



Mayor: Mark Hueser
Precinct 1 Councilor: Jon Dahlke
Precinct 2 Councilor: Scott Maynard
Precinct 3 Councilor: Paul Lemke
Precinct 4 Councilor: Cory Neid
At-Large Councilor: Yodee Rivera

GLENCOE CITY COUNCIL MEETING AGENDA

Tuesday, January 21, 2025 – 7:00pm

City Center Ballroom

1. PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

A. Oath of Office – Scott Maynard, Precinct 2

2. APPROVE AGENDA

3. CONSENT AGENDA

A. Pool Table Permit X 4, Pla-mor Ballroom, 1905 9th Street East, Glencoe, MN

4. PUBLIC COMMENT (agenda items only)

5. PUBLIC HEARINGS – None Scheduled

6. BIDS AND QUOTES

- A. Master Agreement and Supplemental Letter Agreement (SLA) for SEH to serve as City Engineer – Justin Black, City Engineer, SEH
- B. SLA for Engineering Services for Municipal State Aid (MSA) – Justin Black, City Engineer, SEH
- C. SLA for Wetland Mitigation for Hennepin Avenue Project – Justin Black, City Engineer, SEH
 - 1. Update on Hennepin Avenue Project

7. REQUESTS TO BE HEARD

- A. **Resolution 2025-02** - Approving Jurisdictional Transfer of State Aid Streets with McLeod County – Justin Black, City Engineer, SEH

8. ITEMS FOR DISCUSSION

- A. Cemetery Board – Authorize City Attorney to draft Ordinance Change to assign duties of the Cemetery Board to the Park Board – City Administrator
- B. Airport Commission Update from January meeting – Assistant City Administrator

9. ROUTINE BUSINESS

- A. Project Updates
- B. Economic Development
- C. Public Input
- D. Reports
- E. Close Meeting to Discuss Police Union Negotiations/Technology and IT Initiatives of City Computer System - Nuvera
- F. City Bills

10. ADJOURN



SMALL CITY  BIG FUTURE

GLENCOE CITY COUNCIL MEETING MINUTES

January 6, 2025 – 7:00 PM

City Center Ballroom

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

City Staff: Mark Ostlund, Mark Lemen, Jamie Voigt, Tony Padilla, Todd Trippel, Haylie Kusler

Others: Richard Glennie, Milan Alexander, Scott Maynard, Jessica & Jada Neid

1. PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

The Meeting was called to order by Mayor Ryan Voss.

2. CONSENT AGENDA

A. Approve Minutes of December 16, 2024

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

3. ADJOURN

Motion: Neid, seconded by Olson to adjourn the meeting. All in favor, the motion carries.

2025 ORGANIZATIONAL MEETING AGENDA

January 6, 2025

1. ADMINISTER OATH OF OFFICE TO MAYOR Mark Hueser, Council 1st Precinct Jon Dahlke, Councilor 4th Precinct Cory Neid – City Attorney

2. ELECT VICE-PRESIDENT OF THE CITY COUNCIL

Motion: Lemke, seconded by Rivera to elect Cory Neid Vice-President of the City Council. All in favor, the motion carries.

3. DESIGNATE DEPOSITORY OF CITY FUNDS

A. Security Bank & Trust Company for City of Glencoe

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

4. DESIGNATE REGULAR MEETING NIGHTS & TIME OF CITY COUNCIL MEETINGS

- A. First and Third Mondays of each month at 7:00 p.m. except for Holidays on Following Tuesday
- B. Workshops on the 2nd Monday of each month with time to be determined; currently 5:30 PM.

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

5. SET PRICES FOR FEES, RENTAL EQUIPMENT & PART-TIME LABOR FOR 2025

- A. City of Glencoe Fee Schedule (Fee changes in **BOLD**)

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

6. APPOINTMENTS MADE BY THE CITY COUNCIL

- A. Cemetery Commission – **3 open positions**; I am recommended that the duties of the Cemetery Board be assumed by the Park Board.
- B. Airport Commission – Reappoint Jonathon Lund
- C. Light & Power Commission - Reappoint Kevin Pries
- D. Library Board – **2 Open Positions**
- E. Park Board – No appointments required
- F. Planning & Industrial Commission – Appointed Amanda Johnson – December 2024
- G. Charter Commission – No appointment or reappointments required in 2025
- H. Economic Development Authority – Appoint Jon Dahlke and Cory Neid to City Council positions.
2 Open At-large Positions

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

7. LIAISONS

- A. Park Board – Yodee Rivera
- B. Library Board – Cory Neid
- C. Light & Power Commission – Paul Lemke
- D. Planning & Industrial Commission – Mark Hueser or to be determined
- E. Cemetery Commission- Open
- F. Airport Commission – Jon Dahlke
- G. Fire Department – Mark Hueser
- H. Glencoe Wine & Spirits – Mark Hueser
- I. Police Department – Mark Hueser
- J. Administration – Mark Hueser

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

REGULAR BUSINESS MEETING

JANUARY 6, 2025

8. APPROVE AGENDA

Motion: Lemke, seconded by Rivera to approve the agenda. All in favor, the motion carries.

9. CONSENT AGENDA

None.

10. PUBLIC COMMENT (agenda items only)

None.

11. PUBLIC HEARINGS

- A. City Council of the City of Glencoe, Minnesota, will hold a public hearing on Monday, January 6, 2025, at approximately **7:00 p.m.** at the Glencoe City Center Ballroom in the City of Glencoe, Minnesota, relating to the use of property tax abatement for the purpose of funding development costs for hotel project proposed by Apollo Development and Glencoe Hotel Group, pursuant to Minnesota Statutes, Section 469.1813 to 469.1815. – Request for 20-year abatement of City Property taxes.

At this time, Mayor Hueser opened the public hearing on the Proposed Property Tax Abatement. David Harchanko with Apollo Development and the Glencoe Hotel Group is asking for abatement of the City portion of the Taxes for the construction of a Hotel in Glencoe. The abatement can be for a 15-year duration unless the School District declines to participate, otherwise the abatement can be 20-years. The GSL School District is declining to participate.

Motion: With no public comment, Lemke made a motion to close the public hearing. Seconded by Neid, with all in favor, the motion carried.

12. BIDS AND QUOTES

- A. Official Newspaper Bid for 2025 Printing – City Administrator

It is recommended to appoint the McLeod County Chronicle as the official newspaper for the City of Glencoe for 2025, with a slight increase from 2024. 2024 was \$6.70 per column inch and 2025 is \$7.09 per column inch.

Motion: Neid, seconded by Dahlke to approve the official newspaper bid for 2025 printing. All in favor, the motion carries.

13. REQUESTS TO BE HEARD

- A. City Council Rules of Decorum – City Attorney

- B. Appoint Matthew Gospodarek as the Assistant City Attorney

Motion: Lemke, seconded by Neid to appoint Matthew Gospodarek as the Assistant City Attorney. All in favor, the motion carries.

- C. Open City Council Position

Motion: Neid, seconded by Rivera to appoint Scott Maynard Precinct 2 Councilor. All in favor, the motion carries.

- D. **Resolution 2025-01** - Safe Road Grant – Chief Padilla

The Glencoe Police Department was selected in May 2024 to receive two speed signs that will be placed on 16th Street in front of GSL High School. The signs are an attempt to make drivers aware of their speed and slow down in front of the school.

The cost of the signs is approximately \$9,163.62 which is covered by the grant.

RESOLUTION NO. 2025-01
AUTHORIZING EXECUTION OF AGREEMENT

WHEREAS, Detective Andrew Fiebelkorn is hereby authorized to execute such agreements and amendments as are necessary to implement the project on behalf of the Glencoe Police Department and to be the fiscal agent and administer the grant.

NOW, THEREFORE, Be It Resolved: That the Glencoe Police Department enter into a grant agreement with the Minnesota Department of Transportation, for the Safe Road Zone grant agreement occurring during the period of January 6th, 2025 through June 30th, 2025 which includes an amount of \$9,164.00 for driver feedback signs and installation.

Adopted and approved this 6th day of January, 2025.

Municipality of Glencoe

Mark Hueser, Mayor

ATTEST:

Mark D. Larson
City Administrator

Motion: Lemke, seconded by Dahlke to approve Resolution 2025-01 Safe Road Grant. Upon a roll call vote, the following voted Aye, Rivera, Dahlke, Lemke, and Neid. The following voted Nay, none. Whereupon the resolution was declared adopted and approved.

14. ITEMS FOR DISCUSSION

A. Discussion on demolition of substandard structures – City Administrator

City staff needs direction from the City Council on how we are to proceed with the current three structures that have reached the point that they need to be removed due to the poor condition of the buildings located on the properties. There are both ordinances and State Statutes that need to be upheld. Unfortunately, it does take some money to pay for the demolition costs. Hoping to bring it to the workshop next week. City Administrator Larson would like to see maybe a small group of the City Council sit down with himself and City Attorney Ostlund and figure out how we are going to proceed in the future because there needs to be a process and there needs to be an end to these projects.

B. Annual Charter Commission Meeting on January 7, 2025 at 7:00 PM

The Charter Commission is scheduled to hold their annual meeting tomorrow night at 7:00 PM. City Attorney Ostlund will be present.

15. ROUTINE BUSINESS

A. Project Updates – Second round of letters for meter replacement are being sent out.

Looking at another 14-28 days for completion.

Nuvera is attending the City Council workshop to discuss cyber security.

In the process of ditch cleaning – removal of tree and brush on our properties.

B. Economic Development

C. Public Input

D. Reports

E. Close Meeting to Discuss Police Union Negotiations

F. City Bills

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

16. ADJOURN

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



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: Mark Hueser **City Administrator:** Mark D. Larson
Councilors: At-Large - Yodee Rivera, Precinct 1 - Jon Dahlke, Precinct 2 – Scott Maynard,
Precinct 3 - Paul Lemke, Precinct 4 - Cory Neid



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

To: Mayor and City Council

From: Mark Larson, City Administrator

Date: January 17, 2025

RE: **Item 6A1** – Master Agreement and SLA with SEH to serve as City Engineer

Item 6A1 – It is recommended to approve the Master Agreement with SEH. Other agreements for specific projects are presented separately as Supplemental Letter Agreements (SLA's) with SEH for that project.



Building a Better World
for All of Us®

January 1, 2025

RE: City of Glencoe, Minnesota
2025 Agreement for Professional
Services
SEH No. GLENC 177609 10.03

Mark Larson
City Administrator
City of Glencoe
1107 11th Street East, Suite 107
Glencoe, MN 55336

Dear Mark:

Short Elliott Hendrickson Inc. (SEH®) is honored to serve as the City Engineer for the City of Glencoe. Attached is both the Master Agreement and Supplemental Letter Agreement (SLA) for city engineering services in calendar year 2025.

This City Engineering work may include tasks such as:

- Preparing cost estimates for various projects
- Storm water review and Assisting with MS4 Coordination
- Site plan review
- Agency coordination (MnDOT, MDH, MPCA, BCWD, and McLeod County)
- Architectural review
- Structural review
- Wetland delineation and environmental services
- Reviewing infrastructure needs or issues
- Specialized RPR services
- Other city engineering tasks as requested

SEH only completes this work at the specific request of the City.

For the Municipal State Aid System work, we complete all work required as part of state requirements for updating and reporting, which include:

- Yearly Certification of Mileage updates
- State Aid Needs System on-line yearly updates
- Funding review related to advances, bonds, federal funding, and balances
- Communication and coordination with State Aid services staff
- Communication and coordination with MnDOT related to federal funding, ATP, and other opportunities
- Jurisdictional Route Changes to MSA System including County turnback routes

Engineers | Architects | Planners | Scientists

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

320.587.7341 | 800.838.8666 | 888.908.8166 fax | sehinc.com

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

As has been our long-term practice, the City would be provided a detailed invoice of the work completed.

For all significant projects with the City, a separate SLA is developed that outlines the specific scope and estimated cost for the project.

Notes regarding SEH services:

- *SEH generally attends City Council meetings at no cost. Some time may be charged for the time when individual projects are discussed. We may also be asked to present at Planning Commission, EDA, Council Workshops or other community meetings, and often attend these meetings at no cost.*
- *SEH also attends weekly Public Works Meetings at no cost, unless specific projects are discussed.*

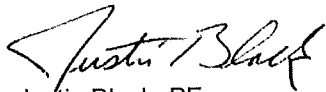
PROPOSED FEES

We propose to provide the services outlined above for the City of Glencoe on an hourly basis estimated at \$50,000 for City Engineering services and \$10,000 for Municipal State Aid services in calendar year 2025.

Please contact me with any questions or comments concerning this proposal/agreement. If this proposal is acceptable to you, please sign the Master Agreement and Supplemental Letter Agreements and return signed copies to me.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.



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

jb
Enclosures

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Master Agreement for Professional Services

This Master Agreement for Professional Services is effective as of January 1, 2025, between City of Glencoe ("Client") and Short Elliott Hendrickson Inc. ("Consultant").

By entering into this Agreement, Client agrees to utilize the professional services of Consultant and Consultant agrees to provide the professional services described in this Agreement, exhibits or attachments. The attached General Conditions of the Agreement for Professional Services (General Conditions Rev. 05.15.22) shall apply to all work performed by Consultant on behalf of Client. Individual projects requested by Client on an as needed basis and accepted by Consultant will be described in Supplemental Letter Agreements ("SLA") with other optional exhibits and attachments cited. Nothing herein shall be deemed to require Client to retain Consultant or require Consultant to provide services beyond those specified in Supplemental Letter Agreements.

The following optional exhibits may be attached to an SLA: Exhibit A-1 for Hourly Payments, Exhibit A-2 or A-3 for Lump Sum Payments, and Exhibit B for Resident Project Representative Duties/Responsibilities.

This Master Agreement for Professional Services, General Conditions, Exhibits, and Attachments to Exhibits (collectively referred to as the "Agreement") represent the entire understanding between Client and Consultant and supersedes all prior contemporaneous oral or written agreements with respect to the services to be provided by Consultant hereunder. In the event of a conflict between the documents, this document and the attached General Conditions shall take precedence over all Exhibits unless alternate terms have been specifically agreed to on the SLA under "Other Terms and Conditions". The SLA shall take precedence over Exhibits. This Agreement may not be amended except by written agreement signed by the authorized representatives of each party.

Short Elliott Hendrickson Inc.

City of Glencoe

By: _____
Justin Black
Title: Principal/Client Service Manager

By: _____
Title: _____

General Conditions of the Agreement for Professional Services

SECTION I – SERVICES OF CONSULTANT

A. General

1. Consultant agrees to perform professional services as set forth in the Agreement for Professional Services or Supplemental Letter Agreement ("Services"). Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Client or the Consultant. The Consultant's services under this Agreement are being performed solely for the Client's benefit, and no other party or entity shall have any claim against the Consultant because of this Agreement or the performance or nonperformance of services hereunder.

B. Schedule

1. Unless specific periods of time or dates for providing services are specified, Consultant's obligation to render Services hereunder will be for a period which may reasonably be required for the completion of said Services.
2. If Client has requested changes in the scope, extent, or character of the Project or the Services to be provided by Consultant, the time of performance and compensation for the Services shall be adjusted equitably. The Client agrees that Consultant is not responsible for damages arising directly or indirectly from delays beyond Consultant's control. If the delays resulting from such causes increase the cost or the time required by Consultant to perform the Services in accordance with professional skill and care, then Consultant shall be entitled to a equitable adjustment in schedule and compensation.

C. Additional Services

1. If Consultant determines that any services it has been directed or requested to perform are beyond the scope as set forth in the Agreement or that, due to changed conditions or changes in the method or manner of administration of the Project, Consultant's effort required to perform its services under this Agreement exceeds the stated fee for the Services, then Consultant shall promptly notify the Client regarding the need for additional Services. Upon notification and in the absence of a written objection, Consultant shall be entitled to additional compensation for the additional Services and to an extension of time for completion of additional Services absent written objection by Client.
2. Additional Services, including delivery of documents, CAD files, or information not expressly included as deliverables, shall be billed in accord with agreed upon rates, or if not addressed, then at Consultant's standard rates.

D. Suspension and Termination

1. If Consultant's services are delayed or suspended in whole or in part by Client, or if Consultant's services are delayed by actions or inactions of others for more than 60 days through no fault of Consultant, then Consultant shall be entitled to either terminate its agreement upon seven days written notice or, at its option, accept an equitable adjustment of compensation provided for elsewhere in this Agreement to reflect costs incurred by Consultant.
2. This Agreement may be terminated by either party upon seven days written notice should the other party fail substantially to perform in accordance with its terms through no fault of the party initiating the termination.
3. This Agreement may be terminated by either party upon thirty days' written notice without cause. All provisions of this Agreement allocating responsibility or liability between the Client and Consultant shall survive the completion of the Services hereunder and/or the termination of this Agreement.
4. In the event of termination, Consultant shall be compensated for Services performed prior to termination date, including charges for expenses and equipment costs then due and all termination expenses.

SECTION II – CLIENT RESPONSIBILITIES

A. General

1. The Client shall, in proper time and sequence and where appropriate to the Project, at no expense to Consultant, provide full information as to Client's requirements for the Services provided by Consultant and access to all public and private lands required for Consultant to perform its Services.

2. The Consultant is not a municipal advisor and therefore Client shall provide its own legal, accounting, financial and insurance counseling, and other special services as may be required for the Project. Client shall provide to Consultant all data (and professional interpretations thereof) prepared by or services performed by others pertinent to Consultant's Services, such as previous reports; sub-surface explorations; laboratory tests and inspection of samples; environmental assessment and impact statements, surveys, property descriptions; zoning; deed; and other land use restrictions; as-built drawings; and electronic data base and maps. The costs associated with correcting, creating or recreating any data that is provided by the Client that contains inaccurate or unusable information shall be the responsibility of the Client.
3. Client shall provide prompt written notice to Consultant whenever the Client observes or otherwise becomes aware of any changes in the Project or any defect in Consultant's Services. Client shall promptly examine all studies, reports, sketches, opinions of construction costs, specifications, drawings, proposals, change orders, supplemental agreements, and other documents presented by Consultant and render the necessary decisions and instructions so that Consultant may provide Services in a timely manner.
4. Client shall require all utilities with facilities within the Project site to locate and mark said utilities upon request, relocate and/or protect said utilities to accommodate work of the Project, submit a schedule of the necessary relocation/protection activities to the Client for review, and comply with agreed upon schedule. Consultant shall not be liable for damages which arise out of Consultant's reasonable reliance on the information or services furnished by utilities to Client or others hired by Client.
5. Consultant shall be entitled to rely on the accuracy and completeness of information or services furnished by the Client or others employed by the Client and shall not be liable for damages arising from reasonable reliance on such materials. Consultant shall promptly notify the Client if Consultant discovers that any information or services furnished by the Client is in error or is inadequate for its purpose.
6. Client agrees to reasonably cooperate, when requested, to assist Consultant with the investigation and addressing of any complaints made by Consultant's employees related to inappropriate or unwelcomed actions by Client or Client's employees or agents. This shall include, but not be limited to, providing access to Client's employees for Consultant's investigation, attendance at hearings, responding to inquiries and providing full access to Client files and information related to Consultant's employees, if any. Client agrees that Consultant retains the absolute right to remove any of its employees from Client's facilities if Consultant, in its sole discretion, determines such removal is advisable. Consultant, likewise, agrees to reasonably cooperate with Client with respect to the foregoing in connection with any complaints made by Client's employees.
7. Client acknowledges that Consultant has expended significant effort and expense in training and developing Consultant's employees. Therefore, during the term of this Agreement and for a period of two years after the termination of this Agreement or the completion of the Services under this Agreement, whichever is longer, Client shall not directly or indirectly: (1) hire, solicit or encourage any employee of Consultant to leave the employ of Consultant; (2) hire, solicit or encourage any consultant or independent contractor to cease work with Consultant; or (3) circumvent Consultant by conducting business directly with its employees. The two-year period set forth in this section shall be extended commensurately with any amount of time during which Client has violated its terms.

SECTION III – PAYMENTS

A. Invoices

1. Undisputed portions of invoices are due and payable within 30 days. Client must notify Consultant in writing of any disputed items within 15 days from receipt of invoice. Amounts due Consultant will be increased at the rate of 1.0% per month (or the maximum rate of interest permitted by law, if less) for invoices 30 days past due. Consultant reserves the right to retain Services or deliverables until all invoices are paid in full. Consultant will not be liable for any claims of loss, delay, or damage by Client for reason of withholding Services, deliverables, or Instruments of Service until all invoices are paid in full. Consultant shall be entitled to recover all reasonable

costs and disbursements, including reasonable attorney's fees, incurred in connection with collecting amounts owed by Client.

2. Should taxes, fees or costs be imposed, they shall be in addition to Consultant's agreed upon compensation.
3. Notwithstanding anything to the contrary herein, Consultant may pursue collection of past due invoices without the necessity of any mediation proceedings.

SECTION IV – GENERAL CONSIDERATIONS

A. Standards of Performance

1. The standard of care for all professional engineering and related services performed or furnished by Consultant under this Agreement will be the care and skill ordinarily exercised by members of Consultant's profession practicing under similar circumstances at the same time and in the same locality. Consultant makes no warranties, express or implied, under this Agreement or otherwise, in connection with its Services.
2. Consultant neither guarantees the performance of any Contractor nor assumes responsibility for any Contractor's failure to furnish and perform the work in accordance with its construction contract or the construction documents prepared by Consultant. Client acknowledges Consultant will not direct, supervise or control the work of construction contractors or their subcontractors at the site or otherwise. Consultant shall have no authority over or responsibility for the contractor's acts or omissions, nor for its means, methods, or procedures of construction. Consultant's Services do not include review or evaluation of the Client's, contractor's or subcontractor's safety measures, or job site safety or furnishing or performing any of the Contractor's work.
3. Consultant's Opinions of Probable Construction Cost are provided if agreed upon in writing and made on the basis of Consultant's experience and qualifications. Consultant has no control over the cost of labor, materials, equipment or service furnished by others, or over the Contractor's methods of determining prices, or over competitive bidding or market conditions. Consultant cannot and does not guarantee that proposals, bids or actual construction cost will not vary from Opinions of Probable Construction Cost prepared by Consultant. If Client wishes greater assurance as to construction costs, Client shall employ an independent cost estimator.

B. Indemnity for Environmental Issues

1. Consultant is not a user, generator, handler, operator, arranger, storer, transporter, or disposer of hazardous or toxic substances. Therefore the Client agrees to hold harmless, indemnify, and defend Consultant and Consultant's officers, directors, subconsultant(s), employees and agents from and against any and all claims; losses; damages; liability; and costs, including but not limited to costs of defense, arising out of or in any way connected with, the presence, discharge, release, or escape of hazardous or toxic substances, pollutants or contaminants of any kind at the site.

C. Limitations on Liability

1. The Client hereby agrees that to the fullest extent permitted by law, Consultant's total liability to the Client for all injuries, claims, losses, expenses, or damages whatsoever arising out of or in any way related to the Project or this Agreement from any cause or causes including, but not limited to, Consultant's negligence, errors, omissions, strict liability, breach of contract or breach of warranty shall not exceed five hundred thousand dollars (\$500,000). In the event Client desires limits of liability in excess of those provided in this paragraph, Client shall advise Consultant in writing and agree that Consultant's fee shall increase by 1% for each additional five hundred thousand dollars of liability limits, up to a maximum limit of liability of five million dollars (\$5,000,000).
2. Neither Party shall be liable to the other for consequential damages, including without limitation lost rentals; increased rental expenses; loss of use; loss of income; lost profit, financing, business, or reputation; and loss of management or employee productivity, incurred by one another or their subsidiaries or successors, regardless of whether such damages are foreseeable and are caused by breach of contract, willful misconduct, negligent act or omission, or other wrongful act of either of them. Consultant expressly disclaims any duty to defend Client for any alleged actions or damages.
3. It is intended by the parties to this Agreement that Consultant's Services shall not subject Consultant's employees, officers or directors to any personal legal exposure for the risks associated with this Agreement. The Client agrees that as the Client's sole and exclusive remedy, any claim, demand or suit shall be directed and/or

asserted only against Consultant, and not against any of Consultant's individual employees, officers or directors, and Client knowingly waives all such claims against Consultant individual employees, officers or directors.

4. Causes of action between the parties to this Agreement pertaining to acts or failures to act shall be deemed to have accrued, and the applicable statutes of limitations shall commence to run, not later than either the date of Substantial Completion for acts or failures to act occurring prior to substantial completion or the date of issuance of the final invoice for acts or failures to act occurring after Substantial Completion. In no event shall such statutes of limitations commence to run any later than the date when the Services are substantially completed.

D. Assignment

1. Neither party to this Agreement shall transfer, sublet or assign any rights under, or interests in, this Agreement or claims based on this Agreement without the prior written consent of the other party. Any assignment in violation of this subsection shall be null and void.

E. Dispute Resolution

1. Any dispute between Client and Consultant arising out of or relating to this Agreement or the Services (except for unpaid invoices which are governed by Section III) shall be submitted to mediation as a precondition to litigation unless the parties mutually agree otherwise. Mediation shall occur within 60 days of a written demand for mediation unless Consultant and Client mutually agree otherwise.
2. Any dispute not settled through mediation shall be settled through litigation in the state and county where the Project at issue is located.

SECTION V – INTELLECTUAL PROPERTY

A. Proprietary Information

1. All documents, including reports, drawings, calculations, specifications, CAD materials, computers software or hardware or other work product prepared by Consultant pursuant to this Agreement are Consultant's Instruments of Service ("Instruments of Service"). Consultant retains all ownership interests in Instruments of Service, including all available copyrights.
2. Notwithstanding anything to the contrary, Consultant shall retain all of its rights in its proprietary information including without limitation its methodologies and methods of analysis, ideas, concepts, expressions, inventions, know how, methods, techniques, skills, knowledge, and experience possessed by Consultant prior to, or acquired by Consultant during, the performance of this Agreement and the same shall not be deemed to be work product or work for hire and Consultant shall not be restricted in any way with respect thereto. Consultant shall retain full rights to electronic data and the drawings, specifications, including those in electronic form, prepared by Consultant and its subconsultants and the right to reuse component information contained in them in the normal course of Consultant's professional activities.

B. Client Use of Instruments of Service

1. Provided that Consultant has been paid in full for its Services, Client shall have the right in the form of a nonexclusive license to use Instruments of Service delivered to Client exclusively for purposes of constructing, using, maintaining, altering and adding to the Project. Consultant shall be deemed to be the author of such Instruments of Service, electronic data or documents, and shall be given appropriate credit in any public display of such Instruments of Service.
2. Records requests or requests for additional copies of Instruments of Services outside of the scope of Services, including subpoenas directed from or on behalf of Client are available to Client subject to Consultant's current rate schedule. Consultant shall not be required to provide CAD files or documents unless specifically agreed to in writing as part of this Agreement.

C. Reuse of Documents

1. All Instruments of Service prepared by Consultant pursuant to this Agreement are not intended or represented to be suitable for reuse by the Client or others on extensions of the Project or on any other Project. Any reuse of the Instruments of Service without written consent or adaptation by Consultant for the specific purpose intended will be at the Client's sole risk and without liability or legal exposure to Consultant; and the Client shall release Consultant from all claims arising from such use. Client shall also defend, indemnify, and hold harmless Consultant from all claims, damages, losses, and expenses including attorneys' fees arising out of or resulting from reuse of Consultant documents without written consent.



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To: Mayor and City Council

From: Mark Larson, City Administrator

Date: January 17, 2025

RE: **Item 6A2** – SLA with SEH to serve as City Engineer – General Engineering services

Item 6A2 – It is recommended to approve the SLA for General Engineering Services, not to exceed \$50,000. Historically, this City ends up being invoiced for about \$38,000 to \$40,000.

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, 2025, this Supplemental Letter Agreement dated January 1, 2025, authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: 2025 General Engineering Services.

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

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

Scope: The Services to be provided by Consultant:

General engineering, architectural, or other consulting services as indicated in the attached letter dated January 1, 2025.

Schedule: Services to be provided in calendar year 2025.

Payment: The fee is hourly estimated to be \$50,000 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 January 1, 2025

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.

TO: Justin Black
Glencoe City Engineer

FROM: William Lanoux
Manager, Municipal State Aid Needs Unit

DATE: January 9, 2025

SUBJECT: Municipal State Aid Revocations & Designations (mileage exchange)

The following Municipal State Aid Street revocations will be approved when these items are received: 1) a McLeod County resolution revoking CSAH 2 (Ford Ave). 2) A city council resolution accepting the transfer of this portion of CSAH 2, and 3) A city council resolution for the MSAS revocations and designations listed below.

Part of MSAS 102: 11th Street W. – from the west city limits to N. Armstrong Avenue (**0.58 miles**)
(will become CSAH 3 extension in mileage exchange)

Part of MSAS 105: N. Armstrong Avenue – from 11th Street W. to 13th Street (TH 22) (**0.14 miles**)
(will become CSAH 3 extension in mileage exchange)

MSAS 116: 18th Street E. – from Ford Avenue N. (CSAH 2) to Hennepin Avenue N. (CR 83) (**0.17 mi.**)
(will become CSAH 2 extension in mileage exchange)

The following Municipal State Aid Street designation will be approved when the resolutions listed above have been received.

MSAS 118: Ford Avenue N. – from 13th Street E. (TH 22) to 18th Street E. (**0.38 miles**)
(former CSAH 2, to become MSAS after mileage exchange)

A Commissioner's Order will follow.

Needs Update Comments: Routes can receive Needs and be used in the calculation of your 2026 allotment. Include these revisions with your 2025 spring Needs update (*later this year – when the Needs are re-opened*).

Certification of Mileage Update Comments:

You can include these revisions on the *2025 Annual Certification of Mileage* that is due in January 2026.

	Available Mileage	0.08	2023 Certified Mileage
+	Revoked Mileage	0.89	
-	<u>Designated Mileage</u>	<u>0.38</u>	
	Remaining Available Mileage	0.59 **	

** remaining balance will actually be 0.41 miles due to the city's overall decrease in basic mileage.

If you have any questions, contact your DSAE or Bill Lanoux at (651) 366-3817 for instructions.



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 Larson, City Administrator

Date: January 17, 2025

RE: **Item 6B** – SLA with SEH to serve as City Engineer – Municipal State Aid

Item 6B – It is recommended to approve the SLA for general Municipal State Aid Engineering Services, not to exceed \$10,000.

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, 2025, this Supplemental Letter Agreement dated January 1, 2025, authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: 2025 Municipal State Aid Services.

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

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

Scope: The Services to be provided by Consultant:

Municipal State Aid (MSA) services as indicated in the attached letter dated January 1, 2025.

Schedule: Services to be provided in calendar year 2025.

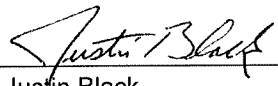
Payment: The fee is hourly estimated to be \$10,000 including expenses and equipment.

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 January 1, 2025

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.



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

Page is Blank to Separate Agenda Items

Mayor: Mark Hueser **City Administrator:** Mark D. Larson
Councilors: At-Large - Yodee Rivera, Precinct 1 - Jon Dahlke, Precinct 2 – Scott Maynard,
Precinct 3 - Paul Lemke, Precinct 4 - Cory Neid



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 Larson, City Administrator

Date: January 17, 2025

RE: **Item 6C** – SLA with SEH for Hennepin Avenue Wetland Mitigation

Item 6C – City Engineer Justin Black will explain the need for additional engineering services wetland mitigation required for the Hennepin Avenue Project.

It is recommended to approve the SLA for Wetland Mitigation Engineering Services, not to exceed \$12,400.00.



Building a Better World
for All of Us®

January 17, 2025

RE: City of Glencoe, Minnesota
2025 Hennepin Avenue (CSAH 2) Street
and Utility Improvement Project

Mark Larson
City Administrator
City of Glencoe
1107 11th Street East, Suite 107
Glencoe, MN 55336

Dear Mark:

As discussed during previous plan review meetings, it was confirmed with the SWCD and Local Government Unit that there is a wetland in area of the proposed stormwater pond.

This wetland is classified as a Type 1 wetland, sometimes referred to as a farmed wetland. We have confirmed that Type 1 wetlands are under the federal protection rules outlined in the Wetland Conservation Act.

We have adjusted the pond design to minimize the wetland impact; however, a portion of the wetland will be impacted in order to construct the proposed storm sewer piping and stormwater pond.

A permitting process will be required to mitigate the wetland impact. Attached is an amendment to the design fee for the 2025 Hennepin Avenue (CSAH 2) Street and Utility Improvement Project to complete the permit application process and agency coordination. As part of this proposal, we will assist the City in coordinating with a wetland bank to purchase credits. The wetland credits will be purchased directly by the City and the cost of the credits are not included in this amendment.

If these proposed services are acceptable to you, please sign the attached SLA, keep a copy for your file, and return a scanned copy to our office.

Sincerely,

Justin Black, PE
Project Manager
(Lic. MN)

jb

Enclosures

c: Andrew Engel, McLeod County Engineer

x:\f\g\glenc\175513\1-gen\10-setup-cont\03-proposal\wetland\scope of services ltr_wetland.docx

Engineers | Architects | Planners | Scientists

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

320.587.7341 | 800.838.8666 | 888.908.8166 fax | sehinc.com

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

DETAILED TASK HOUR BUDGET / COST ANALYSIS



Project : 2025 Hennepin Ave Project - Wetland Delineation and Permit Application
 Location: Glencoe, MN
 Date: Friday, January 17, 2025

	Labor Hours			TOTALS
	Bratsch Proj Engr PE	Beduhn Sr. Scientist	Mack Wetland Scientist	
Task 1 - Wetland Delineation and Permit Prep for Mitigation				
Wetland Delineation	1.0	10.0	16.0	27.0
Wetland Mapping and Permit Exhibits	2.0	1.0	2.0	5.0
Wetland Report Narrative and Appendices	2.0	1.0	36.0	39.0
Coordination with Wetland Bank for Credits	1.0	1.0	6.0	8.0
Pre-Application Coordination with TEP, Local Government Unit.	3.0		6.0	9.0
SUBTOTAL HOURS	9.0	13.0	66.0	88.0
TOTAL TASK FEE \$ 12,400.00				

Supplemental Letter Agreement

In accordance with the Master Agreement for Professional Services between City of Glencoe ("Client"), and Short Elliott Hendrickson Inc. ("Consultant"), effective January 1, 2025, this Supplemental Letter Agreement dated January 17, 2025, authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: 2025 Hennepin Avenue (CSAH 22) Street and Utility Improvement 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: Justin Black
Address: 1390 Highway 15 South, Suite 208, P.O. Box 308, Hutchinson, Minnesota 55350
Telephone: 952.913.0702 **email:** jblack@sehinc.com

Scope: The Services to be provided by Consultant:

Wetland services as indicated in the attached letter dated January 17, 2025, which are in addition to the services indicated in the original letter dated September 3, 2024.

Schedule: We will start work upon receipt of a signed copy of this Agreement. See original letter dated September 3, 2024, for proposed project schedule.

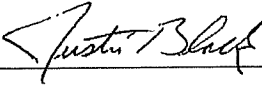
Payment: The estimated total estimated fee for SEH's services is hourly subject to a not-to-exceed amount of \$12,400 including expenses and equipment. This will be in addition to the previously approved fee of \$414,500 for an amended total fee of \$426,900.

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: 

By: _____

Full Name: Justin Black

Full Name: _____

Title: Principal/Client Service Manager

Title: _____

Exhibit A-1
to Supplemental Letter Agreement
Between City of Glencoe (Client)
and
Short Elliott Hendrickson Inc. (Consultant)
Dated January 17, 2025

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.
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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.



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

Page is Blank to Separate Agenda Items

Mayor: Mark Hueser **City Administrator:** Mark D. Larson
Councilors: At-Large - Yodee Rivera, Precinct 1 - Jon Dahlke, Precinct 2 – Scott Maynard,
Precinct 3 - Paul Lemke, Precinct 4 - Cory Neid



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 Larson, City Administrator

Date: January 17, 2025

RE: **Item 7A – Resolution 2025-02** approving jurisdictional changes to State Aid Roads within the Glencoe City limits

Item 7A – City Engineer Justin Black with review the jurisdictional changes with McLeod County. The McLeod County Board approved the changes at their last Board meeting (resolutions enclosed).

It is recommended to approve **Resolution 2025-02** approving jurisdictional changes to State Aid Roads within the Glencoe City limits.

RESOLUTION NO. 2025-02

RESOLUTION APPROVING MUNICIPAL STATE AID STREET DESIGNATIONS AND REVOCATIONS AS PART OF THE 2025 ROADWAY JURISDICTIONAL TRANSFERS WITH MCLEOD COUNTY

WHEREAS, a Roadway Jurisdictional Transfer Cooperative Agreement has been approved by the City of Glencoe and McLeod County which delineates requirements of the City and County as it relates to the transfer of roadway segments between the two agencies; and

WHEREAS, The County and the City have further agreed to transfer jurisdiction of the following City roadway segments from the City to the County:

Part of MSAS 102: 11th Street W. from the west city limits to N. Armstrong Avenue (0.58 miles)

Part of MSAS 105: N. Armstrong Avenue from 11th Street W. to 13th Street (TH 22) (0.14 miles)

MSAS 116: 18th Street E. from Ford Avenue N. (CSAH2) to Hennepin Avenue N. (CR 83) (0.17 miles)

Collectively, the revoked Municipal State Aid Streets.

WHEREAS, The County and City have agreed to transfer jurisdiction of the following County roadway segments from the County to the City:

CSAH 2 (Ford Avenue N.) from 13th Street E. (TH22) to 18th Street E (0.38 miles)

Collectively, the relinquished County Roadways.

WHEREAS, it appears to the City Council of Glencoe that the streets hereinafter described should be described as or designated as Municipal State Aid streets under the provisions of Minnesota Laws;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Glencoe, Minnesota:

1. That the streets described as follows to-wit:
 - a. Part of MSAS 102: 11th Street W. from the west city limits to N. Armstrong Avenue (0.58 miles)
 - b. Part of MSAS 105: N. Armstrong Avenue from 11th Street to W. to 13th Street (TH 22) (0.14 miles)
 - c. MSAS 116: 18th Street E. from Ford Avenue N. (CSAH2) to Hennepin Avenue N. (CR 83) (0.17 miles)

be revoked as a Municipal State Aid Streets of said City, subject to the approval of the Commissioner of Transportation of the State of Minnesota.

2. That the streets described as follows to-wit:

a. Ford Avenue N. from 13th Street E. (TH22) to 18th Street E (0.38 miles)

Be hereby established, located and designated as a Municipal State Aid Street of the City of Glencoe, subject to the approval of the Commissioner of Transportation of the State of Minnesota.

BE IT FURTHER RESOLVED that the City Administrator is hereby authorized and directed to forward two (2) certified copies of this resolution to the Commissioner of Transportation for this consideration and that upon the Commissioner's approval of the revocations of said streets or portion thereof, that the same be revoked as Municipal State Street and that upon the Commissioner's approval of the designation of said streets or portions thereof, that same be constructed and improved and maintained as a Municipal State Aid Streets of the City of Glencoe, to be numbered and known as a Municipal State Aid Street.

Adopted and approved this 21st day of January 2025.

ATTEST:

Mark Hueser
Mayor

Mark D. Larson
City Administrator

TO: Justin Black
Glencoe City Engineer

FROM: William Lanoux
Manager, Municipal State Aid Needs Unit

DATE: January 9, 2025

SUBJECT: Municipal State Aid Revocations & Designations (mileage exchange)

The following Municipal State Aid Street revocations will be approved when these items are received: 1) a McLeod County resolution revoking CSAH 2 (Ford Ave). 2) A city council resolution accepting the transfer of this portion of CSAH 2, and 3) A city council resolution for the MSAS revocations and designations listed below.

Part of MSAS 102: 11th Street W. – from the west city limits to N. Armstrong Avenue (**0.58 miles**)
(will become CSAH 3 extension in mileage exchange)

Part of MSAS 105: N. Armstrong Avenue – from 11th Street W. to 13th Street (TH 22) (**0.14 miles**)
(will become CSAH 3 extension in mileage exchange)

MSAS 116: 18th Street E. – from Ford Avenue N. (CSAH 2) to Hennepin Avenue N. (CR 83) (**0.17 mi.**)
(will become CSAH 2 extension in mileage exchange)

The following Municipal State Aid Street designation will be approved when the resolutions listed above have been received.

MSAS 118: Ford Avenue N. – from 13th Street E. (TH 22) to 18th Street E. (**0.38 miles**)
(former CSAH 2, to become MSAS after mileage exchange)

A Commissioner's Order will follow.

Needs Update Comments: Routes can receive Needs and be used in the calculation of your 2026 allotment. Include these revisions with your 2025 spring Needs update (*later this year – when the Needs are re-opened*).

Certification of Mileage Update Comments:

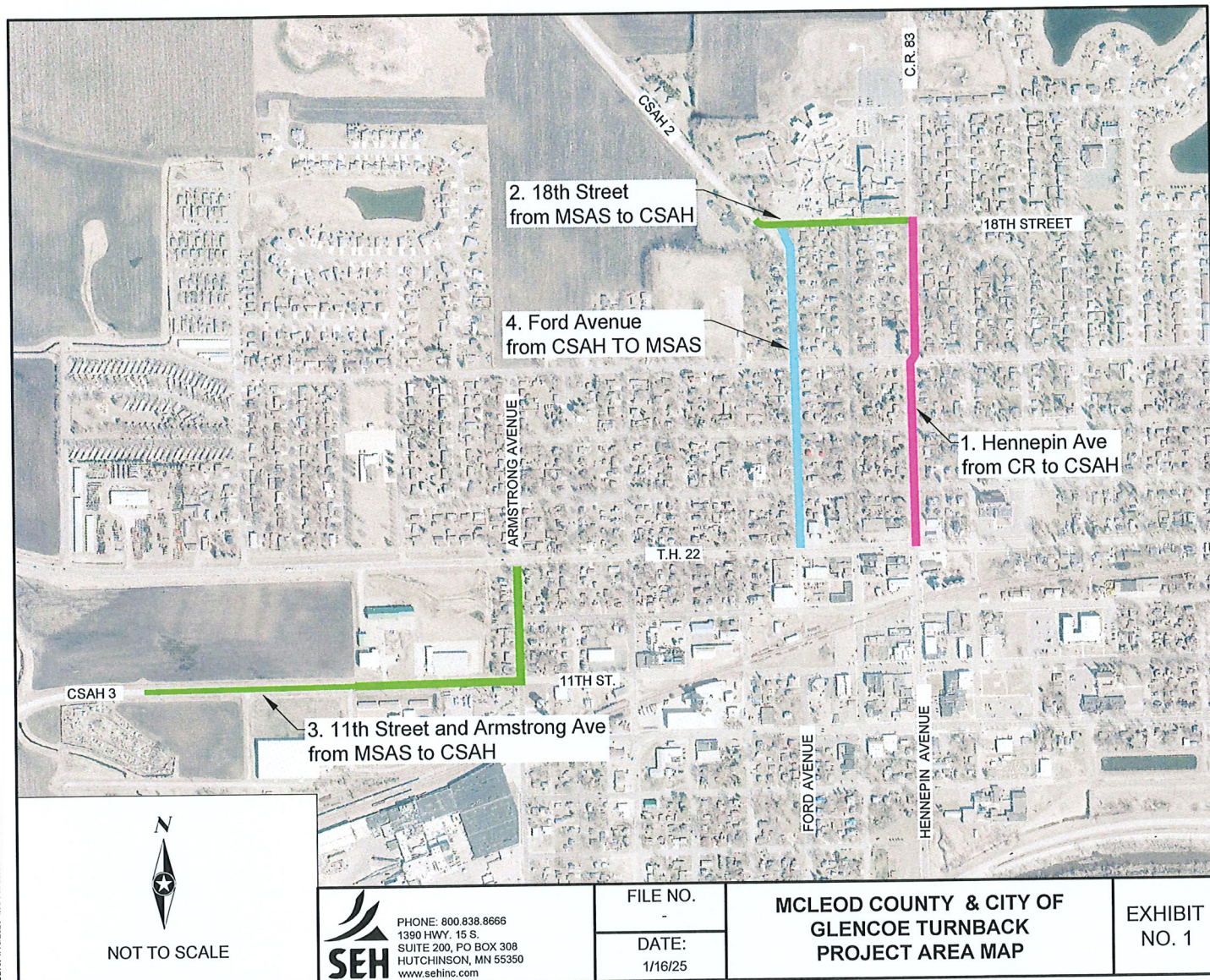
You can include these revisions on the 2025 Annual Certification of Mileage that is due in January 2026.

	Available Mileage	0.08	2023 Certified Mileage
+	Revoked Mileage	0.89	
-	Designated Mileage	0.38	
	Remaining Available Mileage	0.59 **	

** remaining balance will actually be 0.41 miles due to the city's overall decrease in basic mileage.

If you have any questions, contact your DSAE or Bill Lanoux at (651) 366-3817 for instructions.

Save: 1/16/2025 4:35 PM bbsbach Plot: 1/16/2025 4:36 PM X:\F\GLENCOE\1546485-final-dgn\51-drawings\10-Civil\cad - Turnback\dwg\Turnback Maps.dwg





McLeod County Board of Commissioners

520 Chandler Avenue North, Glencoe, Minnesota 55336 – (320) 864-5551

DISTRICT 1 – NATHAN SCHMALZ
Nathan.Schmalz@mcleodcountymn.gov
(320) 282-9647
Lester Prairie, MN 55354

DISTRICT 2 – DOUG KRUEGER
Doug.Krueger@mcleodcountymn.gov
(612) 756-2855
Glencoe, MN 55336

DISTRICT 3 – PAUL WRIGHT
Paul.Wright@mcleodcountymn.gov
(320) 587-7332
Hutchinson, MN 55350

DISTRICT 4 – LORI CACKA
Lori.Cacka@mcleodcountymn.gov
(320) 510-1356
Brownton, MN 55312

DISTRICT 5 – JOE NAGEL
Joseph.Nagel@mcleodcountymn.gov
(320) 296-1739
Hutchinson, MN 55350

COUNTY ADMINISTRATOR
Sheila Murphy
(320) 864-1320
Glencoe, MN 55336

RESOLUTION 25-CB-04 ESTABLISHING COUNTY ROAD 3

WHEREAS, Minnesota Statute 163.11, Subdivision 1, provides among other things, for the establishment, alteration, vacation, or revocation of a county road by County Board Resolution; and,

NOW, THEREFORE, BE IT RESOLVED, that pursuant to Minnesota Statute 162.01, Subdivision 7, McLeod County hereby designates County State Aid Highway 3 as follows:

Establish County State Aid Highway No. 3: From the intersection of Armstrong Avenue and 11th Street West: thence west on 11th Street West to a point 2,295 feet west of said intersection and said centerline and there terminating.

BE IT FURTHER RESOLVED, that pursuant to Minnesota Statute 162.01, Subdivision 7, McLeod County hereby designates County State Aid Highway 3 as follows:

Establish County State Aid Highway No. 3: From the intersection of Armstrong Avenue North and 11th Street East: thence north on Armstrong Avenue North to the intersection of 13th Street East and said centerline and there terminating.

BE IT FURTHER RESOLVED, that this action shall be contingent upon the approval of the Commissioner of the Minnesota Department of Transportation.

BE IT FURTHER RESOLVED, the County State Aid mileage changes for the above changes to the County State Aid route system in McLeod County is as approved by the Glencoe City Council this 7th day of January 2025.

Working together, providing quality service, being fiscally responsible and
maintaining integrity through common sense decision making

MCLEOD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER



McLeod County Board of Commissioners

520 Chandler Avenue North, Glencoe, Minnesota 55336 – (320) 864-5551

DISTRICT 1 – NATHAN SCHMALZ
Nathan.Schmalz@mcleodcountymn.gov
(320) 282-9647
Lester Prairie, MN 55354

DISTRICT 2 – DOUG KRUEGER
Doug.Krueger@mcleodcountymn.gov
(612) 756-2855
Glencoe, MN 55336

DISTRICT 3 – PAUL WRIGHT
Paul.Wright@mcleodcountymn.gov
(320) 587-7332
Hutchinson, MN 55350

DISTRICT 4 – LORI CACKA
Lori.Cacka@mcleodcountymn.gov
(320) 510-1356
Brownton, MN 55312

DISTRICT 5 – JOE NAGEL
Joseph.Nagel@mcleodcountymn.gov
(320) 296-1739
Hutchinson, MN 55350

COUNTY ADMINISTRATOR
Sheila Murphy
(320) 864-1320
Glencoe, MN 55336

RESOLUTION 25-CB-02 ESTABLISHING COUNTY STATE AID HIGHWAYS

WHEREAS, Minnesota Statute 163.11, Subdivision 1, provides among other things, for the establishment, alteration, vacation, or revocation of a county road by County Board Resolution; and,

WHEREAS, Minnesota Statute 162.02, Subdivision 10, provides among other things, for County State Aid Highways to be established, abandoned, changed, or revoked by joint action of the County Board and the Commissioner of Transportation; and,

WHEREAS, it is the Engineer's recommendation to revoke and establish these county state routes to better align the road numbering system with constructed segments and to designate county state aid mileage to better meet current and projected traffic demands, improve access to communities, markets, schools and mail routes.

NOW, THEREFORE, BE IT RESOLVED, that pursuant to Minnesota Statute 162.02, Subdivision 7, McLeod County hereby revokes County State Aid Highway 2 as follows:

Revokes County State Aid Highway No. 2: Beginning at the intersection of 13th Street East and Ford Avenue North; thence northerly along the centerline of said Ford Avenue North to the intersection of Ford Avenue North and 18th Street East in the City of Glencoe and there terminating.

BE IT FURTHER RESOLVED, that pursuant to Minnesota Statute 162.02, Subdivision 7, McLeod County hereby designates County State Aid Highway 2 as follows:

Establish County State Aid Highway No. 2: From the intersection of 18th Street East and Ford Avenue North; thence east on 18th Street East to the intersection of Hennepin Avenue North; thence southerly on Hennepin Avenue North to a point on Trunk Highway 22 in the City of Glencoe and there terminating.

BE IT FURTHER RESOLVED, that this action shall be contingent upon the approval of the Commissioner of the Minnesota Department of Transportation.

BE IT FURTHER RESOLVED, the County State Aid mileage changes for the above changes to the County State Aid route system in McLeod County is as approved by the Glencoe City Council this 7th day of January 2025.

Working together, providing quality service, being fiscally responsible and
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Glencoe, MN 55336

RESOLUTION 25-CB-03 REVOKING COUNTY ROAD 2 (FORD AVENUE)

WHEREAS, it appears to the County Board of McLeod County that the road hereinafter described as a County Highway under the provision of Minnesota Law.

NOW, THEREFORE, BE IT RESOLVED, by the County Board of McLeod County that the road described as follows, to wit:

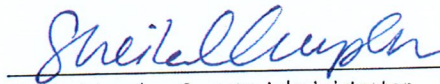
Beginning at the Northeast corner Section 14, T 115 N, R 28W, thence 1174' S1-17-17 E along with east line of Section 14, thence 744' S 89-0-4 W along the centerline of Highway 22 to the point of beginning, thence 1687' N1-5-35W to the PC of CSAH 2, thence on a tangential curve NW having a chord length of 243.31' and a delta of 46 degrees to the end point, said endpoint being 1116.2' N 49-38-6 W of the Northeast corner Section 14, T 115 N, R 28W.

Be, and hereby is, revoked as a County Highway of said McLeod County.

	Nagel	Krueger	Cacka	Wright	Schmalz
Yes	✓	✓	✓	✓	✓
No					
Abstain					
Absent					

STATE OF MINNESOTA OFFICE OF COUNTY ADMINISTRATION COUNTY OF MCLEOD

I, Sheila Murphy, Administrator of the County of McLeod do hereby certify that the foregoing resolution is a true and correct copy of a resolution presented to and adopted by the County of McLeod at a duly authorized meeting thereof held on the 7th day of January 2025.


Sheila Murphy, County Administrator

Working together, providing quality service, being fiscally responsible and
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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

Page is Blank to Separate Agenda Items

Mayor: Mark Hueser **City Administrator:** Mark D. Larson
Councilors: At-Large - Yodee Rivera, Precinct 1 - Jon Dahlke, Precinct 2 – Scott Maynard,
Precinct 3 - Paul Lemke, Precinct 4 - Cory Neid



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To: Mayor and City Council

From: Mark Larson, City Administrator

Date: January 17, 2025

RE: **Item 8A** – Revisions to Cemetery Ordinance

Item 8A – It is recommended to authorize the City Attorney to draft the necessary Ordinance changes to assign the duties of the Cemetery Commission to the Park Board.



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INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

JAN 21, 2025 - 2024 - REG BILL

Date: 01/17/2025

Time: 9:14 am

Page: 1

City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
A.H. HERMEL CO.	0573	ADMIN, AQUATIC: COFFEE, MERCH FOR RESALE	0	00/00/0000	321.61
		Vendor Total:			321.61
AT&T MOBILITY	1205	MULT DEPTS: PHONE BILL	0	00/00/0000	683.28
		Vendor Total:			683.28
BORDER STATES INDUSTRIES INC	0852	ADMIN, CITY CENTER: LIGHTS	0	00/00/0000	524.14
		Vendor Total:			524.14
CARD SERVICES	0330	ADMIN, WATER, WWTP: LAB AND OFFICE SUPPLIES, FUEL	0	00/00/0000	293.43
		Vendor Total:			293.43
CENTERPOINT ENERGY	0204	MULT DEPT: NATURAL GAS	0	00/00/0000	18,438.91
		Vendor Total:			18,438.91
CONTROLOGIX SERVICES, LLC	1993	ADMIN: AIR HANDLER REPAIR	0	00/00/0000	834.50
		Vendor Total:			834.50
FARM-RITE EQUIPMENT	0947	STREET: TOOLCAT REPAIR	0	00/00/0000	1,260.84
		Vendor Total:			1,260.84
FIEBELKORN, ANDREW	0432	POLICE: MEAL REIMBURSEMENT	0	00/00/0000	59.98
		Vendor Total:			59.98
FLAHERTY & HOOD, P.A.	0441	ADMIN: LEGAL FEES	0	00/00/0000	190.00
		Vendor Total:			190.00
FOSTER MECHANICAL, INC.	0647	POLICE: HVAC REPAIR	0	00/00/0000	285.00
		Vendor Total:			285.00
GACC TOURISM	0168	REIMB: LODGING TAX	0	00/00/0000	189.59
		Vendor Total:			189.59
GLENCOE CO-OP ASSN.	1842	MULT DEPTS: FUEL, HVAC PARTS, TIRES	0	00/00/0000	6,064.45
		Vendor Total:			6,064.45
GLENCOE FLEET SUPPLY	2074	MULT DEPT: SAFETY EQUIP, CORDS, PAINT, LUBRICANTS	0	00/00/0000	2,054.96
		Vendor Total:			2,054.96
HARTWIG, MITCHELL	1878	WWTP: UNIFORM	0	00/00/0000	167.96
		Vendor Total:			167.96
HERALD JOURNAL PUBLISHING	1442	LIQUOR: ADVERTISING	0	00/00/0000	677.00
		Vendor Total:			677.00
HUEMOELLER, GONTAREK &	1800	ADMIN: LEGAL FEES	0	00/00/0000	6,850.50
		Vendor Total:			6,850.50
JOHN DEERE FINANCIAL	1299	STREET, WWTP: PARTS	0	00/00/0000	390.00
		Vendor Total:			390.00
KUNKEL ELECTRICAL, INC	2246	REIMB, PARK IMPROV: TICKET BOOTH ELECTRICAL	0	00/00/0000	1,206.63
		Vendor Total:			1,206.63
KWIK TRIP	1653	POLICE: FUEL	0	00/00/0000	2,040.05
		Vendor Total:			2,040.05
LIGHT & POWER COMMISSION	1484	MULT DEPTS: ELECTRICITY, CREDIT CARD & BILLING FEES	0	00/00/0000	30,078.89
		Vendor Total:			30,078.89
LUCKY BRAKE AUTO SHOP	1711	POLICE: BATTERIES, JUMPSTART, REPAIR	0	00/00/0000	925.21
		Vendor Total:			925.21
MCLEOD COOP. POWER ASS'N.	0201	ADMIN, AIRPORT: ELECTRICITY	0	00/00/0000	964.07
		Vendor Total:			964.07

INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

JAN 21, 2025 - 2024 - REG BILL

Date: 01/17/2025

Time: 9:14 am

Page: 2

City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
MINNESOTA UI FUND	0566	CEMETERY, LIQUOR: UNEMPLOYMENT INSURANCE	0	00/00/0000	1,188.87
				Vendor Total:	1,188.87
MNSPECT	0722	CODE ENFORCE: BUILDING & RENTAL INSPECTIONS	0	00/00/0000	3,913.86
				Vendor Total:	3,913.86
MORRIS ELECTRONICS INC	1372	POLICE: COMPUTER, NETWORK SWITCH	0	00/00/0000	4,549.34
				Vendor Total:	4,549.34
NORTH AMERICAN SAFETY INC	0903	STREET, PARK, WWTP: SAFETY CLOTHING	0	00/00/0000	2,484.50
				Vendor Total:	2,484.50
NORTH CENTRAL INTERNATIONAL	0683	STREET: TRUCK REPAIR	0	00/00/0000	594.71
				Vendor Total:	594.71
OFFICE OF MN. IT SERVICES	1423	POLICE: INTERNET SERVICE	0	00/00/0000	120.92
				Vendor Total:	120.92
O'REILLY AUTOMOTIVE, INC	1982	WWTP: BATTERY, GASKET	0	00/00/0000	155.12
				Vendor Total:	155.12
OXYGEN SERVICE COMPANY	0653	STREET: WELDING SUPPLIES	0	00/00/0000	17.98
				Vendor Total:	17.98
POPE DOUGLAS SOLID WASTE MGMT	0505	POLICE: WASTE DISPOSAL	0	00/00/0000	36.13
				Vendor Total:	36.13
PREMIUM WATERS, INC.	1081	MULT DEPTS: WATER	0	00/00/0000	171.97
				Vendor Total:	171.97
PRO AUTO GLENCOE, INC	0527	MULT DEPTS: TIRES, TRUCK MAINTENANCE	0	00/00/0000	3,888.66
				Vendor Total:	3,888.66
RUNNING'S SUPPLY, INC.	1616	PARK: UNIFORMS	0	00/00/0000	506.80
				Vendor Total:	506.80
SAM'S TIRE SERVICE INC.	0250	POLICE: TIRE REPAIR	0	00/00/0000	29.45
				Vendor Total:	29.45
SCHMITT, STEVE	1696	WATER: SAFETY SHOES	0	00/00/0000	120.42
				Vendor Total:	120.42
SNOWPLOWS PLUS	0030	STREEET: PLOW PARTS	0	00/00/0000	343.99
				Vendor Total:	343.99
THOMSON REUTERS	1260	POLICE: INVESTIGATION SERVICES	0	00/00/0000	191.10
				Vendor Total:	191.10
TOTAL CONTROL SYSTEMS, INC	2148	WWTP: SYSTEM REPAIRS	0	00/00/0000	2,394.90
				Vendor Total:	2,394.90
TOWMASTER	2207	STREET: TOOL BOX KIT AND INSTALL	0	00/00/0000	1,491.00
				Vendor Total:	1,491.00
ULINE	1419	PUBLIC SAFETY AID: CHAIRS	0	00/00/0000	3,484.19
				Vendor Total:	3,484.19
VERIZON WIRELESS	1110	POLICE: AIR TAGS	0	00/00/0000	200.07
				Vendor Total:	200.07
WESTECH	0483	WWTP: SUPPORT ARM	0	00/00/0000	1,492.00
				Vendor Total:	1,492.00
				Grand Total:	101,876.98
				Less Credit Memos:	0.00
Total Invoices:	44			Net Total:	101,876.98
				Less Hand Check Total:	0.00
				Outstanding Invoice Total :	101,876.98

INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

ian 21, 2025 - req bills

Date: 01/17/2025

Time: 11:38 am

Page: 1

City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
BRADLEY SECURITY & ELECTRIC	0209	MULT DEPTS: LOCK REPAIR, ANNUAL CONTRACTS	0	00/00/0000	2,616.00
				Vendor Total:	2,616.00
BRAUN INTERTEC CORPORATION	0796	'23 STREET IMPROV: MATERIAL TESTING	0	00/00/0000	2,141.00
				Vendor Total:	2,141.00
CARGILL, INC	1636	WATER: SALT	0	00/00/0000	5,956.34
				Vendor Total:	5,956.34
COMPANION LIFE INSURANCE	1859	MULT DEPTS: INS PREMIUMS	0	00/00/0000	3,367.71
				Vendor Total:	3,367.71
HAWKINS, INC.	1133	WATER: CHEMICALS	0	00/00/0000	309.10
				Vendor Total:	309.10
HUSSONG, SAMANTHA	2098	CITY CENTER: LINENS & DECOR	0	00/00/0000	1,275.00
				Vendor Total:	1,275.00
INTOXIMETERS, INC.	0133	POLICE: FIELD SUPPLIES	0	00/00/0000	125.00
				Vendor Total:	125.00
JOHNSON CONTROLS FIRE	0874	MULT DEPTS: ANNUAL FIRE ALARM, EXIT & EXTINGUISHER	0	00/00/0000	1,789.96
				Vendor Total:	1,789.96
LEAGUE OF MN CITIES	1323	COUNCIL: TRAINING REGISTRATION	0	00/00/0000	350.00
				Vendor Total:	350.00
MN DEPT. OF EMPLOYMENT &	0559	REIMB: DEED LOAN PRINCIPAL & INTEREST PAYMENT	0	00/00/0000	6,761.74
				Vendor Total:	6,761.74
MVTL , INC.	0353	WATER, WWTP: LAB TESTING	0	00/00/0000	356.50
				Vendor Total:	356.50
NELSON ELECTRIC MOTOR REPAI	1277	WWTP: HEATER REPAIR	0	00/00/0000	1,134.15
				Vendor Total:	1,134.15
PRINTING SYSTEMS, INC.	0346	FINANCE: OFFICE SUPPLIES	0	00/00/0000	393.42
				Vendor Total:	393.42
SVL SERVICE CORPORATION	2113	WWTP: FAN REPAIR	0	00/00/0000	1,644.00
				Vendor Total:	1,644.00
TRI-COUNTY WATER	1016	STREET, REIMB: WATER	0	00/00/0000	47.00
				Vendor Total:	47.00
TROJAN TECHNOLOGIES	2136	WWTP: UV LAMPS	0	00/00/0000	21,462.50
				Vendor Total:	21,462.50
TRUIST GOVERNMENTAL FINANCI	0809	CITY CENTER: BOND PRINCIPAL & INTEREST	0	00/00/0000	123,466.00
				Vendor Total:	123,466.00
				Grand Total:	173,195.42
				Less Credit Memos:	0.00
				Net Total:	173,195.42
				Less Hand Check Total:	0.00
				Outstanding Invoice Total :	173,195.42
Total Invoices:		17			

CITY OF GLENCOE BILLS

JANUARY 21, 2025

** PREPAID PAYROLL & WIRE TRANSFER BILLS **

VENDOR	DEPARTMENT: DESCRIPTION	TOTAL
CITY OF GLENCOE EMPLOYEES	MULTIPLE DEPTS.: CITY OF GLENCOE PAYROLL 10-30-24	\$75,842.56
WIRE TRANSFER	MULT DEPTS:EMP/CITY PAYROLL TAXES,HSA,PERA,D COMP,CAFE	\$53,652.74
TOTAL PREPAID BILLS ----->		<u>\$129,495.30</u>

INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

JAN 21, 2025 PREPAID BILLS

Date: 01/17/2025

Time: 11:56 am

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City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
BREAKTHRU BEVERAGE	0513	LIQUOR: MERCH FOR RESALE	183289	11/07/2024	5,772.63
BREAKTHRU BEVERAGE	0513	LIQUOR: MERCH FOR RESALE	183293	11/07/2024	805.55
		Vendor Total:			6,578.18
JOHNSON BROS - ST PAUL	0504	LIQUOR: MERCH FOR RESALE	183290	11/07/2024	4,909.47
JOHNSON BROS - ST PAUL	0504	LIQUOR: MERCH FOR RESALE	183294	11/07/2024	2,003.00
		Vendor Total:			6,912.47
MINNESOTA CHILD SUPPORT	1646	POLICE: CHILD SUPPORT PAYMENT	183284	11/01/2024	249.65
		Vendor Total:			249.65
MINNESOTA PUBLIC EMPLOYEE	1439	POLICE: UNION DUES	183285	11/01/2024	155.05
		Vendor Total:			155.05
NCPERS GROUP LIFE INS	1619	ADMIN: INS PREMIUM	183286	11/01/2024	16.00
		Vendor Total:			16.00
PAUSTIS WINE COMPANY	0916	LIQUOR: MERCH FOR RESALE	183295	11/07/2024	1,335.00
		Vendor Total:			1,335.00
PHILLIPS WINE & SPIRITS, INC.	1010	LIQUOR: MERCH FOR RESALE	183291	11/07/2024	3,347.00
PHILLIPS WINE & SPIRITS, INC.	1010	LIQUOR: MERCH FOR RESALE	183296	11/07/2024	2,892.62
		Vendor Total:			6,239.62
PPLSI	0485	ADMIN, PARK, CITY CENTER: INS. PREMIUMS	183287	11/01/2024	112.60
		Vendor Total:			112.60
SOUTHERN GLAZER'S OF MN	1429	LIQUOR: MERCH FOR RESALE	183292	11/07/2024	7,465.11
SOUTHERN GLAZER'S OF MN	1429	LIQUOR: MERCH FOR RESALE	183297	11/07/2024	4,244.36
		Vendor Total:			11,709.47
VINOCOPIA, INC.	1353	LIQUOR: MERCH FOR RESALE	183298	11/07/2024	438.50
		Vendor Total:			438.50
VISA	0350	MULT DEPTS: COIL, MPCA, PLAYGROUND HARDWARE	183288	11/01/2024	2,120.77
		Vendor Total:			2,120.77
WINE COMPANY	2004	LIQUOR: MERCH FOR RESALE	183299	11/07/2024	733.00
		Vendor Total:			733.00
		Grand Total:			36,600.31
		Less Credit Memos:			0.00
		Net Total:			36,600.31
		Less Hand Check Total:			0.00
		Outstanding Invoice Total :			36,600.31
Total Invoices:		16			