAD PLUS PACKAGE UPGRADE	\$1155
225/70R19.5G BSW MAX TRAC TIRE	\$215	REAR VIEW CAMERA & PREP KIT	\$415
4.88 RATIO LIMITED SLIP AXLE	\$395	SPECIAL FLEET ACCOUNT CREDIT	\$0
JOB #2 ORDER	\$0	FUEL CHARGE	\$0
FRONT LICENSE PLATE BRACKET	\$0	PRICED DORA	\$0
XLT VALUE PACKAGE	\$2155	ADVERTISING ASSESSMENT	\$0
.BACKGLASS DEFROST	\$0	DESTINATION & DELIVERY	\$1995
.FOG LAMPS	\$0		

TOTAL BASE AND OPTIONS		MSRP	
DISCOUNTS		\$68520	
TOTAL		NA	\$68520

ORDERING FIN: QG737 END USER FIN: QG737 PO NUMBER: 0370

XLT Fleet

\$68,520⁰⁰

- 4,836 Fleet Discount

\$63,684⁰⁰

+ Tax

+ Fees

Customer Name:

Customer Email:



BOYER FORD TRUCKS
Fleet & Government Sales

Bailey Krebsbach
bkrebsbach@boyertrucks.com

2425 Broadway Street NE, Minneapolis, MN 55413

Quote

Name: City of Glencoe
Address: _____
City: _____ State MN ZIP _____
Phone: _____

Date: May 14, 2024
Expected Delivery: 18-24 Weeks
Order Cut-Off Date: TBD
Rep: BK

FIN Code: QG737

State Contract #:

Contract No 195277, Release No. T-636(5)

** FIN Code is required to participate in State Contract **

State ID No:

BF87

Order Code	Description	Item Price	Quantity	Price
X5H	2024 F550 4X4 Super Cab DRW Chassis 168" WB, 60" CA	\$55,283.86	1	\$55,283.86
Ext. Color:	Oxford White	STD	1	\$0.00
Interior:	Medium Dark Slate; 40/20/40 Cloth Seats	STD	1	\$0.00
Equip. Group:	663A	STD	1	\$0.00
Trim:	XLT	STD	1	\$0.00
Engine:	7.3L DEVCT NA PFI V8 Engine	STD	1	\$0.00
Transmission:	10-Speed Auto Torqshift	STD	1	\$0.00
Axle:	4.88 Ratio Limited Slip Axle (X8L)	\$360.00	1	\$360.00
GVWR:	19,500 lbs. GVWR (see option 68M)	INC	1	\$0.00
Tires:	225/70R19.5G BSW Max Trac Tire (TGK)	\$195.00	1	\$195.00

ADDITIONAL OPTIONS

Order Code	Description	Item Price	Quantity	Price
166	Carpet Delete	-\$46.00	1	-\$46.00
17V	XLT Value Package	\$1,961.00	1	\$1,961.00
	- Backglass Defrost	INC	1	\$0.00
	- Fog Lamps	INC	1	\$0.00
	- Adjustable Gas/Brake Pedal	INC	1	\$0.00
	- Remote Start System	INC	1	\$0.00
	- Heated Front Seats	INC	1	\$0.00
	- 8-Way Power Seat (DRIVER)	INC	1	\$0.00
18B	Platform Running Boards	\$405.00	1	\$405.00
473	Snow Plow Package	\$228.00	1	\$228.00
68M	Payload Plus Upgrade Package	\$1,051.00	1	\$1,051.00
872	Rear View Camera & Prep Kit	\$377.00	1	\$377.00
43C	120V/400W Outlet	STD	1	\$0.00
65Z	Aft-Of-Axle Fuel Tank	STD	1	\$0.00
67B	Dual Extra Heavy-Duty Alternator	STD	1	\$0.00
86M	Dual Batteries (78 Amp.)	STD	1	\$0.00
	MN Transit Tax	\$20.00	1	\$20.00

Quantity: 1

Per Unit: \$59,834.86

TOTAL

\$59,834.86

Signature: _____ Date: _____ Purchase Order # _____

*** Signature and Purchase Order required ***

Delivery Address: _____



SMALL CITY  BIG FUTURE

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To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: May 17, 2024

Re: **Item 6B** – Supplemental Letter Agreement (SLA) with SEH for Sealcoat

Item 6B – Based upon the number of streets overlaid during the last few years, I am recommending a larger project for 2024, in the neighborhood of \$300,000 +.

With the debt service schedule for the 2023 project, the payment in 2024 is around is \$406,000. We have budgeted \$700,000 in the general fund for the debt service and \$200,00 from Water and Wastewater = \$900,000.

With a larger project in 2024, this will exceed the amount the City can quote and will have to go through a bidding process. SEH will prepare specifications and assist in the bidding process in 2024.

It is recommended to approve the SLA with SEH for Sealcoat Administration of \$6,900.00

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Supplemental Letter Agreement

In accordance with the Master Agreement for Professional Services between City of Glencoe ("Client"), and Short Elliott Hendrickson Inc. ("Consultant"), effective January 1, 2020, this Supplemental Letter Agreement dated May 20, 2024, authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: 2024 Seal Coat Project.

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

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

Scope: The Services to be provided by Consultant:

Scope of work includes preparing cost estimates for work to be completed. Preparation of bid documents including plan, specifications, and bid form. Tabulation of bids and construction administration services related to preparing application for payment documents. Services do not include on site Resident Project Representative during seal coating operations. See attached Task Hour Budget dated May 20, 2024, for a list of tasks to be completed.

Schedule: We will start work upon receipt of a signed copy of this Agreement.

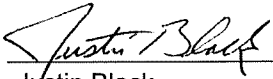
Payment: The fee is hourly not-to-exceed \$6,800 including expenses and equipment.

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

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

Short Elliott Hendrickson Inc.

City of Glencoe

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

By: _____
Full Name: _____
Title: _____

Exhibit A-1
to Supplemental Letter Agreement
Between City of Glencoe (Client)
and
Short Elliott Hendrickson Inc. (Consultant)
Dated May 20, 2024

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

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

A. Hourly Basis Option

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

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

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

B. Expenses

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

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

The Client shall pay Consultant monthly for expenses.

C. Equipment Utilization

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

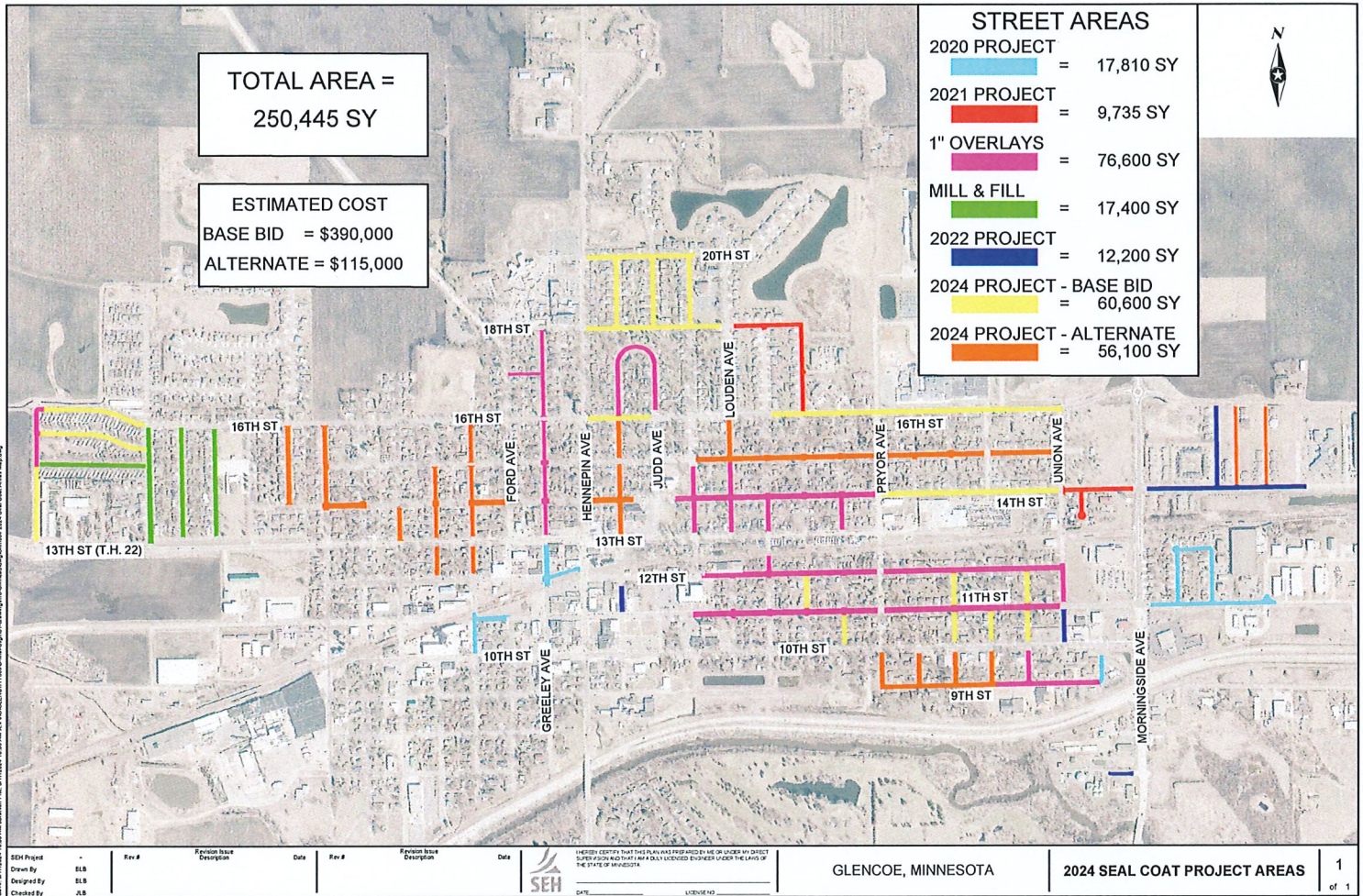
The Client shall pay Consultant monthly for equipment utilization.

DETAILED TASK HOUR BUDGET / COST ANALYSIS



Project : 2024 Seal Coat Project
Location: Glencoe, MN
Date: Monday, May 20, 2024

	Labor Hours			TOTALS
	Black Sr. Engr PE	Bratsch Proj Engr PE	Brinkman Admin Tech	
Task 1 - Project Delivery				
Information Gathering / Project Scoping / Project Initiation / Project Management	1.0	1.0	1.0	3.0
Prepare Plans and Specifications	1.0	18.0	5.0	24.0
Quantity Take Offs for Bid Documents		2.0		2.0
Bid Documents Including Ad for Bid, Addenda, and attend Bid Opening	1.0	4.0	3.0	8.0
Bid Tabulation and Review of Bids		1.0	1.0	2.0
Prepare Application For Payment		2.0	1.0	3.0
SUBTOTAL HOURS	3.0	28.0	11.0	42.0
TOTAL PROJECT FEE	\$ 6,800.00			



SEH Project - Rev # Revision Description Date Rev # Revision Description Date
 Drawn By: BLS
 Designed By: BLS
 Checked By: JLB

SEH
 I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA
 DATE: _____ LICENSE NO: _____

GLENCOE, MINNESOTA

2024 SEAL COAT PROJECT AREAS



SMALL CITY  BIG FUTURE

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

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



City of Glencoe ♦ 1107 11th Street East, Suite 107 ♦ Glencoe, Minnesota 55336
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To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: May 17, 2024

Re: **Item 7A** – Glencoe Days

Item 7A – Myranda and Jon VanDamme, Co-chairs of Glencoe Days, Inc will update the City Council on Glencoe Days 2024.

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

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



May 9, 2024

Dear Glencoe City Council,

On behalf of the Glencoe Days Committee, I would like to begin by thanking the City Council for their past support of our local Glencoe Days Celebration. This event would not be possible without the assistance from the City of Glencoe granted by the City Council.

Glencoe Days Inc. is requesting the following assistance for the 2024 Glencoe Days Celebration.

1. Assistance from the City Parks Department in setting up and tearing down at Oak Leaf Park.
2. Approve Glencoe Days, Inc. beer license for the two-day celebration (June 21st & 22nd).
3. Extend the park hours until 12:30 am for the two-day celebration.
4. Waive the Fireworks Permit for the annual fireworks show on Saturday, June 22nd at 10:00 pm.

Someone will be at the Council meeting on Monday, May 20th to answer any questions. In the meantime, please feel free to review the draft schedule of events that is enclosed.

Sincerely,

Myranda VanDamme, Co-Chair
Glencoe Days, Inc.



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To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: May 17, 2024

Re: **Item 7B** – Veto of Resolution 2024 -06

Item 7B – Mayor Voss Vetoed Resolution 2024 – 06 regarding the EDA board makeup.

Attached is the Veto and a copy of the Resolution. To override the veto, the City Council must approve the Resolution by a 4 to 1 vote.

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

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

VETO NO. 2024-01

**A MAYORAL VETO PERTAINING TO RESOLUTION 2024-06 – ENABLING
RESOLUTION OF THE GLENCOE ECONOMIC DEVELOPMENT AUTHORITY**

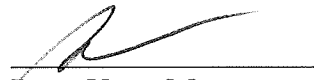
WHEREAS, a certain Resolution No. 2024-06 was passed by the City Council at its regular meeting on May 6, 2024 regarding the City of Glencoe’s Economic Development Authority Enabling Resolution.

WHEREAS, the above referenced resolution was passed by and through a 3-2 roll call vote in which Councilwoman Olson and Councilman Hueser were the sole nay votes.

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

- 1) The Mayor holds certain veto powers, per section 2.09 of the City’s Charter, and accordingly, the Mayor is hereby vetoing the above referenced action of the City Council.

Passed by the Mayor of the City of Glencoe, Minnesota this 15th day of May, 2024.



Ryan Voss, Mayor

RESOLUTION NO. 2024 - 06

RESOLUTION ENABLING THE CREATION OF AN ECONOMIC DEVELOPMENT AUTHORITY IN THE CITY OF GLENCOE, MINNESOTA

WHEREAS, the City is authorized by Minnesota Statutes, Sections 469.090 to 469.1081 (the “EDA Act”) to establish an economic development authority to coordinate and administer economic development and redevelopment plans and programs for the City.

WHEREAS, the City Council has now determined to establish an economic development authority pursuant to the EDA Act.

WHEREAS, the City Council has, in accordance with Section 469.093 of the EDA Act, provided public notice and conducted a public hearing on the date hereof at which all persons wishing to be heard were given an opportunity to express their views, concerning the establishment of an economic development authority.

NOW, THEREFORE, BE IT RESOLVED, that:

Section 1. Enabling Authority.

1.01. The Glencoe Economic Development Authority (the “EDA”) is hereby established pursuant to this Enabling Resolution.

1.02. The EDA board of commissioners shall be composed of 8 members, who shall be the following:

- the Mayor of the City Council;
- Two (2) City council members, appointed by the Mayor and approved by the City Council; and
- Five (5) independent commissioners appointed by majority vote of the City Council.

1.03. For the Mayor and the City Councilors serving on the Board, the terms of office shall coincide with their terms of office as members of the City Council. For the non-mayor or city councilor commissioners, they shall initially serve for a term duration designated by Minnesota Statute 469.095, subdivision 2(c). After the first appointment by the City Council, non-mayoral or city council commissioners shall serve terms as designated by designated by Minnesota Statute 469.095, subdivision 2(c). ~~and shall not serve more than 2 terms.~~

1.04. A vacancy is created in the membership of the EDA when a City Council member of the board of commissioners ends Council membership. A vacancy for this or any other reason must be filled for a new term, or the balance of the unexpired term, in the manner in which the original appointment was made.

1.05. The City Council shall make available to the EDA such appropriations as it deems fit for salaries, fees, and expenses necessary in the conduct of its work. The EDA shall have authority to expend all budgeted sums so appropriated and recommend the expenditures of other sums made available for its use from grants, gifts, and other sources for the purposes and activities authorized by this resolution.

Section 2. Officers and Meetings.

2.01. The EDA shall elect a president, vice president, treasurer, assistant treasurer, and secretary annually. A

member must not serve as president and vice-president at the same time. The other offices may be held by the same member. The other offices of the secretary and assistant treasurer need not be held by a member.

- 2.02. The EDA shall adopt rules and procedures not inconsistent with the provisions of this Enabling Resolution or as provided in Section 469.096 of the Enabling Act, and as may be necessary for the proper execution and conduct of its business. The EDA shall adopt bylaws and rules to govern its procedures and for the transaction of its business and shall keep a record of attendance at its meetings and/or resolutions, transactions, findings, and determinations showing the vote of each member on each question requiring a vote, or if absent or abstaining from voting, indicating such fact. The records of the EDA shall be a public record, except for those items classified by law as nonpublic data.'
- 2.03. The EDA shall meet at least annually and shall annually adopt a meeting schedule. Special meetings may be called by the president as needed.
- 2.04. All administrative procedures, including contract for services, purchases of supplies, and financial transactions and duties, shall be outlined in the bylaws of the EDA.
- 2.05. Commissioners shall be compensated pursuant to Minnesota Statute 469.095, subdivision 4 which shall include a per meeting stipend of \$25.00.

Section 3. Functions, Powers, and Duties.

- 3.01. Except as specifically limited by the provisions of Section 6 of this Enabling Resolution, the EDA shall have the authority granted it pursuant to the EDA Act.
- 3.02. The EDA may be a limited partner in a partnership whose purpose is consistent with the EDA's purpose.
- 3.03. The EDA may issue general obligation bonds and revenue bonds when authorized by the City Council and pledge as security for the bonds the full faith, credit, and resources of the City or such revenues as may be generated by projects undertaken by the EDA.
- 3.04. The EDA may cooperate with or act as agent for the federal or state government or a state public body, or an agency or instrumentality of a government or other public body to carry out the powers granted it by the EDA Act or any other related federal, state, or local law in the area of economic development district improvement.
- 3.05. The EDA may annually develop and present an economic development strategy and present it to the City Council for consideration and approval.
- 3.06. The EDA may join an official, industrial, commercial, or trade association or other organization concerned with such purposes, hold reception of officials who may contribute to advancing the City and its economic development, and carry out other appropriate public relations activities to promote the city and its economic development.
- 3.07. The EDA may perform such other duties which may be lawfully assigned to it by the City.

All city employees shall, upon request and within a reasonable time, furnish the EDA or its employees or agents such available records or information as may be required in its work. The EDA or its employees or agents may, in the performance of official duties, enter upon lands and make

examinations or surveys in the same manner as other authorized City agents or employees and shall have such other powers as are required for the performance of official functions in carrying out the purposes of this resolution.

Section 4. Limitations of Power.

4.01. The following limits apply to the EDA and its operation:

- a) The sale of bonds or other obligations of the EDA must be approved by the City Council.
- b) The EDA must follow the budget process for City departments in accordance with City policies, ordinances, and resolutions and the City charter.
- c) Development and redevelopment actions of the EDA must be in conformity to the City comprehensive plan and official controls implementing the comprehensive plan.
- d) The EDA must submit its plans for development and redevelopment to the City Council for approval in accordance with City planning procedures and laws.
- e) Except when previously pledged by the EDA, the City Council may, by resolution, require the EDA to transfer any portion of the reserves generated by activities of the EDA that the City Council determines are not necessary for the successful operation of the EDA to the debt service funds of the city to be used solely to reduce tax levies for bonded indebtedness of the City.
- f) The administrative structure and management practices and policies of the EDA must be approved by the City Council.
- g) The EDA shall submit all planned activities for influencing the action of any other governmental agency, subdivision, or body to the City Council for approval.

4.02. The EDA may exercise all the powers under the EDA Act, including, but not limited to, the following:

- a) all powers under the HRA Act.
- b) all powers of a city under Minnesota Statutes, Section 469.124 to 469.134.
- c) all powers and duties of a redevelopment agency under Minnesota Statutes, Sections 469.152 to 469.165 for a purpose in the HRA Act or the EDA Act, and all powers and duties in the HRA Act and the EDA Act for a purpose in Minnesota Statutes, Sections 469.152 to 469.165.9.
- d) the authority to acquire property, exercise the right of eminent domain; make contracts for the purpose of redevelopment and economic development; serve as a limited partner in a partnership whose purpose is consistent with the EDA's purpose; buy supplies and materials needed to carry out development within the EDA Act; and operate and maintain public parking facilities.
- e) the authority to issue bonds in accordance with the EDA Act and the HRA Act.
- f) the authority to levy special benefit taxes in accordance with Section 469.033, subdivision 6 of the HRA Act in order to pay or finance public redevelopment costs (as defined in the HRA Act), subject to approval by the City Council in accordance with Section 469.033, subdivision 6.24.

g) all powers under Minnesota Statutes, Sections 469.474 to 469.179.26

4.03. As provided in the EDA Act, it is the intention of the City Council that nothing in this resolution nor any activities of the EDA are to be construed to impair the obligations of the City or HRA under any of their contracts or to affect in any detrimental manner the rights and privileges of a holder of a bond or other obligation heretofore issued by the City or the HRA.

Section 5. Implementation.

5.01. The City Council will from time to time and at the appropriate time adopt such ordinances and resolutions as are required and permitted by the EDA Act to give full effect to this resolution.

5.02. The Mayor, the City Administrator, and other appropriate City officials are authorized and directed to take the actions and execute and deliver the documents necessary to give full effect to this resolution.

5.03. Nothing in this resolution is intended to prevent the City from modifying this Enabling Resolution to impose new or different limitations on the EDA as authorized by the EDA Act.

WHEREUPON said resolution was declared duly passed and adopted



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

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



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To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: May 17, 2024

Re: **Item 7C** – Biscay Water System Maintenance Contract

Item 7C – Biscay Mayor Gary Koch will be at the City Council meeting to ask for assistance from the City of Glencoe to maintain the Biscay Water System. PW Director Lemen attended the Biscay City Council meeting on May 15th.

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

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



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To: Mayor and City Council

From: Mark Lemen, Public Works Director

Date: May 20, 2024

RE: Biscay Water Treatment and Distribution Maintenance Agreement

The City of Biscay has requested the City of Glencoe to provide a bid for the operation of their water treatment and distribution system. The City of Biscay previously contracted the operation of their water treatment system through a private operator.

Following a discussion at the Glencoe Council workshop on 5/13/24, I followed Glencoe Council's recommendation and attended the Biscay City Council meeting on Wednesday 5/15/24 to inform Biscay City Council that the City of Glencoe is interested in providing services as the operating contractor for their water system for the immediate future with a potential of further adjustments to the agreement at a later time. In addition, I informed the Biscay City Council that they should begin talks with a grant specialist to see what grants they may be eligible for to upgrade their water treatment system to address their water quality concerns. The Biscay City Council motioned to begin that process.

There were two options discussed with Biscay City Council, whereas the council was very interested in both. However, the first option of simply acting as the contracted operator of the Biscay water system is the most practical process to move forward with at this juncture.

The Biscay City Council was very receptive to the City of Glencoe acting as the contracted service provider and asked if we may be able to begin contracted services for their water supply system July 1, 2024. Definitive terms were not discussed at this time. There were preliminary costs discussed based on the Glencoe fee schedule, however, definitive terms will depend on operational duties and Glencoe City Council approval.



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There are several actions the City of Glencoe and the City of Biscay must perform in order to move forward. There should be a definitive maintenance contract outlining liabilities, cost responsibilities, and operational processes drafted. Furthermore, a complete inventory of the Biscay water system must be recorded and verified. The inventory must include age and the condition of infrastructure and treatment equipment.

Biscay Mayor Gary Koch will be in attendance at Monday's City Council Meeting to discuss the potential relationship with the City of Glencoe and answer any questions you may have.

I do believe this is a feasible endeavor for the City of Glencoe and would request that the approval of the beginning steps to move forward. If at any time during the preliminary steps the venture appears to be cost prohibitive or too much of a liability, the City of Glencoe should reserve the right to withdraw from the process.

It is recommended that the City Council authorize City Attorney Ostlund to draft a water maintenance contract with the City of Biscay, and that preliminary draft be completed for review by the City Council at their June 3rd meeting.



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To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: May 17, 2024

Re: **Item 7D** – Registered Land Survey (RLS) # 42

Item 7D – It is the recommendation of the Planning and Industrial Commission to approve RLS #42 for the Dollar General Store on west side of Glencoe on land to be purchased from Seneca Foods.

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

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



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Planning and Industrial Commission
Minutes
May 9, 2024

At 7:00 PM, Chair Dietz called to order the Regular meeting of the Planning and Industrial Commission with the following members present, Dietz, Scheidt, Senst, and Maynard. Absent was Commissioner Jenneke. Also present was City Council Liaison Mark Hueser, City Administrator Mark Larson, Chronicle Reporter Owen Elle.

Commissioner Scheidt made a motion to approve the minutes of the April 2024 meeting. Commissioner Senst seconded the motion with all members present voting in favor, the motion carried.

At this Registered Land Survey Number 42 was presented for approval. City Administrator Larson recommended approval of RLS #42 for the Dollar General Store. He noted that Tract A will be the location of Dollar General, Tract A1 will be the location of the Storm Water pond for Dollar General, Tract C1 will be the location of the access road and dedicated to the public for Fir Avenue, Tract C2 will be for future Fir Avenue, and Tract B will be for future development. Tract C2 and Tract B will remain under the ownership of Seneca Foods. Larson said that he had talked with Seneca Foods and they are in agreement with RLS #42. Larson also noted that Dollar General had received the approvals from MNDOT for the access on Fir Avenue and will be constructing a right turn lane on TH 22 for East bound traffic.

Scheidt made the motion to approve RLS #42, Commissioner Scheidt seconded the motion with all members present voting in favor, the motion carried.

Larson reviewed a letter from City Attorney Ostlund regarding the zoning code and that Ostlund would be meeting with the Planning Commissioners individually to get their input.

Larson update the Commission on the MNDOT Detour for the Morningside Avenue Roundabout project.

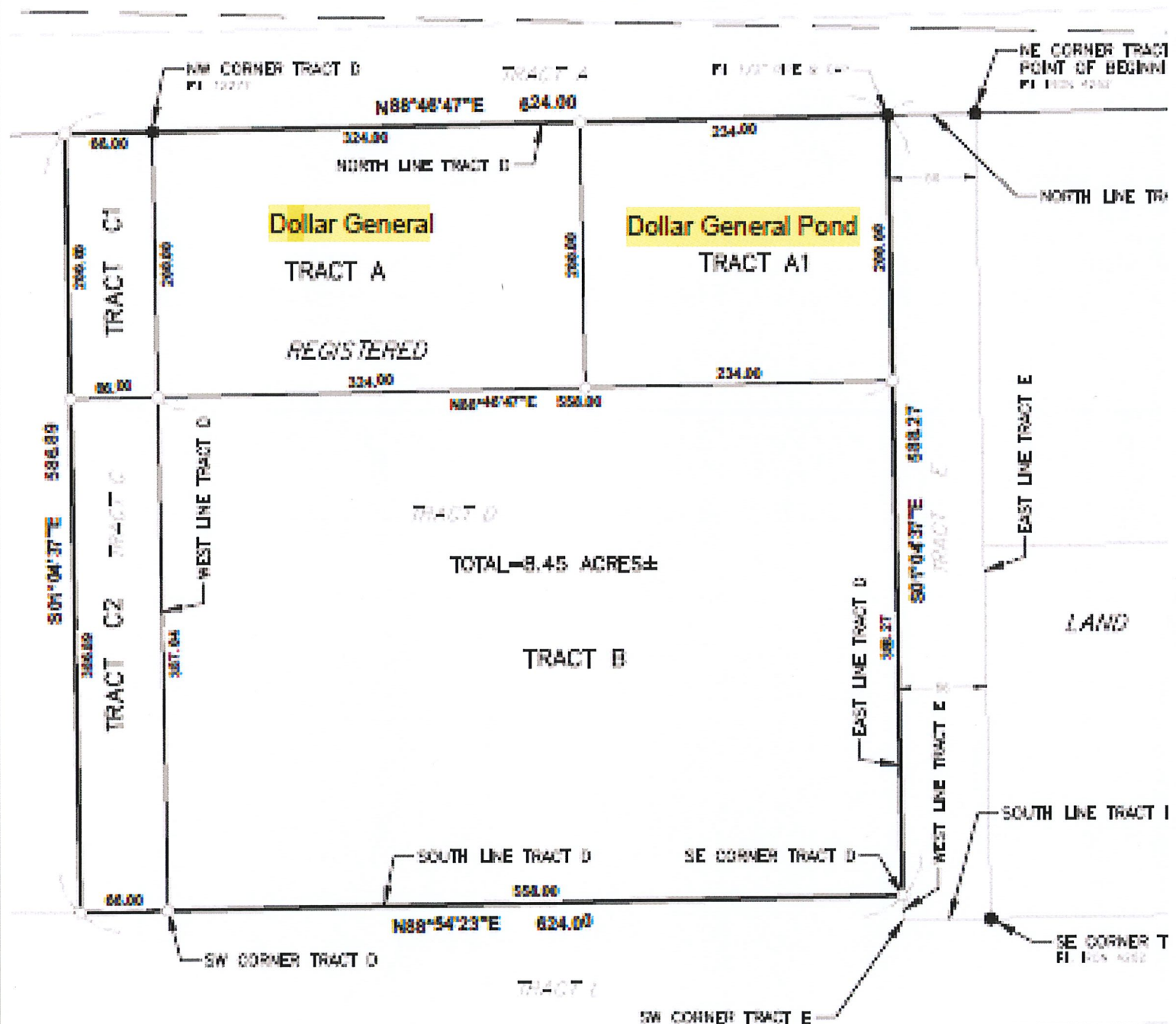
Commission Senst made the motion to adjourn, Commissioner Scheidt seconded the motion with all members present voting in favor, the motion carried. The meeting was adjourned at 7:30 PM.

Respectfully submitted,
Mark D. Larson
City Administrator

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

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

TRUNK HIGHWAY 22 (13th STREET W)





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To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: May 17, 2024

Re: **Item 7E** – Community Service Officer

Item 7E – Chief Padilla is recommending hiring a community service officer to replace the two that were recently appointed to full-time officer status.

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

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

Glencoe Police Department

Memo

To: Glencoe City Council

From: Tony Padilla- Chief of Police

cc:

Date: May 15, 2024

Re: Approval to hire part time Community Service Officer

I would like to recommend Tanique Ingram for a part-time position with the Glencoe Police Department as a Community Service Officer. The hours would vary between 16-20 hours per week. More in the summer, less during the school year. The department has been short two officers for over 5 straight months of 2024 resulting in a savings of approximately \$100,000.00.

This position has proven to be of great value to the police department. The CSO positions have backfilled open police officer positions, assisted officers with medicals, been primary enforcement authority regarding blight, taken parking complaints, handled low priority calls to allow officers to take higher priority calls within our community.

Tanique is from Brownston and Graduated in 2023 from Glencoe Silver Lake High School. Tanique is currently attending Alexandria Community College for Law Enforcement and is on track to graduate in May 2025. Tanique has gone on several ride alongs with our department and knows all the members of the department.

Tanique is a member of the MN National Guard and serves in C Co 2-136 IN BN where she has been serving for the past two years, as a Supply Specialist. Tanique oversees millions of dollars' worth of equipment which she has been described as an excellent Soldier by her supervisor.

I believe Tanique will be a great addition to the Glencoe Police Department.



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To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: May 17, 2024

Re: **Item 7E** – Annexation of Heil Property

Item 7E – Attached is Resolution 2024-07 to Annex the Allen Heil Property at 2170 Ford Avenue. The reason for the annexation is to connect to the Glencoe Water and Sanitary Sewer utilities.

The property will tie into the Glencoe Regional Health (GRH) Lift Station near Orchard Estates.

A separate agreement is required with GRH for the City to take over the maintenance of the lift station.

It is recommended to approve Resolution 2024-07.

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

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

Resolution 2024 -06
IN THE MATTER OF THE ORDERLY ANNEXATION BETWEEN
THE CITY OF GLENCOE AND GLENCOE TOWNSHIP
PURSUANT TO MINNESOTA STATUTES § 414.0325

WHEREAS, the City of Glencoe and Glencoe Township jointly agree to designate and request the immediate annexation of the following described land located within Glencoe Township to the City of Glencoe, County of McLeod, Minnesota;

See proposed descriptions on the attached Exhibit “A”

Tax ID: 04.011.1200

and

WHEREAS, the City of Glencoe and Glencoe Township are in agreement as to the orderly annexation of the unincorporated land described; and

WHEREAS, Minnesota Statutes § 414.0325 provides a procedure whereby the City of Glencoe and Glencoe Township may agree on a process of orderly annexation of a designated area; and

WHEREAS, the City of Glencoe and Glencoe Township have agreed to all the terms and conditions for the annexation of the above-described lands; and the signatories hereto agree that no alteration of the designated area is appropriate and no consideration by the Chief Administrative Law Judge is necessary. The Chief Administrative Law Judge may review and comment, but shall within thirty (30) days, order the annexation in accordance with the terms of the resolution.

NOW, THEREFORE, BE IT RESOLVED, jointly by the City Council of the City of Glencoe and the Township Board of Glencoe Township as follows:

1. **(Property.)** That the following described land is subject to orderly annexation pursuant to Minnesota Statutes § 414.0325, and that the parties hereto designate the area for orderly annexation; and agree that the land be immediately annexed:

See proposed descriptions on the attached Exhibit “A”

Tax ID: 04.011.1200

2. **(Acreage/Population/Usage.)** That the orderly annexation area consists of approximately 1.27 acres, more or less, the population in the area is approximately two (2), and the current land use types are single family residential.

3. **(Jurisdiction.)** That Glencoe Township and the City of Glencoe, by submission of this joint resolution to the Municipal Boundary Adjustment Unit of the Office of Administrative Hearings, confers jurisdiction upon the Chief Administrative Law Judge so as to accomplish said orderly annexation in accordance with the terms of this resolution.

4. **(Municipal Reimbursement).** Minnesota Statutes § 414.036.
a. **Reimbursement to Towns for lost taxes on annexed property.**

The City of Glencoe shall make a lump sum payment to Glencoe Township without delay in the amount of \$383.64.

b. Assessments and Debt.

That pursuant to Minnesota Statutes § 414.036 with respect to any special assessment assigned by the Township to the annexed property and any portion of debt incurred by the Township prior to the annexation and attributable to the property to be annexed, but for which no special assessments are outstanding, for the area legally described (herein or attached exhibit) there are (1) no special assessments or debt.

6. **(Review and Comment).** The City of Glencoe and Glencoe Township agree that upon receipt of this resolution, passed and adopted by each party, the Chief Administrative Law Judge may review and comment, but shall within thirty (30) days, order the annexation in accordance with the terms of the resolution.

Adopted by affirmative vote of all the members of the Glencoe Township Board of Supervisors this _____ day of _____ 2024.

GLENCOE TOWNSHIP

ATTEST:

By: _____
Chairperson
Board of Supervisor

By: _____
Township Clerk

Adopted by affirmative vote of the City Council of _____ this _____ day of _____ 2024.

CITY OF GLENCOE

ATTEST:

By: _____
Ryan Voss, Mayor

By: _____
Mark Larson, City Administrator

Approved this _____ day of _____ 20__

Exhibit "A"

That part of the West one-half of the Southeast Quarter of Section Eleven (11) in Township One Hundred Fifteen (115) North of Range Twenty-eight (28) West of the 5th P.M., described as:

Beginning at a point on the East line of said tract 939 feet South of the Northeast Corner thereof; thence North along said East line 125 feet; thence West 498 feet; thence Southeasterly on a line 33 feet East of the centerline of former Trunk Highway 22 to a point 391 feet West of the point of beginning; and thence East 391 feet to the point of beginning.



Parcel ID: 040111200

Acres: 1.27

Taxpayer Name: ALLEN E HEIL

Taxpayer Address: 2170 FORD AVE, GLENCOE MN 55336

Property Address: 2170 FORD AVE N, GLENCOE MN 55336

Owner Name: ALLEN E HEIL

Owner Address: 2170 FORD AVE, GLENCOE MN 55336

Land Value: 73800

Building Value: 131600

Total Value: 205400

Year Built: 1958

Bedrooms: 2

Bathrooms:

Total Square Feet: 1228.0

Stories: 1

Legal Description: SECT-11 TWP-115 RANGE-028 1.27 AC 1.27 AC OF W 1/2 SE 1/4



Printed 05/17/2024

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.



SMALL CITY & BIG FUTURE

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

This page is blank to separate agenda items.

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

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

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

Department: Streets/Parks/Airport/Cemetery

Supervisor Name: Jamie Voigt

Month: April

Week of Week of 4/1/24

Street shop breakroom floor clean/wax
Mosquito spray training
Baseball maintenance fence/sprinklers
Baseball parking lot fill/grade
Campground extend sites 1-6
Garbage route
Equipment maintenance/repairs

Week of 4/8/24

Street shop hallway, offices clean/wax
Street shop breakroom clean/ put back tables
Safety meeting/SafeAssure training
Fire Extinguisher/Ladder inspections Leaf pickup
AFO pool training/test (Josh, Jeff)
Catch basin check/clean
Branch cleanup streets wind
Garbage route
Equipment maintenance/repairs

Week of 4/15/24

Detail breakroom, bathrooms
Street sweeping
Oak Leaf signs repair/move/install
Campground extend sites 7-15
Cemetery Mark (2) Cremation (1)
Equipment maintenance/repairs

Week of 4/22/24

Street sweeping
Start turning on water baseball, parks
Lawn mowers maintenance., prep
Mow baseball, softball
Clean out shelters
Cemetery mark (1) cremation (1)
Garbage route
Equipment maintenance/repairs

Week of 4/29/24

Street sweeping

Catch basin check/clean

Branch cleanup streets, cemetery wind

Snow equipment removed/in storage

Turn water on Campground, bathrooms, shelters

Clean shelters, bathrooms

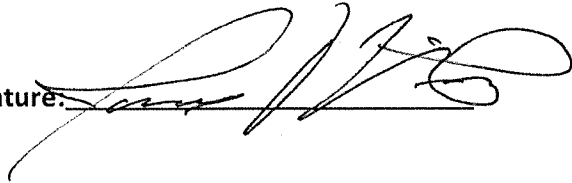
Mow Oak Leaf route

Cemetery Cremation (1)

Garbage route

Equipment maintenance/repairs

Signature.

A handwritten signature in black ink, appearing to be "D. J. G.", written over a horizontal line.



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CITY OF GLENCOE BILLS

MAY 20, 2024

** PREPAID PAYROLL & WIRE TRANSFER BILLS **

VENDOR	DEPARTMENT: DESCRIPTION	TOTAL
CITY OF GLENCOE EMPLOYEES	MULTIPLE DEPTS.: CITY OF GLENCOE PAYROLL 2-21-24	\$70,002.08
WIRE TRANSFER	MULT DEPTS: STATE SALES TAX	\$16,785.00
WIRE TRANSFER	MULT DEPTS:EMP/CITY PAYROLL TAXES,HSA,PERA,D COMP,CAFE	\$50,499.66
TOTAL PREPAID BILLS ----->		<u>\$137,286.74</u>

INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

MAY 20, 2024 PREPAID BILLS

Date: 05/17/2024

Time: 1:17 pm

Page: 1

City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
A.H. HERMEL CO.	0573	LIQUOR: MERCH FOR RESALE	180455	02/16/2024	680.34
				Vendor Total:	680.34
ARCTIC GLACIER USA, INC	0495	LIQUOR: MERCH FOR RESALE	180456	02/16/2024	332.95
				Vendor Total:	332.95
ARTISAN BEER COMPANY	1258	LIQUOR: MERCH FOR RESALE	180471	02/26/2024	215.73
				Vendor Total:	215.73
BOBBING BOBBER BREWING COM	1802	LIQUOR: MERCH FOR RESALE	180457	02/16/2024	32.97
BOBBING BOBBER BREWING COM	1802	LIQUOR: MERCH FOR RESALE	180472	02/26/2024	65.94
				Vendor Total:	98.91
BREAKTHRU BEVERAGE	0513	LIQUOR: MERCH FOR RESALE	180463	02/16/2024	4,193.39
BREAKTHRU BEVERAGE	0513	LIQUOR: MERCH FOR RESALE	180473	02/26/2024	2,240.95
				Vendor Total:	6,434.34
C & L DISTRIBUTING	0492	LIQUOR: MERCH FOR RESALE	180458	02/16/2024	16,490.00
C & L DISTRIBUTING	0492	LIQUOR: MERCH FOR RESALE	180474	02/26/2024	21,401.65
				Vendor Total:	37,891.65
CROW RIVER WINERY	2067	LIQUOR: MERCH FOR RESALE	180464	02/16/2024	680.40
				Vendor Total:	680.40
DAHLHEIMER BEVERAGE	0003	LIQUOR: MERCH FOR RESALE	180459	02/16/2024	11,923.65
DAHLHEIMER BEVERAGE	0003	LIQUOR: MERCH FOR RESALE	180475	02/26/2024	9,362.00
				Vendor Total:	21,285.65
DENNEY, TERRI	0423	WATER: REISSUE CHECK 172816	180476	02/26/2024	83.11
				Vendor Total:	83.11
FORESTEDGE WINERY	0499	LIQUOR: MERCH FOR RESALE	180465	02/16/2024	552.00
				Vendor Total:	552.00
HAYES, SUMMER	1938	CEMETERY: REISSUE CHECK 173931	180477	02/26/2024	645.72
				Vendor Total:	645.72
JOHNSON BROS - ST PAUL	0504	LIQUOR: MERCH FOR RESALE	180466	02/16/2024	6,566.63
JOHNSON BROS - ST PAUL	0504	LIQUOR: MERCH FOR RESALE	180478	02/26/2024	9,449.87
				Vendor Total:	16,016.50
MARLIN'S TRUCKING	1387	LIQUOR: MERCH FOR RESALE	180460	02/16/2024	670.25
MARLIN'S TRUCKING	1387	LIQUOR: MERCH FOR RESALE	180479	02/26/2024	558.25
				Vendor Total:	1,228.50
MINNESOTA CHILD SUPPORT	1646	POLICE: CHILD SUPPORT PAYMENT	180480	02/26/2024	279.18
				Vendor Total:	279.18
MINNESOTA PUBLIC EMPLOYEE	1439	POLICE: UNION DUES	180481	02/26/2024	88.60
				Vendor Total:	88.60
NCPERS GROUP LIFE INS	1619	ADMIN: INSURANCE PREMIUMS	180482	02/26/2024	16.00
				Vendor Total:	16.00
NORDBY, MISTY	0401	POLICE: REISSUE CHECK 173474	180483	02/26/2024	526.05
				Vendor Total:	526.05
PHILLIPS WINE & SPIRITS, INC.	1010	LIQUOR: MERCH FOR RESALE	180467	02/16/2024	5,527.00
PHILLIPS WINE & SPIRITS, INC.	1010	LIQUOR: MERCH FOR RESALE	180484	02/26/2024	1,573.51
				Vendor Total:	7,100.51
PPLSI	0485	MULT DEPTS: INS PREMIUMS	180485	02/26/2024	112.60
				Vendor Total:	112.60
SCHEIDT, ELLIE	0637	AQUATIC: REISSUE CHECK 174609	180486	02/26/2024	196.37
				Vendor Total:	196.37
SECURITY BANK & TRUST CO.	0259	LIQUOR: BAR CASH REIMB.	180487	02/26/2024	368.50
				Vendor Total:	368.50

INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

MAY 20, 2024 PREPAID BILLS

Date: 05/17/2024
Time: 1:17 pm
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City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
SOUTHERN GLAZER'S OF MN	1429	LIQUOR: MERCH FOR RESALE	180468	02/16/2024	1,203.00
SOUTHERN GLAZER'S OF MN	1429	LIQUOR: MERCH FOR RESALE	180488	02/26/2024	5,841.95
				Vendor Total:	7,044.95
VANDAMME, MYRANDA	0028	COUNCIL: REISSUE CHECK 175031	180489	02/26/2024	107.50
				Vendor Total:	107.50
VIKING BEVERAGES	0973	LIQUOR: MERCH FOR RESALE	180461	02/16/2024	7,410.90
VIKING BEVERAGES	0973	LIQUOR: MERCH FOR RESALE	180490	02/26/2024	7,843.00
				Vendor Total:	15,253.90
VIKING COCA-COLA BOTTLING CC	0494	LIQUOR: MERCH FOR RESALE	180462	02/16/2024	50.65
				Vendor Total:	50.65
VINOCOPIA, INC.	1353	LIQUOR: MERCH FOR RESALE	180469	02/16/2024	762.01
				Vendor Total:	762.01
WINE MERCHANTS	0667	LIQUOR: MERCH FOR RESALE	180470	02/16/2024	1,509.00
WINE MERCHANTS	0667	LIQUOR: MERCH FOR RESALE	180491	02/26/2024	120.00
				Vendor Total:	1,629.00
				Grand Total:	119,681.62
				Less Credit Memos:	0.00
				Net Total:	119,681.62
				Less Hand Check Total:	0.00
				Outstanding Invoice Total :	119,681.62
Total Invoices:		37			

INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

MAY 20, 2024 - REGULAR BILLS

Date: 05/17/2024

Time: 1:06 pm

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City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
AKO ELECTRIC INC	1468	LIQUOR: OUTDOOR LIGHT	0	00/00/0000	93.15
				Vendor Total:	93.15
ALEX AIR APPARATUS 2 LLC	2153	FIRE: EQUIPMENT FOR NEW FIRETRUCK	0	00/00/0000	14,093.46
				Vendor Total:	14,093.46
ANDOVER ARMS LLC	2273	PUBLIC SAFETY AID: NEW HIRE EQUIPMENT	0	00/00/0000	1,050.00
				Vendor Total:	1,050.00
ASPEN MILLS	1527	FIRE: UNIFORMS	0	00/00/0000	32.85
				Vendor Total:	32.85
AT&T MOBILITY	1205	MULT DEPTS: CELL PHONE BILL	0	00/00/0000	725.42
				Vendor Total:	725.42
BLUE CROSS BLUE SHIELD OF MII	1254	MULT DEPS: INSURANCE PREMIUMS	0	00/00/0000	41,448.85
				Vendor Total:	41,448.85
BORDER STATES INDUSTRIES INC	0852	ADMIN, WATER, CITY CENTER: LIGHT BULBS, THERMOSTAT	0	00/00/0000	759.28
				Vendor Total:	759.28
BUFFALO CREEK WATERSHED	0911	STORM WATER: MARSH CREEK PROJECT PAYMENT	0	00/00/0000	20,071.57
				Vendor Total:	20,071.57
CARD SERVICES	0330	MULT DEPTS: BAR SUPPLIES, WATER, FUEL, LAB SUPPLIES	0	00/00/0000	221.77
				Vendor Total:	221.77
CENTERPOINT ENERGY	0204	MULT DEPTS: NATURAL GAS BILLS	0	00/00/0000	6,832.96
				Vendor Total:	6,832.96
CLAREY'S SAFETY EQUIPMENT IN	0333	FIRE: COUPLING, CAPS & PLUGS	0	00/00/0000	233.98
				Vendor Total:	233.98
CLIFTONLARSONALLEN LLP	2090	ADMIN: AUDITING FEES	0	00/00/0000	17,115.00
				Vendor Total:	17,115.00
COALITION OF GREATER MN CITIE	1514	COUNCIL: TRAINING	0	00/00/0000	70.00
				Vendor Total:	70.00
DAKOTA SUPPLY GROUP	0523	WATER: BLADES, ADAPTERS, COUPLINGS	0	00/00/0000	774.23
				Vendor Total:	774.23
FOSTER MECHANICAL, INC.	0647	ADMIN, LIBRARY, CITY CENTER: WATER HEATER REPLACEMENT	0	00/00/0000	12,408.00
				Vendor Total:	12,408.00
FRANKLIN PRINTING INC.	0085	POLICE, WATER, WWTP: OFFICE SUPPLIES	0	00/00/0000	388.73
				Vendor Total:	388.73
GALLS, LLC	0452	POLICE: ENTRY TOOL	0	00/00/0000	560.24
				Vendor Total:	560.24
GAVIN, JANSSEN, STABENOW &	0087	POLICE: LEGAL SERVICES	0	00/00/0000	4,951.75
				Vendor Total:	4,951.75
GLENCOE AREA CHAMBER OF CO	0094	REIMB: HOTEL STUDY FEES	0	00/00/0000	948.80
				Vendor Total:	948.80
GLENCOE CO-OP ASSN.	1842	MULT DEPTS: FUEL	0	00/00/0000	4,299.59
				Vendor Total:	4,299.59
GLENCOE FLEET SUPPLY	2074	MULT DEPTS: BATTERIES, HARDWARE, PAINT, SM TOOLS, MAINT SUPPLIES	0	00/00/0000	1,292.97
				Vendor Total:	1,292.97
GLENCOE REGIONAL HEALTH	0099	FIRE: EMPLOYEE TESTING	0	00/00/0000	215.84
				Vendor Total:	215.84

INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

MAY 20, 2024 - REGULAR BILLS

Date: 05/17/2024

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City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
HERALD JOURNAL PUBLISHING	1442	ADMIN, FIRE: PUBLISHING, ADVERTISING	0	00/00/0000	443.68
				Vendor Total:	443.68
HILLYARD HUTCHINSON	0122	ADMIN, FIRE: CLEANING SUPPLIES	0	00/00/0000	1,148.10
				Vendor Total:	1,148.10
HUEMOELLER, GONTAREK &	1800	ADMIN: LEGAL FEES	0	00/00/0000	6,908.50
				Vendor Total:	6,908.50
HUSEMANN, MIKE	1326	FIRE: MILEAGE REIMB.	0	00/00/0000	171.52
				Vendor Total:	171.52
KONE CHICAGO	0800	ADMIN, LIBRARY, CITY CENTER: QUARTERLY ELEVATOR MAINT.	0	00/00/0000	1,118.55
				Vendor Total:	1,118.55
KWIK TRIP	1653	POLICE: FUEL	0	00/00/0000	2,115.51
				Vendor Total:	2,115.51
LAWSON PRODUCTS, INC.	1474	STREET, PARK: HARDWARE FOR REPAIRS/MAINT.	0	00/00/0000	417.94
				Vendor Total:	417.94
LIGHT & POWER COMMISSION	1484	MULT DEPTS: ELECTRICITY, CREDIT CARD & BILLING FEES	0	00/00/0000	26,186.69
				Vendor Total:	26,186.69
MACQUEEN EMERGENCY	0159	FIRE: CAMERAS & GAS MONITOR EQUIPMENT, TRUCK MAINTENANCE	0	00/00/0000	11,122.78
				Vendor Total:	11,122.78
MCLEOD COOP. POWER ASS'N.	0201	ADMIN, AIRPORT: ELECTRICITY	0	00/00/0000	722.15
				Vendor Total:	722.15
METRO SALES, INC	1066	POLICE: OFFICE EQUIPMENT LEASE	0	00/00/0000	253.63
				Vendor Total:	253.63
MHSRC-RANGE	1121	POLICE: TRAINING	0	00/00/0000	2,040.00
				Vendor Total:	2,040.00
MINI BIFF	0177	PARK, SANITATION: WASTE REMOVAL	0	00/00/0000	234.60
				Vendor Total:	234.60
MN FIRE SERVICE CERT. BOARD	0557	FIRE: FIREFIGHTER EXAMS	0	00/00/0000	252.00
				Vendor Total:	252.00
MN STATE COMMUNITY & TECHN	0008	FIRE: FIRE SCHOOL	0	00/00/0000	360.00
				Vendor Total:	360.00
MVTL, INC.	0353	WWTP: LAB TESTING	0	00/00/0000	265.80
				Vendor Total:	265.80
OFFICE OF MN. IT SERVICES	1423	POLICE: INTERNET SERVICE	0	00/00/0000	120.92
				Vendor Total:	120.92
OXYGEN SERVICE COMPANY	0653	STREET: WELDING SUPPLIES	0	00/00/0000	16.80
				Vendor Total:	16.80
PIONEERLAND LIBRARY SYSTEM	0227	REIMB: CARDS & FINES	0	00/00/0000	92.10
				Vendor Total:	92.10
PLUNKETT'S PEST CONTROL, INC	0446	ADMIN, LIQUOR: PEST CONTROL	0	00/00/0000	201.26
				Vendor Total:	201.26
PREMIUM WATERS, INC.	1081	MULT DEPTS: WATER	0	00/00/0000	221.87
				Vendor Total:	221.87
RELIANCE STANDARD LIFE INS CO	1915	MULT DEPTS: INSURANCE PREMIUMS	0	00/00/0000	1,291.19
				Vendor Total:	1,291.19
RIVERLAND COMMUNITY COLLEGE	1480	FIRE: FIRE SCHOOL REGISTRATION	0	00/00/0000	300.00
				Vendor Total:	300.00

INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

MAY 20, 2024 - REGULAR BILLS

Date: 05/17/2024

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City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
RJ KOOL	0110	CITY CENTER: LAUNDRY REPAIR	0	00/00/0000	266.95
				Vendor Total:	266.95
SAM'S TIRE SERVICE INC.	0250	POLICE: TIRES, FLAT REPAIR	0	00/00/0000	785.60
				Vendor Total:	785.60
SASCS, LLC	0022	FIRE: TRAINING	0	00/00/0000	300.00
				Vendor Total:	300.00
SEH	1757	MULT DEPTS: ENGINEERING SERVICES	0	00/00/0000	41,340.73
				Vendor Total:	41,340.73
STAR GROUP, L.L.C.	0972	FIRE: REPAIR PART	0	00/00/0000	18.69
				Vendor Total:	18.69
THOMSON REUTERS	1260	POLICE: SOFTWARE SUBSCRIPTION	0	00/00/0000	182.00
				Vendor Total:	182.00
TRI-COUNTY WATER	1016	STREET, REIMB: WATER	0	00/00/0000	10.25
				Vendor Total:	10.25
				Grand Total:	227,498.25
				Less Credit Memos:	0.00
				Net Total:	227,498.25
				Less Hand Check Total:	0.00
				Outstanding Invoice Total :	227,498.25
Total Invoices:	52				