



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

## **GLENCOE CITY COUNCIL MEETING AGENDA**

**Tuesday, September 2, 2025**

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 August 18, 2025
  - B. Special Event – Community Garden Open House – September 9, 2025 from 9:00 AM to 11:00 AM – 525 Baxter Avenue North - Request of Picnic Tables and a Garbage Can
  - C. Special Event – Welcome Week Parking Lot Party – September 16, 2025 from 5:00 PM to 7:00 PM – Coborn’s Grocery Store – Request of Picnic Tables
  - D. Special Event – Glencoe Community Appreciation – September 17, 2025 from 11:00 AM to 1:30 PM – Glencoe Branch MidCountry Bank – Request of Picnic Tables and Garbage Cans
- 3. APPROVE AGENDA**
- 4. PUBLIC COMMENT (agenda items only)**
- 5. PUBLIC HEARINGS – None Scheduled**
- 6. BIDS AND QUOTES**
  - A. West Lift Station – City Engineer Justin Black, SEH
    1. Approve the SLA with SEH for Design Engineering for West Lift Station
  - B. Asbestos testing results on Condemned properties
    1. Quote for 1206 10<sup>th</sup> Street East to remove siding prior to demolition
- 7. REQUESTS TO BE HEARD**
  - A. Planning Commission Recommendations
    1. Approve Variance Application for **1804 15<sup>th</sup> Street East** – Fence on Property Line
    2. Approve variance Application for **1311 Loudon Avenue North** – Fence on Property Line
    3. Approve Additional Variance Request for **1425 Stevens Avenue North** – Fence Setback on Rear Property Line

**8. ITEMS FOR DISCUSSION**

- A. Appoint Liquor Store Assistant Manager – Assistant City Administrator and Glencoe Wine and Spirits Manager
- B. **Resolution 2025-15** Approving Maintenance and Operations Grant Agreement with MNDOT Aeronautics from July 1, 2025 through June 30, 2027 – City Administrator

**9. ROUTINE BUSINESS**

- A. Project Updates
  - 1. Hennepin Avenue Reconstruction
  - 2. HVAC at Police Department
  - 3. Housing Study
- B. Economic Development
- C. Public Input
- D. Reports
- E. City Bills

**10. ADJOURN**



SMALL CITY & BIG FUTURE

## GLENCOE CITY COUNCIL MEETING MINUTES

August 18, 2025 – 7:00 PM

City Center Ballroom

Attendees: Mark Hueser, Jon Dahlke, Scott Maynard, Paul Lemke, Cory Neid, Yodee Rivera

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

Others: Rich Glennie, Robert Senst, Mark Ruder

### 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 August 4, 2025

B. Approve Minutes of the City Council Workshop on August 11, 2025

C. GSL Homecoming Parade – September 9, 2025 – Police Escort and Street Closure – 16th Street from Union Avenue to Pryor Avenue & Russell Avenue and Stevens Avenue from 16th Street to 15th Street

D. Harvest BBQ Express – October 5, 2025 – Street Closure on 12th Street and Picnic Table Request

E. Haunted Harvest – Oct. 17-18 & 24-25, 2025 – Oak Leaf Park – Use of Shelters 1 & 2

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

### 3. APPROVE AGENDA

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

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

None.

### 5. PUBLIC HEARINGS

None.

### 6. BIDS AND QUOTES

A. 2025 Bobcat Toolcat Quote – Assistant City Administrator

Assistant City Administrator presented quotes for an extended warranty on the new purchase of a 2025 Bobcat Toolcat. City staff had contacted Lano Equipment

regarding the extended warranty. Lano Equipment provided the quotes based on usage (hours) as well as time frame. During the discussion at Council Workshop, it was recommended present the option of purchasing the 2025 Bobcat Toolcat from Lano Equipment with the 60-month extended warranty. The total cost after trade-in and the addition of the warranty is \$19,210.00.

**Motion:** Maynard, seconded by Dahlke to approve the purchase of the 2025 Bobcat UW56 Toolcat including the 60-month extended warranty. All in favor, the motion carries.

- B.** Change Order Number 1 – Hennepin Avenue Project - Assistant City Administrator  
The Engineer has determined a need for temporary mailboxes after a request by the Glencoe Postmaster. The Engineer has determined that abandoned drain tile and storm sewer lines uncovered during excavation need to be bulkheaded to prevent groundwater from entering the street subgrade. The Contractor will assemble temporary mailbox banks and install them on the project in a location as directed. The Agency will amend contract to include pay items for temporary mailbox bank and for bulkhead pipes. The Contractor will bulkhead existing abandoned pipe on the project by placing concrete at the pipe end and backfilling with native material.

**Motion:** Lemke, seconded by Rivera to approve Change Order #1. All in favor, the motion carries.

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

- A.** Parking restrictions on South Side of 10<sup>th</sup> Street, west of Chandler Avenue - Glencoe VFW

A request from the VFW was made to stripe and sign No Parking on 10th Street North of the Glencoe VFW, across from the Dairy Queen. Typically, these requests are handled internally, but due to the impact of parking on the Dairy Queen, it has been forwarded to City Council. It has put delivery drivers in extremely difficult unloading restrictions and has caused services to not be provided due to no access.

**Motion:** Lemke, seconded by Neid to approve City Administrator Mark Larson to work on a meeting with the adjacent property owners to discuss and come to a solution. All in favor, the motion carries.

- B.** 2025 Police Union Contract – City Administrator

Mediation with the Glencoe Police Union did not come up with an agreement on the many language requests of both parties. At the end of the Mediation session on August 6th, the Union proposed to accept a 3.25% wage increase for 2025 and no other changes to the contract, including no changes to the health insurance for the 2025 contract.

**Motion:** Lemke, seconded by Rivera to accept the one-year contract extension for 2025 with the Glencoe Police Union, MNPEA. All in favor, the motion carries.

- C.** Acceptance of the West Lift Station Study as presented August 11, 2025 – City Administrator

**Motion:** Neid, seconded by Dahlke to accept the Lift Station Report. All in favor, the motion carries.



## **8. ITEMS FOR DISCUSSION**

### **A. Solar on City Facilities - – Assistant City Administrator**

City staff met with Gary Swanson from Energy Management Solutions, Inc. regarding state and federal grants for solar energy that the City of Glencoe qualifies for. The state and federal grant monies are earmarked specifically for solar energy to be installed on public buildings. The solar energy would not entirely fulfill our energy needs, therefore, the City would still purchase energy from Glencoe Light and Power. The City would incur no costs if the grant is approved. EMS will deduct their fees for the project from the grant money received.

**Motion:** Lemke, seconded by Rivera to proceed to enter in a partnership agreement with Energy Management Solutions, Inc. All in favor, the motion carries.

### **B. City Council on September 2, 2025, due to Labor Day Holiday – No Action required**

## **9. ROUTINE BUSINESS**

### **A. Project Updates**

1. Hennepin Avenue Reconstruction – from 15<sup>th</sup> Street to Hennepin Avenue to Judd Avenue, residents will have access on a gravel surface, local traffic only. Starting today, driveways are accessible, to local traffic only on Hennepin Avenue from 13<sup>th</sup> Street to 15<sup>th</sup> Street. From 15<sup>th</sup> Street to 16<sup>th</sup> Street, expect no access due to the street construction that will begin next week.
2. Condemned Properties – Brett Madsen was here last week and gained access to all the condemned properties, including 1234 Greeley. Received reports on Friday afternoon. Mark Larson ordered that the power be shut off at the once residence that still had power to it. We have no ordered that the power be removed from the pole.
3. Pickleball Courts – People are playing on the Pickleball Courts. There is a little bit of maintenance left to do as far as back fillings from the concrete where the pad was poured. The Dog Park is heavily utilized as well.
4. Housing Study – Annie with CEDA will be meeting with the EDA as a steering committee next Monday. Mark Larson has provided her with numerous contacts in the community, that may have interest in the housing study and to get their input.

### **B. Economic Development**

### **C. Public Input**

### **D. Reports**

### **E. City Bills**

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

## **10. ADJOURN**

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



**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: Community Garden Open House Location: 525 BAXTER AVENUE N

Date(s) of the event: 9/11/2025 Time(s) of event: 9am to 11am

Group name or organization: Together We are Glencoe Contact Name: Kerry Ward

Address: 520 Chandler Ave North City: Glencoe Zip: 55336

Email: kerry.ward@mcleodcountymn.gov Phone: 320-864-1512

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: 25-50

Event Description: Ribbon cutting and open house event.

There will be refreshments, a tour of the shed and plots and a master gardener to answer gardening questions.

Assistance Requested: 2-3 picnic tables and a garbage can please

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

Date/Time for beginning of street closure: \_\_\_\_\_

Date/Time for reopening of streets: \_\_\_\_\_

**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.

Kerry Ward

Digitally signed by Kerry Ward  
Date: 2025.08.20 10:02:31 -05'00'

Signature

8-20-2025

Date

### City Staff Use Only

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

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

Approve ☒ Deny ☐

Comments:

Staff will drop picnic tables of the day of event 8:00 am  
+ garbage can

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

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

Comments:

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

**City Council:** Approve ☐ Deny ☐

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

Updated: 8.13.2025





**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: Welcoming Week Parking Lot Party Location: Coborn's Grocery Store lawn

Date(s) of the event: 9/16/2025 Time(s) of event: 5pm to 7pm

Group name or organization: Together We are Glencoe Contact Name: Kerry Ward

Address: 520 Chandler Ave North City: Glencoe Zip: 55336

Email: kerry.ward@mcleodcountymn.gov Phone: 320-864-1512

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: 25 to 50

Event Description: The Parking Lot Party will have music, a mechanical bull, food trucks and a kids activity. We need sitting for participants to eat or hang out.

Assistance Requested: We are requesting picnic table support from the City for people hang out eat food and enjoy the activities during this welcoming week event.

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

Date/Time for beginning of street closure: \_\_\_\_\_

Date/Time for reopening of streets: \_\_\_\_\_

**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

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Kerry Ward

Digitally signed by Kerry Ward  
Date: 2025.08.15 15:28:39 -0500

Signature

8-15-2025

Date

### City Staff Use Only

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

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

Approve ☒ Deny ☐

Comments:

*Staff will drop picnic tables off the day of event. 10 - tables*

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

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

Comments:

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

**City Council:** Approve ☐ Deny ☐

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

Updated: 8.13.2025





**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 Community Appreciation Location: Midcountry Bank Glencoe branch  
Date(s) of the event: September 17, 2025 Time(s) of event: 11:00am to 1:30pm  
Group name or organization: MCB Contact Name: Pam Mallak  
Address: 1002 Greeley Ave City: Glencoe Zip: 55336  
Email: pam.mallak@midccountrybank.com Phone: 320-860-5541

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: 200

Event Description: MCB celebrating our community and customers in the banks parking lot. Catering provided by Northstar BBQ

Assistance Requested: 8 picnic tables and 3 trash cans to be delivered between 8:30 and 9:00 am on Wednesday Sept 17, 2025

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

Date/Time for beginning of street closure: na

Date/Time for reopening of streets: na

**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

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**City Staff Use Only**

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

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

Approve ☒ Deny ☐

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

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

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

**City Council:** Approve ☐ Deny ☐

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





SMALL CITY & BIG FUTURE

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

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## **To Separate Agenda Items**

Mayor: 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



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

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To: Mayor and City Council

From: Mark Lemen, Assistant City Administrator/Public Works Director

Date: September 2, 2025

RE: **Item 6A** - Glen Knoll Lift Station – SEH SLA Approval

**Item 6A** - City staff brought forward a proposal at the previous City Council Workshop detailing the condition of the Glenn Knoll Lift Station. The lift station was built in 1969 and is deteriorating to the point of requiring replacement.

After considering all the options it has been determined that the City should begin preparations for construction of a new lift station. Currently City staff is requesting approval of an SLA with SEH for design engineering for the Glenn Knoll Lift Station.



August 28, 2025

RE: Glen Knoll Lift Station Replacement  
Glencoe, MN  
SEH No. 184587

Mark Lemen  
Public Works Director  
Assistant City Administrator  
City of Glencoe  
Glencoe City Center  
1107 11th Street East  
Glencoe, MN 55336

Dear Mr. Lemen,

Short Elliott Hendrickson Inc. (SEH®) is pleased to submit our proposal to provide professional engineering services for engineering, design and bidding services required for the City of Glencoe Lift Station Replacement Project. SEH's Project Understanding, Scope of Services, and Fee have been developed based on our understanding of the project.

The City of Glencoe (City) operates the Glen Knoll Lift Station that collects a section of the City's sanitary sewage and pumps it into a discharge maintenance hole approximately half a mile away. The lift station has been recommended for replacement. The pumps themselves have been repaired and the motors refurbished a few times and require replacement. The structure design makes it difficult for City personnel to maintain pumps and valves and operate the control panel. The wet well is showing signs of deterioration from corrosive gases. The dry well is showing signs of corrosion. On site discussion with City staff revealed that the forcemain has not required major operation or maintenance issues and is believed to be in good condition.

The lift station requires replacement to improve its condition and provide reliable service to the community. The goal is to construct facilities in the 2026 construction season.

The replacement of the pump station will include:

1. Removal of the existing pump station wet and dry well structures.
2. Installation of a new submersible pump station with wet well and valve vault.
3. Connection to the existing forcemain and gravity line from the newly constructed station.
4. Coat structures against corrosive gases.
5. Installation of a security fence and gate around the station.
6. Structural sheeting, shoring, & dewatering required for the deep excavation.
7. Continuous sewage temporary wastewater conveyance during construction.
8. Electrical work.
9. SWPPP implementation (if required).
10. Soil boring data collection.
11. Surface restorations.

Engineering services will include design of the improvements, preparation of construction plans and specifications and assistance with bidding services. Construction services will be provided under a separate agreement after award. The proposed services are described below.

## **SCOPE OF WORK**

The following scope of work describes the proposed approach for replacing the existing pump station and associated piping including design professional engineering services. The scope of work to be provided by SEH includes the following:

### **Task 1 – Project Management**

Task 1, Project Management, will be used to coordinate the planning, scheduling, and quality control for the proposed work, as well as, project meetings, except for the specific design review meetings. The following tasks will be included:

- 1) Conduct a Kick-off meeting with the City to verify the scope of work and any special conditions.
- 2) Maintain and track project schedule.
- 3) Prepare and submit monthly invoices.
- 4) Perform SEH's QA/QC procedures throughout the project.

**Deliverables:** Meeting notes, monthly invoices, and project schedules.

**Assumptions:** It is assumed that the project will take approximately three (3) months of design.

### **Task 2 – Surveying**

The survey will collect boundary and topographic information for the existing and proposed lift station site, and as-built information of the existing lift station. During this phase, the following tasks will be completed:

- 1) Create base drawings for use during design using information from the field survey and supplemented with available City and County GIS.
  - a) Utilize existing survey information and obtain any additional reference points specific to the lift station.
  - b) Create an electronic design base drawing in CAD.
  - c) Coordinate a Gopher State One Call, field locate marked private utilities and add information to a base drawing.

### **Task 3 – Geotechnical**

SEH geotechnical staff will provide a soil boring drill plan and scope to the City to procure drilling services for soil boring logs and test data. SEH will review the soil boring logs and prepare a geotechnical report for use in design of the lift station. SEH geotechnical engineers will make recommendations for dewatering, foundation support and excavation support to be used in the final design and bid documents. Multiple soil borings are recommended to the appropriate depth and has the information required to design the lift station improvements. The contractor will be responsible to design the shoring and dewatering system based on the geotechnical report and information obtained.

**Deliverables:** Geotechnical report and design specifications.

### **Task 4 – Design**

#### **Preliminary Engineering/Design**

The Preliminary Engineering Design will primarily be used to verify the current and projected future flow loading, determine the required pump duty point (flow and head conditions), identify suitable pumps,

identify easement needs, and prepare preliminary plans for the proposed infrastructure. This phase will include the following key work tasks:

- 1) Collect updated data on the existing flows to the lift station.
- 2) Verify the horse power, static and dynamic head of the existing pumps.
- 3) Verify the internal condition of the existing forcemain at the existing discharge structure.
- 4) Verify the existing air release valve is operational.
- 5) Evaluate the current and potential future drainage area to the pump station to estimate current and future flow loadings. This will be evaluated using current flow loading design standards, as well as the per capita flow loading estimates and available flow data.
- 6) Develop pump system curves for the current and future design conditions.
- 7) Identify potential submersible pumps suitable for use at the lift station.
- 8) Prepare preliminary plans for the proposed lift station.
- 9) Prepare preliminary Opinion of Probable Construction Cost (OPCC).
- 10) Conduct a 30% design review meeting with the City for the proposed lift station.
  - a. Provide agenda and meeting minutes.
- 11) Identify required permits and regulatory reviews. Potential permits may include a sewer extension permit from the Minnesota Pollution Control Agency (MPCA).

#### **Final Design Phase**

The Final Design Phase will be used to prepare the contract documents for the proposed lift station. Key work tasks for this phase will include the following:

- 1) Prepare lift station modification civil/site plans.
- 2) Prepare lift station modification demolition plans.
- 3) Prepare lift station modification electrical and control plans.
- 4) Prepare the necessary supporting plans such as detail sheets and location maps.
- 5) Prepare technical specifications.
- 6) Conduct review meetings at the 60, 90, and 100 percent complete stages.
  - a. Provide agendas and meeting notes.
- 7) Prepare a final OPCC prior to bid.
- 8) Prepare sewer extension permit application and submit documents to the MPCA for permit acquisition.

**Data Needs:** None.

**Deliverables:** Meeting agendas and notes, review plans and specifications at 30, 60, 90, and 100 percent complete stages, OPCC and permit application.

#### **Assumptions:**

- One set of construction documents for bidding as a single contract will be prepared.
- Review proposed improvements with the City of Glencoe personnel at a project kick off meeting.
- Determine existing flows and future development potential to ensure facility allows for future growth.
- Review lift station options and design based on cost and performance.
  - City to assist in installing pressure gauge inside valve vault to verify static and dynamic head of the existing pumps.
- Design pump station and utilize existing gravity sewer and forcemain.
  - If air release valve is found to not be in working condition, City to replace.
  - If forcemain is found to not be in good condition (plugged/mineralized/corroded), City to clean and CCTV.
- Prepare necessary permit documentation. Permit fees to be paid by the City of Glencoe.
- Prepare SWPPP and/or sewer extension permit application (if required by MPCA).
- Prepare plans and technical specifications for bidding and construction.
- Coordinate with City officials on plan submittals and reviews.

- Prepare final drawing set based on consultant's drawing standards.
- Prepare an engineer's opinion of probable construction cost during final design and prior to bid.

### **Task 5 – Bidding Services**

SEH will work closely with the City throughout the bidding and contract award. Services to be provided during bidding include the following:

- 1) Assemble bid package.
- 2) Distribute plans to prospective bidders and maintain a Plan Holders List.
- 3) Conduct the pre-bid meeting.
- 4) Assist in responding to bidder questions and the issuance of addenda.
- 5) Upon notification from the City, check the references of the apparent low bidder and prepare summary of reference checks.
- 6) Prepare a bid award recommendation letter.
- 7) Prepare conformed documents.

**Deliverables:** Bid documents, addenda, plan holders list, summary of references checks, award recommendation letter, and conformed documents.

Construction administration and engineering services are available and a scope and budget will be provided once the design is complete and project has been bid. These services will include project management, construction administration, submittal review, survey staking and inspection services.

## **PROJECT TEAM**

The SEH team proposed for this project includes:

Justin Black – Client Service Manager

Rafael Estrada Moncada – Project Manager

Kinsey Kump – Project Engineer

Fasil Yitbarek – QAQC

Brett Larsen – Geotechnical Engineer

John Carlson – Electrical Engineer

## **SCHEDULE**

The schedule is based on approval and authorization of this proposal by September 2, 2025.

<b>Key Milestones</b>	<b>Estimated Completion</b>
Project Authorization .....	09/02/25
Preliminary Design Submittal.....	12/30/25
Final Design Documents Submittal.....	01/30/26
Bidding Documents.....	02/27/26

## **FEE PROPOSAL**

We proposed to provide these services for a lump sum fee of \$133,294 including expenses and equipment. Services will be invoiced monthly based on the percent of work completed. The proposal assumes the City will procure soil boring services under a separate contract.

Please review our proposal letter and if acceptable, we will provide an agreement for professional services for execution referencing this letter.

Thank you for the opportunity to provide this proposal. The SEH team looks forward to assisting City of Glencoe with services related to the Lift Station Replacement Project. If you have any questions regarding our scope of services or how they may be modified to meet your project needs, please feel free to contact me at [restradamoncada@sehinc.com](mailto:restradamoncada@sehinc.com) or 651.490.2136.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.

A handwritten signature in black ink, appearing to read 'Rafael Estrada Moncada', written in a cursive style.

Rafael Estrada Moncada, P.E. (MN, NE)  
Project Manager

Mark Larson, City of Glencoe  
Mark Lemen, City of Glencoe  
Justin Black, SEH  
Fasil Yitbarek, SEH

x:\fj\glenc\184587\1-gen\10-setup-cont\03-proposal\glen knoll lift station replacement proposal - revised.docx



## 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 August 28, 2025, authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: Glen Knoll Lift Station Replacement.

**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 lift station replacement, as indicated in the attached letter and Task Hour Budget dated August 28, 2025.

**Schedule:** We will begin our services upon receipt of a signed copy of this Agreement, and will complete our services within 5 months.

**Payment:** The estimated fee is hourly subject to a not-to-exceed amount of \$133,294 including expenses and equipment. The estimated fee for each Task is as indicated in the attached Task Hour Budget dated August 28, 2025.

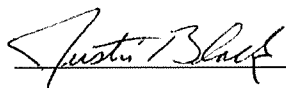
The payment method, basis, frequency and other special conditions are set forth in attached Exhibit A-1.

**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:



By:

Full Name: Justin Black

Full Name: \_\_\_\_\_

Title: Principal/Client Service Manager

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

**Exhibit A-1**  
**to Supplemental Letter Agreement**  
**Between City of Glencoe (Client)**  
**and**  
**Short Elliott Hendrickson Inc. (Consultant)**  
**Dated August 28, 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.



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

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## **To Separate Agenda Items**

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



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---

To: Mayor and City Council

From: Mark Larson, City Administrator

Date: August 28, 2025

RE: **Item 6B – Asbestos Testing results and quote for removal**

**Item 6B** – Attached are the asbestos testing results for 1234 Greeley Avenue, 1206 10<sup>th</sup> Street East, and 1207 Chandler Avenue North. The only positive test was for the exterior “siding” at 1206 10<sup>th</sup> Street East.

Results for 712 13<sup>th</sup> Street East (Scharpe building) are anticipated to be back prior to the City Council meeting on September 2<sup>nd</sup>.

**Removal Quote**

Attached is a quote from Brett Madsen Asbestos Abatement from Gaylord, MN to remove and dispose of the siding on the 1206 10<sup>th</sup> Street East for \$4,800.00.

320-583-5040

[illegible]



# EMSL Analytical, Inc.

3410 Winnetka Avenue North New Hope, MN 55427  
Tel/Fax: (763) 449-4922 / (763) 449-4924  
<http://www.EMSL.com> / [minneapolislab@emsl.com](mailto:minneapolislab@emsl.com)

EMSL Order: 352508485

Customer ID: BMAB42

Customer PO:

Project ID:

Attention: Brett Madsen  
Brett Madsen Abatement  
PO Box 533  
Gaylord, MN 55334

Phone: (320) 221-5208

Fax:

Received Date: 08/14/2025 8:20 AM

Analysis Date: 08/21/2025

Collected Date:

Project: 1206 10th St

## Test Report: Asbestos Analysis of Bulk Materials via AHERA Method 40CFR 763 Subpart E Appendix E supplemented with EPA 600/R-93/116 using Polarized Light Microscopy

Sample	Description	Appearance	Non-Asbestos		Asbestos
			% Fibrous	% Non-Fibrous	% Type
1 352508485-0001	Siding	Gray Non-Fibrous Homogeneous		75% Non-fibrous (Other)	25% Chrysotile
2 352508485-0002	Siding				Positive Stop (Not Analyzed)
3 Glazing 352508485-0003	Window Glazing	Brown/Tan/White Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
#3 Silver Paint 352508485-0003A	Window Glazing	Black/Silver Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
#4 Glazing 352508485-0004	Window Glazing	Brown/Tan Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
#4 Silver Paint 352508485-0004A	Window Glazing	Black/Silver Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
#5 352508485-0005	Sheet Rock Main Floor Wall	Brown/White Non-Fibrous Heterogeneous	10% Cellulose 3% Glass	87% Non-fibrous (Other)	None Detected
#6 352508485-0006	Sheet Rock Main Floor Wall	Brown/White Non-Fibrous Heterogeneous	10% Cellulose 3% Glass	87% Non-fibrous (Other)	None Detected
#7 352508485-0007	Upstairs Plaster Ceiling	Gray/Various Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
#8 352508485-0008	Upstairs Plaster Wall	Gray/Various Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
#9 352508485-0009	Shingle	Black Non-Fibrous Homogeneous	60% Cellulose	40% Non-fibrous (Other)	None Detected
#10 352508485-0010	Upstairs Closet Floors	Tan/Black Non-Fibrous Homogeneous	95% Cellulose	5% Non-fibrous (Other)	None Detected
#11 352508485-0011	Vermiculite	Gray Fibrous Homogeneous	98% Min. Wool	2% Non-fibrous (Other)	None Detected
#12 352508485-0012	Brown Shingle	Gray/Black Non-Fibrous Homogeneous	20% Glass	80% Non-fibrous (Other)	None Detected

Initial report from: 08/21/2025 18:06:02





## EMSL Analytical, Inc.

3410 Winnetka Avenue North New Hope, MN 55427

Tel/Fax: (763) 449-4922 / (763) 449-4924

<http://www.EMSL.com> / [minneapolislab@emsl.com](mailto:minneapolislab@emsl.com)

EMSL Order: 352508485

Customer ID: BMAB42

Customer PO:

Project ID:

Analyst(s)

Michael Craigmile (13)

Rachel Travis, Laboratory Manager  
or Other Approved Signatory

EMSL maintains liability limited to cost of analysis. Interpretation and use of test results are the responsibility of the client. This report relates only to the samples reported above, and may not be reproduced, except in full, without written approval by EMSL. EMSL bears no responsibility for sample collection activities or analytical method limitations. The report reflects the samples as received. Results are generated from the field sampling data (sampling volumes and areas, locations, etc.) provided by the client on the Chain of Custody. Samples are within quality control criteria and met method specifications unless otherwise noted. The above analyses were performed in general compliance with Appendix E to Subpart E of 40 CFR (previously EPA 600/M4-82-020 "Interim Method") but augmented with procedures outlined in the 1993 ("final") version of the method. This report must not be used by the client to claim product certification, approval, or endorsement by NVLAP, NIST or any agency of the federal government. Non-friable organically bound materials present a problem matrix and therefore EMSL recommends gravimetric reduction prior to analysis. Unless requested by the client, building materials manufactured with multiple layers (i.e. linoleum, wallboard, etc.) are reported as a single sample. Estimation of uncertainty is available on request.

Samples analyzed by EMSL Analytical, Inc. New Hope, MN NVLAP Lab Code 200019-0; Colorado AL-24478

Initial report from: 08/21/2025 18:06:02



# EMSL Analytical, Inc.

3410 Winnetka Avenue North New Hope, MN 55427

Tel/Fax: (763) 449-4922 / (763) 449-4924

http://www.EMSL.com / minneapolislab@emsl.com

EMSL Order: 352508477

Customer ID: BMAB42

Customer PO:

Project ID:

Attention: Brett Madsen  
Brett Madsen Abatement  
PO Box 533  
Gaylord, MN 55334

Phone: (320) 221-5208

Fax:

Received Date: 08/14/2025 8:20 AM

Analysis Date: 08/21/2025

Collected Date:

Project: 1207

## Test Report: Asbestos Analysis of Bulk Materials via AHERA Method 40CFR 763 Subpart E Appendix E supplemented with EPA 600/R-93/116 using Polarized Light Microscopy

Sample	Description	Appearance	Non-Asbestos		Asbestos
			% Fibrous	% Non-Fibrous	% Type
1 52508477-0001	Sheet Rock Main Floor	Tan/White Fibrous Homogeneous	10% Cellulose	90% Non-fibrous (Other)	None Detected
2 52508477-0002	Sheet Rock Main Floor	Tan/White Fibrous Homogeneous	10% Cellulose	90% Non-fibrous (Other)	None Detected
3 52508477-0003	Upstair Vermiculite	Tan/White Fibrous Homogeneous	65% Cellulose 30% Min. Wool	5% Non-fibrous (Other)	None Detected
4 52508477-0004	Upstair Vermiculite	Tan/White Fibrous Homogeneous	65% Cellulose 30% Min. Wool	5% Non-fibrous (Other)	None Detected
5-Skim Coat 52508477-0005	Upstair Bedroom Wall North	White Non-Fibrous Heterogeneous		100% Non-fibrous (Other)	None Detected
5-Plaster 52508477-0005A	Upstair Bedroom Wall North	Tan Non-Fibrous Heterogeneous		100% Non-fibrous (Other)	None Detected
6-Skim Coat 52508477-0006	Upstair Bedroom Wall South	White Non-Fibrous Heterogeneous		100% Non-fibrous (Other)	None Detected
6-Plaster 52508477-0006A	Upstair Bedroom Wall South	Tan Non-Fibrous Heterogeneous		100% Non-fibrous (Other)	None Detected
7-Skim Coat 52508477-0007	Upstair Bedroom Ceiling North	White Non-Fibrous Heterogeneous		100% Non-fibrous (Other)	None Detected
7-Plaster 52508477-0007A	Upstair Bedroom Ceiling North	Tan Non-Fibrous Heterogeneous		100% Non-fibrous (Other)	None Detected
8-Skim Coat 52508477-0008	Upstair Bedroom Ceiling South	White Non-Fibrous Heterogeneous		100% Non-fibrous (Other)	None Detected
8-Plaster 52508477-0008A	Upstair Bedroom Ceiling South	White Non-Fibrous Heterogeneous		100% Non-fibrous (Other)	None Detected
9 52508477-0009	Shingle	Tan/Black Fibrous Homogeneous	20% Glass	80% Non-fibrous (Other)	None Detected
10 52508477-0010	Shingle	Tan/Black Fibrous Homogeneous	20% Glass	80% Non-fibrous (Other)	None Detected
11 52508477-0011	Garage Window Glazing	Gray/Tan/White Non-Fibrous Heterogeneous		100% Non-fibrous (Other)	None Detected
12 52508477-0012	Garage Shingle	Tan/Black Fibrous Homogeneous	20% Glass	80% Non-fibrous (Other)	None Detected

Initial report from: 08/21/2025 17:28:38



## EMSL Analytical, Inc.

3410 Winnetka Avenue North New Hope, MN 55427

Tel/Fax: (763) 449-4922 / (763) 449-4924

<http://www.EMSL.com> / [minneapolislab@emsl.com](mailto:minneapolislab@emsl.com)

EMSL Order: 352508477

Customer ID: BMAB42

Customer PO:

Project ID:

Analyst(s)

Lynn Scott (16)

Rachel Travis, Laboratory Manager  
or Other Approved Signatory

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Samples analyzed by EMSL Analytical, Inc. New Hope, MN NVLAP Lab Code 200019-0; Colorado AL-24478

Initial report from: 08/21/2025 17:28:38



# EMSL Analytical, Inc.

3410 Winnetka Avenue North New Hope, MN 55427  
Tel/Fax: (763) 449-4922 / (763) 449-4924  
http://www.EMSL.com / minneapolislab@emsl.com

EMSL Order: 352508484

Customer ID: BMAB42

Customer PO:

Project ID:

Attention: Brett Madsen  
Brett Madsen Abatement  
PO Box 533  
Gaylord, MN 55334

Phone: (320) 221-5208

Fax:

Received Date: 08/14/2025 8:20 AM

Analysis Date: 08/21/2025

Collected Date:

Project: 1234 Building

## Test Report: Asbestos Analysis of Bulk Materials via AHERA Method 40CFR 763 Subpart E Appendix E supplemented with EPA 600/R-93/116 using Polarized Light Microscopy

Sample	Description	Appearance	Non-Asbestos		Asbestos
			% Fibrous	% Non-Fibrous	% Type
# 484-0001	Shingle	Black Fibrous Homogeneous	10% Cellulose	90% Non-fibrous (Other)	None Detected
# 484-0002	Shingle	Black Fibrous Homogeneous	10% Cellulose	90% Non-fibrous (Other)	None Detected
# 484-0003	Main Floor Flooring Top Layer	Tan Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
# 484-0004	Main Floor Flooring Bottom Layer	White Non-Fibrous Homogeneous	5% Cellulose	95% Non-fibrous (Other)	None Detected
# 484-0005	Main Floor Flooring Middle Layer	Gray Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
# 484-0006	Roofing top Layer	Black Fibrous Homogeneous	30% Cellulose	70% Non-fibrous (Other)	None Detected
# 484-0007	Roofing Bottom Layer	Black Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
# 484-0008	Front Window Ledge	Brown Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
# 484-0009	North Window Ledge	White Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected

Analyst(s)

manda Picha (9)

Rachel Travis, Laboratory Manager  
or Other Approved Signatory

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Samples analyzed by EMSL Analytical, Inc. New Hope, MN NVLAP Lab Code 200019-0; Colorado AL-24478

Final report from: 08/21/2025 17:19:18



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## **To Separate Agenda Items**

Mayor: Mark Hueser      City Administrator: Mark D. Larson  
Councilors: At-Large - Yodee Rivera, Precinct 1 - Jon Dahlke, Precinct 2 - Scott Maynard,  
Precinct 3 - Paul Lemke, Precinct 4 - Cory 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 Lemen, Assistant City Administrator/Public Works Director

Date: September 2, 2025

RE: **Item 7A1** - 1804 15<sup>th</sup> St. E. – Fence on the property line

**Item 7A1** - It was the recommendation of the Planning and Industrial Commission to approve the Variance Application for the installation of a fence on the property line at 1804 15<sup>th</sup> St. E.

**City of Glencoe**  
**Planning and Industrial Commission**  
**Meeting Minutes**  
**Thursday, August 21, 2025**  
**Glencoe City Center West Conference Room, 7:00 PM**

---

Kevin Dietz called the meeting to order at 7:00 PM. Commissioners present were Kevin Dietz, Bob Senst, Amanda Johnson, Josh Miller, City Liaison Scott Maynard, Assistant City Administrator Mark Lemen, and City Attorney Mark Oslund were all present. Also present were property owners Ilaria Herzan, Joe McClellan, and Casey Jacobson.

**Planning Commission Agenda #1: Approve minutes from July 10th, 2025, Planning Commission Meeting.**

Hearing no corrections or additions, Bob Senst made a motion to approve the minutes. Josh Miller seconded it. All members present voted in favor, and the motion passed.

**Planning Commission Agenda #2: 1804 15<sup>th</sup> Street East- Fence on Property Line**

Josh Miller made a motion to approve 18" height and 13ft off curb. Seconded by Bob Senst. All members present voted in favor, and the motion passed.



### **Planning Commission Agenda #3: 1311 Louden Ave N- Fence on Property Line**

Motion made by Amanda Johnson to approve the 6ft Fence pending the property line being found. Bob Senst seconded the motion. All members present voted in favor, and the motion passed.

### **Planning Commission Agenda # 4: 1425 Stevens Ave N- Fence setback on Rear Property Line**

The owner found property lines. Due to the discovery of wires, the owner asked to move the alley corner from a 5ft setback to a 2ft setback. Motion made to approve my Bob Senst and seconded by Josh Miller. All members present voted in favor, and the motion passed.

### **Planning Commission Agenda # 5 -Zoning Ordinance Review- Mark Ostlund, City Attorney**

All commissioners present reviews ordinance. Josh Miler made a motion to approve and send to the City for approval. Seconded by Amanda Johnson. All members present voted in favor, and the motion passed.

### **Planning Commission Agenda #6: Adjourn**

With no further business, Josh Miller made a motion to adjourn. Bob Senst seconded the motion, and all members present voted in favor of the motion which was carried.



1107 11th St E # 107, Glencoe, MN 55336 (320) 864-5586 www.glencoe.mn.org

## VARIANCE PERMIT APPLICATION

Date 7/8/25

Applicant Ilaria Herzan Phone 763 568 3183

Owner (if different than applicant) Riki Latour

Address 1804 15th St E Glencoe

PID # \_\_\_\_\_ Permit # \_\_\_\_\_

Present Use of Property \_\_\_\_\_

Variance Requested installing a fence ON property line on side yard and backyard

Riki Latour  
Owner Signature

Ilaria Herzan  
Applicant Signature (if different from Owner)

PLANNING & INDUSTRIAL COMMISSION ACTION	CITY COUNCIL ACTION
<p>The Glencoe Planning &amp; Industrial Commission has ____ APPROVED ____ DENIED this variance application on _____, 202____.</p> <p>This recommendation will be brought to the Glencoe City Council on _____, 202____.</p> <p>_____ Planning Commission Signature</p>	<p>The Glencoe City Council has ____ APPROVED ____ DENIED this variance application on _____, 202____ by a vote of ____ to ____.</p> <p>_____ City Council or Administrator Signature</p>

OFFICE USE
Permit Fee: \$50.00
Date Paid: _____
____ Cash
____ Check # _____
____ Credit Card
2.5% cc fee = \$1.25
____ Staff Initials



41'

20'

80'

**Glencoe** 220504030

17'





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

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## **To Separate Agenda Items**

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





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

---

To: Mayor and City Council

From: Mark Lemen, Assistant City Administrator/Public Works Director

Date: September 2, 2025

RE: **Item 7A2** - 1311 Loudon Ave. N. – Fence on the property line

**Item 7A2** - It was the recommendation of the Planning and Industrial Commission to approve the Variance Application for the installation of a fence on the property line at 1311 Loudon Ave. N.



1107 11<sup>th</sup> St E #107, Glencoe, MN 55336 (320) 864-5586 www.glencoe-mn.org

## VARIANCE PERMIT APPLICATION

Date 8/19/25

Applicant Joe McLellan Phone 763 442 1935

Owner (if different than applicant) \_\_\_\_\_

Address 1311 Loudon Ave N Glencoe, MN 55336

PID # 22 05035 20 Permit # \_\_\_\_\_

Present Use of Property Residential

Variance Requested Fence on rear property line, 6' Fence on Front yard,

Joe McLellan  
Owner Signature

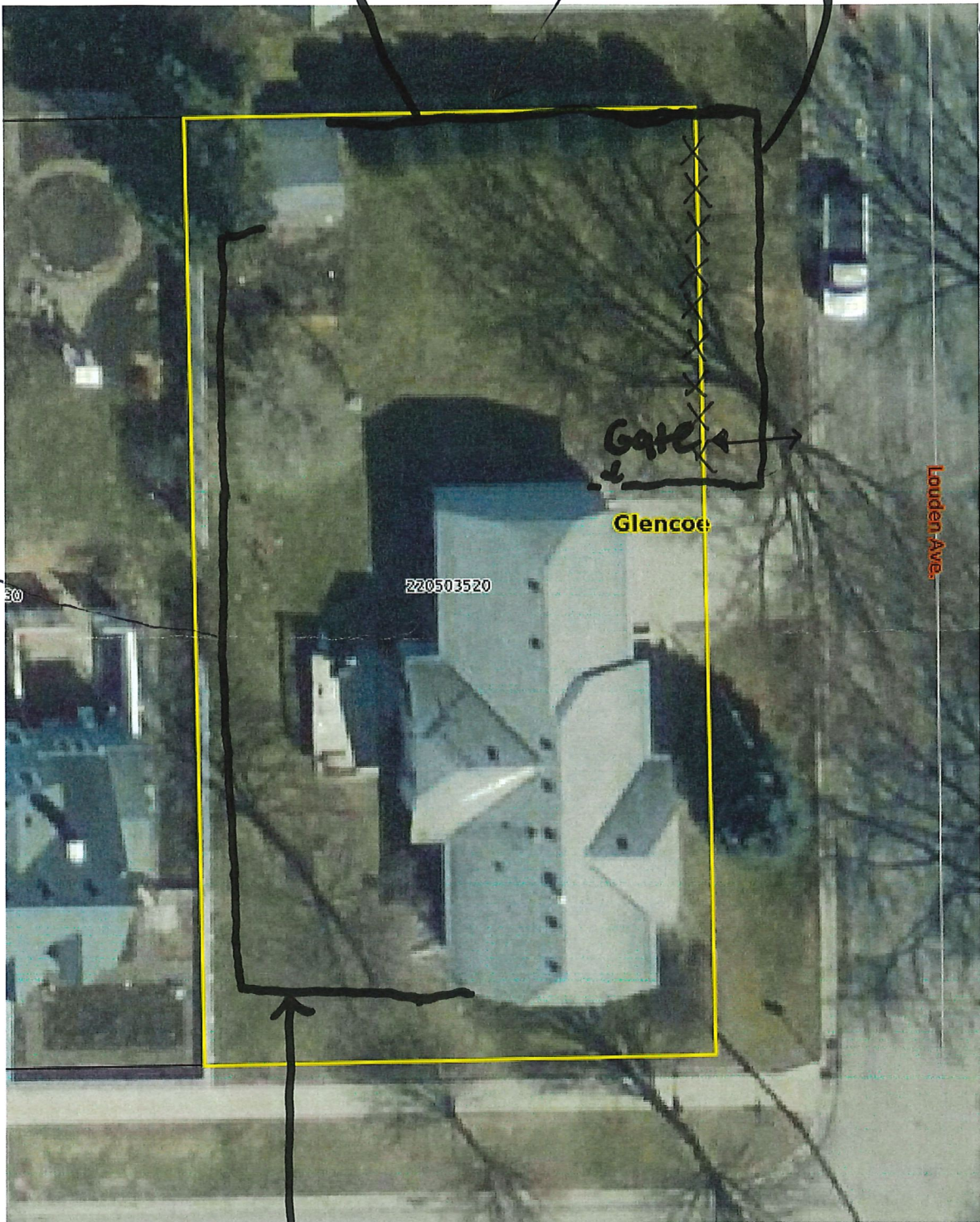
\_\_\_\_\_  
Applicant Signature (if different from Owner)

OFFICE USE	
Permit Fee: \$50.00	
Date Paid: <u>8/19/25</u>	
<input type="checkbox"/> Cash	
<input checked="" type="checkbox"/> Check # <u>1077</u>	
<input type="checkbox"/> Credit Card	
2.5% cc fee = \$1.25	
<u>HV</u> Staff Initials	

PLANNING & INDUSTRIAL COMMISSION ACTION	CITY COUNCIL ACTION
<p>The Glencoe Planning &amp; Industrial Commission has _____<u>APPROVED</u>_____<u>DENIED</u> this variance application on _____, 202____.</p> <p>This recommendation will be brought to the Glencoe City Council on _____, 202____.</p> <p>_____ Planning Commission Signature</p>	<p>The Glencoe City Council has _____<u>APPROVED</u>_____<u>DENIED</u> this variance application on _____, 202____ by a vote of _____ to _____.</p> <p>_____ City Council or Administrator Signature</p>

Chain Link 12' from property line  
Privacy fence (6')

Fence  
6' on Property Line



\* cannot go past front yard property line

Privacy fence 6' > 12' from property line

Edward E Keeshing Jr., Allow Joe + Hailey  
Ellan to Place Fencing on the  
Joining Property Line.

Edward E Keeshing Jr.

August 19, 2025

Signature:

Date:

Address: 1311 Loudon Ave N Glencoe, MN

Adjacent Property Address:

21 13th Street East





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## **To Separate Agenda Items**

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



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To: Mayor and City Council

From: Mark Lemen, Assistant City Administrator/Public Works Director

Date: September 2, 2025

RE: **Item 7A3** - 1425 Stevens Ave. N. – Fence on the property line

**Item 7A3** - It was the recommendation of the Planning and Industrial Commission to approve the Variance Application for the installation of a fence on the property line at 1425 Stevens Ave. N.



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OFFICE USE

Permit Fee: \$50.00

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

\_\_\_\_ Cash

\_\_\_\_ Check # \_\_\_\_\_

\_\_\_\_ Credit Card  
2.5% cc fee = \$1.25

\_\_\_\_ Staff Initials

VARIANCE PERMIT APPLICATION

Date 07/10/2025

Applicant Casey Jacobson Phone 715 210 1952

Owner (if different than applicant) \_\_\_\_\_

Address 1425 Stevens Avenue N

PID # \_\_\_\_\_ Permit # \_\_\_\_\_

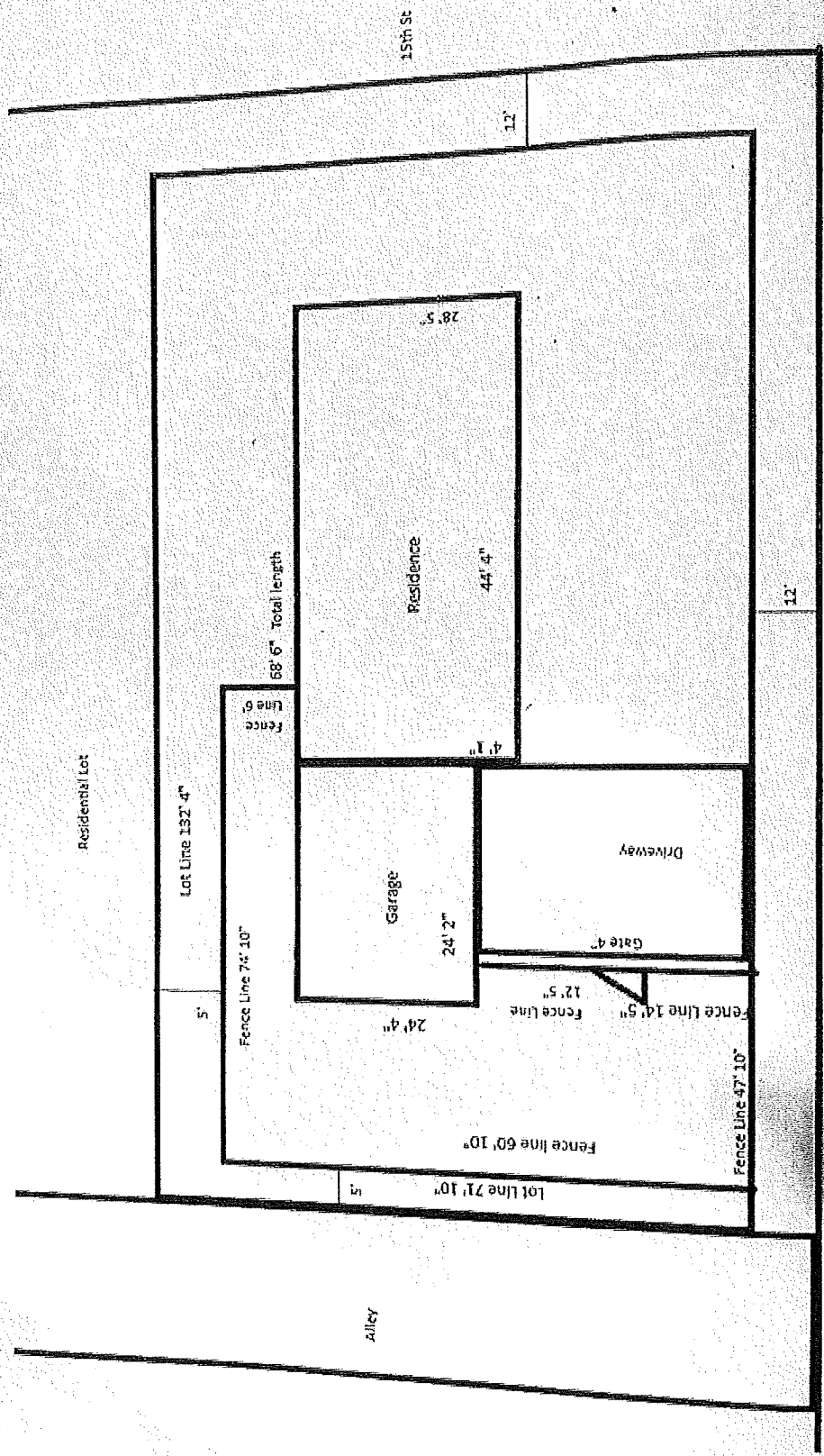
Present Use of Property Residential

Variance Requested 6 ft fence on on front property line adjacent to alley

Casey Jacobson  
Owner Signature

\_\_\_\_\_  
Applicant Signature (if different from Owner)

PLANNING & INDUSTRIAL COMMISSION ACTION	CITY COUNCIL ACTION
<p>The Glencoe Planning &amp; Industrial Commission has ____ APPROVED ____ DENIED this variance application on _____, 202____.</p> <p>This recommendation will be brought to the Glencoe City Council on _____, 202____.</p> <p>_____ Planning Commission Signature</p>	<p>The Glencoe City Council has ____ APPROVED ____ DENIED this variance application on _____, 202____ by a vote of ____ to ____.</p> <p>_____ City Council or Administrator Signature</p>





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## **To Separate Agenda Items**

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





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To: Mayor and City Council

From: Mark Lemen, Assistant City Administrator/Public Works Director

Date: September 2, 2025

RE: **Item 8A** – Assistant Liquor Store Manager

**Item 8A** – Council approved creating the position of Assistant Liquor Store Manager for the Glencoe Wine and Spirits this past spring. After posting the position, Liquor Store Manager Jon VanDamme selected a candidate list to interview.

First round of interviews were conducted by a panel consisting of Finance Assistant Amy Halquist and Liquor Store Manager Jon VanDamme. After the completion of the first-round interviews 3 candidates were selected to move forward to a final interview. The final interview panel consisted of Assistant City Administrator/Public Works Director Mark Lemen, Finance Director Todd Trippel, and Liquor Store Manager Jon VanDamme.



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All three candidates performed exceptionally well in their interview; however, Eric Kaufmann was the finalist, selected to be presented with a conditional offer for hire. Eric has over 20 years of experience in the field and has a wide network that will be beneficial to the City and Glencoe Wine and Spirits.

Jon VanDamme and I met with City Administrator Mark Larson for a final review of all the finalists to ensure that due diligence was given to the process. Administrator Larson was pleased with the process and approved of the conditional offer to Eric Kaufmann.



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Phone: (320) 864-5586

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August 28, 2025

Re: Liquor Store Assistant Manager position

Mayor and Council:

We would like to offer the Assistant Liquor Store Manager position to Eric Kaufmann, 11204 Hwy 15, Brownton, MN. Mr. Kaufmann has worked in the beer industry as a Sales Representative for C&L Distributing for 25 years. He has a great knowledge of the beer industry on many levels, along with good knowledge of liquor and hemp-derived THC products. He has also had hands-on views on numerous retail locations throughout the area, which has given him insight to a variety of merchandizing and other practices. Mr. Kaufmann's experience, along with his good work ethic and positive approach will assist the store to raise merchandizing standards and improve service levels, while also allowing for more staff time for promotional activity and marketing opportunities.

We look forward to having Mr. Kaufmann begin as soon as possible. I will be in attendance at the September 2<sup>nd</sup> Council Meeting if there are any questions.

Jon VanDamme  
Store Manager – Glencoe Wine and Spirits

**Mayor:** Ryan Voss    **City Administrator:** Mark Larson  
**Council Members:** Luz Duvall – Mark Hueser – Susan Olson -- Cory Neid – Paul Lemke





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Phone: (320) 864-5586

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August 28, 2025

Eric Kaufmann  
11204 Hwy 15  
Brownton, MN 55312

Dear Eric,

Thank you for interviewing for the Liquor Store Assistant Manager Position. The City of Glencoe would like to offer you the position, pending City Council approval at the September 2, 2025 meeting. This offer is conditional at this time, pending a successful background check.

Your wage will start at \$28.00 per hour. You will receive 2 weeks of vacation on your start date and 2 weeks of vacation at the end of your first year of employment

If you have any questions, please reach out to me at 320-864-3013.

Sincerely,

Jon VanDamme  
Store Manager – Glencoe Wine and Spirits



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## **To Separate Agenda Items**

**Mayor:** Mark Hueser      **City Administrator:** Mark D. Larson  
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To: Mayor and City Council

From: Mark Larson, City Administrator

Date: August 28, 2025

RE: **Item 8B – Resolution 2025-15** Approving Maintenance and Operations agreement with MNDOT Aeronautics

**Item 8B** – It is recommended to approve **Resolution 2025-15** to authorize the Mayor and City Administrator to execute the grant agreement for Maintenance and Operations funding for the Glencoe Airport for State Fiscal Year 2026 and State Fiscal Year 2027.

The amount of the grant funding is \$22,744.50 for each year.

## Mark Larson

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**From:** Bahneman, Jennifer (DOT) <jenny.bahneman@state.mn.us>  
**Sent:** Thursday, August 28, 2025 2:15 PM  
**To:** Mark Larson  
**Cc:** Amy Halquist  
**Subject:** Glencoe Airport Maintenance and Operations Grant Agreement Covering State Fiscal Year (SFY) 2026 (July 1, 2025 through June 30, 2026) and State Fiscal Year (SFY) 2027 (July 1, 2026 through June 30, 2027)  
**Attachments:** GLENCOE\_MO26-27\_State Grant Agreement.pdf; Aeronautics Sample Resolution for M&O Grant Agreement.pdf

Dear Airport Sponsor,

Enclosed you will find your Maintenance and Operations (M&O) Grant Agreement along with a sample Resolution.

### Important Change to the Grant Agreement

Please note the following change under Section 4.2.1:

Any invoices not received by the State's Authorized Representative by **December 31 of the fiscal year in which the expenses were incurred** will be **ineligible for reimbursement** and will be rejected.

### M&O Website and Policy Updates

Our M&O website is currently under construction due to several changes that will take effect beginning with this new grant agreement. More information will be posted by the end of September before quarter 1 expenses are due. There will also be a virtual training workshop through AirTap.

### Questions About the Agreement?

If you have questions regarding the Maintenance and Operations Agreement itself, please contact Jenny Bahneman at [jenny.bahneman@state.mn.us](mailto:jenny.bahneman@state.mn.us).

### Where to Submit Your Grant Agreement Once Signed

Please e-mail your grant agreement and resolution to MN\_DOT\_AirportMaintenanceAndOperation.

### Submitting M&O Reimbursement Requests for SFY 2026

We will be holding a virtual training workshop in the first week of October to review the updated M&O reporting process. The exact date will be shared by AirTap and our office.

- Please **do not submit your quarter 1 expenses (July 1, 2025 – September 30, 2025)** until the updated M&O reporting process is live on our website. Our goal is to have this available no later than the end of September.
- Please also **hold off on questions about the updated reporting process** until after the virtual training session and updated materials are posted online.

After the training and posting of updated materials, if you still have questions, please email Jenny Bahneman. She will respond within three business days.

Thank you for your cooperation as we transition to these new processes.

Sincerely,

**RESOLUTION 2025-15**  
**APPROVING AIRPORT MAINTENANCE AND OPERATIONS GRANT**  
**AGREEMENT WITH THE MINNESOTA DEPARTMENT OF**  
**TRANSPORTATION**

It is resolved by the \_\_\_\_\_ as follows:  
[GRANTEE NAME]

- That it has applied for and been awarded an Airport Maintenance and Operations Grant Agreement by the Minnesota Department of Transportation, Agreement Number \_\_\_\_\_ (“Agreement”);
- That it hereby agrees to the terms and conditions of the Grant Agreement; and
- That the proper signing officers are hereby authorized to execute the above-referenced Grant Agreement and any amendments thereto on behalf of the \_\_\_\_\_.  
[CITY/COUNTY/TOWNSHIP]

Adopted by the \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.  
[GRANTEE NAME]

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

Print Name: \_\_\_\_\_

Title/Date: \_\_\_\_\_

**ATTESTATION:**

*(different authorized signor than above)*

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

Print Name: \_\_\_\_\_

Title/Date: \_\_\_\_\_



**STATE OF MINNESOTA  
STATE AIRPORTS FUND  
AIRPORT MAINTENANCE AND OPERATIONS GRANT AGREEMENT**

**State Project Number (S.P.):** A4301-MO26

**State Project Number (S.P.):** A4301-MO27

This Agreement is between the State of Minnesota, acting through its Commissioner of Transportation (“State”) and City of Glencoe, 1107 - 11th Street East, Suite 107, Glencoe, MN 55336 acting through its City Council (“Grantee”) (“Agreement”).

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**RECITALS**

1. Minnesota Statutes §§360.015 and 360.305 authorize the State to provide financial assistance to airports for maintenance and operations activities.
2. Grantee owns, operates, or controls an airport (“Airport”) in the state system, and desires financial assistance from the State for maintenance and operations activities for State Fiscal Year 2026 and State Fiscal Year 2027.
3. Grantee represents that it is duly qualified and agrees to perform all services described in this Agreement to the satisfaction of the State.

---

**AGREEMENT TERMS****1. Term of Agreement and Survival of Terms**

- 1.1. **Effective Date.** This Agreement will be effective on the date the State obtains all required signatures under Minnesota Statutes §16B.98, subdivision 5, whichever is later. As required by Minnesota Statutes §16B.98 Subd. 7, no payments will be made to Grantee until this Agreement is fully executed.
- 1.2. **Expiration Date.** This Agreement will expire on June 30, 2027.
- 1.3. **Survival of Terms.** All clauses which impose obligations continuing in their nature and which must survive in order to give effect to their meaning will survive the expiration or termination of this Agreement, including, but not limited to, the following clauses: Indemnification; State Audits; Government Data Practices; Governing Law, Jurisdiction and Venue; and Data Disclosure.

**2. Grantee’s Duties**

- 2.1. **Airport Use.** In accordance with Minnesota Statutes §360.305, subd. 4, Grantee must operate and maintain the Airport, for the use and benefit of the public, in a safe, serviceable manner for aeronautical purposes only for a period of one (1) year from the date Grantee receives final reimbursement under this Agreement.
- 2.2. **Grounds Maintenance.** Grantee will keep the runway and the area around the lights at the Airport mowed and plowed. The grass must be mowed at least seven (7) feet beyond the lights and must not exceed six (6) inches in height on the landing area. The areas around any navigational aids must be sufficiently mowed and plowed to keep the area clear for vehicle access. If the Airport remains operational during the winter months, Grantee will keep at least one runway, associated taxiway, and apron area cleared of snow and ice to the same priority as arterial roads. Snowbanks must be limited in height so that aircraft wings, engines, and propellers will clear them. Landing strip markers and/or lights must remain visible.

- 2.3. **Periodic Paint Striping.** If the State contracts for the periodic paint striping of the Airport's runways and taxiways during the term of this Agreement, Grantee will cooperate with the marking operation. Grantee must coordinate seal coat pavement maintenance projects with the State to maximize the pavement marking life.
- 2.4. **Inspections.** Grantee will allow a representative of the State's Office of Aeronautics access to any area of the Airport necessary for the purpose of periodic inspections.
- 2.5. **Third-Party Contracting.** Grantee will comply with all applicable local, state, or federal laws, regulations, policies and procedures in the procurement of goods and services funded in whole or in part under this Agreement.

### 3. Grantee's Assurances

- 3.1. Grantee represents and warrants that Grantee has established a zoning authority for the Airport, and such authority has completed, or is in the process of and will complete, with due diligence, an airport zoning ordinance in accordance with Minnesota Statutes §§360.061 to 360.074.
- 3.2. Grantee will comply with all required grants management policies and procedures set forth in Minnesota Statutes §16B.97 subd. 4(a)(1).

### 4. Consideration and Payment

- 4.1. **Consideration.** State will pay for all eligible maintenance and operations costs incurred by Grantee under this Agreement as follows:
  - 4.1.1. **Basis.** Grantee will be reimbursed for 75% of all eligible maintenance and operations costs not reimbursed by any other source. Eligible maintenance and operations costs will be determined at the sole discretion of State's Authorized Representative or their designee according to the State's Funding Eligibility Guidance, which is available at:  
<https://www.dot.state.mn.us/aero/airportdevelopment/fundingandgrants.html>
  - 4.1.2. **Fiscal Year Obligations.** State has currently obligated \$22,744.50 in each state fiscal year to reimburse 75% of eligible costs incurred by Grantee during each fiscal year and will be capped at this amount for each fiscal year. Any funding granted but not requested for reimbursement within the first fiscal year will not roll over into the second fiscal year.
  - 4.1.3. **Total Obligation.** The State's total obligation for all compensation and reimbursements to Grantee under this Agreement will not exceed \$45,489.00 (reflecting state fiscal years 2026 and 2027 combined obligations).
- 4.2. **Payment.**
  - 4.2.1. **Invoices.** Grantee must submit detailed reimbursement requests for its eligible costs to the State's Authorized Representative on a quarterly basis or as otherwise directed by State's Authorized Representative. Invoices for expenses incurred after grant funds were encumbered by the State, but before the Effective Date of this Agreement, may not be submitted for reimbursement until after the Effective Date of this Agreement. The State's Office of Aeronautics will supply the reimbursement request forms that Grantee must submit. Reimbursement requests must be submitted according to the following schedule:
    - Quarter 1 (Jul. 1<sup>st</sup> – Sept. 30<sup>th</sup>): **On or after October 1, and no later than November 15;**
    - Quarter 2 (Oct. 1<sup>st</sup> – Dec. 31<sup>st</sup>): **On or after January 1, and no later than February 15;**
    - Quarter 3 (Jan. 1<sup>st</sup> – Mar. 31<sup>st</sup>): **On or after April 1, and no later than May 15;** and
    - Quarter 4 (Apr. 1<sup>st</sup> – Jun. 30<sup>th</sup>): **On or after July 1, and no later than August 15.**

The State may reject any costs submitted for reimbursement that the State determines, in its sole discretion, are not eligible maintenance and operations expenses. Any invoices not received by the State's Authorized Representative by December 31<sup>st</sup> of the fiscal year in which the expenses were incurred will be ineligible for reimbursement and rejected.



4.2.2. **All Invoices Subject to Audit.** All invoices are subject to audit, at the State's discretion.

4.2.3. **Progress Reports.** The State may, at its sole discretion, require Grantee to submit quarterly progress reports in addition to its invoices. If so requested, the State will provide a progress report form for Grantee's completion and submittal with its invoices.

4.2.4. **The State's Payment Requirements.** The State will promptly pay all valid obligations under this Agreement as required by Minnesota Statutes §16A.124. The State will make undisputed payments no later than thirty (30) days after receiving Grantee's invoices and progress reports, if requested by the State, for services performed. If an invoice is incorrect, defective or otherwise improper, the State will notify Grantee within ten (10) days of discovering the error. After the State receives the corrected invoice, State will pay Grantee within thirty (30) days of receipt of such invoice.

4.2.5. **Grant Monitoring Visit and Financial Reconciliation.** If the State's total obligation is greater than \$50,000.00, the State will conduct at least one monitoring visit and financial reconciliation of Grantee's expenditures. If the State's total obligation is greater than \$250,000.00, the State will conduct annual monitoring visits and financial reconciliations of Grantee's expenditures. The State's Authorized Representative will notify Grantee's Authorized Representative where and when monitoring visits and financial reconciliations will take place, which state employees and Grantee staff members should be present, as well as which, if any, of Grantee's contractors or consultants, or their agents, are required to participate. Grantee will be provided at least seven (7) days' notice prior to monitoring visits and/or financial reconciliations. Following a monitoring visit or financial reconciliation, Grantee will take timely and appropriate action on all deficiencies identified by the State. At least one monitoring visit and one financial reconciliation must be completed prior to final payment being made to Grantee.

4.2.6. **Closeout.** The State will determine, at its sole discretion, whether a closeout audit is required prior to final payment approval. If a closeout audit is required, final payment will be held until the audit has been completed. Monitoring of any capital assets acquired with grant funds will continue following grant closeout.

5. **Conditions of Payment.** All services provided by Grantee under this Agreement must be performed to the State's satisfaction, as determined at the sole discretion of State's Authorized Representative and in accordance with all applicable federal, state and local laws, ordinances, rules and regulations, including business registration requirements of the Office of the Secretary of State. Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state or local law. In the event the Airport fails to pass any periodic inspection conducted by a representative of the State's Office of Aeronautics, Grantee will not receive payment under this Agreement until all deficiencies identified by any such inspection have been rectified to the Office of Aeronautics' satisfaction.

## 6. Authorized Representatives

6.1. **State's Authorized Representative.** State's Authorized Representative will be:

Name/Title: Jenny Bahneman, Grants Specialist Coordinator  
 Address: Office of Aeronautics  
 395 John Ireland Boulevard, Mail Stop 410  
 Saint Paul, Minnesota 55155  
 E-Mail: jenny.bahneman@state.mn.us

State's Authorized Representative or their successor, will monitor Grantee's performance and has the authority to accept or reject the services provided under this Agreement. If the Grantee's duties are performed in a satisfactory manner, the State's Authorized Representative will accept each reimbursement request submitted for payment.

6.2. **Grantee's Authorized Representative.** Grantee's Authorized Representative will be:

Name/Title: Mark D. Larson, City Administrator, City of Glencoe  
 Address: 1107 - 11th Street East, Suite 107, Glencoe, MN 55336

Telephone: (320) 864-6500  
E-Mail: mlarson@ci.glencoe.mn.us

If Grantee's Authorized Representative changes at any time during this Agreement, Grantee must immediately notify State.

**7. Assignment; Amendments; Waiver; Agreement Complete; Electronic Records; Certification**

- 7.1. **Assignment.** Grantee may neither assign nor transfer any rights or obligations under this Agreement without the prior consent of the State and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this Agreement, or their successors in office.
- 7.2. **Amendments.** An amendment to this Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original agreement, or their successors in office.
- 7.3. **Waiver.** If the State fails to enforce any provision of this Agreement, such failure does not waive the provision or the State's right to subsequently enforce it.
- 7.4. **Agreement Complete.** This Agreement contains all prior negotiations and agreements between the State and Grantee. No other prior understanding regarding this Agreement, whether written or oral, may be used to bind either party.
- 7.5. **Electronic Records and Signatures.** The parties agree to contract by electronic means. This includes using electronic signatures and converting original documents to electronic records.
- 7.6. **Certification.** By signing this Agreement, Grantee certifies that it is not suspended or debarred from receiving federal or state awards.

- 8. **Liability and Indemnification.** Each party is responsible for its own acts, omissions, and the results thereof to the extent authorized by law. Minnesota Statutes § 3.736 and other applicable law govern liability of the State. Minnesota Statutes Chapter 466 and other applicable law govern liability of Grantee. Notwithstanding the foregoing, Grantee will indemnify, hold harmless, and defend (to the extent permitted by the Minnesota Attorney General) the State against any claims, causes of actions, damages, costs, and expenses, including reasonable attorneys' fees, arising in connection with the services performed under this Agreement, asserted by, or resulting from the acts or omissions of Grantee's contractors, consultants, agents or any other third parties under the direct control of Grantee.
- 9. **State Audits.** Under Minnesota Statutes § 16B.98 subd. 8, the books, records, documents, and accounting procedures and practices of Grantee, or those of any other party relevant to this grant Agreement, or transactions resulting from this Agreement, are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six (6) years from the expiration of this Agreement or receipt and approval of all final reports, whichever is later. Grantee will take timely and appropriate action on all deficiencies identified by an audit.
- 10. **Government Data Practices.** Grantee and the State must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by the State under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained or disseminated by Grantee under this Agreement. The civil remedies of Minnesota Statutes §13.08 apply to the release of the data referred to in this clause by either Grantee or the State. If Grantee receives a request to release the data referred to herein, Grantee must immediately notify the State and consult with the State as to how Grantee should respond to the request. Grantee's response to the request must comply with applicable law.
- 11. **Workers' Compensation.** Grantee certifies that it is in compliance with Minnesota Statutes §176.181, subd. 2, pertaining to workers' compensation insurance coverage. Grantee's employees and agents will not be considered state employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of Grantee's employees, as well as any claims made by any third party as a consequence of any act or omission on the part of Grantee's employees are in no way the State's obligation or responsibility.

12. **Governing Law, Jurisdiction and Venue.** Minnesota law, without regard to its choice-of-law provisions, governs this Agreement. Venue for all legal proceedings arising out of this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.
13. **Data Disclosure.** Under Minnesota Statutes §270C.65, and other applicable law, Grantee consents to disclosure of its social security number, federal employer tax identification number and Minnesota tax identification number, already provided to the State, to federal and state agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state laws which could result in action requiring Grantee to file state tax returns and pay delinquent state tax liabilities, if any, or pay other state liabilities.
14. **Termination and Suspension**
- 14.1. **Termination by the State.** The State or Commissioner of Administration may unilaterally terminate this Agreement at any time, with or without cause, upon written notice to Grantee. Upon termination, Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.
- 14.2. **Termination for Cause.** The State may immediately terminate this Agreement if the State finds that there has been a failure to comply with the provisions of this Agreement, that reasonable progress has not been made, that fraudulent or wasteful activity has occurred, that Grantee has been convicted of a criminal offense relating to a state grant agreement, or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.
- 14.3. **Termination for Insufficient Funding.** The State may immediately terminate this Agreement if it does not obtain funding from the Minnesota Legislature or if funding cannot be continued at a level sufficient to pay for the services contracted for under this Agreement. Termination must be by written or fax notice to Grantee. The State is not obligated to pay for any services that are performed after notice and effective date of termination. However, Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the Agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State will provide Grantee notice of the lack of funding within a reasonable time of the State's receiving that notice.
- 14.4. **Suspension.** The State may immediately suspend this Agreement in the event of a total or partial government shutdown due to its failure to pass an approved budget by the legal deadline. Work performed by Grantee during a period of suspension will be deemed unauthorized and undertaken at risk of non-payment.
15. **Fund Use Prohibited.** Grantee will not utilize any funds received pursuant to this Agreement to compensate, either directly or indirectly, any contractor, corporation, partnership, or business, however organized, which is disqualified or debarred from entering into or receiving a state contract. This restriction applies regardless of whether the disqualified or debarred party acts in the capacity of a general contractor, a subcontractor, or as an equipment or material supplier. This restriction does not prevent Grantee from utilizing these funds to pay any party who might be disqualified or debarred after Grantee has been awarded funds for the Project. For a list of disqualified or debarred vendors, see [www.mmd.admin.state.mn.us/debarredreport.asp](http://www.mmd.admin.state.mn.us/debarredreport.asp).
16. **Discrimination Prohibited by Minnesota Statutes §181.59.** Grantee will comply with the provisions of Minnesota Statutes §181.59 which requires that every agreement for or on behalf of the State, or any county, city, town, township, school, school district or any other district in the State, for materials, supplies or construction will contain provisions by which Grantee agrees that:
- 16.1. In the hiring of common or skilled labor for the performance of any work under any agreement, or any sub-agreement, no contractor, material supplier, vendor, or other agent of Grantee will, by reason of race, creed or color, discriminate against the person or persons who are citizens of the United States or resident aliens who are qualified and available to perform the work to which the employment relates;

- 16.2. No contractor, material supplier, vendor, or other agent of Grantee will, in any manner, discriminate against, or intimidate, or prevent the employment of any person or persons identified herein, or on being hired, prevent or conspire to prevent, the person or persons from the performance of work under any agreement on account of race, creed or color;
  - 16.3. A violation of this Section is a misdemeanor; and
  - 16.4. Any subsequent violations of this Section may result in the termination of this Agreement and any sub-agreements by the State, or any county, city, town, township, school, school district or other entity or person authorized to enter into agreements for employment, and all money due, or to become due, under this Agreement or any sub-agreements may be forfeited.
17. **Limitation.** Under this Agreement, the State is only responsible for disbursing funds. Nothing in this Agreement will be construed to make the State a principal, co-principal, partner, or joint venturer with respect to the Project(s) covered herein. The State may provide technical advice and assistance as requested by Grantee; however, Grantee will remain responsible for providing direction to its contractors and consultants and for administering its agreements with such entities. Grantee's consultants and contractors are not intended to be third party beneficiaries of this Agreement.

**THE REMAINDER OF THIS PAGE HAS BEEN LEFT INTENTIONALLY BLANK**

**STATE ENCUMBRANCE VERIFICATION**

Individual certifies that funds have been encumbered as required by Minnesota Statutes §16A.15 and §16C.05.\*

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

SWIFT Contract (SC) ID No. \_\_\_\_\_

Purchase Order (PO) ID No. \_\_\_\_\_

\*PO staged and to be encumbered with future State fiscal year funds.

**GRANTEE**

Grantee certifies that the appropriate persons have executed this Agreement on behalf of Grantee as required by applicable articles, bylaws, ordinances, or resolutions.

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

Print Name: \_\_\_\_\_

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

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

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

Print Name: \_\_\_\_\_

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

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

**DEPARTMENT OF TRANSPORTATION**  
(with delegated authority)

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

**MnDOT CONTRACT MANAGEMENT**

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





SMALL CITY & BIG FUTURE

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

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## **To Separate Agenda Items**

Mayor: 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

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Phone: (320) 864-5586 Website: [www.glencoe.mn.org](http://www.glencoe.mn.org) Email: [info@ci.glencoe.mn.us](mailto:info@ci.glencoe.mn.us)

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**To:** Mark Larson and Mark Lemen  
**From:** Michael Monson, EDA Director  
**Date:** 8.22.25  
**Re:** Glencoe Projects/Tasks

8/19

- Started working on my report for the EDA meeting.
- Started an EDA workplan. This will outline the work that I do for the Glencoe so there is a plan for me to follow and reference. I will plan to share this with the EDA, but we won't have time to discuss it at the next meeting due to the housing planning session.
- Communicated with Annie about the housing study and what they're working on.
- Followed up with SWIF about my application. I will hopefully submit the application once I get my questions answered.
- Made a few changes to the SWIF application.

8/20 (half day)

- Continued working on my report for the EDA meeting.
- Had a meeting with my regional CEDA team.
- Continued working on my EDA workplan.
- Reached out to SWIF again with questions about the grant application since they have not gotten back to me.
- Reached out to Liz about the county lots and RCCIP program again. She has yet to give me an answer.

8/22

- Communicated with Liz about a couple of items.
- Met with Annie and Cameron about their plans for the EDA meeting on Monday.
- Sent Haylie my report for the EDA meeting.
- Looked over the presentation for the housing study work session and the activity items they have planned.
- Responded to an email from the Glencoe paper asking about our hotel meeting from two weeks ago. They sent me a list of questions to answer. I kept it very brief and vague.
- Provided Haylie with info about the last EDA meeting.





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## **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 BILLS

SEPTEMBER 2, 2025

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

VENDOR	DEPARTMENT: DESCRIPTION	TOTAL
CITY OF GLENCOE EMPLOYEES	MULTIPLE DEPTS.: CITY OF GLENCOE PAYROLL 5-14-25	\$78,555.42
WIRE TRANSFER	MULTIPLE DEPTS.: MEDICA INSURANCE PREMIUMS	\$44,526.88
WIRE TRANSFER	MULT DEPTS: STATE SALES TAX	\$20,225.00
WIRE TRANSFER	MULT DEPTS:EMP/CITY PAYROLL TAXES,HSA,PERA,D COMP,CAFE	\$57,501.09
TOTAL PREPAID BILLS ----->		<u>\$200,808.39</u>

# INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

SEPT. 2, 2025 - PREPAID BILLS

Date: 08/29/2025

Time: 11:32 am

Page: 1

City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
AMERICAN EXPRESS	1536	MULT DEPTS: SAFETY EQUIP, NETS HOLDERS, OUTLETS, TOOLS	185177	05/02/2025	1,954.91
				Vendor Total:	1,954.91
ATTENBERGER, MORGAN	1077	POLICE: LODGING & MILEAGE REIMB.	185180	05/08/2025	729.68
				Vendor Total:	729.68
BREAKTHRU BEVERAGE	0513	LIQUOR: MERCH FOR RESALE	185181	05/08/2025	992.24
				Vendor Total:	992.24
CITY OF GLENCOE	0035	LIQUOR: PETTY CASH REIMB.	185182	05/08/2025	29.87
				Vendor Total:	29.87
GLENCOE V.F.W. POST #5102	0987	COUNCIL, REIMB: EMPLOYEE APPRECIATION	185178	05/02/2025	977.00
				Vendor Total:	977.00
JOHNSON BROS - ST PAUL	0504	LIQUOR: MERCH FOR RESALE	185183	05/08/2025	3,690.63
				Vendor Total:	3,690.63
PHILLIPS WINE & SPIRITS, INC.	1010	LIQUOR: MERCH FOR RESALE	185184	05/08/2025	3,365.40
				Vendor Total:	3,365.40
SOUTHERN GLAZER'S OF MN	1429	LIQUOR: MERCH FOR RESALE	185185	05/08/2025	1,089.22
				Vendor Total:	1,089.22
VINOCOPIA, INC.	1353	LIQUOR: MERCH FOR RESALE	185186	05/08/2025	1,201.00
				Vendor Total:	1,201.00
VISA	0350	MULT DEPTS: TRAINING, LODGING, ADVERTISING, COMPUTER	185179	05/02/2025	11,918.78
				Vendor Total:	11,918.78
WILSON'S NURSERY	1681	CITY CENTER: LANDSCAPING	185187	05/08/2025	1,993.13
				Vendor Total:	1,993.13
WINE MERCHANTS	0667	LIQUOR: MERCH FOR RESALE	185188	05/08/2025	512.00
				Vendor Total:	512.00
				Grand Total:	28,453.86
				Less Credit Memos:	0.00
				Net Total:	28,453.86
				Less Hand Check Total:	0.00
				Outstanding Invoice Total :	28,453.86
Total Invoices:	12				

# INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

SEPT. 2, 2025 - PREPAID BILLS

Date: 08/29/2025

Time: 11:32 am

Page: 1

City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
A.H. HERMEL CO.	0573	LIQUOR: MERCH FOR RESALE	185312	05/22/2025	390.43
				Vendor Total:	390.43
AG WETLAND SERVICES INC	2287	2025 STREET IMPROV: WETLAND PURCHASE	185318	05/22/2025	25,482.60
				Vendor Total:	25,482.60
BREAKTHRU BEVERAGE	0513	LIQUOR: MERCH FOR RESALE	185303	05/16/2025	3,443.45
				Vendor Total:	3,443.45
BWSR	0419	2025 STREET IMPROV: WETLAND PURCHASE	185319	05/22/2025	688.20
				Vendor Total:	688.20
C & L DISTRIBUTING	0492	LIQUOR: MERCH FOR RESALE	185313	05/22/2025	20,188.76
				Vendor Total:	20,188.76
CITY OF GLENCOE	0035	LIQUOR STORE, AQUATIC: PETTY CASH REIMB, PETTY CASH	185320	05/22/2025	828.10
				Vendor Total:	828.10
DAHLHEIMER BEVERAGE	0003	LIQUOR: MERCH FOR RESALE	185314	05/22/2025	11,974.10
				Vendor Total:	11,974.10
IUOE LOCAL #49	2109	MULT DEPTS: UNION DUES	185304	05/16/2025	209.95
				Vendor Total:	209.95
JOHNSON BROS - ST PAUL	0504	LIQUOR: MERCH FOR RESALE	185305	05/16/2025	9,624.30
				Vendor Total:	9,624.30
MARLIN'S TRUCKING	1387	LIQUOR: MERCH FOR RESALE	185315	05/22/2025	341.25
				Vendor Total:	341.25
MINNESOTA CHILD SUPPORT	1646	POLICE: CHILD SUPPORT PAYMENT	185306	05/16/2025	249.65
				Vendor Total:	249.65
MINNESOTA POLL. CONTROL AGE 1779		STORM: MS4 PERMIT	185307	05/16/2025	400.00
				Vendor Total:	400.00
MINNESOTA PUBLIC EMPLOYEE 1439		POLICE: UNION DUES	185308	05/16/2025	155.05
				Vendor Total:	155.05
PAUSTIS WINE COMPANY	0916	LIQUOR: MERCH FOR RESALE	185309	05/16/2025	377.00
				Vendor Total:	377.00
PHILLIPS WINE & SPIRITS, INC.	1010	LIQUOR: MERCH FOR RESALE	185310	05/16/2025	5,033.09
				Vendor Total:	5,033.09
SOUTHERN GLAZER'S OF MN	1429	LIQUOR: MERCH FOR RESALE	185311	05/16/2025	3,771.46
				Vendor Total:	3,771.46
VIKING BEVERAGES	0973	LIQUOR: MERCH FOR RESALE	185316	05/22/2025	7,756.35
				Vendor Total:	7,756.35
VIKING COCA-COLA BOTTLING CC 0494		LIQUOR: MERCH FOR RESALE	185317	05/22/2025	549.36
				Vendor Total:	549.36
				Grand Total:	91,463.10
				Less Credit Memos:	0.00
				Net Total:	91,463.10
				Less Hand Check Total:	0.00
				Outstanding Invoice Total :	91,463.10
Total Invoices:		18			



# INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

SEPT. 2, 2025 - REGULAR BILLS

Date: 08/29/2025

Time: 11:52 am

Page: 1

City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
BAKER, LUKE	2078	CITY CENTER: DAMAGE DEPOSIT REFUND	0	00/00/0000	200.00
				Vendor Total:	200.00
BRADLEY SECURITY & ELECTRIC	0209	ADMIN: GAIN ENTRY & MAKE KEY	0	00/00/0000	198.80
				Vendor Total:	198.80
CENGAGE LEARNING INC-GALE	1828	LIBRARY: BOOKS	0	00/00/0000	104.21
				Vendor Total:	104.21
CENTER POINT LARGE PRINT	1349	LIBRARY: BOOKS	0	00/00/0000	153.42
				Vendor Total:	153.42
CENTURYLINK	1394	MULT DEPTS: PHONE BILL	0	00/00/0000	819.53
				Vendor Total:	819.53
DORSEY & WHITNEY LLP	0052	'25 STREET IMPROVEMENT: BOND COUNSEL	0	00/00/0000	18,000.00
				Vendor Total:	18,000.00
EGGERSGLUESS, BRAD	0869	ADMIN: MONTHLY CELL PHONE REIMB	0	00/00/0000	50.00
				Vendor Total:	50.00
FRANKLIN PRINTING INC.	0085	POLICE: FORMS	0	00/00/0000	97.80
				Vendor Total:	97.80
FREITAG, BENTON	0659	CABLE TV: COUNCIL MEETING RECORDINGS	0	00/00/0000	100.00
				Vendor Total:	100.00
GACC TOURISM	0168	REIMB: LODGING TAX	0	00/00/0000	99.99
				Vendor Total:	99.99
HAWKINS, INC.	1133	AQUATIC CENTER: CHEMICLAS	0	00/00/0000	30.00
				Vendor Total:	30.00
HILLYARD HUTCHINSON	0122	MULT DEPTS: CLEANING SUPPLIES, PAPER PRODUCTS	0	00/00/0000	2,710.83
				Vendor Total:	2,710.83
KOENIG, KALVIN	1344	CITY CENTER: DAMAGE DEPOSIT REFUND	0	00/00/0000	200.00
				Vendor Total:	200.00
LEAGUE OF MN. CITIES INS TRUS	0915	STREET: INSURANCE CLAIM DEDUCTIBLE	0	00/00/0000	2,175.13
				Vendor Total:	2,175.13
MENARDS - HUTCHINSON	2184	WATER: FAN, REPAIR MATERIALS	0	00/00/0000	399.83
				Vendor Total:	399.83
METRO SALES, INC	1066	ADMIN: OFFICE EQUIPMENT LEASE	0	00/00/0000	406.09
				Vendor Total:	406.09
MILLERBERND MANUFACTURING	2172	REIMB:LIGHT POLES	0	00/00/0000	16,800.00
				Vendor Total:	16,800.00
MINI BIFF	0177	PARK: WASTE REMOVAL	0	00/00/0000	357.00
				Vendor Total:	357.00
OFFICE OF MN. IT SERVICES	1423	POLICE: INTERNET SERVICE	0	00/00/0000	120.92
				Vendor Total:	120.92
PIONEERLAND LIBRARY SYSTEMS	0227	LIBRARY, REIMB: BOOKS, CARDS & FINES	0	00/00/0000	141.86
				Vendor Total:	141.86
PLUNKETT'S PEST CONTROL, INC	0446	AQUATIC CENTER, WWTP: PEST CONTROL	0	00/00/0000	282.30
				Vendor Total:	282.30
PRO AUTO GLENCOE, INC	0527	STREET: VEHICLE MAINTENANCE	0	00/00/0000	65.28
				Vendor Total:	65.28
QUILL LLC	1691	LIBRARY: OFFICE SUPPLIES	0	00/00/0000	27.08
				Vendor Total:	27.08
RELIANCE STANDARD LIFE INS CO	1915	MULT DEPTS: INS PREMIUMS	0	00/00/0000	1,220.51



INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

SEPT. 2, 2025 - REGULAR BILLS

Date: 08/29/2025

Time: 11:52 am

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City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
Vendor Total:					<u>1,220.51</u>
SEH	1757	MULT DEPTS: ENGINEERING SERVICES	0	00/00/0000	<u>106,304.73</u>
Vendor Total:					<u>106,304.73</u>
TRIMARK MARLINN, LLC	0057	CITY CENTER, LIQUOR STORE: DISHWASHER SUPPLIES, CUPS	0	00/00/0000	<u>876.83</u>
Vendor Total:					<u>876.83</u>
VANDAMME, JON	0136	LIQUOR STORE: MONTHLY CELL PHONE REIMB	0	00/00/0000	<u>50.00</u>
Vendor Total:					<u>50.00</u>
VANDAMME, MYRANDA	0028	CITY CENTER: MONTHLY CELL PHONE REIMB, UNIFORMS ALLOWANCE	0	00/00/0000	<u>232.21</u>
Vendor Total:					<u>232.21</u>
Grand Total:					<u>152,224.35</u>
Less Credit Memos:					<u>0.00</u>
Net Total:					<u>152,224.35</u>
Less Hand Check Total:					<u>0.00</u>
Outstanding Invoice Total :					<u>152,224.35</u>
Total Invoices:	28				