



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**

**Monday, March 17, 2025**

**St. Patrick's Day Meeting**

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 March 3, 2025
- B. Approve Tobacco license for DG Retail, LLC / DBA: Dollar General Store #30296; 520 13th Street West, Glencoe, MN 55336
- C. Approve Special Event of the Glencoe Car and Bike Show, Glencoe City Center Parking Lot, 1107 11th Street East, **June 29** (Happy Hour), **July 27**, and **September 7, 2025**
- D. Peddler License, **Squeels on Wheels BBQ and Catering LLC**, 1111 Abbott Avenue North, Glencoe, MN 55336 – BBQ Food Trailer - \$200 Annual Fee

### **3. APPROVE AGENDA**

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

### **5. PUBLIC HEARINGS – None Scheduled**

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

- A. Airport Commission Recommendations
  - 1. Airport Fencing Project – Adinda Van Espen, SEH
  - 2. Airport Pavement Management Project – Adinda Van Espen, SEH
- B. SLA for Glen Knoll Lift Station Rehabilitation/Replacement Study– Justin Black, SEH
- C. **2025 Hennepin Avenue Project**
  - 1. **Resolution 2025-5** - Approving Plans and Specifications and Setting Bid Opening for the 2025 Hennepin Avenue Project – Justin Black/Brody Bratch, SEH
  - 2. Purchase Agreement for wetland credits on the Hennepin Avenue Improvement Project – Justin Black

**7. REQUESTS TO BE HEARD**

- A.** Approve permanent and construction easements with Stephen Carson (church), 727 16<sup>Th</sup> East, Glencoe - Mark Ostlund, City Attorney
- B. Resolution 2025-06** – Designating McLeod Soil and Water Conservation District as the Local Government Unit (LGU) for the implementation of the 1991 Wetland Conservation Act – City Administrator
- C.** Sanitation/Garbage Rate Increase – City Administrator
- D.** First Reading of the Emergency Cannabis Ordinance Number 626 – City Attorney
- E.** Correction to Registered Land Survey No. 25 (originally recorded in 1991) to facilitate the sale of Property from Seneca Foods to Revolve Labs – City Attorney.

**8. ITEMS FOR DISCUSSION**

- A.** Zoning Ordinance Update – City Attorney
- B.** Water and Wastewater Rate Study – Assistant City Administrator

**9. ROUTINE BUSINESS**

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

**10. ADJOURN**



SMALL CITY  BIG FUTURE

## **GLENCOE CITY COUNCIL MEETING MINUTES**

**March 3, 2025 – 7:00 PM**

City Center Ballroom

Attendees: Mark Hueser, Jon Dahlke, Scott Maynard, Cory Neid,

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

Others: Rich Glennie, Gary Ziemer, Justin Black

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

The Meeting was called to order by Mayor Mark Hueser

### **2. CONSENT AGENDA**

**A.** Approve Minutes of the Regular Meeting of February 18, 2025

**B.** Glencoe Softball Association, 3.2 On-Sale, 300 Desoto Ave. N.

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

### **3. APPROVE AGENDA**

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

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

None.

### **5. PUBLIC HEARINGS**

**A.** Public Hearing on MS4 (Municipal Separate Storm Sewer System) – Mark Lemen, Assistant City Administrator

**7:00 PM – MS4 (Municipal Separate Storm Sewer System)**

**Neid made a motion to open the public hearing. Seconded by Maynard.**

At this time, Mayor Hueser opened the public hearing on MS4 with a motion by Neid, seconded by Maynard. Assistant City Administrator Mark Lemen reviewed topics including environmental harm, defining MS4, public process, a MS4 general permit, reducing storm water, and simple steps to better water quality.

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

- B.** Public Hearing on Ordinance No. 627, an Ordinance amending the City of Glencoe Charter – City Attorney Ostlund  
**7:00 PM – Ordinance No. 627**  
**Dahlke made a motion to open the public hearing. Seconded by Maynard.**

At this time, Mayor Hueser opened the public hearing on Ordinance No. 627. City Attorney Mark Ostlund reviewed the proposed changes to the Charter.

Rich Glennie, residing in Precinct 4, approached the podium regarding a complaint to an item of the proposed changes where upon the absence of the Mayor and the Vice Mayor taking over the duties as Mayor of the meeting. Glennie finds that it is disenfranchising its members by the Vice Mayor giving up his vote. He represents Precinct 4 and is expected to be an active participant and without being able to vote, you cannot represent the people who elected you.

The City Council would like to talk about this, to confirm all Council are on the same page. Council will discuss at Workshop next week or prior to a second vote at the next Council meeting.

**Motion:** Neid made a motion to close the public hearing. Seconded by Dahlke, with all in favor, the motion carries.

## **6. BIDS AND QUOTES**

- A.** Controls for HVAC System at the Glencoe PD – City Administrator  
Two quotes were received for the Controls for the Police HVAC System that was awarded in January. ARI Mechanical out of Bloomington submitted a quote for a total of \$11,140.00. UHL out of Maple Grove submitted a quote for a total of \$26,945.00. The quote from UHL is higher due to equipment needed to communicate with our Johnson Controls system. It is recommended to approve the quote from ARI Mechanical.  
**Motion:** Maynard, seconded by Dahlke to approve the quote of \$11,140.00 from ARI Mechanical. All in favor, the motion carries.

## **7. REQUESTS TO BE HEARD**

- A.** Approve Permanent and Construction Easements and Fee Purchase of Land for Holding Pond with Glencoe Regional Health – Mark Larson, City Administrator and Mark Ostlund, City Attorney  
The City Engineer, City Attorney, and City Administrator met with Glencoe Regional Health regarding the needed easements for the 2025 Hennepin Avenue Project. The Hennepin Avenue Project requires the need to purchase, in fee, 3 acres of property North of the GRH campus for the construction of a holding pond for the project. The GRH Board has authorized the purchase by the City and the County for \$12,000 per acre or a total of \$36,000.



The cost of land purchase is being split jointly between the City of Glencoe and McLeod County. The McLeod County Engineer has given us the green light to purchase the property. GRH has agreed to the easements required for the project at no cost to the City nor County.

**Motion:** Dahlke, seconded by Neid to authorize the Mayor Mark Hueser and City Attorney Mark Ostlund to execute the agreements and close the agreements with Glencoe Regional Health. All in favor, the motion carries.

**B. Appoint 2 members to the Glencoe Library Board – City Administrator**

It is recommended to appoint Evon Drager and Paula Bulau to the Glencoe Library Board. Both had previously served on the Cemetery Commission.

**Motion:** Neid, seconded by Maynard to approve the two members to the Glencoe Library Board. All in favor, the motion carries.

**8. ITEMS FOR DISCUSSION**

**A. Update on Nuvera Contract – Assistant City Administrator**

Assistant City Administrator Lemen spoke with Nuvera about how the termination clause would be and what the length of the contract is. There are minor details with the verbiage of the contract that City Attorney Ostlund has advised to go back to them. Once the verbiage and language are addressed, Assistant City Administrator Lemen will sign the contract and begin moving forward with the IT initiatives. Nuvera is on board with a six-month update.

**B. Update on Park Siding Projects – Assistant City Administrator**

All Aspect Builders got a lot of work done Wednesday, Thursday, and Friday but could not finish up due to wind. They have some trim in the bathroom roof left and then will be moving over to the park shed.

**9. ROUTINE BUSINESS**

**A. Project Updates – working throughout the whole town to get all the streets trees trimmed up**

**B. Economic Development – received approval from the group developing the McDonald's that the McDonald's will be going in just to the East of Kwik Trip.**

**C. Public Input**

**D. Reports**

**E. City Bills**

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

**10. ADJOURN**

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



SMALL CITY  BIG FUTURE

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

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**Mayor:** 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 Neld

2B



SMALL CITY &amp; BIG FUTURE

## ANNUAL PERMITS / LICENSES

APPLICATION DATE 2-27-25

ESTABLISHMENT Dollar General Store #30296

OWNER / MANAGER DG Retail, LLC

SITE ADDRESS 520 13th Street W  
Glencoe, MN 55336

MAILING ADDRESS 100 Mission Ridge  
Goodlettsville, TN 37072

PHONE 615-855-4000

EMAIL tax-beerandwine@dollargeneral.com

START DATE 1/1/25

END DATE 12/31/25

SIGNATURE [Signature]

## TO BE COMPLETED BY CITY STAFF

☐ CASH

☐ CHECK # \_\_\_\_\_

☐ CREDIT CARD - 2.5% service fee

TOTAL PAID \_\_\_\_\_

STAFF SIGNATURE \_\_\_\_\_

## MISCELLANEOUS PERMITS &amp; LICENSES

☒ Tobacco \$25.00

☐ Music Machines \$24.00

☐ Video, Pinball Machines \$12.00

☐ Dance Permit (per dance) \$20.00

☐ Dance Permit (annual) \$200.00

☐ Theatre License \$15.00

☐ Bowling Alley (per lane) \$5.00

☐ Fireworks - Retail \$100.00

☐ Charitable Gambling \$100.00

## LIQUOR LICENSES

☐ On-Sale Beer \$100.00

☐ One Day On-Sale Beer \$25.00

☐ Off-Sale Beer \$50.00

☐ On-Sale Club \$100.00

☐ On-Sale Liquor \$3,000.00

☐ Sunday On-Sale Liquor \$200.00

☐ Liquor Display Permit \$300.00

☐ Wine License \$150.00

☐ Brewery Taproom On-Sale \$250.00

☐ Brewer Off-Sale \$250.00

☐ Brew Pub Full On-Sale \$3,200.00

☐ Brew Pub Off-Sale \$250.00

TOTAL DUE

25.00



2C

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

Event name: Glencoe Car & Bike Show - June Show Location: Happy Hour

Date(s) of the event: June 29 Time(s) of event: Sundays 11AM - 3PM

Group name or organization: Glencoe Car Show Contact Name: Francisco Lopez

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

Email: happyhourinnmn@gmail.com Phone: 320-300-8896

Type of organization: For Profit ☒ Non-Profit ☒ Charity ☒

Location requested: City Parking Lot ☐ City Park ☐ Street Closure ☒

Estimated number of participants expected to attend the event: 400 - 800

Event Description: In conjunction with the GCBS, we would like to close down from the entrance of the car show down to Hennepin. ( This would still let people from church be able to exit properly ). We would have cars parking down 12th street all the way to Happy Hour and Hennepin. We would have some form of live entertainment ( live band ) in our parking lot area. People would be able to walk up and down the street and enjoy the show.

Assistance Requested: Barricades for marking the streets as closed.

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

Part of 11th street ( car show entrance down to Hennepin ) & Ives Avenue N. ( church exit and to access the post office are unaffected.

Date/Time for beginning of street closure: June 11AM

Date/Time for reopening of streets: June 3PM

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

See back side for guidelines and agreement.

Updated: 5.20.2022

## Special Event Guidelines

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

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

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

**Security:** If the Chief of Police determines security is needed for the event, the organizer will be charged \$100/hour per officer.

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

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

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

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

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

Francisco Lopez 3/12/25  
Signature Date

**City Staff Use Only**

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

**Public Works Director Street/Parks Recommendation:**  
Comments: \_\_\_\_\_

Approve ☐ Deny ☐

**Chief of Police Recommendation:** Approve ☐ Deny ☐  
Comments: \_\_\_\_\_

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

Updated: 2.26.2025





**City of Glencoe  
Special Event Application**

1107 11<sup>th</sup> Street East, Suite 107

Glencoe, MN 55336

320-864-5586

info@ci.glencoe.mn.us

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

Date(s) of the event: June 29 - July 27 - Sept 7 Time(s) of event: 11AM - 3PM

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

Address: 2051 10th St E City: Glencoe Zip: 55336

Email: gcbsmn@gmail.com Phone: 612 - 584 - 8920

Type of organization: For Profit ☐ Non-Profit ☒ Charity ☒

Location requested: City Parking Lot ☒ City Park ☐ Street Closure ☒

Estimated number of participants expected to attend the event: 400 - 800

Event Description: It's our 3 annual car shows with Happy Hour joining us and the Glencoe Fire Department for our June show to add community involvement and add entertainment for Glencoe Days weekend. July and September show would run as normal. Please see attached June & July / September maps for more details.

Assistance Requested: Will need road blockades, picnic tables ( 4 - 6 ), orange cones, garbage cans. Normally provided by Street / Parks Dept.

Street Closure Request - Describe the name and sections of the streets for requested closure.  
June - Part of 11th street down to Hennepin July & September - 12th street

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

Date/Time for reopening of streets: 3PM

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

See back side for guidelines and agreement.

Updated: 5.20.2022



## Special Event Guidelines

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

Signature Victor Garcia Date 3/12/25

City Staff Use Only

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

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

Approve ☐ Deny ☐

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

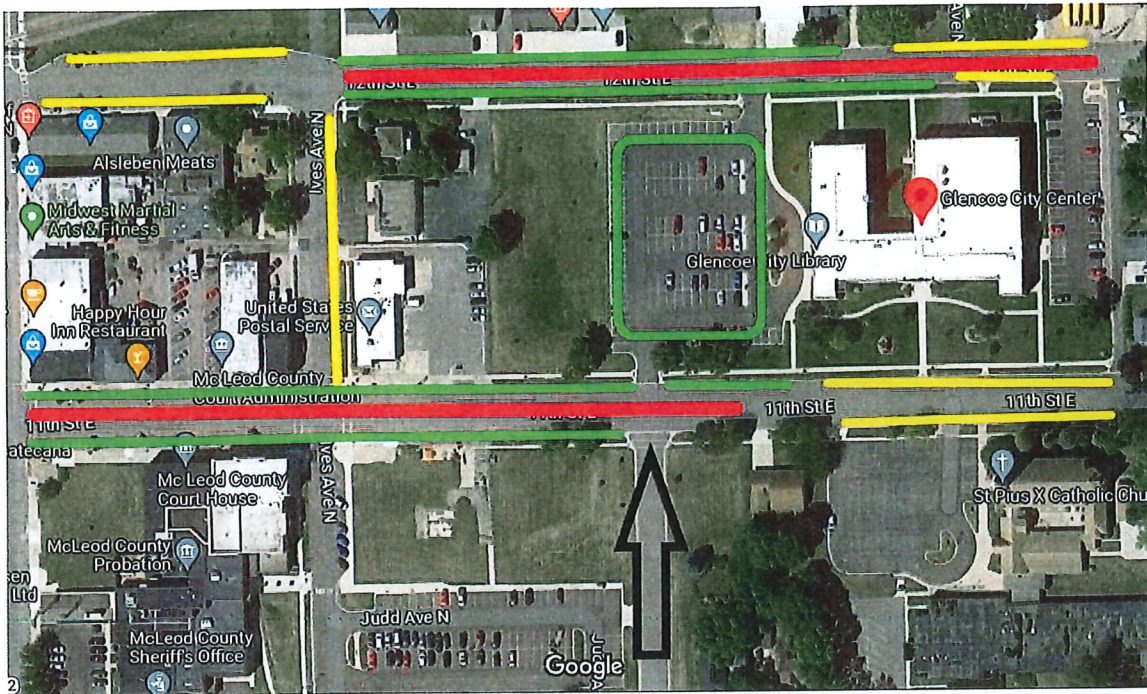
**Chief of Police Recommendation:**    Approve ☐    Deny ☐

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

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

Updated: 2.26.2025

## June Map and Details 2025



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

Essentially close down 11th street all the way to Hennepin / Happy Hour and if need be, 12th street for overflow. Hennepin would be the primary closed street. In conjunction with the car show, Happy Hour would have live entertainment in their area of the parking lot. We are thinking it would be a band / music. Essentially people would be able to walk from the city center parking lot down to Happy Hour and enjoy the show. We would have plenty of people there from the car show and Happy Hour to ensure people stay within the area.

Glencoe Days is happening this weekend, and we think it would liven up that section of town even more and people are making it more of a yearly event to attend our shows. Please feel free to reach out to us via Facebook, email, or phone.

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

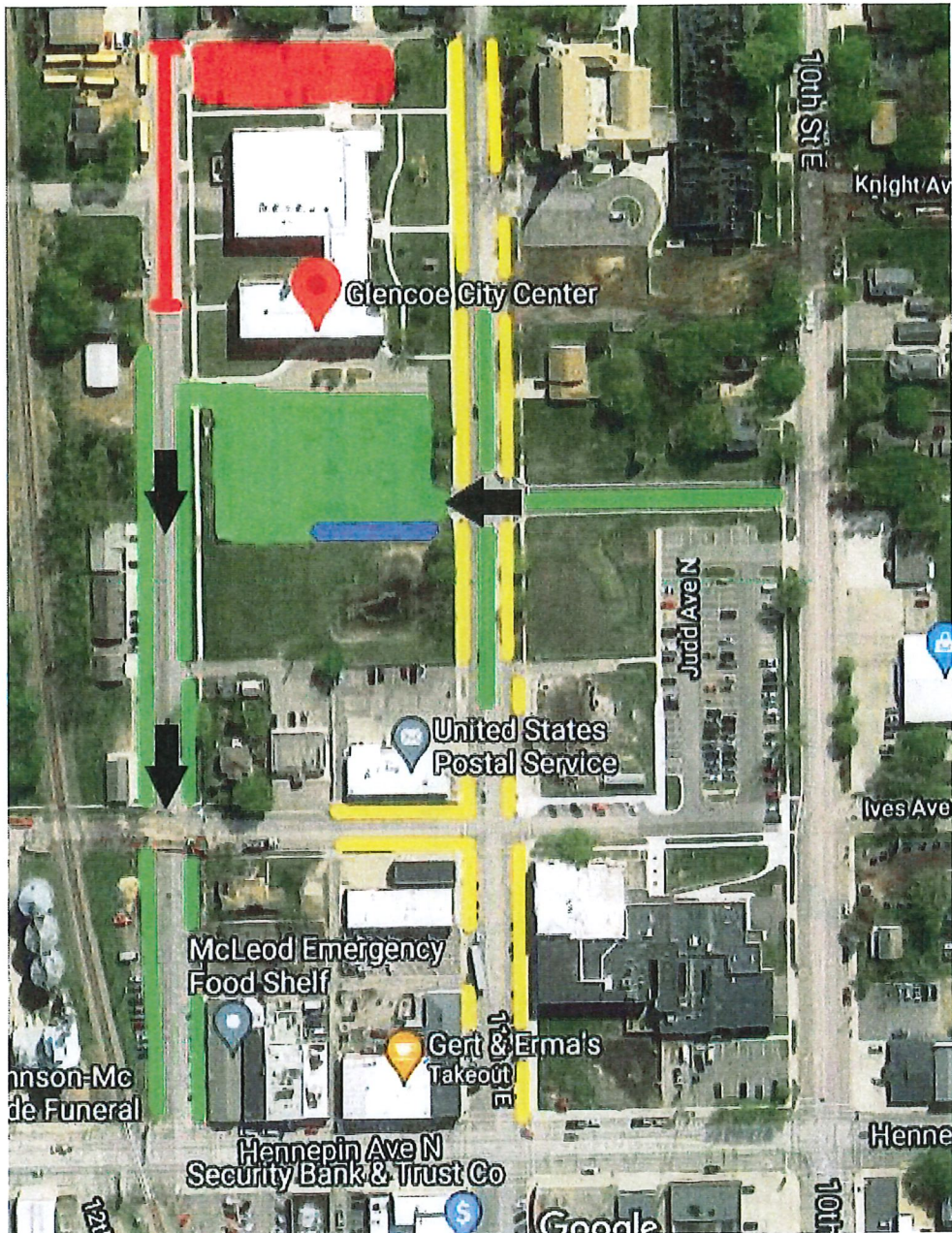
Email: [gcbasmn@gmail.com](mailto:gcbasmn@gmail.com)

Phone: 612 – 584 – 8920

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



## July & September Map ( Regular Show / Parking )



Green - Car entrance and exit route / Showing vehicles parking

Yellow - Spectator parking

Purple - Motorcycle parking

Red - Road closed / No parking

GI  
SM

2D

PEDDLER, SOLICITOR AND TRANSIENT MERCHANT  
PERMIT APPLICATION

LICENSE FEE

☐

\$25 DAILY

☒

\$200 YEARLY

APPLICATION DATE

3/6/2025

SELLING DATES

BUSINESS INFORMATION

\*ATTACH PROOF OF BUSINESS

NAME

Squeels On Wheels BBQ and Catering LLC

ADDRESS

1111 Abbott Ave N Glencoe, MN 55336

PHONE

320-282-9008

WEBSITE

facebook.com/squeelsonwheelsbbqandcatering.com

BUSINESS DESCRIPTION

BBQ Food Trailer (Mobile Food Unit)

PERSONAL INFORMATION

\*ATTACH A COPY OF DRIVER'S LICENSE

RESPONSIBLE PERSON

Mark Conklin

ADDRESS

1111 Abbott Ave N Glencoe, MN 55336

PHONE

320-282-9008

EMAIL

squeelsonwheelsbbq@gmail.com

DRIVERS LICENSE #

M243-172-207-009

REFERENCES

\*ATTACH A LETTER OF REFERENCE (reference must be located in McLeod County)

REFERENCE 1

REFERENCE 2

NAME

ADDRESS

PHONE

EMAIL

I have not been convicted of any felony, misdemeanor or violation of any City Code provision (excluding minor traffic violations).

APPLICANT SIGNATURE

DATE

3/6/2025

POLICE CHIEF

☐

APPROVED

☐

DENIED

CITY COUNCIL

☐

APPROVED

☐

DENIED

Signature/Date:

Signature/Date:



S



# Squeels On Wheels BBQ and Catering LLC

REGISTERED

Food truck

### Want to make changes?

Since this business info is officially registered with the state, you'll have to file an amendment to make changes. Don't worry, we can help.

[File an amendment](#)

Overview   Ownership

### Business info

ENTITY TYPE	STATE OF REGISTRATION
LLC	Minnesota
INDUSTRY	FORMED ON
Food truck	Jul 21, 2024
STATE ID	EIN
1483248300022	99-4259198
ADDRESS	
Glencoe Minnesota Glencoe MN 55336	

### Registered agent





MINNESOTA

DRIVER'S  
LICENSE

NOT FOR FEDERAL IDENTIFICATION

1 CONKLIN  
2 MARK ALLEN  
8 1111 ABBOTT AVE N  
GLENCOE, MN 55338-3320



4d DL# M243-172-207-009 4a ISS: 02/16/2022  
3; DOB 02/17/1977 4b EXP 02/17/2026  
9 CLASS D 9a END NONE  
12 RESTR 2

15 SEX M  
16 HGT 6'-01"

17 WGT 210 lb  
18 EYES BLU

5; DD 000000005984008

02/17/77



CLASS: D-Single Veh of combination up to 26,000 lbs. GVWR/GCWR  
END: None  
RESTR: Corr. Lenses







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

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**Councilors:** At-Large - Yodee Rivera, Precinct 1 - Jon Dahlke, Precinct 2 – Scott Maynard,  
Precinct 3 - Paul Lemke, Precinct 4 - Cory Neld



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

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To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: March 14, 2025

Re: **Item 6A** - Airport Commission Recommendations

**Item 6A1** – The Airport Commission met on March 13<sup>th</sup> and reviewed the 3 quotes received for the fence project. It is the recommendation of the Airport Commission to award the quote for fencing at the Airport to **Century Fence for \$6,215.00**. Engineer's estimate was \$9,000.

**Item 6A2** - The Airport Commission met on March 13<sup>th</sup> and reviewed the 3 bids received for the Pavement Maintenance Project. See the attached review and recommendation from Airport Engineer Adinda Van Espen with SEH. It is recommended to award the bid to **Fahrner Asphalt** for the Base Bid (**\$102,000**) and Alternate #1 (Slurry Seal for **\$194,010**) for a total of **\$296,117.00**. Van Espen reviews the financing for this in the attached Memo to the City Council. Total City Share of these projects is **\$11,712.67**.



Building a Better World  
for All of Us<sup>SM</sup>

March 14, 2025

RE: Glencoe Municipal Airport  
Recommendation of Award – 2025  
Arrival/Departure Building Fence and  
Pavement Maintenance  
SEH No. GLENC 182487 6.00

Mark Larson, City Administrator  
City of Glencoe  
1107 11<sup>th</sup> Street East  
Glencoe, MN 55336

**PROJECT SCOPE:**

Competitive quotes were received for the 2025 Arrival/Departure Building Fence project, which includes installation of a 4' security fence between the parking lot and the apron at the Glencoe Municipal Airport. Competitive bids were received for the 2025 Pavement Maintenance project, which includes pavement maintenance such as crack sealing, joint repair, and seal coat on the runway, taxiway, apron, and hanger taxilane pavements at the Glencoe Municipal Airport.

**QUOTE RESULTS – 2025 Arrival/Departure Building Fence**

On Friday, March 7, 2025, SEH accepted three quotes on behalf of the City of Glencoe for the 2025 Arrival/Departure Building Fence project. The quotes ranged from a high of \$28,500 to a low of \$6,215. The Engineer's Estimate was \$9,000. The low quote received was submitted by Century Fence Company, of Forest Lake, MN, in the amount of \$6,215. Below is a summary of the results and a complete bid tabulation is attached.

<b>Contractor</b>	<b>Total Bid</b>
Century Fence Company	\$6,215.00
Grassland Solutions	\$7,016.00
Midwest Fence & Manufacturing	\$28,500.00
Engineer's Estimate	\$9,000.00

**SEH RECOMMENDATION – 2025 Arrival/Departure Building Fence**

Based on the outcome of the quotes and in reliance on our experience with Century Fence Company and/or materials and information provided by the contractor, we have determined that they have a sufficient understanding of the project and equipment to perform the construction for which it quoted (2025 Arrival/Departure Building Fence).

SEH makes no representation or warranty as to the actual financial viability of the contractor or its ability to complete its work.

SEH recommends that the 2025 Arrival/Departure Building Fence project be awarded to Century Fence Company in the amount of \$6,215, contingent upon receipt of the FAA grant.

**BID RESULTS – 2025 Pavement Maintenance**

On Friday, March 7, 2025, SEH accepted four bids on behalf of the City of Glencoe for the 2025 Pavement Maintenance project. The bids ranged from a high of \$824,700 to a low of \$296,117 (based on the evaluation and recommendation described below). The Engineer's Estimate was \$432,175. The low

Engineers | Architects | Planners | Scientists

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

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

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bid received was submitted by Fahrner Asphalt Sealers, LLC, of Eau Claire, WI, in the amount of \$296,117. Below is a summary of the results and a complete bid tabulation is attached.

Contractor	Base Bid	Alternate 1	Alternate 2	Base Bid + Alternate 1
Fahrner Asphalt Sealers, LLC	\$102,107.00	\$194,010.00	\$122,245.00	\$296,117.00
ASTECH	\$130,354.00	\$183,995.00	\$168,410.00	\$314,349.00
Gee Asphalt Systems, Inc.	\$139,907.00	\$247,760.00	\$142,825.00	\$387,667.00
American Road Maintenance, Inc.	\$234,200.00	\$590,500.00	\$240,625.00	\$824,700.00
Engineer's Estimate	\$166,925.00	\$265,250.00	\$162,875.00	\$432,175.00

#### **SEH RECOMMENDATION – 2025 Pavement Maintenance**

SEH reviewed the base bid and alternates and evaluated the available project funding. Based on the bid results as well as discussion with the City Administrator, Assistant City Administrator, and the FAA, SEH recommends that the City award the Base Bid and Alternate 1.

Below is a summary of what was included in the different schedules and alternates:

- Base Bid – Crack sealing, joint repairs, & mastic repair on all pavements, seal coat on the apron & taxilanes pavements, and application of new pavement markings on the apron & taxilanes pavements
- Alternate 1 – Slurry seal runway & taxiway and application of new pavement markings on runway & taxiway
- Alternate 2 – Seal coat runway & taxiway and application of new pavement markings on runway & taxiway

Based on the outcome of the bids and in reliance on our experience with Fahrner Asphalt Sealers, LLC. and/or information provided in the bid packages (including intent to meet the 8.5% DBE goal), we have determined that 1) they have a sufficient understanding of the project and equipment to perform the construction for which it bid (2025 Pavement Maintenance); and 2) according to their bonding agent they presently have the financial ability to complete the project bid.

SEH makes no representation or warranty as to the actual financial viability of the contractor or its ability to complete its work.

Accordingly, SEH recommends that the 2025 Pavement Maintenance project be awarded to Fahrner Asphalt Sealers, LLC in the amount of \$296,117, contingent upon receipt of the FAA grant.

#### **PROJECT COST SUMMARY:**

The table below summarizes the overall project cost of the components for both projects:

Description	Project Costs
Pavement Maintenance Design and Construction Administration (SEH) - AIP Eligible (96.28%)	\$ 25,225.36
Pavement Maintenance Design and Construction Administration (SEH) - AIP Ineligible (3.72%)	\$ 974.64
A/D Building Fence Design and Construction Administration (SEH)	\$ 7,700.00
Arrival/Departure Building Fence Construction (Century Fence)	\$ 6,125.00
Pavement Maintenance Construction (Fahrner Asphalt) - AIP Eligible	\$ 285,105.00
Pavement Maintenance Construction (Fahrner Asphalt) - AIP Ineligible	\$ 11,012.00
Estimated Administrative Expenses (City of Glencoe)	\$ 500.00
<b>Total</b>	<b>\$ 336,642.00</b>



The table below includes the anticipated federal, state, and local shares for each of the above line items. To complete these projects, we anticipate the need for \$308,422 in federal funding, \$16,507 in state funding, and \$11,712 in local funding.

Description	Project Costs	FAA	State	Local
Pavement Maintenance Design and Construction Administration (SEH) - AIP Eligible (96.28%)	\$ 25,225.36	\$ 23,964.09	\$ 630.63	\$ 630.63
Pavement Maintenance Design and Construction Administration (SEH) - AIP Ineligible (3.72%)	\$ 974.64	\$ -	\$ 682.25	\$ 292.39
A/D Building Fence Design and Construction Administration (SEH)	\$ 7,700.00	\$ 7,315.00	\$ 192.50	\$ 192.50
Arrival/Departure Building Fence Construction (Century Fence)	\$ 6,125.00	\$ 5,818.75	\$ 153.13	\$ 153.13
Pavement Maintenance Construction (Fahrner Asphalt) - AIP Eligible	\$ 285,105.00	\$ 270,849.75	\$ 7,127.63	\$ 7,127.63
Pavement Maintenance Construction (Fahrner Asphalt) - AIP Ineligible	\$ 11,012.00	\$ -	\$ 7,708.40	\$ 3,303.60
Estimated Administrative Expenses (City of Glencoe)	\$ 500.00	\$ 475.00	\$ 12.50	\$ 12.50
<b>Total</b>	<b>\$ 336,642.00</b>	<b>\$ 308,422.59</b>	<b>\$ 16,507.03</b>	<b>\$ 11,712.38</b>

Both of these projects will be funded through the Airport Improvement Grant (AIG) program, which is part of the Infrastructure Investment and Jobs Act (IIJA). The Glencoe Municipal Airport's current AIG funding balance is \$254,676 which is less than the \$308,422 needed to complete these projects. **In discussion with your City Administrator, Assistant City Administrator, and the FAA, it is proposed to fund these projects with both FY25 and FY26 funds to maximize the available federal funding for your airport.**

For this year's AIG grant, the below components are eligible for federal funding at 95% (\$254,676), for state funding at 2.5% (\$6,702). The remaining 2.5% (\$6,702) will need to be covered with local funds.

FFY25 AIG	Allocated Project Costs	FAA (95%)	State (2.5%)	Local (2.5%)
Pavement Maintenance Design and Construction Administration (SEH) - AIP Eligible (96.28%) - Phase 1	\$ 20,626.60	\$ 19,595.27	\$ 515.67	\$ 515.67
A/D Building Fence Design and Construction Administration (SEH)	\$ 7,700.00	\$ 7,315.00	\$ 192.50	\$ 192.50
Arrival/Departure Building Fence Construction (Century Fence)	\$ 6,125.00	\$ 5,818.75	\$ 153.13	\$ 153.13
Pavement Maintenance Construction (Fahrner Asphalt) - AIP Eligible (Phase 1)	\$ 233,128.40	\$ 221,471.98	\$ 5,828.21	\$ 5,828.21
Estimated Administrative Expenses (City of Glencoe)	\$ 500.00	\$ 475.00	\$ 12.50	\$ 12.50
<b>Total</b>	<b>\$ 268,080.00</b>	<b>\$ 254,676.00</b>	<b>\$ 6,702.00</b>	<b>\$ 6,702.00</b>

In FY26, we will request a Phase 2 grant to cover the remaining federally eligible portion of the pavement maintenance project, roughly \$56,500, as shown in the table below. This is a cost that the city will need to hold on to as 100% local until the FY26 grant is executed. The FY26 AIG grant will be applied for after October 1, 2025, which is when the new federal fiscal year commences, and the grant is expected to be executed in January 2026.

FFY26 AIG	Allocated Project Costs	FAA (95%)	State (2.5%)	Local (2.5%)
Pavement Maintenance Design and Construction Administration (SEH) - AIP Eligible (96.28%) - Phase 2	\$ 4,598.76	\$ 4,368.82	\$ 114.97	\$ 114.97
Pavement Maintenance Construction (Fahrner Asphalt) - AIP Eligible (Phase 2)	\$ 51,976.60	\$ 49,377.77	\$ 1,299.42	\$ 1,299.42
<b>Total</b>	<b>\$ 56,575.36</b>	<b>\$ 53,746.59</b>	<b>\$ 1,414.38</b>	<b>\$ 1,414.38</b>
<b>Total (Adjusted)</b>	<b>\$ 56,575.36</b>	<b>\$ 53,746.00</b>	<b>\$ 1,414.68</b>	<b>\$ 1,414.68</b>

As can be seen in the tables above, a small portion (3.72%) of the pavement maintenance costs is ineligible for federal funding. In discussion with MnDOT Office of Aeronautics, and as laid out in the table below, a request will be made to MnDOT to help fund this cost at a 70% participation rate, roughly \$8,400. The remaining 30% of federally ineligible costs, roughly \$3,600, will have to be covered by local funding.

SFY 2025	Allocated Project Costs	State (70%)	Local (30%)
Pavement Maintenance Design and Construction Administration (SEH) - AIP Ineligible (3.27%)	\$ 974.64	\$ 682.25	\$ 292.39
Pavement Maintenance Construction (Fahrner Asphalt) - AIP Ineligible	\$ 11,012.00	\$ 7,708.40	\$ 3,303.60
<b>Total</b>	<b>\$ 11,986.64</b>	<b>\$ 8,390.65</b>	<b>\$ 3,595.99</b>

**FUNDING SHARE SUMMARY:**

The table below summarizes the proposed funding share breakdown:

	Federal Share	State Share	Local Share
<b>Federally Eligible Costs</b>			
FY25 AIG (95% federal, 2.5% state, 2.5% local)	\$ 254,676.00	\$ 6,702.00	\$ 6,702.00
FY26 AIG (95% federal, 2.5% state, 2.5% local)	\$ 53,746.00	\$ 1,414.68	\$ 1,414.68
<b>Federally Ineligible Costs (State Eligible)</b>			
SFY25 (0% federal, 70% state, 30% local)	\$ -	\$ 8,390.65	\$ 3,595.99
<b>Total</b>	<b>\$ 308,422.00</b>	<b>\$ 16,507.33</b>	<b>\$ 11,712.67</b>

Sincerely,



Adinda Van Espen, PE (Lic. MN, FL, AL, WY, TX, ID, OR, NY, CA, OH, WI)  
 Project Manager





## TABULATION OF BIDS

2025 Arrival/Departure Building Fence Glencoe Municipal Airport SEH No.: GLENC 182487 Bid Date: 10:30 a.m., Friday, March 7, 2025				Engineer's Estimate \$9,000.00		Century Fence Company 14839 Lake Drive NE Forest Lake, MN 55025 \$6,215.00		Grassland Solutions 205 Broadway Ave N Cokato, MN 55321 \$7,016.00		Midwest Fence & Manufacturing 525 E. Villaume Ave. South St. Paul, MN 55075 \$28,500.00	
Item No.	Item	Unit	Est. Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
C-105	MOBILIZATION	LS	1	\$1,500.00	\$1,500.00	\$740.00	\$740.00	\$450.00	\$450.00	\$1,500.00	\$1,500.00
F-162	CHAIN-LINK FENCE (4' HEIGHT)	LS	1	\$7,500.00	\$7,500.00	\$5,475.00	\$5,475.00	\$6,566.00	\$6,566.00	\$27,000.00	\$27,000.00
TOTAL BID PRICE				\$9,000.00		\$6,215.00		\$7,016.00		\$28,500.00	



## TABULATION OF BIDS

2025 Pavement Maintenance Glencoe Municipal Airport SEH No.: GLENC 182487 Bid Date: 10:00 a.m., Friday, March 7, 2025				Engineer's Estimate  \$432,175.00		Fahrner Asphalt Sealers, LLC 6615 US Hwy 12 West Eau Claire, WI 54703 \$296,117.00		ASTECH PO Box 1025 St. Cloud, MN 56302 \$314,349.00		Gee Asphalt Systems, Inc. 4715 6th Street SW Cedar Rapids, IA 52404 \$387,667.00		American Road Maintenance, Inc. 4554 E Eco Industrial Pl Tucson, AZ 85756 \$824,700.00	
Item No.	Item	Unit	Est Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
Base Bid													
GENERAL	Traffic Provisions / Airport Security / Phasing	LS	1	\$2,000.00	\$2,000.00	\$4,500.00	\$4,500.00	\$11,200.00	\$11,200.00	\$9,350.00	\$9,350.00	\$15,000.00	\$15,000.00
C-105	Mobilization	LS	1	\$15,000.00	\$15,000.00	\$2,500.00	\$2,500.00	\$10,000.00	\$10,000.00	\$11,030.00	\$11,030.00	\$20,000.00	\$20,000.00
01 55 15	Maintenance and Restoration of Haul Road	LS	1	\$1,000.00	\$1,000.00	\$500.00	\$500.00	\$1,000.00	\$1,000.00	\$2,200.00	\$2,200.00	\$10,000.00	\$10,000.00
P-605-5.1	Crack Seal (Route and Seal)	LF	10500	\$1.75	\$18,375.00	\$1.65	\$17,325.00	\$1.70	\$17,850.00	\$2.00	\$21,000.00	\$3.00	\$31,500.00
P-605-5.2	Joint Repair (Reseal)	LF	30000	\$2.50	\$75,000.00	\$1.05	\$31,500.00	\$1.70	\$51,000.00	\$1.40	\$42,000.00	\$1.75	\$52,500.00
32 11 23	Mastic 2 Part Crack Repair - (Clean, Fill, Seal) Filler	LB	500	\$3.50	\$1,750.00	\$7.52	\$3,760.00	\$6.40	\$3,200.00	\$4.25	\$2,125.00	\$15.00	\$7,500.00
32 11 23	Mastic 2 Part Crack Repair - (Clean, Fill, Seal) Sealant	LB	1000	\$3.25	\$3,250.00	\$4.54	\$4,540.00	\$3.50	\$3,500.00	\$4.25	\$4,250.00	\$20.00	\$20,000.00
P-608	Emulsified Asphalt Seal Coat	SY	19800	\$2.25	\$44,550.00	\$1.67	\$33,066.00	\$1.50	\$29,700.00	\$2.24	\$44,352.00	\$3.50	\$69,300.00
P-620	Pavement Markings (Incl. Reflective Beads)	SF	1200	\$5.00	\$6,000.00	\$3.68	\$4,416.00	\$2.42	\$2,904.00	\$3.00	\$3,600.00	\$7.00	\$8,400.00
Base Bid Total Price				\$166,925.00		\$102,107.00		\$130,354.00		\$139,907.00		\$234,200.00	
Alternate 1 - Slurry Seal Runway & Taxiway													
GENERAL	Traffic Provisions / Airport Security / Phasing	LS	1	\$1,000.00	\$1,000.00	\$4,500.00	\$4,500.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$5,000.00	\$5,000.00
C-105	Mobilization	LS	1	\$5,000.00	\$5,000.00	\$2,500.00	\$2,500.00	\$13,300.00	\$13,300.00	\$18,000.00	\$18,000.00	\$35,000.00	\$35,000.00
01 55 15	Maintenance and Restoration of Haul Road	LS	1	\$500.00	\$500.00	\$500.00	\$500.00	\$1,000.00	\$1,000.00	\$1,600.00	\$1,600.00	\$10,000.00	\$10,000.00
P101	Removal of Foreign Substances/Contaminates	LS	1	\$18,000.00	\$18,000.00	\$15,000.00	\$15,000.00	\$51,480.00	\$51,480.00	\$24,585.00	\$24,585.00	\$36,000.00	\$36,000.00
P-626	Emulsified Asphalt Slurry Seal Surface Treatment	SY	45500	\$4.50	\$204,750.00	\$3.18	\$144,690.00	\$1.77	\$80,635.00	\$3.65	\$166,075.00	\$10.00	\$455,000.00
P-620	Pavement Markings (Incl. Reflective Beads)	SF	18000	\$2.00	\$36,000.00	\$1.49	\$26,820.00	\$1.76	\$31,680.00	\$1.75	\$31,500.00	\$2.75	\$49,500.00
Alternate 1 Total Price				\$265,250.00		\$194,010.00		\$183,995.00		\$247,760.00		\$590,500.00	
Alternate 2 - Seal Coat Runway & Taxiway													
GENERAL	Traffic Provisions / Airport Security / Phasing	LS	1	\$1,000.00	\$1,000.00	\$4,500.00	\$4,500.00	\$6,000.00	\$6,000.00	\$3,650.00	\$3,650.00	\$5,000.00	\$5,000.00
C-105	Mobilization	LS	1	\$5,000.00	\$5,000.00	\$2,500.00	\$2,500.00	\$10,000.00	\$10,000.00	\$4,200.00	\$4,200.00	\$15,000.00	\$15,000.00
01 55 15	Maintenance and Restoration of Haul Road	LS	1	\$500.00	\$500.00	\$500.00	\$500.00	\$1,000.00	\$1,000.00	\$1,500.00	\$1,500.00	\$10,000.00	\$10,000.00
P101	Removal of Foreign Substances/Contaminates	LS	1	\$18,000.00	\$18,000.00	\$15,000.00	\$15,000.00	\$51,480.00	\$51,480.00	\$22,350.00	\$22,350.00	\$36,000.00	\$36,000.00
P-608	Emulsified Asphalt Seal Coat	SY	45500	\$2.25	\$102,375.00	\$1.67	\$75,985.00	\$1.50	\$68,250.00	\$1.75	\$79,625.00	\$2.75	\$125,125.00
P-620	Pavement Markings (Incl. Reflective Beads)	SF	18000	\$2.00	\$36,000.00	\$1.32	\$23,760.00	\$1.76	\$31,680.00	\$1.75	\$31,500.00	\$2.75	\$49,500.00
Alternate 2 Total Price				\$162,875.00		\$122,245.00		\$168,410.00		\$142,825.00		\$240,625.00	
TOTAL BID PRICE (BASE BID + ALTERNATE 1 ONLY)				\$432,175.00		\$296,117.00		\$314,349.00		\$387,667.00		\$824,700.00	



SMALL CITY & BIG FUTURE

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

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# Page is Blank to Separate Agenda Items

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



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

From: Mark D. Larson, City Administrator

Date: March 14, 2025

Re: **Item 6B** – SLA for Glen Knoll Lift Station

**Item 6B** – City Engineer Justin Black and Public Works Director Lemen will review the attached SLA for reviewing the need to repair and/or replace the northwest lift station.

It is recommended to approve the study at a cost of \$14,767.00. This is a budgeted expense for 2025 in the Wastewater Budget.



Building a Better World  
for All of Us®

March 4, 2025

RE: City of Glencoe  
Glen Knoll LS Rehabilitation/Replacement  
Study  
SEH No. GLENC 171637 10.00

Mr. Mark Lemen  
Public Works Director  
City of Glencoe

Dear Mr. Lemen:

Short Elliott Hendrickson Inc. (SEH®) appreciates the opportunity to submit this proposal for engineering consulting services to assist the City of Glencoe (City) with development of rehabilitation and replacement alternatives for the existing Glenn Knoll Lift Station.

This project's background, scope of work, fee, and schedule are outlined below.

#### **SCOPE OF WORK**

Attached is detailed task hour budget outlining all proposed tasks and scope items to complete a Technical Memorandum that identifies rehabilitation needs and identifies costs associated with two alternatives, as follows:

1. Rehabilitating the existing lift station,
2. Replacing the existing lift station with a new submersible lift station

Our scope generally consists of the following tasks:

##### **Task 1.0 – Project Management, Administration, Meetings and QA/QC Services**

###### **Task 1.1 – Project Management, Contract Administration and QA/QC**

This task involves provide ongoing management, administration, and coordination of the project, keeping the City fully informed of the project status for the entire length of the Project and providing quality assurance/quality control.

##### **Task 2.0 – Preliminary Design Phase**

###### **Task 2.1 – Review Available Information and Meet with City Staff**

SEH will review available information including record drawings, existing pump curves, recorded flow data/pump run hours, Sanitary Sewer Comp Plan, existing land use, future land use, confirm existing and ultimate flows and other reports and observations that the City has obtained with respect to the existing lift station. SEH will also review the City's Lift Station Design Standards to determine the improvements needed to meet those standards. SEH will conduct one virtual meeting with City staff to discuss available information and kick-off the project.

#### **Task 2.2 – Site Visit/Condition Assessment**

SEH will meet with City staff to discuss potential rehabilitation/replacement options and conduct a site visit to the lift station site to document the condition of the lift station. An electrical engineer will be out on site to review existing electrical and SCADA panels and identify any issues associated with rehabilitating the lift station and replacing components. SEH will review the wet well condition, dry well condition, pumps, valves, piping, and all lift station appurtenances. SEH will also perform a pump drawdown test to check/confirm the existing system performance.

#### **Task 2.3 – Technical Memorandum and OPCC**

Based on the results of Task 2.1 and Task 2.2, A brief technical memorandum summarizing the conclusions and observations identified in previous tasks and discussing the two alternatives (rehabilitating the existing lift station and replacing the existing lift station with a new submersible lift station) will be prepared. An Opinion of Probable Construction Cost (OPCC) will then be developed for each alternative based on our review of available information and our site visit.

#### **FINAL DELIVERABLE**

The final deliverable will be a Technical Memorandum that identifies rehabilitation needs and identifies costs associated with rehabilitating the existing lift station and replacing the existing lift station with a new submersible lift station.

#### **ASSUMPTIONS**

Based on our discussions the following assumptions are built into our proposed fee:

- Up to two virtual and one on-site (condition assessment) meetings with City staff.

#### **FEE**

We will complete the work as described in the scope for Tasks 1.0 to 2.3 for an hourly, not-to-exceed fee of \$14,767 as outlined in the attached Task Hour budget spreadsheet.

#### **SCHEDULE**

We will work with the City to arrive at a mutually agreeable schedule. But generally, we are proposing that all the work can be completed within 6 weeks of a notice to proceed.

SEH looks forward to assisting the City with this project. If you have any questions about our approach and or estimate of effort, please do not hesitate to contact Rafael Estrada Moncada at 651.490.2136 or [restradamoncada@sehinc.com](mailto:restradamoncada@sehinc.com).

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.



Rafael Estrada Moncada, PE (Lic. MN, NE)  
Project Manager



Mr. Mark Lemen  
March 4, 2025  
Page 3

Enclosure: Task Hour Budget

Accepted this \_\_\_\_\_ day of \_\_\_\_\_, 2025

**CITY OF GLENCOE, MINNESOTA**

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

Title: \_\_\_\_\_

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## DETAILED TASK HOUR BUDGET / COST ANALYSIS



Project : Glen Knoll Lift Station Replacement/Rehabilitation Project  
 Location: Glencoe, MN  
 Date: Tuesday, March 4, 2025

	Labor Hours					TOTALS
	Yitbarek Proj Advisor PE	Estrada Proj Manager PE	Kump Design Engineer	Carlson Elec Lead PE	Admin Tech	
Task 1 - Project Management, Administration, Meetings, and QA/QC Services						
1.1 Project Management, Administration, and Meetings		4.0			4.0	8.0
SUBTOTAL HOURS	0.0	4.0	0.0	0.0	4.0	8.0
TOTAL TASK FEE	\$	1,238.00				
Task 2 - Preliminary Design						
2.1 Review Available Information and Meet with City Staff		2.0	4.0	2.0		8.0
2.2 Site Visit/Condition Assessment	6.0	6.0	6.0	6.0		24.0
2.3 Technical Memorandum and OPCC	2.0	10.0	16.0	4.0	2.0	34.0
SUBTOTAL HOURS	8.0	18.0	26.0	12.0	2.0	66.0
TOTAL TASK FEE	\$	13,529.00				
TOTAL PROJECT FEE		\$	14,767.00			

## 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 March 17, 2025, authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: Glen Knoll Lift Station Rehabilitation/Replacement Study.

**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:** Rafael Estrada Moncada  
**Address:** 10650 Red Circle Drive, Suite 500 Minnetonka, Minnesota 55343  
**Telephone:** 651.490.2136 **email:** restradamoncada@sehinc.com

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

Complete a Technical Memorandum that identifies rehabilitation needs and identifies costs associated with two alternatives, as indicated in the attached letter and Task Hour Budget dated March 4, 2025.

**Schedule:** We will begin our services upon receipt of a signed copy of this Agreement, and will complete our services within 6 weeks.

**Payment:** The estimated fee is hourly subject to a not-to-exceed amount of \$14,767 including expenses and equipment. The estimated fee for each Task is as indicated in the attached Task Hour Budget dated March 4, 2025.

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

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# Page is Blank to Separate Agenda Items

**Mayor:** Mark Hueser      **City Administrator:** Mark D. Larson  
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Precinct 3 - Paul Lemke, Precinct 4 - Cory Neid



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To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: March 14, 2025

Re: **Item 6C** – Hennepin Avenue Project

**Item 6C1** – City Engineer Black will review the plans and specifications for the Hennepin Avenue Project. The link to the plans was provided to the City Council by email on Thursday, March 14<sup>th</sup>.

It is recommended to approve the Plans and specifications and set the bid opening for Thursday, April 17, 2025 for the Hennepin Avenue Project. It is recommended to approve **Resolution #2025-06**.

**Item 6C2** – City Engineer Brody Bratsch and City Engineer Justin Black will review the purchase of Wetland Credits for the Wetland disturbed for the construction of the pond for the Hennepin Avenue Project. The purchase of credits equal to 2 to 1 replacement required by the Wetland Conservation Act of 1991.

It is recommended to authorize the signing of the wetland credit purchase agreement.

**PROPOSED SCHEDULE  
2025 HENNEPIN AVENUE (CSAH 2) STREET AND UTILITY IMPROVEMENT  
PROJECT  
GLENCOE, MINNESOTA  
FEBRUARY 27, 2025**

Task	Date
State Aid Review	January–March 2025
Present Final Plans and Specifications; Council Authorizes Advertisement for Bids*	March 17 ,2025*
Advertise for Bids	Friday, March 21, 2025 (Submit to paper Tuesday, March 18, 2025)
Bid Opening	Thursday, April 17, 2025
Council Receives Bids, and Considers Award of Bid	April 21, 2025*
Construction Open House	April or May 2025
Construction Begins	Summer 2025
Assessment Hearing	Fall 2025
Final Completion	June 2026

\*Milestones where City Council Actions/Resolutions are required.



GLENC 175513  
 SAP 043-602-033  
 GEOGRAPHIC LOCATION: HENNEPIN AVE (CSAH 2) FROM 13TH STREET TO 23RD STREET  
 15TH STREET FROM HENNEPIN AVE TO JUDD AVE  
 18TH STREET FROM FORD AVE TO HENNEPIN AVE  
 LEGAL DESCRIPTION: SE1/4 SECTION 11, T115N, R28W, SW1/4 SECTION 12, T115N, R28W,  
 NW1/4-NW1/4 SECTION 13, T115N, R28WNE1/4-NE1/4 SECTION 14, T115N, R28W

**GEOGRAPHIC LOCATION: HENNEPIN AVE (CSAH 2) FROM 13TH STREET TO 23RD STREET  
15TH STREET FROM HENNEPIN AVE TO JUDD AVE  
18TH STREET FROM FORD AVE TO HENNEPIN AVE**

**LEGAL DESCRIPTION: SE1/4 SECTION 11, T115N, R28W, SW1/4 SECTION 12, T115N, R28W,  
NW1/4-NW1/4 SECTION 13, T115N, R28WNE1/4-NE1/4 SECTION 14, T115N, R28W**

CITY OF GLENCOE,  
MCLEOD COUNTY

Know what's below.  
Call before you dig.

RIGHT OF WAY  
PERMANENT EASEMENT  
PROPERTY LINE  
HORIZONTAL CONTROL POINT  
BENCHMARK  
SURVEY MARKER  
SOL BORING  
SANITARY SEWER AND MANHOLE  
FORCE MAIN AND LIFT STATION  
SANITARY SEWER SERVICE & CLEANOUT  
WATER MAIN, HYDRANT, VALVE AND MANHOLE  
WATER SERVICE AND CURBS STOP BOX  
STORM SEWER, MANHOLE AND CATCH BASIN  
CULVERT AND AFFRON ENDWALL  
GAS MAIN, VALVE, VENT AND WATER  
MANHOLE  
BURIED FIBER OPTIC CABLE AND MANHOLE  
BURIED PHONE CABLE, PEDESTAL AND MANHOLE  
BURIED TV CABLE, PEDESTAL AND MANHOLE  
BURIED ELECTRIC CABLE, PEDESTAL, MANHOLE  
TRANSFORMER AND WATER  
OVERHEAD WIRE, POLE AND GUY WIRE  
LIGHT POLE  
TRAFFIC SIGNAL  
STREET NAME SIGN  
SIDE (ON STREET NAME)  
RAILROAD TRACKS  
DECIDUOUS AND CONIFEROUS TREE  
BUSH / SHRUB AND STUMP  
EDGE OF WOODED AREA  
VETLAND  
BUILDING  
FENCE (UNIDENTIFIED)  
BARELY WIRE FENCE  
CHAIN LINK FENCE  
ELECTRIC WIRE FENCE  
WOOD FENCE  
WOVEN WIRE FENCE  
PLATE BEAM GUARDRAIL  
CABLE GUARDRAIL  
POST / BOLLARD  
RETAINING WALL  
**PROPOSED**  
STREET CENTERLINE  
RIGHT-OF-WAY  
PERMANENT EASEMENT  
TEMPORARY EASEMENT  
CONSTRUCTION LIMITS  
SANITARY SEWER, BULKHEAD AND MANHOLE  
FORCE MAIN  
SANITARY SERVICE AND CLEANOUT  
WATER MAIN, TIE, HYDRANT, BULKHEAD AND VALVE  
WATER VALVE, MANHOLE, REDUCER, BEFO, AND CATCH BASIN  
STORM SEWER, CATCH BASIN STOP BOX  
CULVERT AND AFFRON ENDWALL  
DRAIN TILE  
DITCH / SWALE  
R/RRA  
STREET NAME SIGN  
SIDE (ON STREET NAME)  
RETAINING WALL

THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D. THIS UTILITY QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CHANCE 35-22, ENTITLED, "STANDARD GUIDELINES FOR INVESTIGATING AND DOCUMENTING EXISTING UTILITIES".

THE CONTRACTOR SHALL CALL THE ONE CALL SYSTEM AT 811 BEFORE COMMENCING EXCAVATION.

THE 2022 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION  
"STANDARD SPECIFICATIONS FOR CONSTRUCTION" SHALL GOVERN EXCEPT  
AS MODIFIED BY THE SPECIFICATIONS FOR THIS PROJECT.

## INDEX

THIS PLAN CONTAINS \_96\_ SHEETS.

STOPPING SIGHT DISTANCE BASED ON 38 FEET OF EYE		2' HEIGHT OF OBJECT
C.S.A#2		
SAP (43.602-033)		
GROSS LENGTH	1,656.3 FEET	0.378 MILES
BRIDGE LENGTH	0 FEET	0.000 MILES
UNDERPASS LENGTH	0 FEET	0.000 MILES
NET LENGTH	1,656.3 FEET	0.378 MILES
DESIGN	10	10 TCK
DESIGN SPEED	30	30 P.P.H
R-VALUE	10	
ESALS	475,000	
EXISTING A.D.T. (2025)	2,900	
20 YR. PROJECTED A.D.T. (2045)	2,900	
% HADT (2025)	10.3	
FUNCTIONAL CLASSIFICATION	5	5-URBAN MAJOR COLLECTOR
NO. OF TRAFFIC LANES	2	
NO. OF PARKING LANES	2	

APPROVED

COUNTY ENGINEER	DATE
RECOMMENDED FOR APPROVAL	

DISTRICT STATE AID ENGINEER, REVIEWED FOR COMPLIANCE WITH STATE AID RULES/POLICY


DATE

RECOMMENDED FOR APPROVAL:

APPROVED FOR STATE AD FUNDING STATE AD ENGINEER DATE

---

**SEH** PHONE: 952.832.3022  
1750 HAY, 15 E.  
SUITE 200, PO BOX 328  
MUDHONOR, MN 55359  
www.sehinc.com

FROM: COSTA MESA POLICE DEPARTMENT 3100 S. STATE AVE. COSTA MESA, CA 92626 TO: FBI, NEW YORK, NEW YORK RE: MURDER OF MARTIN LUTHER KING, JR. 4/4/68 (MURDER OF THE REV. DR. MARTIN LUTHER KING, JR.)		PROJECT NO 175613
 J. Edgar Hoover		1 of 96
Date	3/1/68	EW No
SAP 043-602-033		

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**RESOLUTION NO. 2025-05**  
**APPROVING PLANS AND SPECIFICATIONS AND**  
**ORDERING ADVERTISEMENT FOR BIDS**

WHEREAS, pursuant to a resolution passed by the council on September 3, 2024, the consulting engineer retained for the purpose has prepared plans and specifications for the construction of the **2025 Hennepin Avenue (CSAH 2) Street and Utility Improvement Project**, and has presented such plans and specifications to the council for approval;

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

1. Such plans and specifications, a copy of which is attached hereto and made a part hereof, are hereby approved.
2. The City Administrator shall prepare and cause to be inserted in the official paper an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published as required by law, shall specify the work to be done, and shall state that online bids will be received by the City Administrator until 10:00 a.m. on Thursday, April 17, 2025, at which time they will be publicly opened and read aloud via Microsoft Teams by the City Administrator and engineer, will then be tabulated, and will be considered by the council at 7:00 p.m. on Monday, April 21, 2025, in the council chambers of the Glencoe City Hall. Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the council on the issue of responsibility. No bids will be considered unless sealed and filed with the City Administrator and accompanied by a cashier's check, bid bond, or certified check payable to the clerk for 5 percent of the amount of such bid.

Adopted by the council this 17th day of March, 2025.

---

Mayor

---

City Administrator



SMALL CITY  BIG FUTURE

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

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Precinct 3 - Paul Lemke, Precinct 4 - Cory Neld

*The following is a sample of a possible Purchase Agreement for the sale of Wetland Banking Credits. This Purchase Agreement does not necessarily cover all of the issues that would be important to Sellers and Buyers, nor does it address the terms that would be appropriate for any particular transaction. Sellers and Buyers should obtain the services of qualified legal counsel to adapt this Purchase Agreement to meet their specific needs.*

## PURCHASE AGREEMENT FOR WETLAND BANKING CREDITS

THIS AGREEMENT is made this 13th day of March, 2025 between

Jeremy Donabauer \_\_\_\_\_ (Seller) and City of Glencoe \_\_\_\_\_ (Buyer).

1. Seller agrees to sell to Buyer, and Buyer agrees to buy from Seller, the wetland banking credits (Credits) listed below:

Credits to be Sold										
Credit Subgroup	Credit Type SWC or AGC		Wetland Type/Plant Community Type			Cost per Credit		Credit Amounts		
A	SWC		Type 3- Shallow marsh			\$1.95/sf		0.30		
Per Credit Withdrawal Fee by BSA*						Enter the Withdrawal Fee for the BSA of the account:	Total Cost:	\$25,482.60	Total Credits:	0.30
	SWC	AGC		SWC	AGC					
BSA 1	\$520	\$270	BSA 6	\$1,083	\$586	Withdrawal Fee x total credits = fee				
BSA 2	\$371	\$191	BSA 7	\$1,992	\$1,060	\$2,577	Withdrawal Fee:	\$773.10		
BSA 3	\$725	\$389	BSA 8	\$2,577	\$1,348	Easement Stewardship Fee:	Easement Stewardship fee x total credits = fee			
BSA 4	\$1,412	\$724	BSA 9	\$2,628	\$1,332	\$302	Stewardship Fee:	\$90.60		
BSA 5	\$685	\$367	BSA 10	\$3,099	\$1,580	Total Fees:			\$863.70	
Grand Total:								\$26,346.30		

\*AGC is for Ag bank credits and SWC is for standard bank credits.

2. Seller represents and warrants as follows:
  - a) The Credits are deposited in an account in the Minnesota Wetland Bank administered by the Minnesota Board of Water and Soil Resources (BWSR) pursuant to Minn. Rules Chapter 8420.0700-.0760.
  - b) Seller owns the Credits and has the right to sell the Credits to Buyer.



3. Buyer will pay Seller a total of \$ \_25,482.60\_ for the Credits, as follows:

- a) \$ \_0\_ as earnest money, to be paid when this Agreement is signed; and
- b) The balance of \$ \_25,482.60\_ to be paid on or before the Closing Date listed below.

4. ☒ Buyer, ☐ Seller agrees to pay to a withdrawal fee of \$ \_773.10\_ to the State of Minnesota based on the per credit fee of \$ \_2,577.00\_ for Bank Service Area \_7\_ and a stewardship fee of \$ \_90.60\_ based on the per credit fee of \$ \_302.00\_. At the Closing Date, ☒ Buyer, ☐ Seller will execute a check made out for this amount, payable to the Board of Water and Soil Resources.

5. The closing of the purchase and sale shall occur on \_or before August 15th\_\_\_\_, 2025\_ (Closing Date) at \_TBD\_. The Closing Date and location may be changed by written consent of both parties. Upon payment of the balance of the purchase price, Seller will sign a fully executed Transaction Form to Withdraw Credits provided by BWSR, provide a copy of the Transaction Form to Withdraw Credits to the Buyer and forward the same to the BWSR along with the check for the withdrawal fee and stewardship fee.

6. Buyer has applied or will apply to \_\_LGU\_ (Local Government Unit (LGU) or other regulatory authority) for approval of a replacement plan utilizing the Credits as the means of replacing impacted wetlands. If the LGU has not approved the Buyer's application for a replacement plan utilizing the Credits by the Closing Date, and no postponement of the Closing Date has been agreed to by Buyer and Seller in writing, then either Buyer or Seller may cancel this Agreement by giving written notice to the other. In this case, Seller shall return Buyer's earnest money, and neither Buyer nor Seller shall have any further obligations under this Agreement. If the LGU has approved the replacement plan and the Seller is ready to proceed with the sale on the Closing Date, but Buyer fails to proceed, then the Seller may retain the earnest money as liquidated damages.

\_\_\_\_\_  
(Signature of Seller)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Buyer)

\_\_\_\_\_  
(Date)

Project Name and/or Number: Hennepin Ave., Glencoe SAP 043-602-033

## PART ONE: Applicant Information

If applicant is an entity (company, government entity, partnership, etc.), an authorized contact person must be identified. If the applicant is using an agent (consultant, lawyer, or other third party) and has authorized them to act on their behalf, the agent's contact information must also be provided.

**Applicant/Landowner Name:** City of Glencoe

**Mailing Address:** 1107 11<sup>th</sup> Street E, Suite 107, Glencoe, Minnesota 55336

**Phone:**

**E-mail Address:**

**Authorized Contact (do not complete if same as above):** Mark Larson

**Mailing Address:**

**Phone:** 320.864.5586

**E-mail Address:** mlarson@ci.glencoe.mn.us

**Agent Name:** Ashley Mack

**Mailing Address:** 3535 Vadnais Center Drive, St. Paul, Minnesota 55110

**Phone:** 612.428.1965

**E-mail Address:** amack@sehinc.com

## PART TWO: Site Location Information

**County:** McLeod

**City/Township:** Glencoe

**Parcel ID and/or Address:** See map

**Legal Description (Section, Township, Range):** Sec. 11 & 12, T115N, R28W

**Lat/Long (decimal degrees):** 44.781705426219986, -94.15188371871133

**Attach a map showing the location of the site in relation to local streets, roads, highways.**

**Approximate size of site (acres) or if a linear project, length (feet):** Approx. 9 acres

If you know that your proposal will require an individual Permit from the U.S. Army Corps of Engineers, you must provide the names and addresses of all property owners adjacent to the project site. This information may be provided by attaching a list to your application or by using block 25 of the Application for Department of the Army permit which can be obtained at:

[http://www.mvp.usace.army.mil/Portals/57/docs/regulatory/RegulatoryDocs/engform\\_4345\\_2012oct.pdf](http://www.mvp.usace.army.mil/Portals/57/docs/regulatory/RegulatoryDocs/engform_4345_2012oct.pdf)

## PART THREE: General Project/Site Information

If this application is related to a delineation approval, exemption determination, jurisdictional determination, or other correspondence submitted **prior to** this application then describe that here and provide the Corps of Engineers project number.

Describe the project that is being proposed, the project purpose and need, and schedule for implementation and completion. The project description must fully describe the nature and scope of the proposed activity including a description of all project elements that effect aquatic resources (wetland, lake, tributary, etc.) and must also include plans and cross section or profile drawings showing the location, character, and dimensions of all proposed activities and aquatic resource impacts.

Please see the attached document.

## PART FOUR: Aquatic Resource Impact<sup>1</sup> Summary

If your proposed project involves a direct or indirect impact to an aquatic resource (wetland, lake, tributary, etc.) identify each impact in the table below. Include all anticipated impacts, including those expected to be temporary. Attach an overhead view map, aerial photo, and/or drawing showing all of the aquatic resources in the project area and the location(s) of the proposed impacts. Label each aquatic resource on the map with a reference number or letter and identify the impacts in the following table.

Aquatic Resource ID (as noted on overhead view)	Aquatic Resource Type (wetland, lake, tributary etc.)	Type of Impact (fill, excavate, drain, or remove vegetation)	Duration of Impact Permanent (P) or Temporary (T) <sup>1</sup>	Size of Impact <sup>2</sup>	Overall Size of Aquatic Resource <sup>3</sup>	Existing Plant Community Type(s) in Impact Area <sup>4</sup>	County, Major Watershed #, and Bank Service Area # of Impact Area <sup>5</sup>
Wetland 1	Wetland	Excavate	P	0.1513	N/A	Seasonally flooded basin (farmed)	McLeod, 19, 7

<sup>1</sup>If impacts are temporary; enter the duration of the impacts in days next to the "T". For example, a project with a temporary access fill that would be removed after 220 days would be entered "T (220)".

<sup>2</sup>Impacts less than 0.01 acre should be reported in square feet. Impacts 0.01 acre or greater should be reported as acres and rounded to the nearest 0.01 acre. Tributary impacts must be reported in linear feet of impact and an area of impact by indicating first the linear feet of impact along the flowline of the stream followed by the area impact in parentheses). For example, a project that impacts 50 feet of a stream that is 6 feet wide would be reported as 50 ft (300 square feet).

<sup>3</sup>This is generally only applicable if you are applying for a de minimis exemption under MN Rules 8420.0420 Subp. 8, otherwise enter "N/A".

<sup>4</sup>Use *Wetland Plants and Plant Community Types of Minnesota and Wisconsin* 3<sup>rd</sup> Ed. as modified in MN Rules 8420.0405 Subp. 2.

<sup>5</sup>Refer to Major Watershed and Bank Service Area maps in MN Rules 8420.0522 Subp. 7.

If any of the above identified impacts have already occurred, identify which impacts they are and the circumstances associated with each:

N/A

## PART FIVE: Applicant Signature

☐ Check here if you are requesting a pre-application consultation with the Corps and LGU based on the information you have provided. Regulatory entities will not initiate a formal application review if this box is checked.

By signature below, I attest that the information in this application is complete and accurate. I further attest that I possess the authority to undertake the work described herein.

Signature: \_\_\_\_\_

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

I hereby authorize Ashley Mack (SEH) to act on my behalf as my agent in the processing of this application and to furnish, upon request, supplemental information in support of this application.

<sup>1</sup> The term "impact" as used in this joint application form is a generic term used for disclosure purposes to identify activities that may require approval from one or more regulatory agencies. For purposes of this form it is not meant to indicate whether or not those activities may require mitigation/replacement.

## Attachment C

### Avoidance and Minimization

**Project Purpose, Need, and Requirements.** Clearly state the purpose of your project and need for your project. Also include a description of any specific requirements of the project as they relate to project location, project footprint, water management, and any other applicable requirements. Attach an overhead plan sheet showing all relevant features of the project (buildings, roads, etc.), aquatic resource features (impact areas noted) and construction details (grading plans, storm water management plans, etc.), referencing these as necessary:

Please see the attached document.

**Avoidance.** Both the CWA and the WCA require that impacts to aquatic resources be avoided if practicable alternatives exist. Clearly describe all on-site measures considered to avoid impacts to aquatic resources and discuss at least two project alternatives that avoid all impacts to aquatic resources on the site. These alternatives may include alternative site plans, alternate sites, and/or not doing the project. Alternatives should be feasible and prudent (see MN Rules 8420.0520 Subp. 2 C). Applicants are encouraged to attach drawings and plans to support their analysis:

Please see the attached document.

**Minimization.** Both the CWA and the WCA require that all unavoidable impacts to aquatic resources be minimized to the greatest extent practicable. Discuss all features of the proposed project that have been modified to minimize the impacts to water resources (see MN Rules 8420.0520 Subp. 4):

Please see the attached document.

**Off-Site Alternatives.** An off-site alternatives analysis is not required for all permit applications. If you know that your proposal will require an individual permit (standard permit or letter of permission) from the U.S. Army Corps of Engineers, you may be required to provide an off-site alternatives analysis. The alternatives analysis is not required for a complete application but must be provided during the review process in order for the Corps to complete the evaluation of your application and reach a final decision. Applicants with questions about when an off-site alternatives analysis is required should contact their Corps Project Manager.

Please see the attached document.



## Attachment D

### Replacement/Compensatory Mitigation

Complete this part *if* your application involves wetland replacement/compensatory mitigation not associated with the local road wetland replacement program. Applicants should consult Corps mitigation guidelines and WCA rules for requirements.

**Replacement/Compensatory Mitigation via Wetland Banking.** Complete this section if you are proposing to use credits from an existing wetland bank (with an account number in the State wetland banking system) for all or part of your replacement/compensatory mitigation requirements.

Wetland Bank Account #	County	Major Watershed #	Bank Service Area #	Credit Type (if applicable)	Number of Credits
1697	McLeod	19	7		0.30

Applicants should attach documentation indicating that they have contacted the wetland bank account owner and reached at least a tentative agreement to utilize the identified credits for the project. This documentation could be a signed purchase agreement, signed application for withdrawal of credits or some other correspondence indicating an agreement between the applicant and the bank owner. *However, applicants are advised not to enter into a binding agreement to purchase credits until the mitigation plan is approved by the Corps and LGU.*

**Project-Specific Replacement/Permittee Responsible Mitigation.** Complete this section if you are proposing to pursue actions (restoration, creation, preservation, etc.) to generate wetland replacement/compensatory mitigation credits for this proposed project. N/A

WCA Action Eligible for Credit <sup>1</sup>	Corps Mitigation Compensation Technique <sup>2</sup>	Acres	Credit % Requested	Credits Anticipated <sup>3</sup>	County	Major Watershed #	Bank Service Area #

<sup>1</sup>Refer to the name and subpart number in MN Rule 8420.0526.

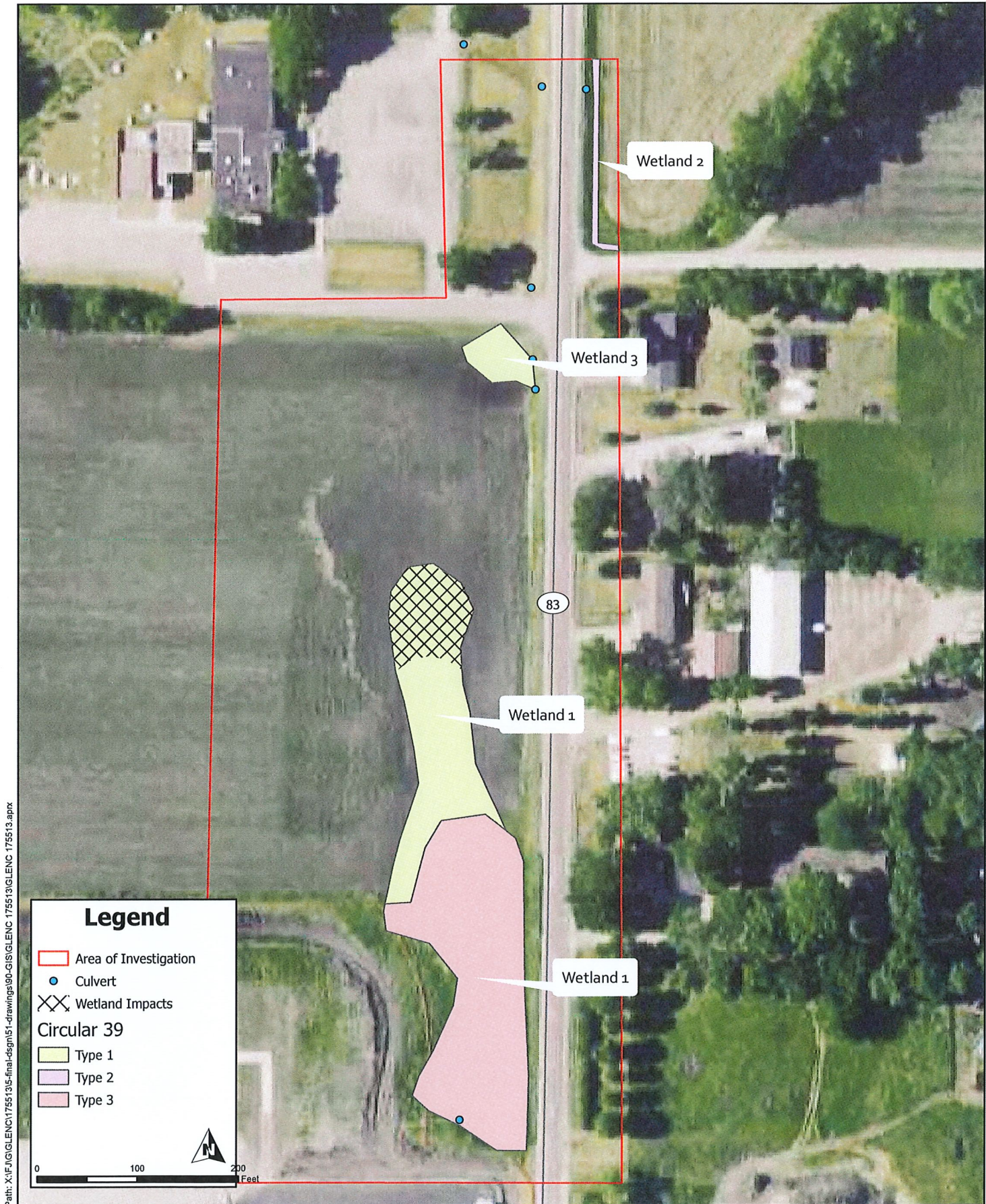
<sup>2</sup>Refer to the technique listed in *St. Paul District Policy for Wetland Compensatory Mitigation in Minnesota*.

<sup>3</sup>If WCA and Corps crediting differs, then enter both numbers and distinguish which is Corps and which is WCA.

Explain how each proposed action or technique will be completed (e.g. wetland hydrology will be restored by breaking the tile.....) and how the proposal meets the crediting criteria associated with it. Applicants should refer to the Corps mitigation policy language, WCA rule language, and all associated Corps and WCA guidance related to the action or technique:

Attach a site location map, soils map, recent aerial photograph, and any other maps to show the location and other relevant features of each wetland replacement/mitigation site. Discuss in detail existing vegetation, existing landscape features, land use (on and surrounding the site), existing soils, drainage systems (if present), and water sources and movement. Include a topographic map showing key features related to hydrology and water flow (inlets, outlets, ditches, pumps, etc).





Path: X:\F\G\LENC\175513\5-fina-dgn\51-drawings\90-GIS\LENC 175513\GLEN 175513.aprx



Project Number: GLENC 175513  
Print Date: 2/21/2025

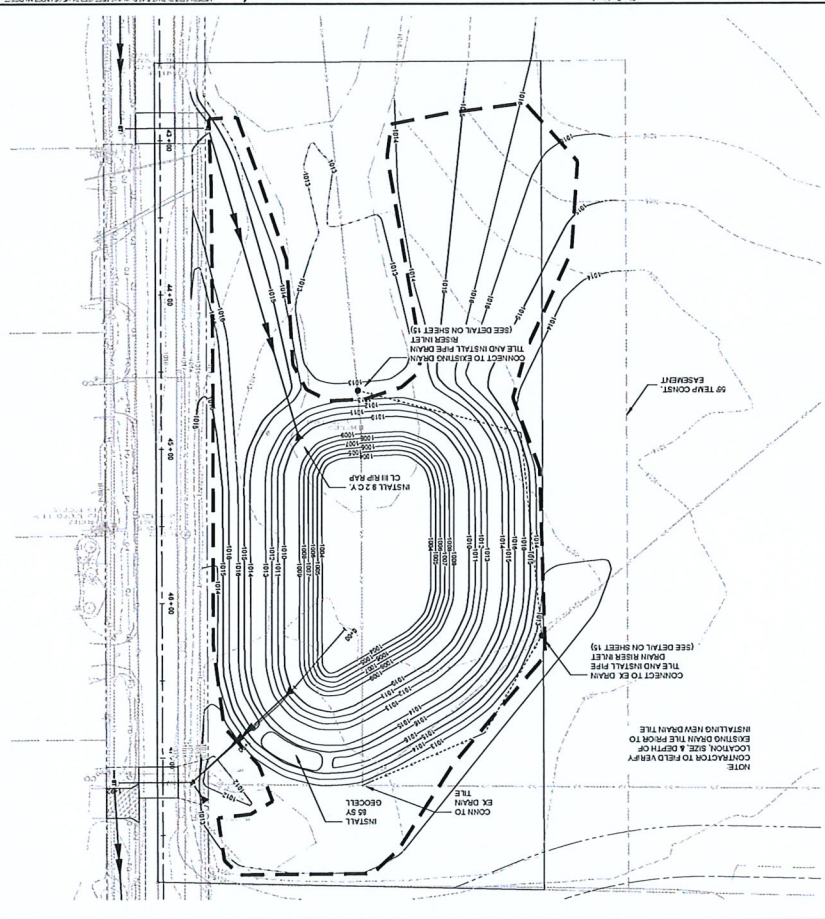
Map by: amack  
Projection: NAD 83 UTM Zone 15N  
Source: SEH, ESRI, McLEOD COUNTY, MnDOT  
Background: MnGEO 2021

HENNEPIN AVE  
GLENCOE, MCLEOD COUNTY, MN

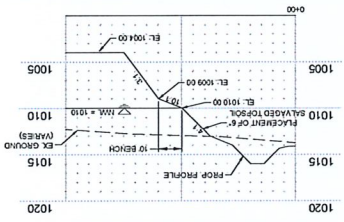
**FIGURE 4**  
**WETLAND IMPACTS**

This map is neither a legally recorded map nor a survey map and is not intended to be used as one. This map is a compilation of records, information, and data gathered from various sources listed on this map and is to be used for reference purposes only. SEH does not warrant that the Geographic Information System (GIS) Data used to prepare this map are error free, and SEH does not represent that the GIS Data can be used for navigational, tracking, or any other purpose requiring exacting measurement of distance or direction or precision in the depiction of geographic features. The user of this map acknowledges that SEH shall not be liable for any damages which arise out of the user's access or use of data provided.

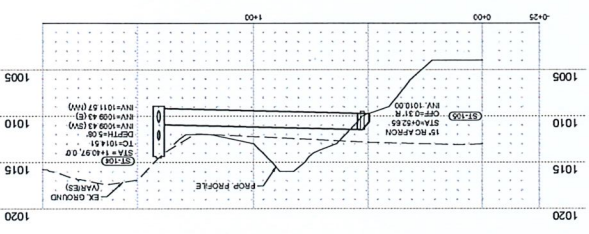




POND OUTLET PROFILE VIEW



TYPICAL POND CROSS SECTION

[illegible]



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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 Neld





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To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: March 14, 2025

Re: **Item 7A** – Easements for Hennepin Avenue Project

**Item 7A** – City Attorney Ostlund has met with the owners of the church property at 727 16<sup>th</sup> Street East regarding easements required on the east side of the church for construction and permanent easements required for the sidewalk. The Owner of the property Stephen Carson has signed the easements for the project. It is recommended that the City Council approve and authorized the Mayor and City Administrator to execute the agreement and for the City Attorney to record the easements.

There is no cost for the easements.

---

## PERPETUAL RIGHT-OF-WAY AND TEMPORARY CONSTRUCTION EASEMENT AGREEMENT

This indenture made and entered into this \_\_\_\_ day of \_\_\_\_\_ 2025, by and between Stephen Carson, a single person ("Grantors"), and the City of Glencoe, a Minnesota municipal corporation, hereinafter ("Grantee").

**WHEREAS**, the Grantor is the owner of real property in McLeod County, Minnesota at 727 16<sup>th</sup> Street, Glencoe, MN, legally described as follows:

That part of the Southeast Quarter of the Southeast Quarter Section 11 in Township 115 North of Range 28 West described as follows, to-wit:

Beginning at a point 33 feet West of the Southeast corner of said Southeast Quarter of the Southeast Quarter; thence West 181.5 feet; thence East 181.5 feet; thence South 145.86 feet to the point of the beginning.

ALSO,

Lot 8, in Block 1, of the "Rearrangement of Richardson's Park Addition to Glencoe" together with that part of vacated drive which accrued thereto by reason of vacation thereof, McLeod County, Minnesota.

("Burdened Property" or "Property")

**WHEARAS**, The Grantee intends to construct and make improvements to a certain roadway and/or trails adjacent to Grantors' above-mentioned property and upon Grantors' property, and the Grantee requires a Perpetual Right of Way Easement and a Temporary Construction Easement.

### NOW THEREFORE,

For good and valuable consideration which both parties acknowledge to be sufficient as just compensation, Grantors hereby irrevocably dedicate to the public, and grant, convey and quit claim to Grantee and the Public in perpetuity an appurtenant easement not in gross for municipal right-of-way and utility purposes as a dedicated public property right or otherwise as a burden upon the Burdened Property hereinafter "Perpetual Easement") running over, under, along and across the following described property:

The East 4.00 feet of the following described parcel, located in a part of the Southeast Quarter of the Southeast Quarter, Section 11 in Township 115 North of Range 28 West, McLeod County, Minnesota, described as follows:

Beginning at a point 33 feet West of the southeast corner of said Southeast Quarter of the Southeast Quarter; thence West 181.5 feet; thence North 145.86 feet; thence East 181.5 feet; thence South 145.86 feet to the point of beginning.

(the "Perpetual Easement Parcel")

See portion of boundary survey attached hereto as Exhibit "A" denoted as "Permanent Easement"

For further good and valuable consideration which both parties acknowledge to be sufficient as just compensation, Grantors hereby irrevocably dedicate to the public, and grant, convey and quit claim to Grantee for the temporary term contained herein an appurtenant easement

not in gross for municipal construction purposes as a burden upon the Burdened Property hereinafter "Temporary Construction Easement") running over, under, along and across the following described property:

All that part of the Property of record lying west of the east 4 feet and east of the easterly building face.

(the "Temporary Easement Parcel")


See portion of boundary survey attached hereto as Exhibit "A" denoted as "Temporary Easement"

The Perpetual Easement shall operate as an exclusive and perpetual grant of conveyance and a public dedication for the uses as referenced above. The Temporary Construction Easement shall operate as an exclusive grant of conveyance and a public dedication for the uses as referenced above for the fixed term of May 1, 2025 to December 1, 2025. Grantor shall not utilize either Easement Parcel in a manner inconsistent with or that otherwise interfere with Grantee's or the public's uses as referenced above or as otherwise stated in City ordinance(s). Any future use of the Easement Parcel shall otherwise comply at all times with City ordinances. This Agreement shall allow Grantee, its employees, agents and contractors exclusive access to the Easement parcel as needed for the roadway and municipal utility construction purposes. Grantee or its contractors shall maintain liability insurance covering the project and shall hold grantor harmless for any injuries, accidents, claims or causes of action that may arise during the construction on the Easement Parcel. Grantors agree to release Grantee from any condemnation and/or eminent domain claims with regard to this Agreement. The City shall be obligated pay those expenses related to recording this Agreement with McLeod County and any other reasonable expenses customary to municipal easements, with the exception of Grantor's own attorney costs or professional services so retained by Grantor.

[Remainder of Page Intentionally Left Blank]

IN WITNESS WHERE OF, said Grantors and Grantees here unto have set their hands to this instrument on the day and year first above written.

("Grantor")

By   
Stephen Carson

City of Glencoe,  
A Minnesota Municipal Corporation  
("Grantees")

By \_\_\_\_\_  
Mark Hueser, Its Mayor

By \_\_\_\_\_  
Mark Larson, Its City Administrator

State of Minnesota )  
County of \_\_\_\_\_ )ss.

On this \_\_\_\_\_ of \_\_\_\_\_, 2025, before me, a notary public within and for said County, personally appeared Mark Hueser and Mark Larson, to me personally known, who, being by me duly sworn did say that they are respectively Mayor and the City Administrator of the municipal corporation named in the foregoing instrument, and that said instrument was signed on behalf of said corporation and said Mayor and City Administrator acknowledged said instrument to be the free act and deed of said corporation.

\_\_\_\_\_  
Notary Public-State of Minnesota

State of Minnesota )  
County of McLeod )ss.

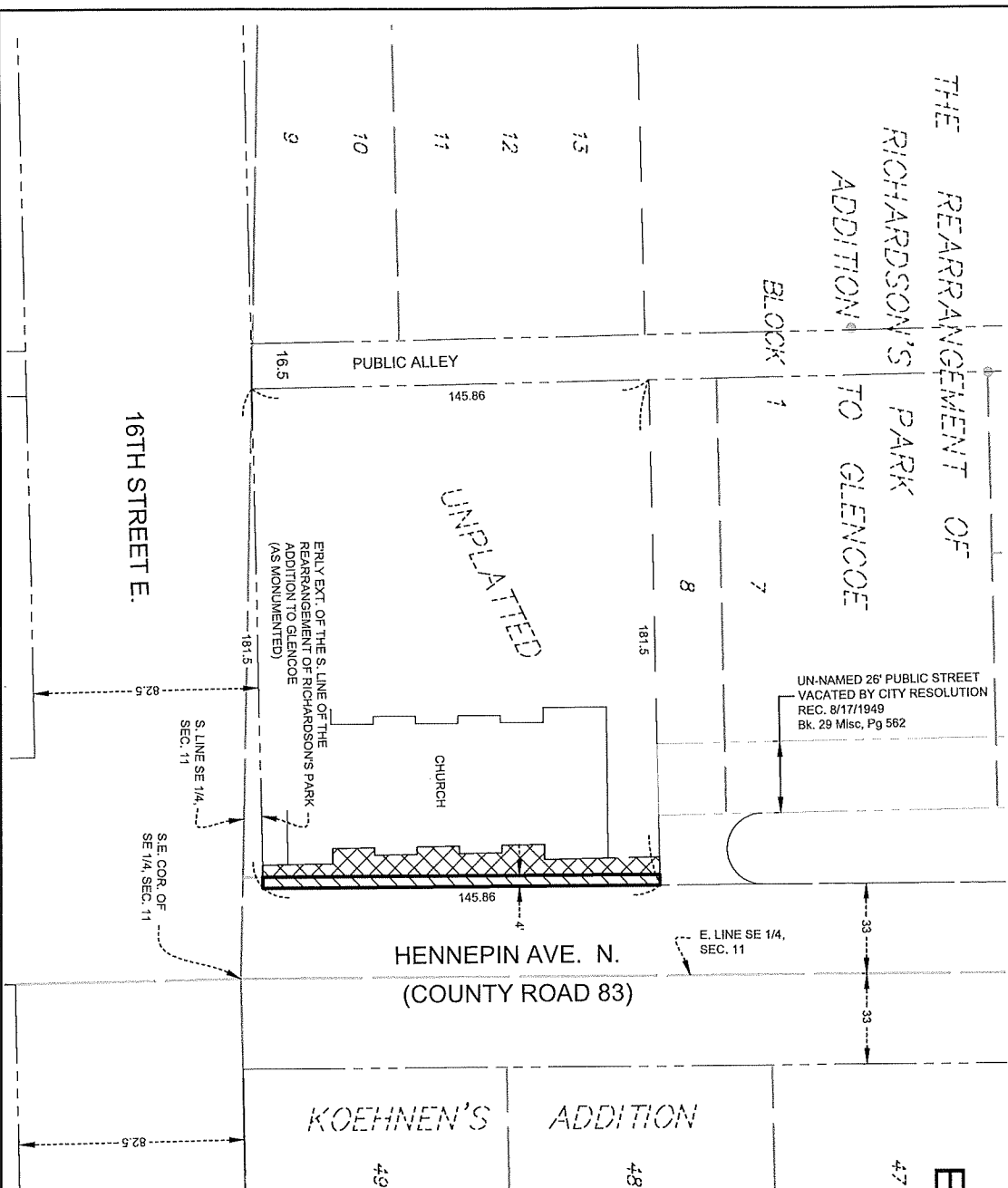
On this 13<sup>th</sup> of March, 2025, before me, a notary public within and for said County, personally appeared Stephen Carson, a single person, to me personally known, and acknowledged said instrument to be his free act and deed.



  
Notary Public-State of Minnesota

THIS INSTRUMENT DRAFTED BY:  
HUEMOELLER, CHESKIS & OSTLUND, PLC  
Mark W. Ostlund,  
City Attorney – City of Glencoe  
16670 Franklin Trail, #210  
Prior Lake, MN 55372

# THE REARRANGEMENT OF RICHARDSON'S PARK ADDITION TO GLENCOE

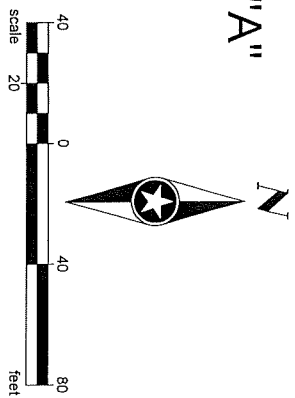


UN-NAMED 26' PUBLIC STREET  
VACATED BY CITY RESOLUTION  
REC. 8/17/1949  
Bk. 29 Misc. Pg 562

HENNEPIN AVE. N.  
(COUNTY ROAD 83)

KOEHNEN'S ADDITION

Exhibit "A"



DENOTES PERMANENT EASEMENT  
584 SQ. FEET  
 DENOTES TEMPORARY EASEMENT  
1120 SQ. FEET

## PERMANENT EASEMENT

The East 4.00 feet of the following described parcel, located in a part of the Southeast Quarter of the Southeast Quarter, Section 11 in Township 115 North of Range 28 West, McLeod County, Minnesota, described as follows:  
Beginning at a point 33 feet West of the southeast corner of said Southeast Quarter of the Southeast Quarter; thence West 181.5 feet; thence North 145.86 feet; thence East 181.5 feet; thence South 145.86 feet to the point of beginning.

## TEMPORARY EASEMENT

All that part of the above described parcel of record lying west of the east 4 feet and east of the easterly building face.

SEH Project 175513  
Drawn By MJH  
Surveyed By MSS  
Checked By MJH  
PHONE: 800.838.8666  
1380 HWY. 15 S.  
SUITE 200, PO BOX 308  
HUTCHINSON, MN 55350  
www.sehinc.com

I HEREBY CERTIFY THAT THIS SURVEY WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.  
*Mark J. Haselius*  
MARK J. HASELIUS, LS  
DATE 2/23/2025  
LICENSE NO. 47034

STREET EASEMENT EXHIBIT  
FOR  
CITY OF GLENCOE  
1 of 1





SMALL CITY & BIG FUTURE

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To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: March 14, 2025

Re: **Item 7B – Resolution #2025-06**

**Item 7B** – McLeod Soil and Water Conservation District (MSWCD) Director Ryan Freitag attended the March City Council workshop and reviewed the need to update the resolution designating the MSWCD as the Local Government Unit (LGU) for the implementation of the 1991 Wetland Conservation Act.

Attached is **Resolution #2025-06**. It is recommended that the City Council approve.



## **McLeod Soil & Water Conservation District**

**520 Chandler Avenue N, Glencoe, MN 55336**

**Phone: 320-864-1224**

**[www.co.mcleod.mn.us](http://www.co.mcleod.mn.us)**

To: City Administrator, Mayor and City Council.

From: Ryan Freitag, McLeod Soil and Water Conservation District (SWCD)

Date; March 3, 2025

RE: Minnesota Wetland Conservation Act (WCA) Resolution.

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In 2024 the McLeod SWCD was reviewed by the State of Minnesota Board of Water and Soil Resources (BWSR) on various programming. One of those programs that was reviewed was the MN WCA. During the reviews, they requested all resolutions authorizing us to conduct the WCA on behalf of the Cities.

With most of the resolutions being 30 years old, one of the corrective actions, is to have the resolution updated. I have attached the resolutions that were approved by the City of Glencoe on February 5<sup>th</sup>, 1996.

**Resolution 2025-06**  
**City of Glencoe**

**A RESOLUTION REGARDING THE ADMINISTRATION  
OF THE MINNESOTA WETLAND CONSERVATION ACT**

**WHEREAS**, the Minnesota Wetland Conservation Act of 1991 (WCA) requires local government units (LGUs) to implement the rules and regulations promulgated by the Board of Water and Soil Resources (BWSR) pertaining to wetland draining, filling and excavation; and

**WHEREAS**, Minnesota Rules, chapter 8420 have been adopted by BWSR in accordance with the rulemaking provisions of Minnesota Statutes, chapter 14, for the purpose of implementing WCA; and

**WHEREAS**, Minnesota Rules 8420.0200, Subpart 1, Item E allows a county, city, or town to delegate implementation of chapter 8420 and the act to another governmental entity by the passage of resolutions by both parties; and

**WHEREAS**, the McLeod Soil and Water Conservation District (SWCD) agrees to provide knowledgeable and trained staff with expertise in water resource management to manage the program as required by Minnesota Rule 8420.0200, Subpart 2, Item B; and

**WHEREAS**, both parties must provide notice to BWSR, the Department of Natural Resources, and the Soil and Water Conservation District of the delegation, including a copy of the resolution and a description of the applicable geographic area, within 15 business days of adoption of the resolution.

**THEREFORE, BE IT RESOLVED** that the City of Glencoe hereby accepts the authority and administrative responsibility to implement WCA as the LGU within the legal boundaries of City of Glencoe as of March 17, 2025 in accordance with Minnesota Rules, Chapter 8420.

**THEREFORE, BE IT FURTHER RESOLVED** by the City Council of the City of Glencoe, that the authority and administrative responsibility to implement WCA as the LGU within the legal boundaries of City of Glencoe is hereby delegated to McLeod SWCD as of March 17, 2025 in accordance with Minnesota Rules, Chapter 8420.

Adopted this 17<sup>th</sup> Day of March, 2025.

By: \_\_\_\_\_  
Mayor Mark Hueser, City of Glencoe

Attest: \_\_\_\_\_  
City Administrator





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---

To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: March 14, 2025

Re: **Item 7C** – Sanitation/Garbage Rate Increase and contract extension with  
**Waste Management, Inc.**

**Item 7C** – Attached is a letter request of Waste Management, Inc. for a contract extension to provide residential garbage pickup in the city of Glencoe. The last contract actually expired on December 31, 2021. They are asking for a contract extension through 2029.

City Attorney Ostlund and I reviewed the options with the City Council at the March Workshop and reviewed rates in some of the other communities.

It is recommended to authorize the Mayor and City Administrator to execute the extension to the refuse service agreement. It should be noted that commercial refuse pickup is open market for all haulers.

# REQUEST



January 17, 2025

Mark Larson  
1107 11<sup>th</sup> St E  
Glencoe, MN 55336

EXTENSION PROPOSAL – Trash Services for Glencoe

Dear Mr Larson

Waste Management is pleased to submit this Extension Proposal for the Trash for The city of Glencoe.

Waste Management has built a working relationship with not only the City Staff and Administration, but also the Residents of Glencoe. We appreciate the opportunity to provide the same high level of service and relationships for years to come. Involvement and participation in the community is very important to us as we share in the economic and municipal vibrance of the area.

This Extension Proposal aligns with the City's interest of preserving its goals of limiting the wear and tear on City roads though use of a single hauler, reducing noise, exceeding industry safety standards, having a clean environment, and securing the best rates and service for the trash collection. WM views the City's interests as the highest priority, and the service and proposal has been customized to meet and exceed these goals. Collection schedules and routes are established, containers are already on site, and experienced staff are attending to the needs and requests of the residents and City.

We look forward to continuing our work with Glencoe, and the option of strengthening our relationship as a community service provider and partner.

Please feel free to contact me with any additional questions you may have.

Sincerely,

*Jason Hartman*

Jason Hartman  
Waste Management of Minnesota, Inc.  
[jhartma5@wm.com](mailto:jhartma5@wm.com)  
612-271-7863 – Mobile

## City of Glencoe, 5-Year Extension Proposal

We would like to propose a 5 year extension to the current trash services for the City of Glencoe. Extension term would run from January 1, 2025 to December 31, 2029.

Monthly Trash Rates Per Subscribed Household

Service	2025	2026	2027	2028	2029
35 Gallon	\$ 12.69	\$ 13.20	\$ 13.79	\$ 14.41	\$ 15.06
64 Gallon	\$ 13.79	\$ 14.34	\$ 14.99	\$ 15.66	\$ 16.37
96 Gallon	\$ 14.99	\$ 15.59	\$ 16.29	\$ 17.02	\$ 17.79
Sr Rate (35 gallon)	\$ 9.29	\$ 9.66	\$ 10.10	\$ 10.55	\$ 11.03

Proposed trash rates are for residential collection in WM supplied carts, transfer, and disposal for residential households. Rates include WM supplied containers for Municipal site and Glencoe Days.





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---

To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: March 14, 2025

Re: **Item 7D** – First Reading of Cannabis **Ordinance No. 626**

**Item 7D** – At the March City Council Workshop, City Attorney Ostlund reviewed the need to formalize **Ordinance No. 626** that was passed as an emergency ordinance by the City Council in December 2024. The Ordinance still requires 3 readings.

It is recommended to approve the first reading of **Ordinance No. 626** and to set a public hearing for April 7, 2025 at 7:00 PM.

**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

## **ORDINANCE NO. 626**

### **ORDINANCE OF THE CITY OF GLENCOE TO REGULATE CANNABIS BUSINESSES**

**WHEREAS**, the State of Minnesota Office of Cannabis Management has only recently published administrative rules relating to the licensing and enforcement of Minn. Stat. 342, and further, Minn. Stat. 342 will become effective law on January 1, 2025.

**WHEREAS**, On or about November 19, 2024, McLeod County adopted an ordinance dictating how the county will handle local government registration of cannabis licenses, and the delegation thereof by municipalities to county.

**NOW THEREFORE**, The city council of the City of Glencoe hereby ordains:

1. 626.01 Administration

a. Findings and Purpose

City of Glencoe makes the following legislative findings:

The purpose of this ordinance is to implement the provisions of Minnesota Statutes, chapter 342, which authorizes City of Glencoe to protect the public health, safety, welfare of City of Glencoe residents by regulating cannabis businesses within the legal boundaries of City of Glencoe.

City of Glencoe finds and concludes that the proposed provisions are appropriate and lawful land use regulations for City of Glencoe, that the proposed amendments will promote the community's interest in reasonable stability in zoning for now and in the future, and that the proposed provisions are in the public interest and for the public good.

b. Authority & Jurisdiction

City of Glencoe has the authority to adopt this ordinance pursuant to:

- a) Minn. Stat. 342.13(c), regarding the authority of a local unit of government to adopt reasonable restrictions of the time, place, and manner of the operation of a cannabis business provided that such restrictions do not prohibit the establishment or operation of cannabis businesses.
- b) Minn. Stat. 342.22, regarding the local registration and enforcement requirements of state-licensed cannabis retail businesses and lower-potency hemp edible retail businesses.
- c) Minn. Stat. 152.0263, Subd. 5, regarding the use of cannabis in public places.

- d) Minn. Stat. 462.357, regarding the authority of a local authority to adopt zoning ordinances.
  - e) This ordinance shall be applicable to the legal boundaries of City of Glencoe.
- c. Severability  
If any section, clause, provision, or portion of this ordinance is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this ordinance shall not be affected thereby.
- d. Enforcement  
The City of Glencoe is responsible for the administration and enforcement of this ordinance. Any violation of the provisions of this ordinance or failure to comply with any of its requirements constitutes a misdemeanor and is punishable as defined by law. Violations of this ordinance can occur regardless of whether or not a permit is required for a regulated activity listed in this ordinance.

#### 626.02 Definitions

1. Unless otherwise noted in this section, words and phrases contained in Minn. Stat. 342.01 and the rules promulgated pursuant to any of these acts, shall have the same meanings in this ordinance.
2. Cannabis Cultivation: A cannabis business licensed to grow cannabis plants within the approved amount of space from seed or immature plant to mature plant, harvest cannabis flower from mature plant, package and label immature plants and seedlings and cannabis flower for sale to other cannabis businesses, transport cannabis flower to a cannabis manufacturer located on the same premises, and perform other actions approved by the office.
3. Cannabis Retail Businesses: A retail location and the retail location(s) of a mezzobusinesses with a retail operations endorsement, microbusinesses with a retail operations endorsement, medical combination businesses operating a retail location, and lower-potency hemp edible retailers.
4. Cannabis Retailer: Any person, partnership, firm, corporation, or association, foreign or domestic, selling cannabis product to a consumer and not for the purpose of resale in any form.
5. Daycare: A location licensed with the Minnesota Department of Human Services to provide the care of a child in a residence outside the child's own home for gain or otherwise, on a regular basis, for any part of a 24-hour day.
6. Lower-potency Hemp Edible: As defined under Minn. Stat. 342.01 subd. 50.
7. Office of Cannabis Management: Minnesota Office of Cannabis Management, referred to as "OCM" in this ordinance.
8. Place of Public Accommodation: A business, accommodation, refreshment, entertainment, recreation, or transportation facility of any kind, whether licensed

or not, whose goods, services, facilities, privileges, advantages or accommodations are extended, offered, sold, or otherwise made available to the public.

9. Preliminary License Approval: OCM pre-approval for a cannabis business license for applicants who qualify under Minn. Stat. 342.17.
10. Public Place: A public park or trail, public street or sidewalk; any enclosed, indoor area used by the general public, including, but not limited to, restaurants; bars; any other food or liquor establishment; hospitals; nursing homes; auditoriums; arenas; gyms; meeting rooms; common areas of rental apartment buildings, and other places of public accommodation.
11. Residential Treatment Facility: As defined under Minn. Stat. 245.462 subd. 23.
12. Retail Registration: An approved registration issued by the City of Glencoe to a state licensed cannabis retail business.
13. School: A public school as defined under Minn. Stat. 120A.05 or a nonpublic school that must meet the reporting requirements under Minn. Stat. 120A.24.
14. State License: An approved license issued by the State of Minnesota's Office of Cannabis Management to a cannabis retail business.

#### Section 626.03. Registration of Cannabis Businesses

##### 1. Consent to registering of Cannabis Businesses

No individual or entity may operate a state-licensed cannabis retail business within City of Glencoe without first registering with City of Glencoe.

Any state-licensed cannabis retail business that sells to a customer or patient without valid retail registration shall incur a civil penalty of up to \$2,000 for each violation.

Notwithstanding the foregoing provisions, the state shall not issue a license to any cannabis business to operate in Indian country, as defined in United States Code, title 18, section 1151, of a Minnesota Tribal government without the consent of the Tribal government.

##### 2. Compliance Checks Prior to Retail Registration

Prior to issuance of a cannabis retail business registration, City of Glencoe shall conduct a preliminary compliance check to ensure compliance with local ordinances.

Pursuant to Minn. Stat. 342, within 30 days of receiving a copy of a state license application from OCM, City of Glencoe shall certify on a form provided by OCM whether a proposed cannabis retail business complies with local zoning



ordinances and, if applicable, whether the proposed business complies with the state fire code and building code.

3. Registration & Application Procedure

*a. Fees.*

A registration fee, as established in City of Glencoe's fee schedule, shall be charged to applicants depending on the type of retail business license applied for.

An initial retail registration fee shall not exceed \$500 or half the amount of an initial state license fee under Minn. Stat. 342.11, whichever is less. The initial registration fee shall include the initial retail registration fee and the first annual renewal fee.

Any renewal retail registration fee imposed by City of Glencoe shall be charged at the time of the second renewal and each subsequent renewal thereafter.

A renewal retail registration fee shall not exceed \$1,000 or half the amount of a renewal state license fee under Minn. Stat. 342.11, whichever is less.

A medical combination business operating an adult-use retail location may only be charged a single registration fee, not to exceed the lesser of a single retail registration fee, defined under this section, of the adult-use retail business.

*b. Application Submittal.*

The City of Glencoe shall issue a retail registration to a state-licensed cannabis retail business that adheres to the requirements of Minn. Stat. 342.22.

(A) An applicant for a retail registration shall fill out an application form, as provided by the City of Glencoe. Said form shall include, but is not limited to:

- i. Full name of the property owner and applicant;
- ii. Address, email address, and telephone number of the applicant;
- iii. The address and parcel ID for the property which the retail registration is sought;
- iv. Certification that the applicant complies with the requirements of local ordinances established pursuant to Minn. Stat. 342.13.

(B) The applicant shall include with the form:

- i. the application fee as required in Section 626.03, subd 3a;
- ii. a copy of a valid state license or written notice of OCM license preapproval;

(C) Once an application is considered complete, the City of Glencoe staff shall inform the applicant as such, process the application fees, and forward the application to the City Council for approval or denial.

(D) The application fee shall be non-refundable once processed.

*c. Application Approval*

- (A) A state-licensed cannabis retail business application shall not be approved if the cannabis retail business would exceed the maximum number of registered cannabis retail businesses permitted under Section 626.03, subd. 3a.
- (B) A state-licensed cannabis retail business application shall not be approved or renewed if the applicant is unable to meet the requirements of this ordinance.
- (C) A state-licensed cannabis retail business application that meets the requirements of this ordinance shall be approved.

*d. Annual Compliance Checks.*

The City of Glencoe shall complete at minimum one compliance check per calendar year of every cannabis business to assess if the business meets age verification requirements,

The City of Glencoe shall conduct at minimum one unannounced age verification compliance check at least once per calendar year.

Age verification compliance checks shall involve persons at least 17 years of age but under the age of 21 who, with the prior written consent of a parent or guardian if the person is under the age of 18, attempt to purchase adult-use cannabis flower, adult-use cannabis products, lower-potency hemp edibles, or hemp-derived consumer products under the direct supervision of a law enforcement officer or an employee of the local unit of government.

Any failures under this section must be reported to the Office of Cannabis Management.

*e. Location Change*

A state-licensed cannabis retail business shall be required to submit a new application for registration under Section 626.03, subd. 3(i) if it seeks to move to a new location still within the legal boundaries of City of Glencoe.

*f. Renewal of Registration*

The City of Glencoe shall renew an annual registration of a state-licensed cannabis retail business at the same time OCM renews the cannabis retail business' license.

A state-licensed cannabis retail business shall apply to renew registration on a form established by City of Glencoe.

A cannabis retail registration issued under this ordinance shall not be transferred.

*e. Renewal Fees.*

The City of Glencoe may charge a renewal fee for the registration starting at the second renewal, as established in City of Glencoe's fee schedule.

*g. Renewal Application.*

The application for renewal of a retail registration shall include, but is not limited to:

- Items required under Section 626.03, subd 3(a) of this Ordinance.

h. Suspension of Registration

*A. When Suspension is Warranted.*

The City of Glencoe may suspend a cannabis retail business's registration if it violates the ordinance of City of Glencoe or poses an immediate threat to the health or safety of the public. The City of Glencoe shall immediately notify the cannabis retail business in writing the grounds for the suspension.

*B. Notification to OCM.*

The City of Glencoe shall immediately notify the OCM in writing the grounds for the suspension. OCM will provide City of Glencoe and cannabis business retailer a response to the complaint within seven calendar days and perform any necessary inspections within 30 calendar days.

*C. Length of Suspension.*

The suspension of a cannabis retail business registration may be for up to 30 calendar days, unless OCM suspends the license for a longer period. The business may not make sales to customers if their registration is suspended.

The City of Glencoe may reinstate a registration if it determines that the violations have been resolved.

The City of Glencoe shall reinstate a registration if OCM determines that the violation(s) have been resolved.

*D. Civil Penalties.*

Subject to Minn. Stat. 342.22, subd. 5(e) the City of Glencoe may impose a civil penalty, as specified in the City of Glencoe's Fee Schedule, for registration violations, not to exceed \$2,000.

i. Limiting of Registrations

The City of Glencoe shall limit the number of cannabis retail businesses to one.

626.04. Requirements for Cannabis Businesses

a. Minimum Buffer Requirements

The City of Glencoe shall prohibit the operation of a cannabis business within 1,000 feet of a school.

The City of Glencoe shall prohibit the operation of a cannabis business within 500 feet of a day care.

The City of Glencoe shall prohibit the operation of a cannabis business within 500 feet of a residential treatment facility.

The City of Glencoe shall prohibit the operation of a cannabis business within 500 feet of an attraction within a public park that is regularly used by minors, including a playground or athletic field.

The City of Glencoe shall prohibit the operation of a cannabis retail business within 500 feet of another cannabis retail business.

Pursuant to Minn. Stat. 462.357 subd. 1e, nothing this section shall prohibit an active cannabis business or a cannabis business seeking registration from continuing operation at the same site if a school, daycare, residential school, daycare, residential treatment facility or attraction within a public park that is regularly used by minors moves within the minimum buffer zone.

b. Zoning and Land Use

*1. Cultivation.*

Cannabis businesses licensed or endorsed for cultivation are permitted as a conditional in the following zoning districts:

- I-1 Limited Industry District
- I-2 General Industry District

*2. Cannabis Manufacturer.*

Cannabis businesses licensed or endorsed for cannabis manufacturer are permitted as a conditional in the following zoning districts:

- I-1 Limited Industry District
- I-2 General Industry District

*3. Hemp Manufacturer.*

Businesses licensed or endorsed for low-potency hemp edible manufacturers permitted as a conditional in the following zoning districts:

- I-1 Limited Industry District
- I-2 General Industry District



*4. Wholesale.*

Cannabis businesses licensed or endorsed for wholesale are permitted as a conditional in the following zoning districts:

- I-1 Limited Industry District
- I-2 General Industry District

*5. Cannabis Retail.*

Cannabis businesses licensed or endorsed for cannabis retail are permitted as a conditional in the following zoning districts:

- B-1 Business District

*6. Cannabis Transportation.*

Cannabis businesses licensed or endorsed for transportation are permitted as a conditional in the following zoning districts:

- B-1 Business District

*7. Cannabis Delivery.*

Cannabis businesses licensed or endorsed for delivery are permitted as a conditional in the following zoning districts:

- B-1 Business District

c. Hours of Operation

Cannabis businesses are limited to retail sale of cannabis, cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products between the hours of 10 am and 9 pm.

d. Advertising

Cannabis businesses are permitted to erect up to two fixed signs on the exterior of the building or property of the business, unless otherwise limited by City of Glencoe's sign ordinances.

2. This ordinance shall be given prompt and general publicity and that it be filed promptly by the City Administrator/Clerk, and shall be effective immediately upon publication pursuant to the City's charter.

Approved and passed on this \_\_\_\_\_ day of \_\_\_\_\_, 2025

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Mark Hueser, Mayor

Attest:

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Mark Larson, City Administrator



SMALL CITY & BIG FUTURE

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

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**Mayor:** 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 Neld



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To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: March 14, 2025

Re: **Item 7E** – Correction to RLS Number 25 – 1991

**Item 7E** – City Attorney Ostlund will review the attached correction to Registered Land Survey number 25 that was recorded by Green Giant (Seneca Foods) in 1991. It has been determined that there was an error in the legal description for old railroad right of way on the west side of the property. This error was discovered when Seneca was attempting to sell property to Revolve Labs for the Data Center.

It is recommended to authorize the Mayor and City Administrator to sign the amended RLS to accommodate the sale of property.



# LAND SURVEYOR'S CERTIFICATE OF PLAT CORRECTION

Pursuant to the provisions of Minnesota Statutes, Section 505.175, I, Kurt D. Nelson, a duly Licensed Land Surveyor in and for the State of Minnesota declares as follows:

1. That REGISTERED LAND SURVEY NO. 25 dated the February 4, 1991 and filed on April 29, 1992 in the office of the Registrar of Titles, McLeod County, Minnesota, as Document No. 016815, was prepared by LeRoy Grewe, Land Surveyor, Minnesota License No. 12277, who is not now available for the following reason: Deceased.
2. That said REGISTERED LAND SURVEY NO. 25 contains errors, omissions or defects described in particular as follows:

Railroad right-of-way was included within the boundary of REGISTERED LAND SURVEY NO. 25, when the certificate of title as depicted on said REGISTERED LAND SURVEY NO. 25 stated:  
"EXCEPT ALL RAILROAD RIGHT-OF-WAY"

3. That said REGISTERED LAND SURVEY NO. 25 is hereby corrected in particular as follows:

All Railroad Right-of-Way shown and included within the boundary of said REGISTERED LAND SURVEY NO. 25 has been excluded and an exhibit showing the correction to said REGISTERED LAND SURVEY NO. 25 has been prepared and be attached to this certificate.

I hereby certify that this Surveyor's Certificate of Plat Correction was prepared by me or under my direct supervision and that I am a duly licensed Land Surveyor under the laws of the State of Minnesota.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Kurt D. Nelson, Licensed Land Surveyor  
Minnesota License No. 45356

This Surveyor's Certificate of Plat Correction to REGISTERED LAND SURVEY NO. 25 was approved by the City of Glencoe, Minnesota, a regular meeting held

this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

City of Glencoe, McLeod County, Minnesota

\_\_\_\_\_, Mayor  
Mark Hueser

\_\_\_\_\_, Administrator  
Mark Larson

This instrument was drafted by:  
E.G. Rud & Sons, Inc.  
Kurt D. Nelson, LS 45356  
990 – 5<sup>th</sup> Ave SE, Suite 2  
Hutchinson, MN 55350

NORTH



## NOTES

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Registered Land Surveyor under

- No field work has been conducted in the process of this plat correction.
- Bearings & Distances shown hereon, are for reference purposes only. Existing original monuments from REGISTERED LAND SURVEY NO. 25 would control other than no railroad right-of-way should be within the boundary of REGISTERED LAND SURVEY NO. 25.
- Bearings shown are based on REGISTERED LAND SURVEY NO. 25.

 **E. G. RUD & SONS, INC.**  
EST. 1977  
Professional Land Surveyors

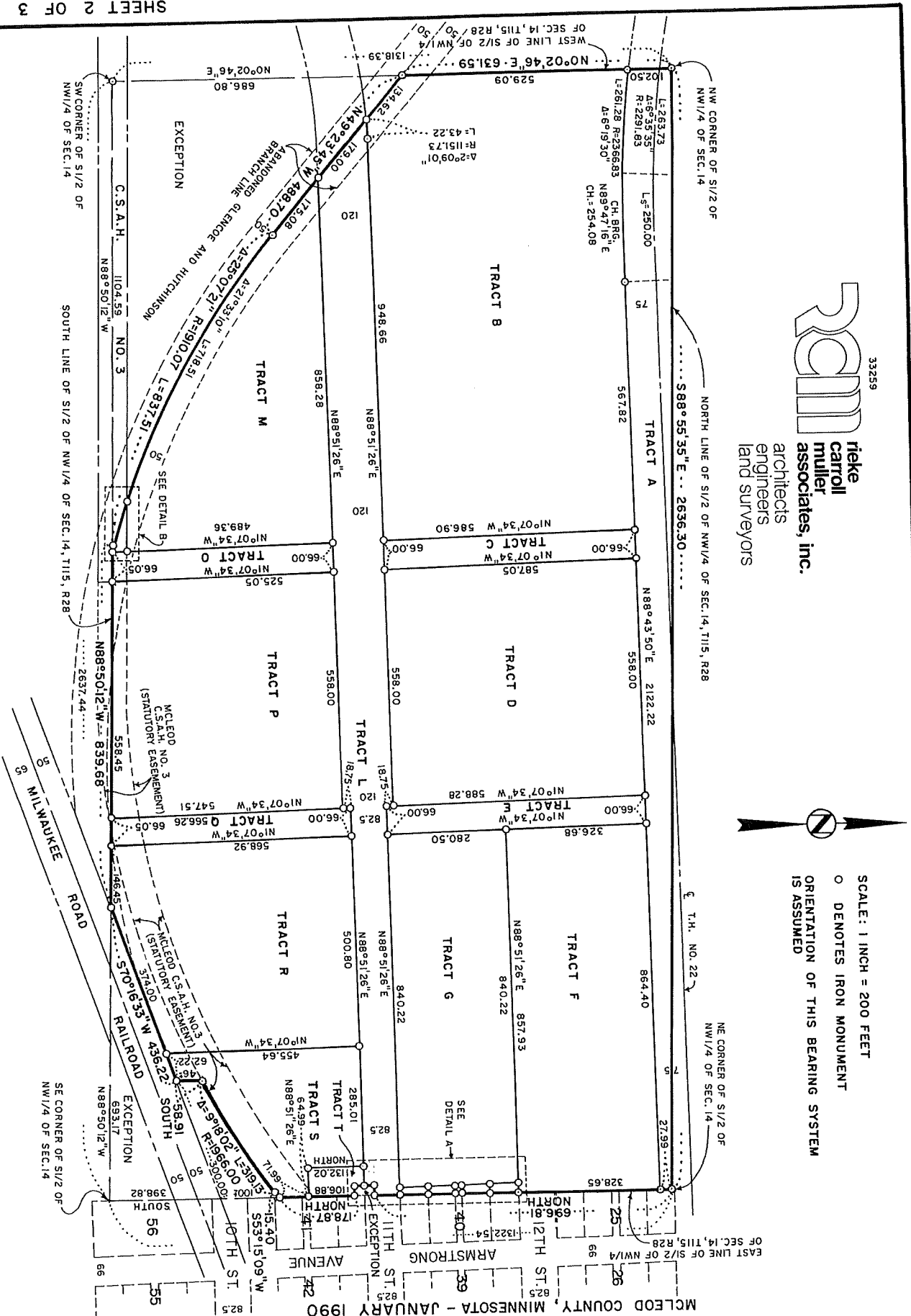
REGISTERED LAND SURVEY NO. 25

MCLEOD COUNTY, MINNESOTA - JANUARY 1990

33259

**rieke  
carroll  
muller  
associates, inc.**

SCALE: 1 INCH = 200 FEET  
O DENOTES IRON MONUMENT  
ORIENTATION OF THIS BEARING SYSTEM  
IS ASSUMED





SMALL CITY & BIG FUTURE

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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 Neld



**Glencoe Municipal Liquor Store**  
**Profit & Loss Statement for Nov 2024**

<b>Sales</b>	
Liquor	83,913.00
Beer	112,623.52
Wine	26,075.01
Other Merchandise	3,845.74
THC	772.44
<b>Total Sales</b>	<u>227,229.71</u>

<b>Cost of Sales</b>	
Beginning Inventory	512,005.40
Purchases	136,241.02
<b>Total Merch. Avail. for Sale</b>	<u>648,246.42</u>
Less Inventory Ending	<u>481,636.96</u>
<b>Cost of Sales</b>	<u>166,609.46</u>
<b>Gross Profit on Sales</b>	<u>60,620.25</u>
	26.68%

<b>Operating Expenses</b>	
Sales Tax (Use tax)	121.00
Full-Time Employees	6,590.19
Full-Time Employees- Overtime	188.19
Part-Time Employees	5,662.65
PERA Contributions	864.02
FICA Contributions	763.80
Medicare Contributions	178.64
Health & Life Insurance	607.39
Operating Supplies	4,732.43
Cleaning Supplies	0.00
Repair & Maintenance	1,886.78
Professional Services	1,700.00
Training	0.00
Computer Repair/Equipment	0.00
Telephone	114.24
Travel Expense	0.00
Advertising	887.00
Printing & Binding	0.00
Electricity	931.84
Natural Gas	242.08
Uniforms	0.00
Miscellaneous	40.86
Building & Structures (not fixed assets)	0.00
<b>Sub-total</b>	<u>25,511.11</u>
Insurance- Liquor, Property, Gen'l Liability	766.04
Depreciation	3,504.41
Audit	250.00
Worker's Comp	308.62
Bond Interest	841.04
<b>Total Operating Expenses</b>	<u>31,181.22</u>

<b>Non-Operating Expenses/Income</b>	
Interest Income	237.26
Miscellaneous	114.49
Sales Tax Variance	0.28
Cash Drawer +/-	(104.16)
Bad/Collected Checks	0.00
<b>Total Non-Operating Exp./Inc.</b>	<u>247.87</u>

<b>Net Income</b>	29,686.90
<b>Year-To-Date Income</b>	298,841.44

**Comparative Figures**

**Previous Year (2023)**

Total Sales	206,476.08
Gross Profit on Sales	60,870.54
Total Operating Expenses	37,523.06
Total Non-Operating Exp./Inc.	1,165.78
Net Income	24,513.26
Year-To-Date Income	235,458.76

Current YTD Cash Balance	285,872.15
Last Month YTD Income	269,154.54

## FUND BALANCES

FUND #	2024 CASH BALANCES	MONTH NOVEMBER	MONTH OCTOBER	MONTH SEPTEMBER
101	General-Operating	\$ 526,449.27	\$ 794,078.43	\$ 1,856,888.18
101	General-Childhood Intervention	\$ 886.55	\$ 886.55	\$ 886.55
101	General-Crime Prevention	\$ 14,786.94	\$ 11,245.19	\$ 11,059.42
601	Water-Operating	\$ 2,558,412.73	\$ 2,519,174.75	\$ 2,447,467.43
601	Water-Water Availability Charge	\$ 597,577.89	\$ 596,930.42	\$ 596,278.04
601	Water-Trunk Water Charge	\$ 25,891.26	\$ 25,863.21	\$ 25,834.94
601	Water-Bonds	\$ 1,966.48	\$ 1,964.35	\$ 1,962.20
601	Water-Construction	\$ -	\$ -	\$ -
602	W.W.T.P.-Operating	\$ 1,858,720.61	\$ 1,851,796.19	\$ 1,789,060.28
602	W.W.T.P.-Sewer Availability Charge	\$ 1,138,222.54	\$ 1,136,989.29	\$ 1,135,746.68
602	W.W.T.P.-Trunk Sewer Charge	\$ 132,057.90	\$ 131,914.82	\$ 131,770.65
602	W.W.T.P.-Bonds	\$ (63,839.53)	\$ (132,006.35)	\$ (200,097.42)
602	W.W.T.P.-Construction	\$ -	\$ -	\$ -
603	Sanitation	\$ 44,564.56	\$ 47,595.08	\$ 47,156.93
604	City Center-Operating	\$ (76,797.43)	\$ (65,608.20)	\$ (58,547.15)
604	City Center-Bonds	\$ (703,112.71)	\$ (702,350.90)	\$ (701,583.30)
609	Liquor Store	\$ 285,872.15	\$ 218,746.09	\$ 226,371.38
612	Airport	\$ (135,992.66)	\$ (138,277.08)	\$ (122,566.96)
651	Storm Water Management	\$ 315,866.53	\$ 287,998.03	\$ 237,648.62
213	Park Improvement	\$ 160,610.46	\$ 188,078.41	\$ 187,822.91
223	Aquatic Center	\$ (93,230.72)	\$ (92,708.00)	\$ (91,828.92)
223	Aquatic Center-Lifeguard Training	\$ 997.90	\$ 997.90	\$ 997.90
225	Cable TV	\$ 21,556.46	\$ 21,633.00	\$ 15,336.80
226	Cemetery	\$ (22,298.75)	\$ (21,482.15)	\$ (18,664.22)
229	Municipal State Aid	\$ 133,956.96	\$ 142,732.64	\$ 146,035.86
230	Engineering/Inspection Services	\$ (113,400.31)	\$ (113,277.44)	\$ (113,153.64)
231	Public Safety Aid	\$ 184,079.35	\$ 185,366.85	\$ 185,366.85
300	City Sinking	\$ 412.59	\$ 412.14	\$ 411.69
382	2007 Tax Increment Bond-2007 Industrial Park	\$ (59,609.93)	\$ (59,545.34)	\$ (59,480.26)
384	2018 Tax Increment Bond-Panther Heights	\$ (32,707.52)	\$ (32,672.08)	\$ (32,636.37)
409	Tax Increment #4-Industrial Park	\$ 437,038.19	\$ 436,564.67	\$ 436,087.55
424	Tax Increment #17-Miller Manufacturing	\$ 4,260.45	\$ 14,245.00	\$ 14,229.43
426	Tax Increment #19-Panther Heights	\$ 73,477.95	\$ 73,398.34	\$ 73,318.12
427	Tax Increment #20-Bus Garage	\$ (9,775.34)	\$ (9,764.75)	\$ (9,754.08)
466	2023 Street Improvement	\$ (214,182.51)	\$ (208,785.55)	\$ (13,957.90)
523	2008 11th Street/Morningside Bond	\$ (52,604.48)	\$ (52,547.48)	\$ (52,490.05)
524	2014 Street Improvement Bond	\$ (111,574.68)	\$ (111,453.79)	\$ (111,331.98)
525	2015 Street Improvement Bond-Lincoln Park	\$ (450,090.04)	\$ (449,602.37)	\$ (449,111.00)
526	2016 Street Improvement Bond-Armstrong Avenue	\$ (154,854.08)	\$ (154,686.30)	\$ (154,517.24)
527	2017 Street Improvement Bond-Baxter Avenue	\$ (177,431.82)	\$ (177,239.58)	\$ (177,045.88)
528	2018 Storm Water Improvement Bond-Central Storm Sewer	\$ (235,344.36)	\$ (235,089.37)	\$ (234,832.44)
529	2021 Street Improvement Bond-10th Street	\$ 88,049.76	\$ 87,954.36	\$ 87,858.23
530	2023 Street Improvement Bond	\$ (67,290.60)	\$ (67,217.69)	\$ (67,144.23)
	<b>TOTALS</b>	<b>\$ 5,831,578.01</b>	<b>\$ 5,952,251.29</b>	<b>\$ 6,986,853.60</b>

CITY OF GLENCOE BILLS

MARCH 17, 2025

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

VENDOR	DEPARTMENT: DESCRIPTION	TOTAL
CITY OF GLENCOE EMPLOYEES	MULTIPLE DEPTS.: CITY OF GLENCOE PAYROLL 12-24-24	\$79,911.91
WIRE TRANSFER	MULT DEPTS:EMP/CITY PAYROLL TAXES,HSA,PERA,D COMP,CAFE	\$56,823.05
TOTAL PREPAID BILLS ----->		<u>\$136,734.96</u>

## INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

MARCH 17, 2025 - PREPAID BILLS

Date: 03/12/2025

Time: 9:22 am

Page: 1

City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
BREAKTHRU BEVERAGE	0513	LIQUOR: MERCH FOR RESALE	183868	12/30/2024	<u>1,091.89</u>
				Vendor Total:	<u>1,091.89</u>
JOHNSON BROS - ST PAUL	0504	LIQUOR: MERCH FOR RESALE	183869	12/30/2024	<u>838.30</u>
				Vendor Total:	<u>838.30</u>
MINNESOTA CHILD SUPPORT	1646	POLICE: CHILD SUPPORT PAYMENT	183870	12/30/2024	<u>249.65</u>
				Vendor Total:	<u>249.65</u>
MINNESOTA PUBLIC EMPLOYEE	1439	POLICE: UNION DUES	183871	12/30/2024	<u>155.05</u>
				Vendor Total:	<u>155.05</u>
NCPERS GROUP LIFE INS	1619	ADMIN: INS PREMIUM	183872	12/30/2024	<u>16.00</u>
				Vendor Total:	<u>16.00</u>
PAUSTIS WINE COMPANY	0916	LIQUOR: MERCH FOR RESALE	183873	12/30/2024	<u>537.00</u>
				Vendor Total:	<u>537.00</u>
PHILLIPS WINE & SPIRITS, INC.	1010	LIQUOR: MERCH FOR RESALE	183874	12/30/2024	<u>1,071.00</u>
				Vendor Total:	<u>1,071.00</u>
PPLSI	0485	ADMIN, PARK, CITY CENTER: INS PREMIUM	183875	12/30/2024	<u>112.60</u>
				Vendor Total:	<u>112.60</u>
SOUTHERN GLAZER'S OF MN	1429	LIQUOR: MERCH FOR RESALE	183876	12/30/2024	<u>2,213.45</u>
				Vendor Total:	<u>2,213.45</u>
				Grand Total:	<u>6,284.94</u>
				Less Credit Memos:	<u>0.00</u>
				Net Total:	<u>6,284.94</u>
				Less Hand Check Total:	<u>0.00</u>
				Outstanding Invoice Total :	<u>6,284.94</u>
Total Invoices:		9			

# INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

MARCH 17, 2025 - REGULAR BILLS

Date: 03/14/2025

Time: 12:17 pm

Page: 1

City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
4-SQUARE BUILDERS, INC.	0071	PARK, WATER: LUMBER, FOAM	0	00/00/0000	128.93
				Vendor Total:	128.93
A & K REPAIR	0001	WWTP: MANHOLE FAN & HVAC MOTOR REPAIRS	0	00/00/0000	419.80
				Vendor Total:	419.80
A.H. HERMEL CO.	0573	ADMIN, STREET,AQ CTR,CITY CTR: MERCH FOR RESALE, COFFEE	0	00/00/0000	368.24
				Vendor Total:	368.24
ALEX AIR APPARATUS 2 LLC	2153	FIRE: AIR TANK REPAIR ON AIR VAN	0	00/00/0000	320.20
				Vendor Total:	320.20
ALSLEBEN MEATS	1668	FIRE: HOTDOTS FOR TOWNSHIP MEETING	0	00/00/0000	68.78
				Vendor Total:	68.78
AMERICAN PUBLIC WORKS ASSO	1265	STREET, WATER, WWTP: MEMBERSHIP & DUES	0	00/00/0000	1,064.00
				Vendor Total:	1,064.00
AUTO VALUE GLENCOE	0214	STREET, PARK: SHOP SUPPLIES, EQUIPMENT REPAIR PARTS	0	00/00/0000	106.61
				Vendor Total:	106.61
CARD SERVICES	0330	MULT DEPTS:MERCH FOR RESALE, CLEANING SUPPLIES	0	00/00/0000	236.24
				Vendor Total:	236.24
CARGILL, INC	1636	WATER: SALT	0	00/00/0000	5,934.99
				Vendor Total:	5,934.99
CENGAGE LEARNING INC-GALE	1828	LIBRARY: BOOKS	0	00/00/0000	77.97
				Vendor Total:	77.97
CENTER POINT LARGE PRINT	1349	LIBRARY: BOOKS	0	00/00/0000	149.82
				Vendor Total:	149.82
CENTERPOINT ENERGY	0204	MULT DEPT: NATURAL GAS	0	00/00/0000	22,280.85
				Vendor Total:	22,280.85
CENTRAL MN FIREFIGHTER'S	1924	FIRE: MEMBERSHIP DUES	0	00/00/0000	100.00
				Vendor Total:	100.00
CRADICK GUNWORKS	1342	POLICE: GUN CLEANING	0	00/00/0000	1,370.00
				Vendor Total:	1,370.00
DAKOTA SUPPLY GROUP	0523	WATER: GASKETS, FLANGES	0	00/00/0000	156.73
				Vendor Total:	156.73
DORDING, RYAN	2108	FIRE: IPAD INTERNET SERVICE REIMB	0	00/00/0000	480.00
				Vendor Total:	480.00
ENVIRONMENTAL RESOURCE ASS	1061	WWTP: LAB TESTING	0	00/00/0000	660.13
				Vendor Total:	660.13
FASTENAL COMPANY	1075	WATER: SECURITY CABLES	0	00/00/0000	52.80
				Vendor Total:	52.80
FLAHERTY & HOOD, P.A.	0441	POLICE: LEGAL FEES	0	00/00/0000	902.50
				Vendor Total:	902.50
FRANKLIN PRINTING INC.	0085	ADMIN: OFFICE SUPPLIES	0	00/00/0000	264.90
				Vendor Total:	264.90
GACC TOURISM	0168	REIMB: LODGING TAX	0	00/00/0000	81.99
				Vendor Total:	81.99
GLENCOE CO-OP ASSN.	1842	FIRE, STREET, PARK, WATER, WWTP: FUEL	0	00/00/0000	4,943.09
				Vendor Total:	4,943.09
GLENCOE FIRE RELIEF ASS'N.	0455	AQUATIC CENTER: CALENDAR AD	0	00/00/0000	600.00



# INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

MARCH 17, 2025 - REGULAR BILLS

Date: 03/14/2025

Time: 12:17 pm

Page: 2

City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
				Vendor Total:	600.00
GLENCOE FLEET SUPPLY	2074	MULT DEPTS: PAINT & CLEANING SUPPLIES, UNIFORMS, SM TOOLS	0	00/00/0000	866.33
				Vendor Total:	866.33
GOPHER STATE ONE CALL	0482	WATER, WWTP, STORM WATER: LOCATE TICKETS	0	00/00/0000	10.80
				Vendor Total:	10.80
GRIEBEL, MARTIN	0579	FIRE: TOWNSHIP MEAL SUPPLIES REIMB	0	00/00/0000	86.57
				Vendor Total:	86.57
HAHN, BRANDON	2018	FIRE: CEILING TILE REIMB	0	00/00/0000	34.17
				Vendor Total:	34.17
HERALD JOURNAL PUBLISHING	1442	ADMIN, AIRPORT: ADVERTISING	0	00/00/0000	1,036.23
				Vendor Total:	1,036.23
HILLYARD HUTCHINSON	0122	ADMIN: GARBAGE BAGS, PAPER PRODUCTS	0	00/00/0000	1,034.52
				Vendor Total:	1,034.52
INDEPENDENT EMERGENCY SERV	0969	POLICE: MONTHLY 911 SERVICE	0	00/00/0000	10.77
				Vendor Total:	10.77
JOHNSON CONTROLS FIRE	0874	FIRE: ANNUAL EXTINGUISHER & EMERGENCY EXIT INSPECTIONS	0	00/00/0000	220.26
				Vendor Total:	220.26
KDUZ - KARP - KGLB	2248	ADMIN, LIQUOR STORE: ADVERTISING	0	00/00/0000	1,524.00
				Vendor Total:	1,524.00
KWIK TRIP	1653	POLICE: FUEL	0	00/00/0000	2,166.49
				Vendor Total:	2,166.49
LEMKE, COREY	1707	FIRE: TRAINING & TRAVEL EXPENSE REIMB	0	00/00/0000	237.28
				Vendor Total:	237.28
LIGHT & POWER COMMISSION	1484	MULT DEPTS: ELECTRICITY, CREDIT CARD & BILLING FEES	0	00/00/0000	27,809.84
				Vendor Total:	27,809.84
MACQUEEN EMERGENCY	0159	FIRE: AXES, FLASHLIGHTS	0	00/00/0000	39.58
				Vendor Total:	39.58
MARTINO, NICK	2170	FIRE: TRAINING & TRAVEL EXPENSE REIMB	0	00/00/0000	513.08
				Vendor Total:	513.08
MCLEOD COOP. POWER ASS'N.	0201	ADMIN, AIRPORT: ELECTRICITY	0	00/00/0000	1,064.24
				Vendor Total:	1,064.24
MENARDS - HUTCHINSON	2184	CITY CENTER: TOTES	0	00/00/0000	111.31
				Vendor Total:	111.31
METRO SALES, INC	1066	LIBRARY: OFFICE EQUIPMENT LEASE	0	00/00/0000	302.25
				Vendor Total:	302.25
MILBANK WINWATER WORKS	0058	WATER: METERS	0	00/00/0000	6,757.62
				Vendor Total:	6,757.62
MILLER, LANE	2236	CITY CENTER: DAMAGE DEPOSIT REFUND	0	00/00/0000	200.00
				Vendor Total:	200.00
MINI BIFF	0177	PARK: WASTE REMOVAL	0	00/00/0000	142.80
				Vendor Total:	142.80
MN STATE COMMUNITY & TECHN	0008	FIRE: FIRE SCHOOL	0	00/00/0000	340.00
				Vendor Total:	340.00
MNSPECT	0722	CODE ENFORCEMENT: BUILDING & RENTAL INSPECTIONS	0	00/00/0000	8,674.48

# INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

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Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
				Vendor Total:	8,674.48
MPCA	1680	WWTP: LAB CERTIFICATION RENEWAL	0	00/00/0000	1,644.00
				Vendor Total:	1,644.00
MVTL , INC.	0353	WATER, WWTP: LAB TESTING	0	00/00/0000	269.00
				Vendor Total:	269.00
NELSON ELECTRIC MOTOR REPAI	1277	WWTP: PUMP REPAIR	0	00/00/0000	1,091.33
				Vendor Total:	1,091.33
NORTH CENTRAL LABORATORIES	0631	WWTP: LAB SUPPLIES	0	00/00/0000	66.35
				Vendor Total:	66.35
NUVERA	2120	MULT DEPTS: INTERNET, PHONE, IT SUPPORT	0	00/00/0000	5,244.67
				Vendor Total:	5,244.67
O'DAY EQUIPMENT, LLC	0285	AIRPORT: FUELING SYSTEM REPAIR	0	00/00/0000	2,812.40
				Vendor Total:	2,812.40
O'REILLY AUTOMOTIVE, INC	1982	WWTP: WHEEL PAINT	0	00/00/0000	24.98
				Vendor Total:	24.98
OXYGEN SERVICE COMPANY	0653	STREET: WELDING SUPPLIES	0	00/00/0000	17.36
				Vendor Total:	17.36
PIONEERLAND LIBRARY SYSTEMS	0227	REIMB: CARDS & FINES	0	00/00/0000	40.50
				Vendor Total:	40.50
PITNEY BOWES BANK INC	0271	ADMIN: POSTAGE	0	00/00/0000	257.82
				Vendor Total:	257.82
PITNEY BOWES GLOBAL	1714	ADMIN: POSTAGE MACHINE LEASE	0	00/00/0000	142.53
				Vendor Total:	142.53
PREMIUM WATERS, INC.	1081	MULT DEPTS: WATER	0	00/00/0000	265.95
				Vendor Total:	265.95
QUILL LLC	1691	LIBRARY: OFFICE SUPPLIES	0	00/00/0000	34.07
				Vendor Total:	34.07
RELIANCE STANDARD LIFE INS CC	1915	MULT DEPTS: INS PREMIUMS	0	00/00/0000	1,220.51
				Vendor Total:	1,220.51
RUNNING'S SUPPLY, INC.	1616	WATER: SAFETY BOOTS	0	00/00/0000	150.00
				Vendor Total:	150.00
SAFEASSURE CONSULTANTS INC	0865	MUTL DEPTS: SAFETY TRAINING	0	00/00/0000	4,740.27
				Vendor Total:	4,740.27
SAM'S TIRE SERVICE INC.	0250	POLICE: TIRES, VEHICLE MAINTENANCE & REPAIRS	0	00/00/0000	2,019.42
				Vendor Total:	2,019.42
SEH	1757	ADMIN, MUNI STATE AID, '25 ST IMPROVE: ENGINEERING SERVICES	0	00/00/0000	85,666.20
				Vendor Total:	85,666.20
STAR GROUP, L.L.C.	0972	MULT DEPTS: REPAIR PARTS, FILTERS, OIL, GREASE, TUBING	0	00/00/0000	765.44
				Vendor Total:	765.44
THOMSON REUTERS	1260	POLICE: INVESTIGATION SERVICES	0	00/00/0000	191.10
				Vendor Total:	191.10
TREE STORY	0172	'25 ST IMPROVE: TREE REMOVAL	0	00/00/0000	25,900.00
				Vendor Total:	25,900.00
TRI-COUNTY WATER	1016	STREET, REIMB: WATER	0	00/00/0000	30.50
				Vendor Total:	30.50
VIKING COCA-COLA BOTTLING CC	0494	LIQUOR STORE: MERCH FOR RESALE	0	00/00/0000	988.00

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Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
Vendor Total:					988.00
WATER CONSERVATION SERVICE	1298	WATER: LEAK LOCATES	0	00/00/0000	493.95
Vendor Total:					493.95
Grand Total:					228,027.54
Less Credit Memos:					0.00
Net Total:					228,027.54
Less Hand Check Total:					0.00
Outstanding Invoice Total :					228,027.54
Total Invoices:		69			