



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

GLENCOE CITY COUNCIL MEETING AGENDA

Monday, November 3, 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 October 20, 2025
3. **APPROVE AGENDA**
4. **PUBLIC COMMENT** (agenda items only)
5. **PUBLIC HEARINGS**
 - A. Public Hearing on Proposed Zoning Ordinance Changes – City Attorney
6. **BIDS AND QUOTES**
 - A. Quotes for Property Demolition – Assistant City Administrator
 - B. Change Order #3 for Hennepin Avenue Project – Assistant City Administrator
 - C. Wood-Chipper Quotes – Assistant City Administrator
 - D. Well House/Chlorine Building Roof Quotes – Assistant City Administrator
7. **REQUESTS TO BE HEARD**
 - A. Rate Increase Proposal– Assistant City Administrator
 1. Water – **Resolution 2025-22**
 2. Sanitary Sewer – **Resolution 2025-21**
 - B. MNDOT Aeronautics State Companion Grant for Pavement Maintenance, Security Fence and Taxilane Design
 1. Approve **Resolution 2025-20**
8. **ITEMS FOR DISCUSSION**
 - A. Wages for 2026 Non-Union Employees – City Administrator
 - B. Glencoe Fire Relief Pension – 2026 Budget Request – City Administrator
 - C. School Resource Officer (SRO) Contract with GSL Schools – City Administrator
9. **ROUTINE BUSINESS**
 - A. Project Updates
 1. Hennepin Avenue Reconstruction
 - B. Economic Development

- C. Public Input
- D. Reports
- E. City Bills

10. ADJOURN



SMALL CITY  BIG FUTURE

GLENCOE CITY COUNCIL MEETING MINUTES

October 20, 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, Haylie Kusler, Brandon Frankfurth

Other: Rich Glennie

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 October 6, 2025

B. Approve Minutes of the City Council Workshop on October 13, 2025

C. Approve Peddler/Solicitor – DaBella, Home Remodeling – 10/20/25 - 10/20/26

D. Approve Peddler/Solicitor – DaBella, Home Remodeling – 10/25/25

E. Approve Liquor License renewal for 3.2 Off-Sale at **Kwik Trip Store #1049**, 2600 11th Street East, Glencoe

F. Special Event Application of **First Congregational Church**, 1400 Elliott Avenue North, for Trunk or Treat Event on October 31, 2025. Closure at 14th Street at East side of intersection extending West to alleyway on 14th Street between Elliott and Ford. Provide Barricades and Cones

G. Special Event Application for **Family Fun Fall Festival**, 2025 10th Street East, on October 23, 2025. Closure on South Half of Taylor Street between 10th Street and 11th Street. Provide Barricades and Cones. Request for 12 Picnic Tables

Motion: Lemke, seconded by Dahlke to approve the consent agenda. All in favor, the motion carries. Rivera abstained from voting.

3. APPROVE AGENDA

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

4. PUBLIC COMMENT (agenda items only)

None.

5. PUBLIC HEARINGS

A. Public Hearing on Bills owed to the City of Glencoe

1. **Resolution 2025-19** – Certifying Bills owed to the City of Glencoe to be collected with 2026 Property Taxes

At this time, Mayor Hueser opened the public hearing for Certifying Bills owed to the City of Glencoe to be collected with 2026 Property Taxes, with a motion by Neid, seconded by Lemke.

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

Motion: Neid, seconded by Dahlke to approve **Resolution 2025-19**. Upon a roll call vote, the following voted Aye, Rivera, Dahlke, Maynard, Lemke and Neid. The following voted Nay, none. Whereupon the resolution was declared adopted and approved.

6. BIDS AND QUOTES

A. 2026 Employee Health Insurance Renewal with Medica – City Administrator

Motion: Lemke, seconded by Maynard to approve Employee Health Insurance renewal with Medica (4.3% increase). All in favor, the motion carries.

B. Change Order Number 2 for Hennepin Avenue Project – City Administrator

Motion: Neid, seconded by Dahlke to approve Change Order Number 2 for Hennepin Avenue Project. All in favor, the motion carries.

7. REQUESTS TO BE HEARD

A. Easements with Buffalo Creek Watershed District for Access to Central Ditch – City Attorney

Motion: Lemke, seconded by Maynard to approve the easements with the Buffalo Creek Watershed District for access to Central Ditch. All in favor, the motion carries.

B. Seneca Foods Special Use Permit Amendment – Planning Commission Recommendation

Motion: Lemke, seconded by Neid to approve the Special Use Permit Amendment for Seneca Foods. All in favor, the motion carries.

C. Variance Request of Robert Senst, 306 Wacker Drive – Approval – Planning Commission Recommendation

Motion: Maynard, seconded by Dahlke to approve the variance request at 306 Wacker Drive. All in favor, the motion carries.

8. ITEMS FOR DISCUSSION

A. Review of Zoning Ordinance Changes – City Attorney

Overview of proposed changes to the zoning ordinance. Required due to the City's comprehensive plan.

9. ROUTINE BUSINESS

A. Project Updates

1. Hennepin Avenue Reconstruction – open to local traffic: 15th Street from Hennepin Ave to Judd Ave, 13th Street to 16th Street. Expect no access: 18th Street from Hennepin Ave to alley East of Greeley Ave, 16th Street to 18th Street, 18th Street to 20th Street.

B. Economic Development – EDA met in a Planning Session last week. The EDA meets next Monday.

C. Public Input

D. Reports

E. City Bills

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

10. ADJOURN

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



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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,
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To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: October 31, 2025

Re: **Item 5A** – Public Hearing on Zoning Changes

Item 5A – City Attorney Ostlund will review the zoning changes, then the City Council should open the public hearing for public input.

The City Council should close the public hearing by simple motion.

It is recommended to authorize the City Attorney to draft the Ordinance to approve the zoning ordinance revisions.

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To: Mayor and City Council

From: Mark Lemen, Assistant City Administrator

Date: November 3, 2025

RE: Demolition quotes for 1234 Greeley Ave. N, 712 13th St. E, 1206 10th St. E,
1207 Chandler Ave. N

There are several properties within the City of Glencoe that have been condemned due to structural safety concerns. The Council has provided each of the property owners with an ample opportunity to make repairs and updates. However, at this juncture the property owners at 1234 Greeley Ave N, 1206 10th St E, and 1207 Chandler Ave N, have stopped all communication with City staff and have not completed any of the necessary structural updates and repairs that the City has asked them to complete.

Therefore, the City has proceeded with obtaining quotes for the demolition of the 3 properties including a quote to demo 712 13th St E. The property at 712 13th St E is not out of compliance with structure and safety codes, however, the property does share a common wall with 1234 Greeley, which would make the demolition of that unsafe property impossible. The City has completed an agreement with the property owners of 712 13th St E to demo that property alongside of 1234 Greeley Ave. N.

The City received quotes from Litzau Excavating as well as Rachael Aggregates LLC for the demolition of all 4 properties. Both quotes are comparable in price and scope of work.



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The quote from Litzau Excavating is the lower of the two quotes, therefore, the recommendation would be to grant the project to Litzau Excavating.

Litzau Excavating, Inc.

17232 Zero Avenue
 Lester Prairie, MN 55354
 320-395-2467 Office
 litzauexcavating@gmail.com

Estimate

DATE	ESTIMATE NO.
10/29/2025	4412

NAME / ADDRESS
City of Glencoe ATTN: Mark Lemen 1107 11th St E Suite 107 Glencoe, MN 55336

Web Site litzauexcavating.com

DESCRIPTION	PROJECT	TOTAL
<p style="text-align: center;">ESTIMATE FOR BUILDING DEMO LOCATED AT 712 13TH ST E, GLENCOE</p> <p>BUILDING DEMOLITION Machine use and man labor for the following: 13 yds pit run sand spread over sidewalk and street area around building to protect cement and tar from tracks Cleaning up sand when demo complete and using as fill in footings Tearing down building, loading and hauling away to landfill with dumping charges Digging out cement floor and foundation, loading and hauling to city elm site Except north and east frost footings due to new sidewalk Estimated 91 yds fill from city site to fill in footing hole to grade (City loads) Capping of city water and sewer by edge of sidewalk All torn down, hauled away, filled, and leveled</p> <p>NOTE: City to supply water and hoses for dust control. City to supply traffic control for Greeley Ave N & 13th St E. and ally. Job to be done as same time as 1234 Greeley Ave, Glencoe. No asbestos abatement or removal figured. Utilities to be disconnected by others.</p>		20,350.00
QUESTIONS? Call Darian 320-395-2467 QUOTE IS GOOD FOR 30 DAYS		
A finance charge of .5% per month [6% annum] will be charged on unpaid balance over 30 days. Service fee for all returned NSF checks is \$30.00. Payment by credit card will be charged a 3.95% service fee.		TOTAL \$20,350.00

Litzau Excavating, Inc.

17232 Zero Avenue
 Lester Prairie, MN 55354
 320-395-2467 Office
 litzauexcavating@gmail.com

Estimate

DATE	ESTIMATE NO.
10/29/2025	4411

NAME / ADDRESS
City of Glencoe ATTN: Mark Lemen 1107 11th St E Suite 107 Glencoe, MN 55336

Web Site litzauexcavating.com

PROJECT

DESCRIPTION	TOTAL
<p style="text-align: center;">ESTIMATE FOR BUILDING DEMO LOCATED AT 1234 GREELEY AVE N, GLENCOE</p> <p>BUILDING DEMOLITION Machine use and man labor for the following: 52 yds pit run sand spread over sidewalk and street area around building to protect cement and tar from tracks Cleaning up sand when demo complete and using as fill in basement Tearing down building, loading and hauling away to landfill with dumping charges Digging out cement floor and foundation, loading and hauling to city elm site Except north and west basement wall due to new sidewalk Estimated 1,350 yds fill from city site to fill in basement hole to grade (City loads) Capping of city water and sewer by sidewalk All torn down, hauled away, filled, and leveled</p> <p>NOTE: City to supply water and hoses for dust control. City to supply traffic control for Greeley Ave N & 13th St E. and alley. City to pump water out of basement. Job to be done as same time as 712 13th St E, Glencoe. No asbestos abatement or removal figured. Utilities to be disconnected by others. MSSB to remove their canopy tent, furniture, terf, and fence before demo.</p>	71,600.00
QUESTIONS? Call Darian 320-395-2467 QUOTE IS GOOD FOR 30 DAYS	
A finance charge of .5% per month [6% annum] will be charged on unpaid balance over 30 days. Service fee for all returned NSF checks is \$30.00. Payment by credit card will be charged a 3.95% service fee.	TOTAL \$71,600.00

Litzau Excavating, Inc.

17232 Zero Avenue
 Lester Prairie, MN 55354
 320-395-2467 Office
 litzauexcavating@gmail.com

Estimate

DATE	ESTIMATE NO.
10/29/2025	4410

NAME / ADDRESS
City of Glencoe ATTN: Mark Lemen 1107 11th St E Suite 107 Glencoe, MN 55336

Web Site litzauexcavating.com

DESCRIPTION	PROJECT	TOTAL
ESTIMATE FOR HOUSE & GARAGE DEMO LOCATED AT 1207 CHANDLER AVE N, GLENCOE		
HOUSE & GARAGE DEMO Machine use and man labor for the following: Tearing down house & garage, loading and hauling away to landfill with dumping charges Digging out cement foundation, loading and hauling away to city elm site pile Leveling of area with fill that is there Capping of water and sewer at curb stop area All torn down, hauled away and leveled		14,950.00
NOTE: No asbestos abatement or removal is figured. Utilities disconnected by others. City is to supply water and hoses for dust control.		
OPTION A (IF NEEDED) Machine use and man labor for the following: Estimated 274 yds fill to fill in basement hole to grade from city pile (City will load) All spread and leveled		3,800.00
QUESTIONS? Call Darian 320-395-2467 QUOTE IS GOOD FOR 30 DAYS		
A finance charge of .5% per month [6% annum] will be charged on unpaid balance over 30 days. Service fee for all returned NSF checks is \$30.00. Payment by credit card will be charged a 3.95% service fee.		TOTAL \$18,750.00

Litzau Excavating, Inc.

17232 Zero Avenue
 Lester Prairie, MN 55354
 320-395-2467 Office
 litzauexcavating@gmail.com

Estimate

DATE	ESTIMATE NO.
10/29/2025	4409

NAME / ADDRESS
City of Glencoe ATTN: Mark Lemen 1107 11th St E Suite 107 Glencoe, MN 55336

Web Site litzauexcavating.com

DESCRIPTION	PROJECT	TOTAL
<p style="text-align: center;">ESTIMATE FOR HOUSE & GARAGE DEMO LOCATED AT 1206 10TH ST E, GLENCOE</p> <p>HOUSE & GARAGE DEMO Machine use and man labor for the following: Tearing down house & garage, loading and hauling away to landfill with dumping charges Digging out cement foundation, loading and hauling away to city elm site Leveling of area with fill that is there Capping of water and sewer at curb stop area All torn down, hauled away and leveled</p> <p>NOTE: No asbestos abatement or removal is figured. Utilities disconnected by others. No fill figured to haul in. We will just level hill area. City is to supply water and hoses for dust control.</p>		14,500.00
QUESTIONS? Call Darian 320-395-2467 QUOTE IS GOOD FOR 30 DAYS		
A finance charge of .5% per month [6% annum] will be charged on unpaid balance over 30 days. Service fee for all returned NSF checks is \$30.00. Payment by credit card will be charged a 3.95% service fee.		TOTAL \$14,500.00

ESTIMATE

Rachael Aggregates LLC
PO Box 326
Arlington, MN 55307

rachaelaggregates@gmail.com
+1 (507) 317-3488



Bill to
City of Glencoe

Ship to
City of Glencoe

Estimate details

Project: 1234 greeley & 712 13st e

Estimate no.: 1068
Estimate date: 10/17/2025

#	Date	Product or service	Description	Qty	Rate	Amount
1.	10/16/2025	mobilization	mobilization of equipment	1	\$2,000.00	\$2,000.00
2.	10/16/2025	general excavating	Demo of building haul away, footing removal and backfill	1	\$86,900.00	\$86,900.00
3.	10/16/2025	general excavating	Sewer and water capping at edge of building property owner side of curb stop	1	\$2,500.00	\$2,500.00
4.	10/16/2025	general excavating	black dirt, grass seed and erosion blankets	1	\$6,500.00	\$6,500.00
5.	10/16/2025	general excavating	Water removal in the basement water to be pumped into storm sewer if water is required to be loaded and hauled off site additional costs will be added	1	\$1,000.00	\$1,000.00
					Total	\$98,900.00

Note to customer

All utilities to be disconnected by the city
Does not include Demo Permit
City to remove street light on corner of greeley and 13th st e also the stop sign ahead sign to be removed prior to demo and instal temporary sign
MSSB to remove tent and fences to provide enough room to work and clean up
Water to be provided by city for demo (if required) Rachael Agg will provide hoses, nozzle and back flow valve for use of fire hydrant additional hoses might be needed depending on where hydrant is located
City to provide barricades for closing sidewalk off
Sidewalk damage to be assessed after demo with the city and

replacement will be discussed
Does not include Asbestos testing or removal

Accepted date

Accepted by

ESTIMATE

Rachael Aggregates LLC
PO Box 326
Arlington, MN 55307

rachaelaggregates@gmail.com
+1 (507) 317-3488



Bill to
City of Glencoe

Ship to
City of Glencoe

Estimate details
Estimate no.: 1033
Estimate date: 10/24/2024

Project: 1206 10th st

#	Date	Product or service	Description	Qty	Rate	Amount
1.	10/24/2024	Demo	Demolition of house, small shed, concrete footings backfill with clay and place top soil top 6" price includes reseeding erosion blankets	1	\$17,500.00	\$17,500.00
2.	10/24/2024	Demo	Demolition permit price will be determined by city	1	\$0.00	\$0.00
3.	10/24/2024	Demo	Water and sewer water line to be shut off by the city at curb stop we will install a cap on the property side of the curb stop, sewer will be capped/plugged	1	\$1,200.00	\$1,200.00
4.	10/17/2025	mobilization	mobilization of equipment	1	\$1,000.00	\$1,000.00
					Total	\$19,700.00

Note to customer

All utilities to be disconnected by the city
Does not include any Asbestos testing or removal

Accepted date

Accepted by

ESTIMATE

Rachael Aggregates LLC
PO Box 326
Arlington, MN 55307

rachaelaggregates@gmail.com
+1 (507) 317-3488



Bill to
City of Glencoe

Ship to
City of Glencoe

Estimate details
Estimate no.: 1034
Estimate date: 10/25/2024

Project: 1207 Chandler Ave

#	Date	Product or service	Description	Qty	Rate	Amount
1.	10/24/2024	Demo	Demolition house, garage, concrete and footings. backfill with clay and place 6" top soil price includes reseeding erosion blankets	1	\$20,500.00	\$20,500.00
2.	10/24/2024	Demo	Demolition permit will be determined by city	1	\$0.00	\$0.00
3.	10/24/2024	Demo	Water and sewer water line to be shut off by the city at curb stop we will install a cap on the property side of curb stop. sewer will be capped/ plugged	1	\$1,200.00	\$1,200.00
4.	10/24/2025	mobilization	mobilization of equipment	1	\$1,000.00	\$1,000.00
					Total	\$22,700.00

Note to customer

Utilities to be disconnected by the city
Does not include any Asbestos testing or removal

Accepted date

Accepted by

GLENCOE

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To: Mayor and City Council

From: Mark Lemen, Assistant City Administrator

Date: November 3, 2025

RE: Approval of Hennepin Ave. Project Change Order #3

The contractor has requested a change order for the Hennepin Ave. project to extend the substantial completion date of the project by two (2) weeks. It is recommended that the Council approve Change Order #3 to extend the substantial completion date by two (2) weeks.

Item 6 B

CO # 3



STATE AID FOR LOCAL TRANSPORTATION
CHANGE ORDER

Rev. December 2024

SP/SAP(s)	043-602-033	MN Project No.:		Change Order No.	3
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Project Location	2025 Hennepin Avenue (CSAH 2) Street and Utility Improvement Project				
Local Agency	City of Glencoe, Minnesota	Local Project No.	GLENC 175513		
Contractor	Holtmeier Construction, Inc.	Contract No.			
Address/City/State/Zip	3301 Third Avenue, Mankato, MN 56001				
Total Change Order Amount \$	\$0.00				

Issue: The Engineer has determined the Contract needs to be revised in accordance with specification 1806.3 - Revise working days.

The Contractor submitted a letter formally requesting an extension of the substantial completion date for the Project by 2 weeks. The Engineer has reviewed the request and agrees to the extension.

The Contract time will be modified as follows:

The substantial completion date is extended from October 31, 2025, to November 14, 2025, and from 90 working days to 100 working days.

Estimate Of Cost: <i>(Include any increases or decreases in contract items, any negotiated or force account items.)</i>						
**Group/ funding Category	Item No.	Description	Unit	Unit Price	+ or - Quantity	+ or - Amount \$
						\$0.00
Net Change this Change Order						\$0.00

****Group/funding category is required for federal aid projects**

Project Engineer: _____ Date: 10/29/2025

Print Name: Justin Black _____ Phone: 952.913.0702

Contractor: _____ Date: _____

Print Name: _____ Phone: _____

Other required signatures (MnDOT if work on Trunk Highway, other agency as needed). These signatures should be in place before submittal to the DSAE.

Signature: _____ Date: _____

Print Name: _____ Phone: _____

Title and Agency: _____

DSAE Portion: The State of Minnesota is not a participant in this contract. Signature by the District State Aid Engineer is for FUNDING PURPOSES ONLY and for compliance with State and Federal Aid Rules/Policy. Eligibility does not guarantee funds will be available.

This work is eligible for: ___ Federal Funding X State Aid Funding X Local Funds

District State Aid Engineer: _____ Date: _____



STATE AID FOR LOCAL TRANSPORTATION
CHANGE ORDER

Rev. December 2024

SP/SAP(s)	043-602-033	MN Project No.:		Change Order No.	3
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To: Mayor and City Council

From: Mark Lemen, Assistant City Administrator

Date: November 3, 2025

RE: Brush Chipper Replacement

The public works department is requesting the approval of a new brush chipper to replace the current 1993 Bandit 150 chipper. After careful consideration and comparison of different models, the Public Works department has narrowed their search to the Morbark Brush Chipper Model BVR16. The quote for the request was obtained from Sourcewell, therefore, a second quote was not necessary.

The previous chipper was purchased in partnership with Glencoe Light and Power. I have had discussions with Dave Meyer from GL&P expressing the City's interest in continuing with that same partnership for the purchase of the Morbark chipper. Mr. Meyer stated that Glencoe Light & Power would like to participate in the ownership partnership as it has worked well for both departments in the past.

Considering the extensive amount of tree removal and maintenance that will be required by the Public Works Department, I began conversations with Glencoe Light & Power about a potential arrangement for their outgoing bucket truck in lieu of cash for their half of the chipper purchase. Current practice for this type of work requires the City to coordinate with Light & Power for the use of an operator and the bucket truck. While this has been a good partnership, and Light & Power has been great about facilitating these requests, the City's workload for tree removal and maintenance has doubled and will



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most likely be even more demanding with the presence of the Emerald Ash Borer infestation.

Therefore, I have requested that Dave ask for approval from the Light & Power commission to approve the agreement for the chipper and bucket truck. It is noteworthy to add that the bucket truck will also assist in sign repair, banner and flower basket installations, as well as facility maintenance.

In addition, it should be noted that the trade for the bucket truck will not occur until the fall of 2026, that is when Glencoe Light & Power will take delivery of their new bucket truck.

I am requesting that Council approve the purchase of the Morbark Brush Chipper and the agreement with Glencoe Light & Power for the bucket truck in lieu of cash for their portion of the chipper.

Morbark Brush Chipper Model BVR16

\$73,225.00

\$(6,000.00) Trade - in

\$67,225.00

Mayor: Mark Hueser **City Administrator:** Mark D. Larson

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To: Mayor and City Council

From: Brandon Frankfurth, Public Works Director

Date: October 31, 2025

Re: New Roof for Well #1 and Chlorine Room at The Water Plant

During the summer, following a rain event, staff observed water leaking through the roof at Well House #1. The leak was temporarily repaired; however, after consulting with a roofing company, it was recommended that the roof be fully replaced due to its deteriorated condition. .

Additionally, the roof over the Chlorine Room is aging and was already a planned maintenance item for the Water Plant to ensure building integrity and prevent future issues.

Quotes were solicited for the replacement of both roofs. Attached are proposals received from Laraway and GSM. The quotes from GSM were the lowest for both structures.

Therefore, it is recommend that the City Council approve proceeding with the quote from GSM for the replacement of the roofs on Well House #1 and the Chlorine Room at the Water Plant

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 Neid



June 30, 2025

Steve
Glencoe WTP
509 8th St East
Glencoe, MN 55336

Laraway Roofing, Inc.
www.larawayroofing.com

*25068 205th Avenue
Hwy 14 West PO Box 72
New Ulm, MN 56073-0072
507.354.8538
800.967.1738
FAX 507.359.7183*

*Hutchinson, MN 55350-0084
320.587.3633
800.967.1738*

**RE: Roof Replacement -Well House #1
Approximately 250 Sq. Ft.**

**509 8th St East
Glencoe, Minnesota**

We have inspected the above referenced building roof as requested and offer the following single-ply roof system. We propose to complete the following work:

1. Remove the entire roof down to the top of the deck. Inspect the existing decking and report any rotted or damaged roof decking to the owner. Any replacement shall be done on a "time and material" basis.
2. Laraway Roofing will transport all resultant debris to a state-approved landfill and pay for this cost.
3. Install a tapered isocyanurate insulation system over the deck. The insulation system shall have a slope of 1/8" per foot, sloped toward the roof scupper and an average R-value of 39.2. The new insulation system shall be adhered with a low-rise foam to the deck.
4. Install untreated lumber to build up the outside edge to the new insulation thickness as required.
5. Install a fully adhered 60-mil E.P.D.M. roofing system, complete as per the manufacturer's latest printed instructions.
6. Install base, curb, and wall flashing where required. This consists of E.P.D.M. membrane. The membrane shall extend up and over the wall.
7. Install 24-gauge pre-finished sheet wall cap as required. The owner shall select the color from the manufacturer's standard colors.
8. Install new pre-finished downspout. The color shall be as per above.
9. Furnish to the owner a twenty (20) year manufacturer's full system labor and material warranty.
10. Should an electrical or mechanical contractor be required, due to the existing roof top equipment, it will be the owner's responsibility for all costs directly involved.

Furnish and installed, for the sum of:

TWELVE THOUSAND EIGHT HUDNRED FIFTY DOLLARS (\$ 12,850.00)

NOTES:

1. The tapered insulation system is designed to aid in the drainage of the roof area. Laraway Roofing is not responsible for any ponding water that may occur due to deflection of the structure or decking.
2. Set-up requirements will be for the hoisting of materials and the removal of the old roofing. Approval from the city and the tenant will be required.
3. This price does not include a building permit or performance bond if required. It is the owner's responsibility to obtain all required permits from the City of Glencoe. If Laraway Roofing is to obtain permit, the cost will be added to the base contract.
4. Ice / Snow removal is not included.
5. Laraway Roofing's Contractor ID Number is # BC069266. (EEO/AA)

Special Note: Dust and debris, including dust resting on the joists, can enter the building during the tear-off and roofing process. It is the owner's / tenant's responsibility to cover and protect the contents within the interior of the building.

Due to the re-roofing process, some change in the dead loading on the roof structure may result in some structural movement within the ceiling and/or wall assembly. Laraway Roofing is not responsible for any interior damage due to such movement.

Damage due to puncturing of conduit that is fastened to the under side of the deck is not covered in this proposal.

ALTERNATES:

Alternate 1: Furnish and install a new blow hatch in the same location. Seal per the manufacturer's current specifications. **Add** to the base price: \$ 5,990.00

Total - \$ 18,840.00

Alternate 2: Install vapor barrier to the roof deck if there is a lot of moisture or condensation in the building. **Add** to the base price: \$ 1,380.00

Total - \$ 14,230.00

NOTICE

Moisture that has entered the building prior to our installation or repair of the roofing system may result in mold growth. We disclaim all responsibility for damages to persons or property arising from or relating to the presence of mold in the building. By executing the contract to which this Notice is affixed, Owner 1) releases us from any and all claims Owner and Owner's (a) family members, (b) employees, (c) tenants or (d) any other building occupants may have as a result of such mold growth and 2) agrees to defend, indemnify and hold us harmless from any and all penalties, actions, liabilities, costs, expenses and damages arising from or relating to the presence of mold in Owner's building.

Laraway Roofing's scope of work shall not include the identification, detection, abatement, encapsulation or removal of asbestos or similar hazardous substances. If we encounter any such products or materials while performing our work; or if such hazardous materials are encountered by any other firm performing work at the job site, Laraway Roofing shall have the right to discontinue its work and remove its employees from the job site. Should we determine that such materials present a hazard to our employees, work will not resume until such products or materials, and any hazards connected therewith, are located and abated, encapsulated or removed, or it is determined that no hazard exists (as the case may require). We shall receive an extension of time to complete the work hereunder and compensation for delays encountered because of such situation and correction.

TERMS: Owner agrees that all payments required under this contract shall be due and payable upon receipt of the invoice whether billing is for job preparation, materials stored, work completed each month (progress payments) or final payment. Owner further agrees that Contractor may charge interest at the annual rate of eighteen percent (18%) unless a lesser percentage is required by law on any sum due under this Contract which is not paid according to terms outlined above. If payments are not made when due, interest, costs incidental to collection and attorney's fees (if an attorney is retained for collection) shall be added to the unpaid balance. Contractor reserves the right, without penalty from Owner, to stop work on the project if Owner does not make payments to Contractor when due. Owner hereby releases Contractor of notice requirements for lien rights in the event payments are not made when due as outlined in this paragraph.

Please contact us if you have any questions. If you should find this quote acceptable, sign below and return to this office. Please retain a copy for your files. This quotation is offered for acceptance for a period of 14 days.

Thank you for allowing Laraway Roofing the opportunity to quote a price to you on this project.

Laraway Roofing, Inc.



Matt Dockter
General Manager
matt@larawayroofing.com

Accepted by Owner

By: _____

Title: _____

Date: _____

(EEO/AA)

Alternate Accepted: _____
(Please Note)

Client/Representative Telephone Number

Client/Representative e-mail Address



April 7, 2025

Steve
City of Glencoe
1107 11th Street East
Glencoe, MN 55336

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www.larawayroofing.com

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800.967.1738
FAX 507.359.7183*

*Hutchinson, MN 55350-0084
320.587.3633
800.967.1738*

**RE: Roof Replacement
Approximately 152 Sq. Ft.**

**509 8th Street East
Glencoe, Minnesota**

We have inspected the above referenced building roof as requested and offer the following single-ply roof system. We propose to complete the following work:

1. Remove the existing sheet metal flashing and dispose of.
2. Remove the entire roof down to the top of the deck. Inspect the existing decking and report any rotted or damaged roof boards to the owner. Any replacement shall be done on a "time and material" basis.
3. Laraway Roofing will transport all resultant debris to a state-approved landfill and pay for this cost.
4. Install a tapered isocyanurate insulation system over the deck. The insulation system shall have a slope of 1/8" per foot, sloped toward the roof scupper. The insulation will be attached to the existing deck.
5. Install untreated lumber to build up the outside edge to the new insulation thickness as required.
6. Install an Elevate fully adhered 60-mil E.P.D.M. roofing system, complete as per Elevate's latest printed instructions.
7. Install base, curb, and wall flashing where required. The membrane shall extend up and over the wall.
8. Install and weather seal a new scupper as Elevate's standard details.
9. Install 24-gauge pre-finished sheet metal drip edge and wall counterflashing as required. The owner shall select the color from the manufacturer's standard colors.
10. Install new pre-finished downspout. The color shall be as per above.
11. Furnish to the owner a twenty (20) year manufacturer's full system labor and material warranty.

Furnish and installed, for the sum of:

ELEVEN THOUSAND SEVEN HUNDRED TWENTY DOLLARS (\$ 11,720.00)

NOTES:

1. The tapered insulation system is designed to aid in the drainage of the roof area. Laraway Roofing is not responsible for any ponding water that may occur due to deflection of the structure or decking.
2. Set-up requirements will be for the hoisting of materials and the removal of the old roofing. Approval from the city and the tenant will be required.
3. This price does not include a building permit or performance bond if required. It is the owner's responsibility to obtain all required permits from the City of Glencoe. If Laraway Roofing is to obtain permit, the cost will be added to the base contract.
4. Ice / Snow removal is not included.
5. Laraway Roofing's Contractor ID Number is # BC069266. (EEO/AA)

TERMS: Owner agrees that all payments required under this contract shall be due and payable upon receipt of the invoice whether billing is for job preparation, materials stored, work completed each month (progress payments) or final payment. Owner further agrees that Contractor may charge interest at the annual rate of eighteen percent (18%) unless a lesser percentage is required by law on any sum due under this Contract which is not paid according to terms outlined above. If payments are not made when due, interest, costs incidental to collection and attorney's fees (if an attorney is retained for collection) shall be added to the unpaid balance. Contractor reserves the right, without penalty from Owner, to stop work on the project if Owner does not make payments to Contractor when due. Owner hereby releases Contractor of notice requirements for lien rights in the event payments are not made when due as outlined in this paragraph.

Please contact us if you have any questions. If you should find this quote acceptable, sign below and return to this office. Please retain a copy for your files. This quotation is offered for acceptance for a period of 14 days.

Thank you for allowing Laraway Roofing the opportunity to quote a price to you on this project.

Laraway Roofing, Inc.



Matt Dockter
General Manager
matt@larawayroofing.com

Accepted by Owner

By: _____

Title: _____

Date: _____

EEO



1500 North Front Street New Ulm, Minnesota 56073
507-354-3813 Fax 507-354-7847

April 15, 2025

Expiration Date: 5-19-24

RE- Roofing Proposal- City of Glencoe Well House #1

Scope of Work

Roofing and Sheet Metal Inclusions:

- The Flat roofing area is further defined as 247 sq.ft. of re-roofing over a wood deck.
 - Furnish a building permit.
 - Remove existing built-up roofing materials to the deck and dispose of properly. If an existing vapor barrier is mopped down it will remain in place.
 - Install additional wood blocking at the perimeter for the new insulation thickness.
 - Furnish and Install (1) layer of 1.5" polyisocyanurate insulation system. Install tapered sump at the existing scupper location. Insulation will be mechanically fastened to the wood deck. (there is 6" of existing batt insulation below the wood deck)
 - Furnish and Install a 60mil non-reinforced fully adhered black EPDM Roofing Membrane.
 - Furnish and install new shop fabricated prefinished 24ga roof edge metal with a Kynar finish in any standard 2-coat non-metallic color. Colors to be chosen from manufacturer's standard range.
 - Roof-in (1) scupper with new downspout.
 - Provide a 15-year contractor's standard warranty.

Exclusions:

- This proposal is contingent upon the approval of the local building official having jurisdiction.
- Repair or Replacement of deteriorated or damaged existing wood blocking, and sheathing//insulation at parapet walls. T&M if discovered during tear-off.
- Repair or Replacement of deteriorated or damaged structural members, decking, joists, beams, columns, masonry. T&M if discovered during tear-off.
- Color matching/custom colors for metal work.
- Mechanical, electrical, or plumbing disconnect or reconnect.
- Ponding is not a cause for rejection.

We propose to furnish material and labor complete in accordance with the above itemized scope of work and sections listed for the sum of:

Ten thousand four hundred fifty Dollars. \$10,450.00

Authorized Signature: _____
Mike Kuck - Estimator
507-766-9331

The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined.

Owner's Signature _____

Date: _____



1500 North Front Street New Ulm, Minnesota 56073
507-354-3813 Fax 507-354-7847

April 15, 2025

Expiration Date: 5-19-24

RE- Roofing Proposal- City of Glencoe Chlorine Room

Scope of Work

Roofing and Sheet Metal Inclusions:

- The Flat roofing area is further defined as 156 sq.ft. of re-roofing over a concrete deck.
 - Furnish a building permit.
 - Remove existing built-up roofing materials to the deck and dispose of properly. If an existing vapor barrier is mopped down it will remain in place.
 - Install additional wood blocking at the perimeter for the new insulation thickness.
 - Furnish and Install (2) layers of 2.6" polyisocyanurate insulation system. Install tapered sump at the existing scupper location. Insulation layers are to be set in low-rise adhesive.
 - Furnish and Install a 60mil non-reinforced fully adhered black EPDM Roofing Membrane.
 - Furnish and install new shop fabricated prefinished 24ga roof edge metal with a Kynar finish in any standard 2-coat non-metallic color. Color Matching/Custom Colors is excluded. Colors to be chosen from manufacturer's standard range.
 - Roof-in (1) scupper with a new downspout.
 - Provide a 15-year contractor's standard warranty.

Exclusions:

- This proposal is contingent upon the approval of the local building official having jurisdiction.
- Repair or Replacement of deteriorated or damaged existing wood blocking, and sheathing//insulation at parapet walls. T&M if discovered during tear-off.
- Repair or Replacement of deteriorated or damaged structural members, decking, joists, beams, columns, masonry. T&M if discovered during tear-off.
- Color matching/custom colors for metal work.
- Mechanical, electrical, or plumbing disconnect or reconnect.
- Ponding is not a cause for rejection.

We propose to furnish material and labor complete in accordance with the above itemized scope of work and sections listed for the sum of:

Nine thousand six hundred fifty Dollars.

\$9,650.00

Authorized Signature: _____

Mike Kuck – Estimator
507-766-9331

Payment to be made as follows: Material cost is due upon GSM taking receipt of materials and remainder to be billed as job progresses. Payment is due within 10 days of receiving each of our invoices. A finance charge of 1.5% will be assessed after 30 days and every 30 days thereafter. If paying with a credit card owner is to pay for all credit card fees. Please plan prior to construction.

The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined.

Owner's
Signature _____

Date: _____



SMALL CITY & BIG FUTURE

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

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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



SMALL CITY  BIG FUTURE

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

To: Mayor and City Council

From: Mark Lemen, Assistant City Administrator

Date: November 3, 2025

RE: Water/Sanitary Rate Increase

The City of Glencoe has experienced financial increases in operational, maintenance, and debt service requirements in the recent past which has led to discussions pertaining to utility (water and sanitary) rate increases. The City water rates have not seen a significant increase in over ten (10) years, however, there has been adjustments to wastewater rates within the last six (6) years. Even though wastewater rates have seen an adjustment, that adjustment was utilized for costs associated with the treatment facility upgrade. Moreover, the recent increases in chemical and equipment maintenance costs require an adjustment to wastewater rates.

The City authorized consulting engineering firm SEH to conduct a utility (water and sanitary) rate study in 2025. SEH compiled financial, usage, and operational cost data for each of the water and wastewater departments. Upon the completion of data collection, SEH presented recommendations to the City Council and staff during the October Council Workshop.

The data presented a net loss for the water and wastewater funds over the next few years and beyond. This is especially concerning for the wastewater fund considering the requirement of carrying a \$2.5 million fund balance to stay compliant with the PFA loan the City received for the wastewater treatment plant upgrade.



SMALL CITY  BIG FUTURE

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

The City Council had requested that SEH prepare an adjustment to the recommendation for rate increases to include no increases to connection fees as well as three (3) and five (5) year options for rate increases. I sent these adjustments to Council late last week for review and have included them in this packet submittal.

My recommendation currently is to approve Resolutions 2025-21 and 2025-22 outlining an increase in water and sanitary rates utilizing the five (5) year step increase with no adjustment to the connection fees. This plan will still create a net loss for water until 2030, while wastewater will experience a net loss in 2027 and 2028. Moving forward after the 5 year increase the City plans to make small annual inflationary adjustments.

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

RESOLUTION NO. (2025-21)
RESOLUTION SETTING SANITARY SEWER RATES

WHEREAS, the City Council of the City of Glencoe resolves:

Section 1: Section 217.02 of the Glencoe Municipal Code shall be amended to read as follows:

Domestic Wastewater Treatment Charges: The treatment charge for domestic wastewater shall be \$10.00/1,000 gallons based upon the metered water usage. The monthly service charge per connected meter shall be \$28.00 per month.

Section 2: That the treatment charge for domestic wastewater shall be increased annually on January 1st as follows:

January 1, 2026	\$13.70/1,000 gallons
January 1, 2027	\$14.55/1,000 gallons
January 1, 2028	\$15.40/1,000 gallons
January 1, 2029	\$16.25/1,000 gallons
January 1, 2030	\$17.10/1,000 gallons

Section 3: This resolution shall take effect from and after its passage on November 3, 2025.

Adopted and approved this 3rd day of November, 2025.

ATTEST:

Mark D. Larson
City Administrator

Mark Hueser
Mayor

RESOLUTION NO. (2025-22)
RESOLUITON AMENDING THE 5GLENCOE MUNICIPAL CODE TO SET FOR
CHARGES FOR DOMESTIC WATER

The City Council of the City of Glencoe resolves:

Section 1: That Section 203.19 of the Glencoe Municipal Code is amended to read as follows:

Domestic Water Charge: The charge for domestic water shall be \$6.15/1000 gallons based upon metered water usage, and, the monthly connection charge shall be \$11.00 per month per unit as defined in Section 217.02b. The service plus plan charge shall remain at \$1.50 per month per unit.

Section 2: That the domestic water charge shall be increased annually on January 1st as follows:

January 1, 2026	\$7.45/ 1,000 gallons
January 1, 2027	\$8.74/1,000 gallons
January 1, 2028	\$10.04/1,000 gallons
January 1, 2029	\$11.34/1,000 gallons
January 1, 2030	\$12.63/1,000 gallons

Section 3: This resolution shall take place and be in force from and after its passage on November 1, 2025.

Adopted and approved this 3rd day of November, 2025.

ATTEST:

Mark D. Larson
City Administrator

Mark Hueser
Mayor

Glencoe Rate Review 2025
Sewer Options

Option 1: Connection Fee \$28.00

Year	2025	2026	2027	2028	2029	2030
Connection Fee						
Residential	\$28.00	\$28.00	\$28.00	\$28.00	\$28.00	\$28.00
Commercial	\$28.00	\$28.00	\$28.00	\$28.00	\$28.00	\$28.00
Plato	\$28.00	\$28.00	\$28.00	\$28.00	\$28.00	\$28.00
Volume Fee		+33.7	+50.85	+50.85	+50.85	+50.85
Residential	\$10.00	\$13.70	\$14.55	\$15.40	\$16.25	\$17.10
Commercial	\$10.00	\$13.70	\$14.55	\$15.40	\$16.25	\$17.10
Plato	\$8.70	\$13.70	\$14.55	\$15.40	\$16.25	\$17.10
Total Monthly Bill for the Average Customer						
Residential	\$66.70	\$91.00	\$94.29	\$97.58	\$99.87	\$94.16
Commercial	\$154.00	\$200.56	\$211.27	\$221.98	\$232.69	\$243.40
Plato	\$63.51	\$99.63	\$93.45	\$97.28	\$101.10	\$104.93
Year	2025	2026	2027	2028	2029	2030
Expenses						
Total Expenses	\$ 2,412,283	\$2,952,902	\$3,162,779	\$3,243,390	\$3,226,915	\$3,314,564
Revenue						
Revenue from Water Fee	\$ 2,407,765	\$2,918,962	\$3,032,164	\$3,145,467	\$3,258,770	\$3,372,072
Total Other Revenue Sources	\$ 50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
Total Revenue	\$ 2,457,765	\$2,968,962	\$3,082,164	\$3,195,467	\$3,308,770	\$3,422,072
Net Increase (or Decrease)	\$ 45,482	\$15,959	(\$80,615)	(\$47,923)	\$81,855	\$107,508
Cash Balance Jan 1	\$ 2,571,651	\$2,617,133	\$2,633,092	\$2,552,477	\$2,504,554	\$2,586,409
Cash Balance Dec 1	\$ 2,617,133	\$2,633,092	\$2,552,477	\$2,504,554	\$2,586,409	\$2,693,917

Option 2: Connection Fee \$40.25

Year	2025	2026	2027	2028	2029	2030
Connection Fee						
Residential	\$40.25	\$40.25	\$40.25	\$40.25	\$40.25	\$40.25
Commercial	\$40.25	\$40.25	\$40.25	\$40.25	\$40.25	\$40.25
Plato	\$40.25	\$40.25	\$40.25	\$40.25	\$40.25	\$40.25
Volume Fee		+50.85	+50.85	+50.85	+50.85	+50.85
Residential	\$10.00	\$10.00	\$10.95	\$11.90	\$12.85	\$13.80
Commercial	\$10.00	\$10.00	\$10.95	\$11.90	\$12.85	\$13.80
Plato	\$6.70	\$10.00	\$10.95	\$11.90	\$12.85	\$13.80
Total Monthly Bill for the Average Customer						
Residential	\$66.70	\$78.95	\$82.63	\$86.30	\$89.98	\$93.66
Commercial	\$154.00	\$166.25	\$178.22	\$190.19	\$202.16	\$214.13
Plato	\$63.51	\$85.25	\$89.53	\$93.80	\$98.08	\$102.35
Year	2025	2026	2027	2028	2029	2030
Expenses						
Total Expenses	\$ 2,412,283	\$2,952,902	\$3,162,779	\$3,243,390	\$3,226,915	\$3,314,564
Revenue						
Revenue from Water Fee	\$ 2,407,765	\$2,904,654	\$3,031,287	\$3,157,919	\$3,284,551	\$3,411,184
Total Other Revenue Sources	\$ 50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
Total Revenue	\$ 2,457,765	\$2,954,654	\$3,081,287	\$3,207,919	\$3,334,551	\$3,461,184
Net Increase (or Decrease)	\$ 45,482	\$11,752	(\$81,493)	(\$35,471)	\$107,636	\$146,620
Cash Balance Jan 1	\$ 2,571,651	\$2,617,133	\$2,618,885	\$2,537,392	\$2,501,921	\$2,609,558
Cash Balance Dec 1	\$ 2,617,133	\$2,618,885	\$2,537,392	\$2,501,921	\$2,609,558	\$2,756,178



Glencoe Rate Review 2025
Water Options

Option 1: Connection Fee \$11, 5 yr Implementation

Year	2025	2026	2027	2028	2029	2030
Connection Fee	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Residential	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Commercial	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Volume Fee	\$6.15	+\$1.3	+\$1.3	+\$1.3	+\$1.3	+\$1.3
Residential	\$6.15	\$7.45	\$8.74	\$10.04	\$11.34	\$12.63
Commercial	\$6.15	\$7.45	\$8.74	\$10.04	\$11.34	\$12.63
Total Monthly Bill for the Average Customer	\$36.68	\$42.07	\$46.99	\$51.92	\$56.84	\$61.77
Residential	\$36.68	\$42.07	\$46.99	\$51.92	\$56.84	\$61.77
Commercial	\$87.11	\$103.13	\$118.68	\$134.24	\$149.79	\$165.35
Year	2025	2026	2027	2028	2029	2030
Expenses	\$1,796,314	\$1,974,790	\$2,242,469	\$2,313,542	\$2,288,169	\$2,366,528
Total Expenses	\$1,796,314	\$1,974,790	\$2,242,469	\$2,313,542	\$2,288,169	\$2,366,528
Revenue						
Revenue from Water Fee	\$1,282,207	\$1,465,474	\$1,631,679	\$1,797,884	\$1,964,089	\$2,130,295
Total Other Revenue Sources	\$205,779	\$213,568	\$221,746	\$230,334	\$239,350	\$248,818
Total Revenue	\$1,487,986	\$1,679,042	\$1,853,426	\$2,028,218	\$2,203,440	\$2,379,112
Net Increase (or Decrease)	(\$308,328)	(\$295,737)	(\$389,043)	(\$285,324)	(\$84,729)	\$12,595
Cash Balance Jan 1	\$2,531,775	\$2,223,447	\$1,927,709	\$1,538,667	\$1,253,343	\$1,168,613
Cash Balance Dec 1	\$2,223,447	\$1,927,709	\$1,538,667	\$1,253,343	\$1,168,613	\$1,168,613

Option 2: Connection Fee \$11, 3 yr Implementation

Year	2025	2026	2027	2028	2029	2030
Connection Fee						
Residential	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Commercial	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Volume Fee	\$6.15	+\$2.07	+\$2.07	+\$2.07	+\$2.07	+\$2.07
Residential	\$6.15	\$8.22	\$10.30	\$12.37	\$12.37	\$12.37
Commercial	\$6.15	\$8.22	\$10.30	\$12.37	\$12.37	\$12.37
Total Monthly Bill for the Average Customer	\$36.68	\$45.02	\$52.89	\$60.77	\$60.77	\$60.77
Residential	\$36.68	\$45.02	\$52.89	\$60.77	\$60.77	\$60.77
Commercial	\$87.11	\$112.44	\$137.32	\$162.19	\$162.19	\$162.19
Year	2025	2026	2027	2028	2029	2030
Expenses	\$1,796,314	\$1,974,780	\$2,242,469	\$2,313,542	\$2,288,169	\$2,366,528
Total Expenses	\$1,796,314	\$1,974,780	\$2,242,469	\$2,313,542	\$2,288,169	\$2,366,528
Revenue						
Revenue from Water Fee	\$1,282,207	\$1,565,031	\$1,830,793	\$2,096,554	\$2,096,554	\$2,096,554
Total Other Revenue Sources	\$205,779	\$213,568	\$221,746	\$230,334	\$239,350	\$248,818
Total Revenue	\$1,487,986	\$1,778,599	\$2,052,539	\$2,326,888	\$2,335,905	\$2,345,372
Net Increase (or Decrease)	(\$308,328)	(\$196,181)	(\$189,930)	\$13,346	\$47,735	(\$21,156)
Cash Balance Jan 1	\$2,531,775	\$2,223,447	\$2,027,266	\$1,837,336	\$1,850,682	\$1,898,417
Cash Balance Dec 1	\$2,223,447	\$2,027,266	\$1,837,336	\$1,850,682	\$1,898,417	\$1,877,262

a: Includes the 1.50 Service Plus surcharge and the \$0.81 State Surcharge in 2025 changing to \$1.27 in 2026.



Glencoe Rate Review 2025
Water Options

Option 3: Connection Fee \$28, 5 yr implementation

Year	2025	2026	2027	2028	2029	2030
Connection Fee		+\$3.4	+\$3.4	+\$3.4	+\$3.4	+\$3.4
Residential	\$11.00	\$14.40	\$17.80	\$21.20	\$24.60	\$28.00
Commercial	\$11.00	\$14.40	\$17.80	\$21.20	\$24.60	\$28.00
Volume Fee		+\$0.3	+\$0.3	+\$0.3	+\$0.3	+\$0.3
Residential	\$6.15	\$6.45	\$6.74	\$7.04	\$7.34	\$7.63
Commercial	\$6.15	\$6.45	\$6.74	\$7.04	\$7.34	\$7.63
Total Monthly Bill for the Average Customera						
Residential	\$36.68	\$41.67	\$46.19	\$50.72	\$55.24	\$59.77
Commercial	\$87.11	\$94.53	\$101.48	\$108.44	\$115.39	\$122.35
Year	2025	2026	2027	2028	2029	2030
a: Includes the 1.50 Service Plus surcharge and the \$0.81 State Surcharge in 2025 changing to \$1.27 in 2026.						
Expenses						
Total Expenses	\$ 1,796,314	\$1,974,780	\$2,242,469	\$2,313,542	\$2,288,169	\$2,366,528
Revenue						
Revenue from Water Fee	1,282,207	\$1,483,374	\$1,627,478	\$1,791,593	\$1,955,687	\$2,119,792
Total Other Revenue Sources	\$ 205,779	\$213,568	\$221,746	\$230,334	\$239,350	\$248,818
Total Revenue	\$ 1,487,986	\$1,696,942	\$1,849,225	\$2,021,916	\$2,195,037	\$2,368,609
Net Increase (or Decrease)	(\$308,328)	(\$297,838)	(\$393,244)	(\$291,626)	(\$93,132)	\$2,082
Cash Balance Jan 1	\$ 2,531,775	\$2,223,447	\$1,925,609	\$1,532,365	\$1,240,739	\$1,147,607
Cash Balance Dec 1	\$ 2,223,447	\$1,925,609	\$1,532,365	\$1,240,739	\$1,147,607	\$1,149,689

Option 4: Connection Fee \$28, 3 yr implementation

Year	2025	2026	2027	2028	2029	2030
Connection Fee		+\$5.67	+\$5.67	+\$5.67		
Residential	\$11.00	\$16.67	\$22.33	\$28.00	\$28.00	\$28.00
Commercial	\$11.00	\$16.67	\$22.33	\$28.00	\$28.00	\$28.00
Volume Fee		+\$0.41	+\$0.41	+\$0.41		
Residential	\$6.15	\$6.56	\$6.96	\$7.37	\$7.37	\$7.37
Commercial	\$6.15	\$6.56	\$6.96	\$7.37	\$7.37	\$7.37
Total Monthly Bill for the Average Customera						
Residential	\$36.68	\$44.35	\$51.56	\$58.77	\$58.77	\$58.77
Commercial	\$87.11	\$98.11	\$108.65	\$119.19	\$119.19	\$119.19
Year	2025	2026	2027	2028	2029	2030
a: Includes the 1.50 Service Plus surcharge and the \$0.81 State Surcharge in 2025 changing to \$1.27 in 2026.						
Expenses						
Total Expenses	\$ 1,796,314	\$1,974,780	\$2,242,469	\$2,313,542	\$2,288,169	\$2,366,528
Revenue						
Revenue from Water Fee	1,282,207	\$1,561,530	\$1,823,791	\$2,086,051	\$2,086,051	\$2,086,051
Total Other Revenue Sources	\$ 205,779	\$213,568	\$221,746	\$230,334	\$239,350	\$248,818
Total Revenue	\$ 1,487,986	\$1,775,098	\$2,045,537	\$2,316,385	\$2,325,402	\$2,334,869
Net Increase (or Decrease)	(\$308,328)	(\$199,682)	(\$196,932)	(\$2,843)	\$37,232	(\$31,659)
Cash Balance Jan 1	\$ 2,531,775	\$2,223,447	\$2,023,765	\$1,826,833	\$1,829,676	\$1,866,908
Cash Balance Dec 1	\$ 2,223,447	\$2,023,765	\$1,826,833	\$1,829,676	\$1,866,908	\$1,896,250





SMALL CITY & BIG FUTURE

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

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To Separate Agenda Items

Mayor: Mark Hüeser 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



SMALL CITY  BIG FUTURE

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

To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: October 31, 2025

Re: **Item 7B – Companion Grant for Pavement Maintenance (phase II),
Security Fencing and Taxilane Design.**

Item 7B -It is recommended to approve Resolution 2025-20 approving the MnDOT Aeronautics Companion Grant. The pavement maintenance and security fencing was completed in 2024. See Adinda's memo to the City.

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

**STATE OF MINNESOTA
STATE AIRPORTS FUND
GRANT AGREEMENT**

This agreement is between the State of Minnesota, acting through its Commissioner of Transportation ("State"), and **The City of Glencoe, 1107 11th Street, Suite 107, Glencoe, MN 55336** ("Grantee").

RECITALS

1. Minnesota Statutes Chapter 360 authorizes State to provide financial assistance to eligible airport sponsors for the acquisition, construction, improvement, marketing, maintenance, or operation of airports and other air navigation facilities.
2. Grantee owns, operates, controls, or desires to own an airport ("Airport") in the state system, and Grantee desires financial assistance from the State for an airport improvement project **A4301-43** ("Project").
3. Grantee represents that it is duly qualified and agrees to perform all services described in this agreement to the satisfaction of the State. Pursuant to [Minn.Stat.§16B.98](#), Subd.1, Grantee agrees to minimize administrative costs as a condition of this Agreement.

AGREEMENT TERMS

1. **Term of Agreement, Survival of Terms, Project Plans, and Incorporation of Exhibits**
 - 1.1 **Effective Date.** This Agreement will be effective on the date the State obtains all required signatures under [Minn. Stat.§16B.98](#), Subd. 5. As required by [Minn.Stat.§16B.98](#) Subd. 7, no payments will be made to Grantee until this Agreement is fully executed. Grantee must not begin work under this Agreement until it is fully executed and Grantee has been notified by the State to begin the work.
 - 1.2 **Expiration Date.** This Agreement will expire on **December 31, 2029**, or when all obligations have been satisfactorily fulfilled, whichever occurs first.
 - 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, without limitation, the following clauses: Airport Operations, Maintenance and Conveyance; Transfer of Interest; Indemnification; State Audits; Government Data Practices and Intellectual Property; Workers Compensation; Publicity and Endorsement; Governing Law, Jurisdiction and Venue; and Data Disclosure.
 - 1.4 **Project Plans, Specifications, Descriptions.** Grantee has provided the State with the plans, specifications, and a detailed description of the Project which are on file with the State's Office of Aeronautics and are incorporated into this Agreement by reference.
 - 1.5 **Exhibits.** Exhibit(s) **A** through **B** are attached and incorporated into this Agreement
2. **Grantee's Duties**
 - 2.1 **Project Completion and Changes.** Grantee will complete the Project in accordance with the plans, specifications, and detailed description of the Project. Grantee will notify State's Authorized Representative in advance of any meetings taking place relating to the Project. Any changes to the plans or specifications of the Project after the effective date of this Agreement will be valid only if made by written amendment signed by the same parties who executed the original agreement, or their successors in office.
 - 2.2 **Registered Engineer Designation.** If the Project involves construction, Grantee will designate a registered engineer to oversee the Project work. If, with the State's approval, Grantee elects not to have such services performed by a registered engineer, then Grantee will designate another responsible person to oversee such work.
 - 2.3 **Policy Compliance.** Grantee will comply with all the required grants management policies and procedures of [Minn.Stat.§16B.97](#), Subd. 4(a)(1).

- 2.4 Publication of Grantee Contact Information.** Under Minnesota Statute § 16B.98, if a grantee has a website, the names and contact information for the grant administrator(s) and organization's leadership must be clearly published.
- 2.5 Asset Monitoring.** If Grantee uses funds obtained through this Agreement to acquire a capital asset, the Grantee is required to use that asset for a public aeronautical purpose for the normal useful life of the asset. Grantee may not sell or change the purpose of use for the capital asset(s) obtained with grant funds under this Agreement without prior written consent of the State and an amendment to this Agreement executed and approved by the same parties who executed and approved this Agreement, or their successors in office.
- 2.6 Airport Operations, Maintenance, and Conveyance.** Pursuant to Minnesota Statutes §360.305, subd. 4(d)(1), Grantee must operate the Airport as a licensed, municipally-owned public airport at all times of the year for a period **20 years** from the date Grantee receives final reimbursement under this Agreement. The Airport must be maintained in a safe, serviceable manner for public aeronautical purposes only.
- 2.7 Transfer of Interest.** Without prior written approval from the State, Grantee will not transfer, convey, encumber, assign, or abandon its interest in the Airport or in any real or personal property purchased or improved under this Agreement. If the State approves such a transfer or change in use, the State may impose, at its sole discretion, conditions and/or restrictions on such transfer, with which Grantee must comply.
- 3. Time.** Grantee must comply with all the time requirements described in this Agreement. In the performance of this Agreement, time is of the essence.
- 4. Cost Participation and Payment**
- 4.1 Cost Participation.** Costs for the Project will be proportionate and allocated accordingly between the federal government, the State, and Grantee as described in Exhibit C.
- 4.1.1 Federal Funding.** The federal multiyear amount is an estimate only. These funds are not committed and are only available after being made so by the federal government. Federal funds for the Project will be received and disbursed by the State.
- 4.1.1.1 Requests for Additional Federal Reimbursement.** If Grantee intends to request additional federal reimbursement for Project costs, it must make all reasonable efforts to do so, and notify the State of the same, no later than thirty (30) days prior to the expiration of this Agreement. If federal reimbursement becomes available or is increased for the Project, the State will be entitled to recover from such federal funds an amount not to exceed the total state funds granted under this Agreement. Any further state match funding provided as part of this Agreement will be based on the State's current rate letter available at:
<https://www.dot.state.mn.us/aero/airportdevelopment/fundingandgrants.html>.
- 4.2 Sufficiency of Funds.** Pursuant to Minnesota Rule 8800.2500, Grantee certifies that: (1) it presently has sufficient unencumbered funds available to pay for its share of the Project; (2) it has the legal authority to engage in the Project as proposed; and (3) the Project will be completed without undue delay.
- 4.3 Total Obligation.** The State's total obligation for all compensation and reimbursements to Grantee under this Agreement will not exceed **\$5,070.00**.
- 4.4 Payment**
- 4.4.1 Invoices.** Grantee will submit invoices for payment by credit application via email. The form Grantee will use to submit invoices can be found on the Airport development forms website:
<https://www.dot.state.mn.us/aero/airportdevelopment/forms.html>. The State's Authorized Representative, as named in this Agreement, will review each invoice against the approved grant budget and grant expenditures to-date before approving payment. The State will promptly pay Grantee after Grantee presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices must be submitted timely and according to the following schedule: Upon completion of the services
- 4.4.2 All Invoices Subject to Audit.** All invoices are subject to audit, at the State's discretion.

- 4.4.3 **Expiration of Reimbursement.** Grantee must submit all final invoices for reimbursement no later than ninety (90) calendar days after the expiration date of this Agreement. Any invoices received after this 90-day period will not be eligible for payment.
- 4.4.4 **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 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, the State will pay Grantee within thirty (30) days of receipt of such invoice.
- 4.4.5 **Grantee Payment Requirements.** Grantee must pay all Project contractors promptly. Grantee will make undisputed payments no later than thirty (30) days after receiving an invoice. If an invoice is incorrect, defective, or otherwise improper, Grantee will notify the contractor within ten (10) days of discovering the error. After Grantee receives the corrected invoice, Grantee will pay the contractor within thirty (30) days of receipt of such invoice.
- 4.4.6 **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.
- 4.4.6.1 The State's Authorized Representative will notify Grantee's Authorized Representative where and when any monitoring visit and financial reconciliation will take place, which state employees and/or contractors will participate, and which Grantee staff members should be present. Grantee will be provided notice prior to any monitoring visit or financial reconciliation.
- 4.4.6.2 Following a monitoring visit or financial reconciliation, Grantee will take timely and appropriate action on all deficiencies identified by the State.
- 4.4.6.3 At least one monitoring visit and one financial reconciliation must be completed prior to final payment being made to Grantee.
- 4.4.7 **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.
- 4.4.8 **Closeout Deliverables.** At the close of the Project, Grantee must provide the following deliverables to the State before the final payment will be released by the State:
- 4.4.8.1 Electronic files of construction plans as both PDF and MicroStation compatible formats.
- 4.4.8.2 Electronic files of as-builts as both PDF and MicroStation compatible formats.
- 4.4.8.3 Electronic files of planning documents, including without limitation, airport layout plans and airport zoning plans, as PDF, MicroStation and GIS compatible formats.
- 4.5 **Contracting and Bidding Requirements.** Prior to publication, Grantee will submit to the State all solicitations for work to be funded by this Agreement. Prior to execution, Grantee will submit to the State all contracts and subcontracts between Grantee and third parties to be funded by this Agreement. The State's Authorized Representative has the sole right to approve, disapprove, or modify any solicitation, contract, or subcontract submitted by Grantee. All contracts and subcontracts between Grantee and third parties must contain all applicable provisions of this Agreement. The State's Authorized Representative will respond to a solicitation, contract, or subcontract submitted by Grantee within ten (10) business days.
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 the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law. No more than 95% of the amount due to Grantee under this Agreement will be paid by the State until it determines that Grantee has complied with all terms and conditions of this Agreement and has furnished all necessary records. 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 The State's Authorized Representative is:

Luke Bourassa, South Region Airports Engineer; (luke.bourassa@state.mn.us) (651)508-0448 and/or **Brian Conklin**, Regional Airport Specialist Sr.; (brian.conklin@state.mn.us) (651)252-7658, or their successor. The State's Authorized Representative, or their designee, is responsible for monitoring Grantee's performance and is authorized to accept the services provided under this Agreement. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

6.2 Grantee's Authorized Representative is:

Mark Larson, City Administrator
(320) 864-5586, mlarson@ci.glencoe.mn.us
1107 11th Street East, Suite 107
Glencoe, MN 55336

or their successor. If Grantee's Authorized Representative changes at any time during the term of this agreement, Grantee must immediately notify the 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 written 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.** Any 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.

7.2.1 **FAA Letter Amendments.** Notwithstanding the foregoing, if the Federal Aviation Administration ("FAA") issues a Letter Amendment for this Agreement that results in an increase in the federal share of grant funds indicated in clause 4.1 herein, MnDOT's receipt of such Letter Amendment has the effect of automatically amending the total amount and respective shares granted under this Agreement without the requirement of a written amendment.

7.3 **Waiver.** If the State fails to enforce any provision of this Agreement, that failure does not waive the provision or the State's right to subsequently enforce it.

7.4 **Agreement Complete.** This Agreement contains all negotiations and agreements between the State and Grantee. No other 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 and will not be responsible for the acts or omissions of others, or the results thereof. 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 (including reasonable attorneys' fees), and expenses 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 other third parties under the direct control of Grantee.

9. **State Audits.** Under Minn. Stat. § 16B.98 Subd. 8, the books, records, documents, and accounting procedures and practices of Grantee, or those of any other party relevant to this Agreement, or transactions resulting from this

Agreement, are subject to examination by the State and/or the State Auditor, Legislative Auditor, or Attorney General as appropriate, for a minimum of six (6) years from: (1) the expiration or termination of this Agreement, (2) the receipt and approval of all final reports, or (3) the period of time required to satisfy all state and program retention requirements (available at: https://edocs-public.dot.state.mn.us/edocs_public/DMResultSet/download?docId=10358099), whichever is later. Grantee will take timely and appropriate action on all deficiencies identified by an audit.

10. Government Data Practices and Intellectual Property Rights

10.1 Government Data Practices. Grantee and the State must comply with the Minnesota Government Data Practices Act, [Minn. Stat. Ch. 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 [Minn. Stat. §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.

10.2 Intellectual Property Rights.

10.2.1 Ownership. The State owns all rights, title and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks and service marks in the Works and Documents created and paid for under this Agreement. "Works" means all inventions, improvements, discoveries (whether or not patentable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes and disks conceived, reduced to practice, created or originated by Grantee, its employees, agents and subcontractors, either individually or jointly with others in the performance of this Agreement. Works includes Documents. "Documents" are the originals of any databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks or other materials, whether in tangible or electronic forms, prepared by Grantee, its employees, agents or subcontractors, in the performance of this Agreement. The Documents will be the State's exclusive property, and Grantee must immediately return all such Documents to the State upon completion or cancellation of this Agreement. To the extent possible, those Works eligible for copyright protection under the United States Copyright Act will be deemed to be "works made for hire." Grantee assigns all right, title and interest it may have in the Works and the Documents to the State. Grantee must, at the request of the State, execute all papers and perform all other acts necessary to transfer or record the State's ownership interest in the Works and Documents.

10.2.2 Obligations

10.2.2.1 Notification. Whenever any invention, improvement or discovery (whether or not patentable) is made or conceived for the first time or actually or constructively reduced to practice by Grantee, including its employees and subcontractors, in the performance of this Agreement, Grantee will immediately give the State's Authorized Representative written notice thereof and must promptly furnish the State's Authorized Representative with complete information and/or disclosure thereon.

10.2.2.2 Representation. Grantee must perform all acts and take all steps necessary to ensure that all intellectual property rights in the Works and Documents are the sole property of the State and that neither Grantee nor its employees, agents or subcontractors retain any interest in and to the Works and Documents. Grantee represents and warrants that the Works and Documents do not and will not infringe upon any intellectual property rights of other persons or entities. Other indemnification obligations of this Agreement notwithstanding, Grantee will indemnify, defend, to the extent permitted by the Attorney General, and hold harmless the State from any action or claim brought against the State to the extent such action is based on a claim that all or part of the Works or Documents infringe upon the intellectual property rights of others. Grantee will be responsible for payment of any and all such claims, demands, obligations, liabilities, costs and damages, including but not limited to, attorneys' fees. If such a claim or action arises, or in either party's opinion is likely to arise, Grantee, at the State's discretion, must either: (1) procure for the State the right or license to use the intellectual property rights at issue, or (2) replace or modify the allegedly infringing Works or Documents as necessary and

appropriate to obviate the infringement claim. This remedy of State will be in addition to and not exclusive of other remedies provided by law.

11. **Workers' Compensation.** Grantee certifies that it is in compliance with [Minn. Stat. §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. **Publicity and Endorsement**
 - 12.1 **Publicity.** Any publicity regarding the subject matter of this Agreement must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for Grantee individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this Agreement. All projects primarily funded by state grant appropriation must publicly credit the State of Minnesota, including on Grantee's website when practicable.
 - 12.2 **Endorsement.** Grantee must not claim that the State endorses its products or services.
13. **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.
14. **Termination; Suspension**
 - 14.1 **Termination.** 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:
 - 14.3.1 It does not obtain funding from the Minnesota Legislature; or
 - 14.3.2 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:
 - 14.4.1 In the event of a total or partial government shutdown due to its failure to pass an approved budget by the legal deadline. Asset Acquisitions completed by the Grantee during a period of suspension will be deemed unauthorized and undertaken at risk of non-payment; or
 - 14.4.2 If funding is canceled, withdrawn, or terminated, the State may suspend its performance until funding is restored. Suspension of performance under these circumstances will be temporary until funds become available again and does not release the State from its obligations under this Agreement.

15. **Data Disclosure.** Under [Minn. Stat. § 270C.65](#) subd. 3, and other applicable law, Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring Grantee to file state tax returns and pay delinquent state tax liabilities, if any.
16. **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.
17. **Discrimination Prohibited by Minnesota Statutes §181.59.** Grantee will comply with the provisions of Minnesota Statutes §181.59 which requires that every contract 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:
- 17.1 In the hiring of common or skilled labor for the performance of any work under any contract, or any subcontract, no Grantee, material supplier or vendor, 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;
- 17.2 No Grantee, material supplier, or vendor, 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 contract on account of race, creed or color;
- 17.3 A violation of this Section is a misdemeanor; and
- 17.4 This Agreement may be canceled or terminated by the State, or any county, city, town, township, school, school district or any other person authorized to enter into agreements for employment, and all money due, or to become due under said agreements, may be forfeited for a second or any subsequent violation of the terms or conditions of this Agreement.
18. **Limitation.** Under this Agreement, the State is only responsible for receiving and 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 contracts with such entities. Grantee's consultants and contractors are not intended to be third party beneficiaries of this Agreement.
19. **Telecommunications Certification.** By signing this Agreement, Grantee certifies that, consistent with Section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019, Pub. L. 115-232 (Aug. 13, 2018), and 2 CFR 200.216, Grantee will not use funding covered by this Agreement to procure or obtain, or to extend, renew, or enter into any contract to procure or obtain, any equipment, system, or service that uses "covered telecommunications equipment or services" (as that term is defined in Section 889 of the Act) as a substantial or essential component of any system or as critical technology as part of any system. Grantee will include this certification as a flow down clause in any contract related to this Agreement.
20. **Title VI/Non-discrimination Assurances.** Grantee agrees to comply with all applicable US DOT Standard Title VI/Non-Discrimination Assurances contained in DOT Order No. 1050.2A, and in particular Appendices A and E, which can be found at: https://edocs-public.dot.state.mn.us/edocs_public/DMResultSet/download?docId=11149035. Grantee will ensure the appendices and solicitation language within the assurances are inserted into contracts as required. The State may conduct a review of Grantee's compliance with this provision. Grantee must cooperate with the State throughout the review process by supplying all requested information and documentation to the State,

making Grantee staff and officials available for meetings as requested, and correcting any areas of non-compliance as determined by the State.

21. Additional Provisions
[Intentionally left blank.]

[The remainder of this page has intentionally been left blank.]

MnDOT ENCUMBRANCE VERIFICATION

The individual certifies funds have been encumbered as required by Minn. Stat. 16A.15 and 16C.05.

By: _____

Date: _____

SWIFT Contract # _____

SWIFT Purchase Order # _____

**COMMISSIONER OF TRANSPORTATION
as delegated**

By: _____

Date: _____

GRANTEE

Grantee certifies that the appropriate person(s) have executed the Agreement on behalf of Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

MnDOT CONTRACT MANAGEMENT

By: _____

Date: _____

EXHIBIT "A"



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

May 2, 2025

RE: Glencoe Municipal Airport
 FY 2025 Federal AIP Grant Request

Mr. Luke Bourassa
 Minnesota Department of Transportation
 Office of Aeronautics
 395 John Ireland Blvd.
 St. Paul, MN 55155-1800

Dear Mr. Bourassa:

The City of Glencoe / Glencoe Municipal Airport (GYL) is ready to apply for federal grants for the below listed projects. The associated costs of these projects are shown in the table below.

- 2025 Pavement Maintenance (design and construction)
- 2025 Arrival/Departure Building fence (design and construction)
- New Taxilane and Taxilane Extension (design only)

Description	Project Costs
Pavement Maintenance Design and Construction Administration (SEH) - AIP Eligible (96.28%)	\$ 25,225.36
Pavement Maintenance Design and Construction Administration (SEH) - AIP Ineligible (3.72%)	\$ 974.64
Pavement Maintenance Construction Administration Amendment #1 (SEH) - AIP Eligible (96.28%)	\$ 20,315.08
Pavement Maintenance Administration Amendment #1 (SEH) - AIP Ineligible (3.72%)	\$ 784.92
Arrival/Departure Building Fence Design and Construction Administration (SEH)	\$ 7,700.00
Arrival/Departure Building Fence Construction (Century Fence)	\$ 6,125.00
Pavement Maintenance Construction (Fahrner Asphalt) - AIP Eligible	\$ 285,105.00
Pavement Maintenance Construction (Fahrner Asphalt) - AIP Ineligible	\$ 11,012.00
New Taxilane and Taxilane Extension - Design (SEH)	\$ 99,400.00
Estimated Administrative Expenses (City of Glencoe) - Pavement Maintenance	\$ 500.00
Estimated Administrative Expenses (City of Glencoe) - Taxilane Extension	\$ 500.00
Total	\$ 457,642.00

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 Neid



SMALL CITY & BIG FUTURE

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

Please consider this letter as a formal grant request from the City of Glencoe for an Airport Improvement Program (AIP) grant from the Federal Aviation Administration (FAA) for Federal Fiscal Year 2025 for GYL. This grant request is a companion request with the FY25 AIG grant. The work items associated with the following projects:

- 2025 Arrival/Departure Fence project (design and construction)
- 2025 Pavement Maintenance project (design and construction) – Phase 2
- New Taxilane and Taxilane Extension (design only)

The breakdown for costs associated with these projects for this grant are detailed below:

FFY25 AIP	Allocated Project Costs	FAA (95%)	State (2.5%)	Local (2.5%)
Pavement Maintenance Design and Construction Administration (SEH) - AIP Eligible (96.28%) - Phase 2	\$ 2,508.38	\$ 2,382.96	\$ 62.71	\$ 62.71
Pavement Maintenance Construction Administration Amendment #1 (SEH) AIP Eligible (96.28%)	\$ 20,315.08	\$ 19,299.33	\$ 507.88	\$ 507.87
Arrival/Departure Building Fence Design and Construction Administration (SEH)	\$ 7,700.00	\$ 7,315.00	\$ 192.50	\$ 192.50
Arrival/Departure Building Fence Construction (Century Fence)	\$ 6,125.00	\$ 5,818.75	\$ 153.13	\$ 153.12
Pavement Maintenance Construction (Fahrner Asphalt) - AIP Eligible (Phase 2)	\$ 44,217.51	\$ 42,006.63	\$ 1,105.44	\$ 1,105.44
Estimated Administrative Expenses (City of Glencoe) - Pavement Maintenance (Phase 2)	\$ 49.72	\$ 47.23	\$ 1.24	\$ 1.25
New Taxilane and Taxilane Extension - Design (SEH)	\$ 99,400.00	\$ 94,430.00	\$ 2,485.00	\$ 2,485.00
Estimated Administrative Expenses (City of Glencoe) - Taxilane Extension	\$ 500.00	\$ 475.00	\$ 12.50	\$ 12.50
Total	\$ 180,815.69	\$ 171,774.90	\$ 4,520.40	\$ 4,520.39
Total (Adjusted)	\$ 180,815.69	\$ 171,774.00	\$ 4,520.40	\$ 4,521.29

The City of Glencoe is requesting FAA participation for federally eligible costs at 95% (\$71,774.00) and MnDOT participation at 2.5% (\$4,520.40). The City of Glencoe will cover the remaining 2.5% of federally eligible costs (\$4,520.39). The design and construction administration services proration (96.28% eligible and 3.72% ineligible) for the pavement maintenance project is calculated based on the contractor's construction bid estimate. See attached Bid Cost Proration Determination.

Additionally, the City of Glencoe is requesting state participation at 70% (\$549.44) for the federally ineligible portions of the project costs as described in the table below. The City of Glencoe will cover the remaining 30% (\$235.48).

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 Neid



SMALL CITY  BIG FUTURE

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

SFY 2025 (AIP)	Allocated Project Costs	State (70%)	Local (30%)
Pavement Maintenance Administration Amendment #1 (SEH) - AIP Ineligible (3.72%)	\$ 784.92	\$ 549.44	\$ 235.48
Total	\$ 784.92	\$ 549.44	\$ 235.48

The two tables below detail the grant request breakdown for the FY25 AIG grant which covers the remaining costs of these projects.

FFY25 AIG	Allocated Project Costs	FAA (95%)	State (2.5%)	Local (2.5%)
Pavement Maintenance Design and Construction Administration (SEH) - AIP Eligible (96.28%) - Phase 1	\$ 22,716.98	\$ 21,581.13	\$ 567.92	\$ 567.93
Pavement Maintenance Construction (Fahrner Asphalt) - AIP Eligible (Phase 1)	\$ 240,887.49	\$ 228,843.12	\$ 6,022.19	\$ 6,022.18
Estimated Administrative Expenses (City of Glencoe) - Pavement Maintenance (Phase 1)	\$ 450.28	\$ 427.77	\$ 11.26	\$ 11.25
Total	\$ 264,054.75	\$ 250,852.02	\$ 6,601.37	\$ 6,601.36
Total (Adjusted)	\$ 264,054.75	\$ 250,852.00	\$ 6,601.37	\$ 6,601.38

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

Please contact me if you have any questions.

Sincerely,



Mark Larson
 City of Glencoe, Minnesota

EXHIBIT "B"

Airport: Glencoe Municipal Airport

Airport Sponsor: City of Glencoe, MN

Ident: GYL

UER: EK1QDFLKRKY1

State Project No.: SF A4301-43

Federal Project No.: 3-27-0168-078-2025

Agreement No.:

Project Description: 2025 Pavement Maintenance (Phase 2), Security Fencing, Taxi Lane Design

Date: 6/12/2026

	Description	Total	Funding Ratios			Federal	State	Local
			Federal	State	Local			
Construction								
	Arrival/Departure Building Fence Construction (Century Fence)	\$ 6,125.00	95.00%	2.50%	\$ 5,818.75	\$ 153.13	\$ 153.12	
	Pavement Maintenance Construction (Fahmer Asphalt) - AIP Eligible - Phase 2	\$ 44,217.51	95.00%	2.50%	\$ 42,006.63	\$ 1,105.44	\$ 1,105.44	
	CONSTRUCTION SUBTOTAL	\$ 50,342.51			\$ 47,825.38	\$ 1,258.57	\$ 1,258.56	
Engineering								
	A/D Building Fence Design and Construction Administration (SEH)	\$ 7,700.00	95.00%	2.50%	\$ 7,315.00	\$ 192.50	\$ 192.50	
	Pavement Maintenance Design and Construction Administration (SEH) - AIP Eligible - Phase 2	\$ 2,508.38	95.00%	2.50%	\$ 2,382.98	\$ 62.71	\$ 62.71	
	Pavement Maintenance Construction Administration Amendment #1 (SEH) - AIP Eligible	\$ 20,315.08	95.00%	2.50%	\$ 19,299.33	\$ 507.69	\$ 507.67	
	Pavement Maintenance Construction Administration Amendment #1 (SEH) - AIP Ineligible	\$ 784.92	0.00%	70.00%	\$ -	\$ 549.44	\$ 235.48	
	New Taxi Lane and Taxi Lane Extension - Design Only (SEH)	\$ 89,400.00	95.00%	2.50%	\$ 84,430.00	\$ 2,485.00	\$ 2,485.00	
	ENGINEERING SUBTOTAL	\$ 130,708.38			\$ 123,427.29	\$ 3,797.53	\$ 3,483.66	
Administration								
	Estimated Administrative Expenses (City of Glencoe) - Pavement Maintenance - Phase 2	\$ 48.72	95.00%	2.50%	\$ 47.23	\$ 1.24	\$ 1.24	
	Estimated Administrative Expenses (City of Glencoe) - Taxi Lane Design	\$ 500.00	95.00%	2.50%	\$ 475.00	\$ 12.50	\$ 12.50	
	ADMINISTRATION SUBTOTAL	\$ 548.72			\$ 522.23	\$ 13.74	\$ 13.74	
	Total (before adjustments)	\$ 181,600.61			\$ 171,774.90	\$ 5,069.84	\$ 4,755.86	
	Adjustments to round Fed amount				\$ 171,774.00	\$ 5,069.84	\$ 4,756.77	
	Grant Amounts	\$ 181,601.00			\$ 171,774.00	\$ 5,070.00	\$ 4,767.00	
	Overall Share Percentages				94.69%	2.79%	2.62%	
							\$ 181,601.00	



SMALL CITY & BIG FUTURE

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Phone: (320) 864-5586 Website: www.glencoe.mn.org Email: 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



SMALL CITY  BIG FUTURE

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

To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: October 31, 2025

Re: **Item 8A – Wages for Non-Union Employees**

Item 8A – It is recommended to approve the non-union wages COLA for City Employees at 3.25%, as was included in the original budget.

I have included approved COLA's from other City Settlements that was presented at the Coalition of Greater MN Cities Summer Conference.

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

General Wage Increases and Ranges Greater MN City

	2024		2025		2026		2027	
Averages	4.30%		4.56%		4.11%		4.13%	
Ranges	#	%	#	%	#	%	#	%
0%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
.01-.99%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
1.00-1.99%	1	1.04%	1	1.14%	1	1.92%	0	0.00%
2.00-2.99%	18	18.75%	9	10.23%	3	5.77%	0	0.00%
3.00%+	77	80.21%	78	88.64%	48	92.31%	22	100.00%



SETTLEMENTS

2026	% Inc.
Albert Lea	3.00%
Babbitt PD	3.00%
Bemidji PD Supervisors	3.50%
Big Lake PD	3.00%
Blue Earth PD	3.00%
Brainerd PD	3.00%
Caledonia PD	3.50%
Coleraine PD	5.00%
Crookston PD	2.00%
Duluth PD	4.25%
Eik River PD Sergeants	2.75%
Eveleth PD	3.00%
Fergus Falls PD	3.50%
Foley PD	4.25%
Glennwood PD	3.00%
Goodview PD	3.00%
Hermantown Officers & Sgts	3.50%
Isle PD	3.00%
Little Falls PD	5.50%
Lonsdale PD	3.00%
Madella PD	4.00%
Mankato PD	4.00%
Marshall PD	4.00%
Melrose PD	3.00%
Milaca PD	5.00%
Montevideo PD	6.00%
Montgomery PD Officers	3.00%
Moorhead PD Supervisors	6.00%
New Richland PD	4.00%
New Ulm PD	8.00%
North Branch PD	3.50%
Northfield PO Sergeants	3.00%
Paynesville PD Officers & Sgts	5.00%
Pegquot Lakes PD	7.00%
Princeton PD	3.00%
Redwood Falls PD	3.00%
Rice Lake	3.00%
Rochester PD Sergeant	4.00%
Sartell Public Safety	1.50%
Sauk Rapids PD	5.00%
Sherburn/Welcome PD	10.00%
Slayton	2.00%
St. Charles PD	10.35%
St. Cloud PD	4.75%
St. James PD	3.00%
Thief River Falls	4.00%
Tyler PD	3.00%
Wabasha PD	4.00%
Waite Park	5.00%
Wridom	5.00%
Worthington PD	4.00%
Wyoming PD	4.00%
AVERAGE	4.11%
Ranges	
0	#
.1% - .99%	0
1.00% - 1.99%	1
2.00% - 2.99%	3
3.00%+	48
Sample Size	52



SMALL CITY & BIG FUTURE

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To Separate Agenda Items

Mayor: Mark Hüeser City Administrator: Mark D. Larson
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SMALL CITY  BIG FUTURE

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

To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: October 31, 2025

Re: **Item 8B – Fire Relief Pension Request for 2026**

Item 8B – I have included the PowerPoint presentation from the Fire Relief from the summer workshop regarding their request for a pension increase for 2026.

The net increase in the 2026 budget for the City of Glencoe is \$2,966. This does include a \$10,000 contribution from the Fire Relief Association to their Pension Special Fund. The Fire Relief Account Balance will be funded at **117%** with the proposed increase.

The Current Benefit per year of service is \$4,000, and that is proposed to increase to \$5,000 per year of service. The Glencoe Fire Department receives no other compensation other than their pension.

It is recommended to include the increase in the 2026 General Fund Budget. The overall budget will be presented for approval at the first meeting in December.

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

Fire Relief



Glencoe Fire Department Relief Association

Written Certification 2025 Budget

	2025	1000	2026
Normal Costs:	\$75,934.00	\$94,918.00	\$94,918.00
Amortization Cost of Deficit Budget:	\$0.00	\$0.00	\$0.00
Administration Costs:			
Relief Association Payroll	\$6,100.00	\$6,100.00	\$6,100.00
Treasurer Bond	\$225.00	\$225.00	\$225.00
Increase Study	\$650.00	\$650.00	\$650.00
Investment Expense	\$12,111.00	\$12,111.00	\$12,111.00
Education	\$500.00	\$500.00	\$500.00
City Audit	\$10,500.00	\$10,500.00	\$10,500.00
Actuarial	\$1,500.00	\$1,500.00	\$1,500.00
990 Annual Tax Report	\$1,850.00	\$1,850.00	\$1,850.00
GASB 67/68 Form	\$2,200.00	\$2,200.00	\$2,200.00
Total Administrative Costs:	\$35,636.00	\$35,636.00	\$35,636.00
Total Budget Expense:	\$111,570.00	\$130,554.00	\$130,554.00

Estimated MN State Aid:	\$65,675.00	\$70,000.00	\$70,000.00
GFD Contribution to Special Fund	\$	10,000.00	\$ 10,000.00
2025 City of Glencoe approved contribution	\$47,588.00	\$50,554.00	\$50,554.00

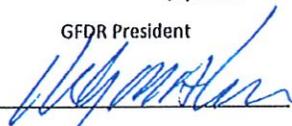
Net Year over Year \$47,588.00

Increase \$0.00 \$2,966.00 \$2,966.00

City Administrator

GFR President

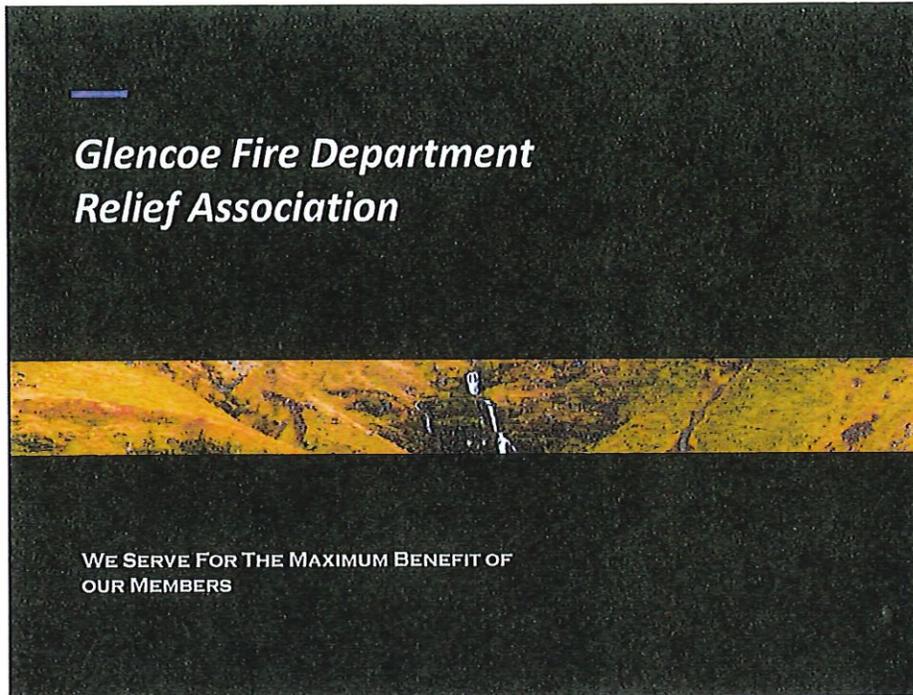
X _____

X 

WE SERVE FOR THE MAXIMUM BENEFIT OF OUR MEMBERS

GFDRA - Actuarial (12/31/24)

			Current	Proposed	Account Balance as of 6/30/25
Monthly Benefit Multiplier			\$ 4,000	\$ 5,000	\$ 5,000
A. Actuarial accrues liability (AAL)					
	1. Active Members		\$ 1,192,245	\$ 1,490,307	\$ 1,490,307
	2. Vested Terminated Members		\$ 124,386	\$ 124,386	\$ 124,386
	3. Retired Members		\$ 115,328	\$ 115,328	\$ 115,328
	4. Spouses Receiving Benefits		\$ -	\$ -	\$ -
	5. Disabled Members Receiving Benefits		\$ -	\$ -	\$ -
	6. Total Actuarial Accrued Liability		\$ 1,431,959	\$ 1,730,021	\$ 1,730,021
					\$ -
	7. AAL Change from current benefit rate		\$ -	\$ 298,062	\$ 298,062
B. Special Fund Assets					
			\$ 1,909,791	\$ 1,909,791	\$ 2,018,429
C. Unfunded Actuarial Accrued Liability (A6-B)					
			\$ (477,832)	\$ (179,770)	\$ (288,408)
D. Credit for Surplus					
			\$ (47,783)	\$ (17,977)	\$ (20,184)
E. Amortization Payment					
			N/A	N/A	N/A
F. Normal Cost					
			\$ 75,934	\$ 94,918	\$ 94,918
G. Annual Contribution Payable					
			'26/27	'26/27	'26/27
	1. Preliminary Contribution (D+E+F)		\$ 28,151	\$ 76,941	\$ 76,941
	2. Admin Expense (Prior Year x 1.035)		\$ 20,473	\$ 20,473	\$ 20,473
	3. Annual Contribution (1 + 2; not less than \$0)		\$ 48,624	\$ 97,414	\$ 97,414
	4. Estimated State Aid		\$ (65,675)	\$ (70,000)	\$ (70,000)
	5. Estimated City Contribution (3+4; not less than \$0)		\$ 48,624	\$ 50,554	\$ 50,554
	6. Estimated Change in City Contribution		\$ -	\$ 1,930	\$ 1,930
H. Funded Ratio					
			133%	110%	117%



1



2

GFD Relief Association

- Special Fund
 - Pays member benefits upon completion of your tenure with GFD based on years of service (60% Vested at 10 years; fully vested at 20 years).
 - Current benefits are \$4,000/year of Service
 - Benefits are paid at age 50 or upon the termination from GFD whichever occurs last
 - If funds are not withdrawn within the initial 6 months after eligibility; you may be required to wait up to an additional 6 months for the relief association to liquidate investments required for the pay out.
 - <https://www.youtube.com/watch?v=SN256fuF6yQ>
 - https://youtu.be/-r6uyM_6qhM

3

Legislation Change

- HF 2610 (2018)
 - Representative Rasmusson had proposed a bill to the MN House floor that would require 100% of relief dollars to be invested in State Board of Investment (SBI).
 - After discussions and a conference call the author has now changed the bill due to strong opposition
 - All Relief Associations will need to review the Annual State Auditor Report
 - State Auditor will amend their annual report to show a comparison between individual Relief Association and State PERA plan.

4

Special Fund Beginning Balances

January 1, 2024



Security Bank & Trust

Equities (Stocks/Mutual Funds)
\$ 622,358.73

Fixed Income (Bonds/T-Bills/Cash)
\$ 377,908.60



State Board of Investment

US Stocks (Actively Managed)
\$ 648,740.76



Total

\$ 1,649,008.09

5

Security Name	Ticker Symbol	Shares/Par	Market Value	Portfolio % of Market
AMER NEW PERSPEC CLF	NPFFX	698.69	\$ 37,959.56	6.18
DODGE & COX STOCK	DODGX	81.00	\$ 19,731.92	3.21
INVESCO S&P 500 QLTY	SPHQ	340.00	\$ 18,091.40	2.94
ISHARES CORE DIV GRW	DGRO	390.00	\$ 20,935.20	3.41
ISHARES INTL GLTY FC	IQLT	600.00	\$ 22,038.00	3.59
ISHARES MIN VOL USA	USMV	435.00	\$ 33,869.10	5.51
ISHARES S&P 500	IVV	170.00	\$ 79,920.40	13.01
ISHARES US QUALITY	QUAL	210.00	\$ 30,396.45	4.95
JPMORGAN GRWTH ADV I	JGASK	344.17	\$ 10,861.94	1.77
SPDR TR S&P 500 ETF	SPY	160.00	\$ 74,867.20	12.18
VANG INDEX 500 ADMR	VFIAX	224.36	\$ 97,233.58	15.82
VANGUARD EQY INC ADM	VERX	223.79	\$ 18,901.22	3.03
VANGUARD VALUE ADM	VVIAX	350.14	\$ 20,441.17	3.33
Total EQUITIES			\$ 485,247.14	78.97

Composition of Special Fund

- Security Bank & Trust Co. – Trust Department
- Equity Holdings

6

Security Name	Market Value	Portfolio % of Market	Moody's Rating
AMER FD BD FD AMR F1	\$ 22,111.07	3.6	AA Avg.
AMERICAN FDS MTG F1	\$ 16,285.24	2.65	AAA Avg.
DODGE & COX INCOME	\$ 11,804.44	1.92	A Avg.
ISHARES TIL US BD MK	\$ 10,255.50	1.67	A Avg.
ISHARES US TREASRY BD	\$ 29,587.68	4.81	AAA Avg.
JPMORGAN CORE BD I	\$ 24,593.05	4	AA Avg.
of FIXED INCOME SECURITIES	\$ 114,636.98	18.66	

Composition of Special Fund

- Security Bank & Trust Co. – Trust Department – Fixed Income

7

TOP 10 HOLDINGS (% of Net Assets)	
Security Name	Asset Weight
INVIDIA CORP	4.53
MICROSOFT CORP	4.37
APPLE INC	4.36
AMAZON.COM IIC	3.25
META PLATFORMS INC CLASS A	2.03
TESLA INC	1.56
ALPHABET INC CL A	1.54
BROADCOM IIC	1.17
ALPHABET INC CL C	1.09
S.D.I MONEY FUND	0.96

Composition of Special Fund

- Minnesota State Board of Investment
- Managed by a group of investment managers retained by the State Board of Investment.

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**Table 8
Rates of Return
For the Year Ended December 31, 2023**

Relief Association	Market Value	Assets at SBI %	Rates of Return						Rank (Nile)
			2023 %	2023 Benchmark %	Above (Below) Benchmark %	5-Yr %	10-Yr %	20-Yr %	
Fulda	569,977	-	6.7	10.0	(3.3)	3.9	7.7	3.2	14
Garfield	B	B	16.1	B	B	7.7	5.4	4.6	39
Garrison	955,636	-	12.0	14.1	(2.1)	7.2	4.6	4.9	47
Gary	156,952	-	0.9	5.0	(4.1)	0.6	0.4	1.1	1
Ghent	352,295	27.2	12.7	17.6	(5.4)	7.9	5.8	5.3	54
Gibbon	550,817	-	11.3	12.6	(1.3)	6.2	4.8	4.2	31
Glencoe	1,618,557	39.4	18.1	19.7	(1.6)	10.1	7.1	6.8	84
Glenview	334,510	92.5	18.6	17.6	1.0	10.7	7.8	6.8	84
Glenwood	1,271,703	99.9	22.2	21.9	0.3	11.6	8.8	7.7	94
Glyndon	707,855	-	13.3	16.0	(2.7)	6.6	4.6	5.0	48
Golden Valley	6,402,851	50.3	21.7	21.4	0.3	11.9	8.6	8.3	99
Gonrick	421,954	69.1	18.4	20.1	(1.7)	9.3	6.5	5.7	66
Good Thunder	898,023	71.5	21.5	21.6	(0.1)	11.8	8.4	7.4	91
Goehue	1,050,653	-	12.1	18.0	(5.9)	8.3	6.0	6.5	79
Goodland	763,624	38.7	13.4	18.9	(5.5)	9.3	5.9	5.4	58
Graceville	378,207	-	11.0	16.9	(5.9)	5.2	3.5	4.0	26
Granada	181,928	-	14.0	17.3	(3.3)	5.7	3.6	4.6	39
Grand Meadow	506,117	79.4	21.2	21.5	(0.3)	11.9	8.3	7.4	91
Grand Rapids	3,503,505	-	9.6	22.7	(13.1)	6.2	4.5	5.2	53
Green Isle	709,274	-	20.6	19.6	1.0	10.1	7.7	6.6	81
Greenbush	483,850	-	22.5	20.1	2.4	10.5	7.6	6.4	78
Greenway	459,603	-	14.2	19.8	(5.6)	7.7	5.0	A	A
Grey Eagle	667,199	66.5	16.0	16.6	(0.6)	8.7	6.6	6.5	79
Grove City	312,536	-	11.6	18.5	(6.9)	6.7	3.5	4.6	39
Grygla	313,149	-	5.3	9.9	(4.6)	3.4	2.2	3.9	23
Guslint Trail	655,091	-	15.9	17.0	(1.1)	8.4	6.4	6.1	71
Hackensack	944,714	69.1	14.2	14.6	(0.4)	6.1	4.1	3.9	23
Hallock	B	B	15.7	B	B	7.0	4.5	3.7	20
Halsted	313,351	-	1.8	5.0	(3.2)	2.2	1.6	2.1	6

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GFDRA
Report Card
(12/24)

Glencoe Fire Relief Association Investment Report Card

For the Year Ended December 31, 2024

	Rates of Return			Relief Association Asset Allocations	
	2024 Actual	2024 Target	2023 Actual	As of 12/31/24	As of 12/31/23
One Year	15%	11%	22%	Domestic Stock	62%
Three Year	4%	4%	2%	International Stock	6%
Five Year	5%	4%	6%	Bond	24%
Ten Year	1%	1%	6%	Cash	6%
Twenty Year	1%	1%	8%	Other	2%

Rates of Return

Benchmark Information	
Custom Benchmark (One Year)	11%
Market Board Composite of Returns	2024
US Diversified Fund	14%
10 Bond Fund	14%
US Small International Equity Fund	14%
US Money Market Fund	5%
US Div. Equity Growth Fund	24%
US Div. Equity Growth Fund	24%
Index Returns	2024
Fund 100 (Domestic Stock)	21%
Fund 100 (US Int'l Diversified Stock)	5%
Fund 214 (20 Year Bond)	1%
Fund 214 US Div. Equity Growth Fund	1%
Fund 200 (2 Year)	21%
S&P 500	21%
RUS243 Composite II	20%
Overseas Industrial Average	12%

The Custom Benchmark is calculated based on the relief association's investment strategy. The benchmark is calculated based on the relief association's investment strategy. The benchmark is calculated based on the relief association's investment strategy.

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<u>2024 Special Fund Income</u>	• City Of Glencoe \$ 47,588.00
	• State Aid \$ 64,675.39
	<hr/>
	TOTAL INCOME \$112,263.39

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<u>2024 Special Fund Expenditures</u>	
• Retirement Payouts	
– Monthly's	\$ 18,936.00
– Shawn Abrams	\$ 73,960.00
• Relief Officer Wages	\$ 5,500.00
• Security Bank & Trust Mgmt. Fee	\$ 10,762.56
• Actuarial Fees	\$ 1,300.00
• 990 Fees	\$ 12,781.13
• Misc.	\$ 200.00
TOTAL EXPENSES	\$ 123,439.69

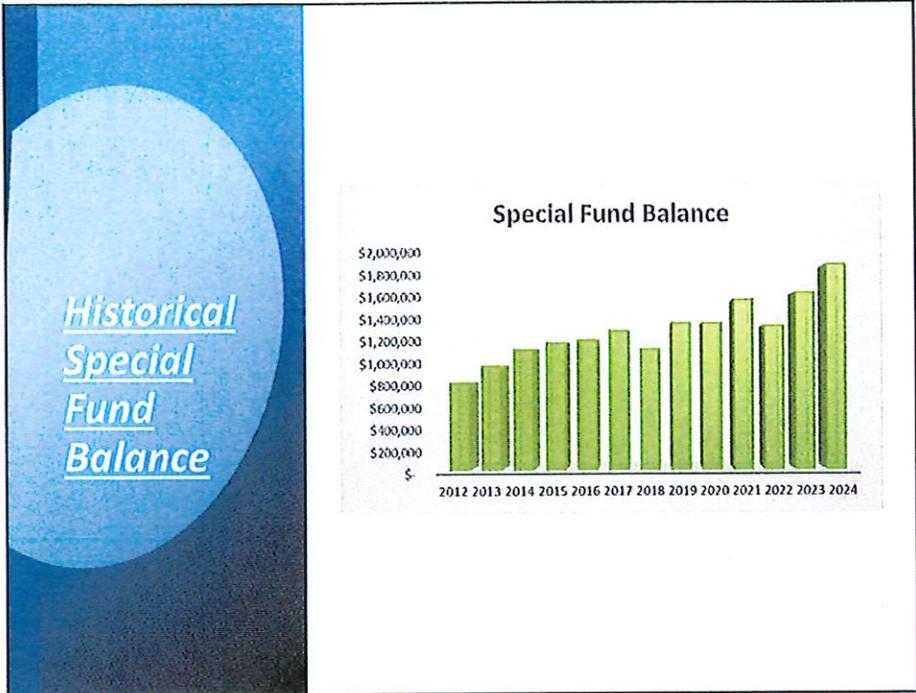
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<p><u>Special Fund Performance</u></p>	SBT Equities	17.84%
	SBT Fixed Income	3.14%
	State Board of Investment	24.28%
	Blended Rate of Return	15.81%
	* Net of all Fees	
	INVESTMENT INCOME (Loss)	\$260,678.95

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<p><u>Special Fund Ending Balances</u></p> <p><i>December 31, 2024</i></p>		
	Security Bank & Trust	Equities (Stocks/Mutual Funds) \$ 726,606.32 Fixed Income (Bonds/T-Bills/Cash) \$ 376,889.77
	State Board of Investment	US Stocks (Actively Managed) \$ 806,190.95
	Total	\$ 1,909,687.04

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Historical Health of Special Fund

Firefighter Benefit Level in 2011 was \$1,900/year of Service

Historical Funded Status Information

	Actuarial Accrued Liability	Market Value of Assets	Funded Percent	Actual Investment Return	Assumed Investment Return
2023	\$ 1,142,661	\$ 1,342,554	117.49%	-15.86%	5.00%
2021	1,034,541	1,420,923	137.35%	16.12%	5.00%
2019	1,059,997	1,127,011	106.32%	-4.12%	5.00%
2017	1,078,780	1,212,247	112.37%	7.17%	5.00%
2015	1,059,295	1,125,331	106.23%	7.20%	5.00%
2013	1,028,262	810,090	78.78%	11.70%	5.00%
2011	978,144	682,093	69.73%	N/A	5.00%

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Health of
Special
Fund

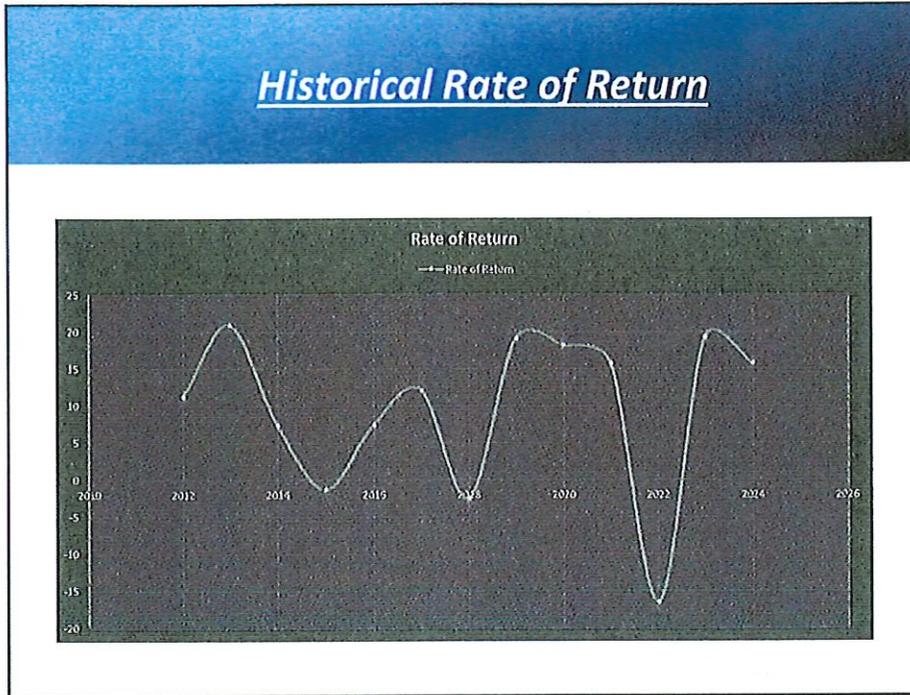
Schedule of Required Supplementary Information		
Schedule of Changes in Net Pension Liability and Related Ratios ¹		
	Fiscal Year Ending December 31	
	2024	2023
Total Pension Liability (FPL, actuarial accrued liability)		
Service cost	\$ 63,603	\$ 60,936
Interest	59,416	57,666
Differences between expected and actual experience	-	(42,559)
Changes of assumptions	-	(6,976)
Changes of benefit terms	125,810	-
Benefit payments, including member contrib refunds	(18,936)	(71,777)
Net change in total pension liability	229,913	(2,360)
Total Pension Liability - beginning of year	1,026,526	1,028,886
Total Pension Liability - end of year	\$ 1,256,439	\$ 1,026,526
Plan Fiduciary Net Position (FNP, assets)		
Contributions - State and local	\$ 101,463	\$ 93,236
Contributions - donations and other income	-	-
Contributions - member	-	-
Net Investment Income	213,650	(250,018)
Other additions	-	-
Benefit payments, including member contrib refunds	(18,936)	(71,777)
Administrative expense	(20,214)	(13,423)
Other changes	-	-
Net change in plan fiduciary net position	306,003	(241,992)
Plan Fiduciary Net Position - beginning of year	1,342,554	1,584,536
Plan Fiduciary Net Position - end of year	\$ 1,648,557	\$ 1,342,554
Net Pension Liability (FPL) - end of year	\$ (392,118)	\$ (316,028)
FNP as a percentage of the TPL	131.21%	130.79%

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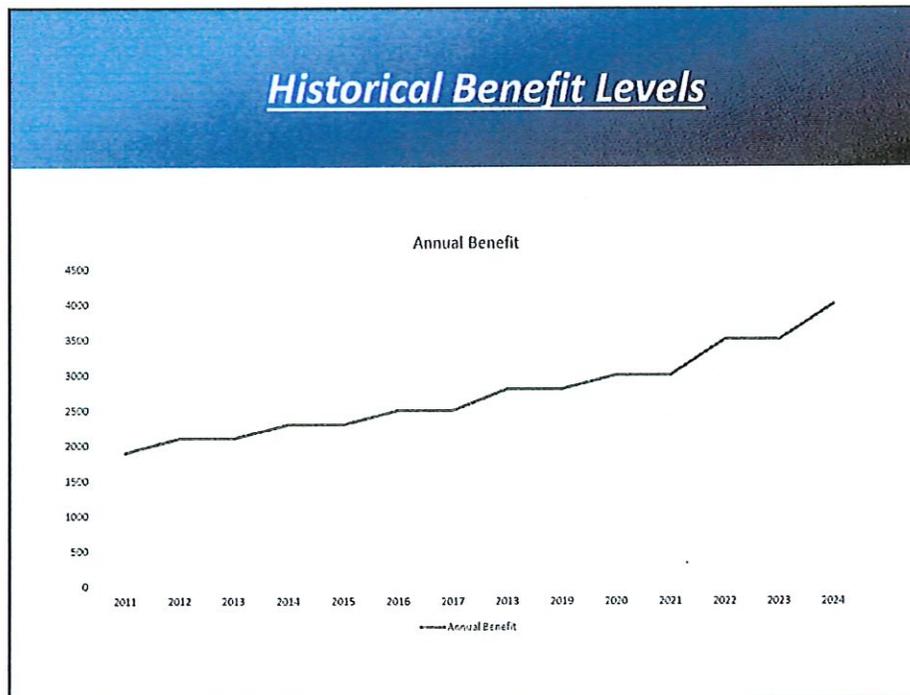
2024 Year in Review

- Stock Market Performance
 - DOW 12.59%
 - NASDAQ 28.64%
 - S & P 500 23.31%
- Market Allocations (Adjusted to 80/20)
- Retirement Benefit Increase (as of 1/2/24)
 - Benefit per year of service increased to \$4,000

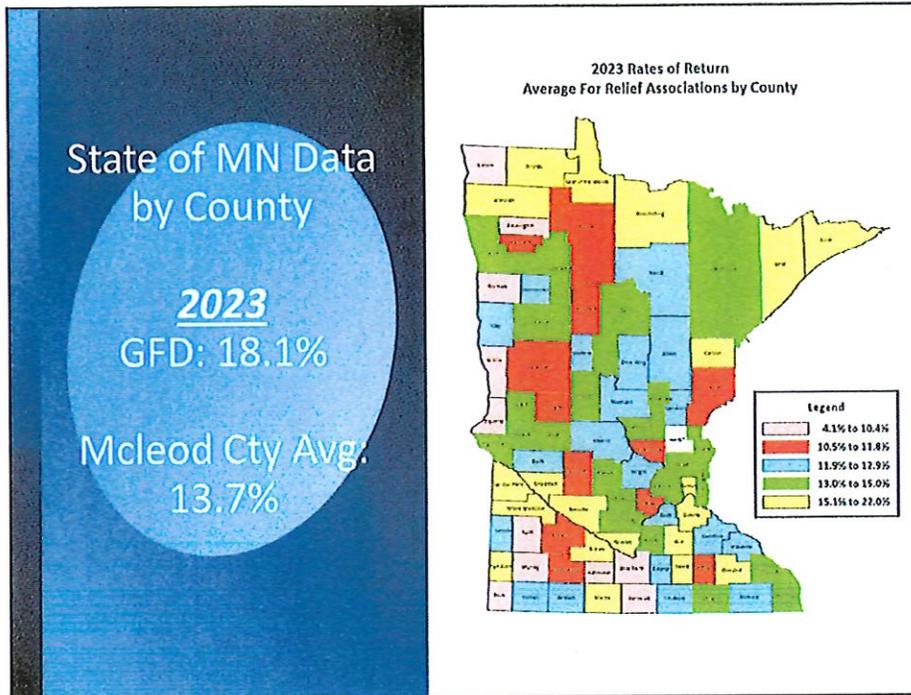
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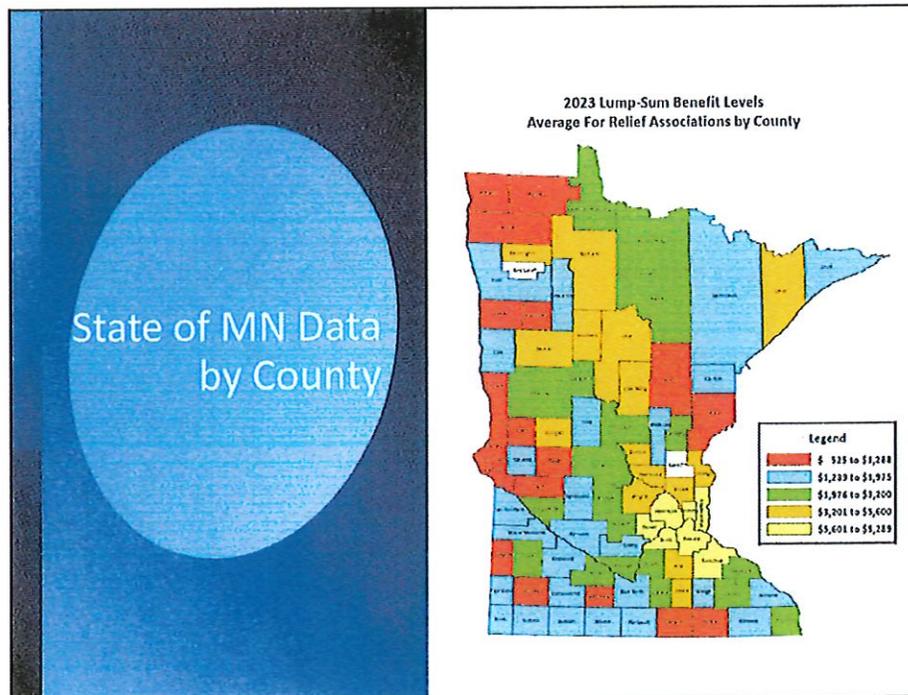
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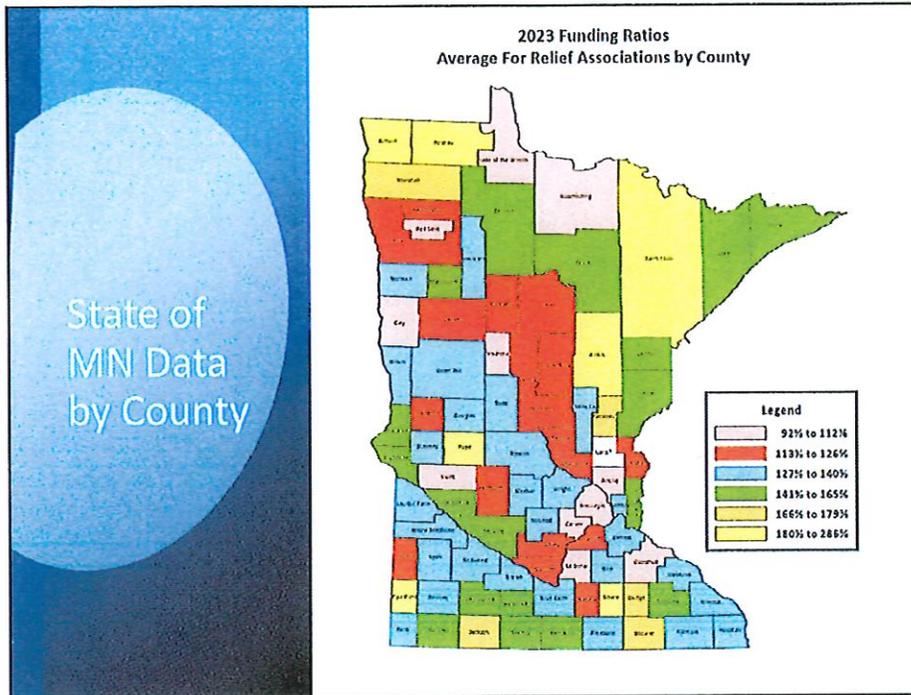
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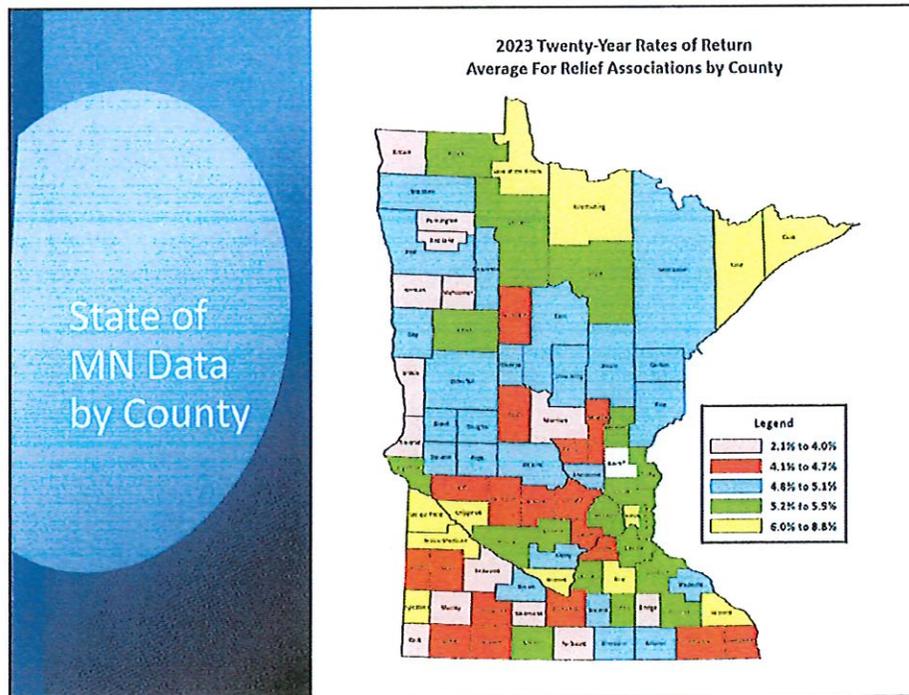
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2024 GFD
Relief
Association

Any Questions?

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GLENCOE

SMALL CITY & BIG FUTURE

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

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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



SMALL CITY  BIG FUTURE

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

To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: October 31, 2025

Re: **Item 8C – School Resource Officer Contract with GSL Schools**

Item 8C – The Current contract with GSL Schools expired in August 2025. It is proposed to approve a new three-year contract with the School District.

It is proposed to include an annual 3.25% Maximum Increase based upon inflation. It is also be drafted to allow an option for the City of Glencoe to withdraw from the agreement if the City needs to move the officer to rotation with the other officers due to staffing shortages.

SCHOOL RESOURCE OFFICER SERVICES AGREEMENT

This School Resource Officer Services Agreement ("Agreement") is entered into by and between Independent School District No, 2859 ("District") and the City of Glencoe ("City").

WHEREAS, the District and the City desire to create a cooperative and coordinated approach to maintaining and protecting the safety of all students and staff on school property, and to provide a safe environment for everyone in our community; and

WHEREAS, the District and the City jointly value the general principle that it is in the best interests of District students to remain in class and in their learning environment to every extent possible, and both parties to this Agreement have a mutual responsibility to provide a quality education for all District students; and

WHEREAS, the District and the City are committed to our shared beliefs that all people deserve respect, dignity, security, justice, and join in this Agreement to further these shared beliefs. Both parties to this Agreement will work together to ensure the rights of all students, families and District staff are protected and valued under this Agreement; and

WHEREAS, Minnesota Statutes section 126C.44 authorizes the District to contract with the City to have peace officers in District buildings to provide school resources officer services, hereinafter referred to as "SRO" services; and

WHEREAS, Minnesota Statutes section 126C.44 further authorizes the District to levy for an appropriate portion of the costs the City incurs in paying wages, providing benefits, and providing transportation for peace officers who are assigned to perform SRO duties in the District, and

NOW, THEREFORE, IN CONSIDERATION OF the mutual promises contained in this Agreement and other valuable consideration, the sufficiency of which is acknowledged, the District and the City agree as follows:

1. **Term.** This Agreement is for a term of three years beginning on August 1, 2025, and ending on July 31, 2028. This Agreement can be terminated if written notice of termination is received before May 1st of any year, by the other party.
2. **Definitions.** The following definitions apply to this Agreement:
 - a) **"Additional Services"** means services that a peace officer provides, at the District's request, outside the regular school day, by way of example, but without limitation, a SRO performs additional services if, at the request of a school administrator or District administrator, the SRO attends a school board meetings an extracurricular activity, or a community function related to their work as an SRO that is held in the evening, A SRO extending their regular work day to provide regular services to the District would not be

considered to be providing additional services. The SRO must be allowed to flex their hours to cover additional hours the District is requesting SRO for a specific event.

- b) **"School Resource Officer"** or "SRO" means a licensed peace officer who is employed by the City and assigned to provide SRO duties or additional services pursuant to this Agreement.
- c) **"School Day"** means a day on which school is in session and general student attendance is required, including any make-up days that are scheduled because school was canceled for any reason, School days are identified on the annual District calendar, which is published on the District's website and provided to each assigned SRO and their supervisor when published by the District each year, Days on which students attend summer school are not included in the definition of "School Day".
- d) **"School Property"** means: (1) any property, within the City of Glencoe, and the City of Silver Lake, owned, leased, or controlled by the District where an elementary school, middle school, or secondary school, secondary vocational center, alternative learning program, or other school providing educational services is located or used for education purposes, or where extracurricular or co-curricular activities are regularly provided; (2) the area surrounding school property, within the City of Glencoe, and the City of Silver Lake as described in the first clause of this paragraph to a distance of 300 feet or one city block, whichever distance is greater, beyond the school property; and (3) within the City of Glencoe, the area within a school bus or other school vehicle when the bus or vehicle is being used to transport one or more elementary, middle or secondary school students.

3. **SRO Duties.** SRO duties include, but are not necessarily limited to, the following:

- **Student and Staff Safety**
 - SROs will provide customary police duties to protect students, staff and others who are present on school property or at a school sponsored event or activity.
 - SROs will provide customary police duties to respond to emergencies including, but not limited to, medical emergencies on school property or at a school sponsored event or activity.
- **SRO Responsibilities**
 - As sworn peace officers, the SROs assume primary responsibility for responding to requests for assistance from school or District administrators and for coordinating the response of other law enforcement resources as needed at the school building.

- SROs assume sole responsibility for carrying out their law enforcement duties as authorized by law, such as lawful searches on school property, including lawful searches at the request of a school administrator or District administrator when the school administrator or District administrator has reasonable legal grounds for the search.
- Consistent with the general principles noted earlier that it is each student's best interest to remain in class and in their learning environment. It is the intent of the City and the Glencoe Police Department to avoid removal of a student present in a District school building, unless the student presents an imminent and substantial risk of harm to self or others. School administrators or District administrators confronted with a situation in perceived conflict with this intent should immediately notify the assigned building SRO or supervisor of the SROs prior to locating the student in the school and/or removal of the student from the school.
- SROs will respond to situations on school property involving clear and imminent threats to student and/or staff safety. As a general practice, unless there is a clear and imminent threat to student and/or staff safety, requests from school staff for SRO or other law enforcement assistance are to be channeled through a school administrator.
- SROs will serve as a law enforcement resource for students, staff, families and other members of the school community.
- SROs will facilitate the effective delivery of law enforcement services and assist with safety and security and the lawful two-way exchange of information.

c. Coordinated Team Response

- SROs will make all reasonable efforts to collaborate with school administrators and other school personnel such as counselors, social workers and mental health practitioners to respond to situations in the building involving students.
- SROs will make all reasonable efforts to work with these professionals to support positive school climates that focus on resolving conflicts, restorative justice principles and restorative practices, reducing student engagement with the juvenile and criminal justice system and diverting youth from the court system whenever possible.

- SROs will make all reasonable efforts to provide referrals to school-based or community-based resources when students may need additional assistance and will work with these professionals to provide referrals as needed.

d. Member of the School Community/Civic Engagement and Educator

- SROs will make all reasonable efforts to be active members of their assigned school communities. SROs will work with school administrators and District equity specialists to promote safety in the school environment.
- While both parties value consistency in the SRO role across District buildings, school administration, District administration and the Glencoe Police Department may work together, as appropriate, to identify site-specific needs, either short-term or longer-term, for the role of the assigned SRO to best meet the needs of students, staff and families in each building community.
- Through formal and informal interactions with students, staff and families, SROs will make all reasonable efforts to develop positive relationships with all students and staff, building positive relationships with all students and staff is a key role of the SRO.
- SROs will make all reasonable efforts to meet with students, staff and families, as requested or as organized by the SRO in collaboration with school or District administration, to address topics related to the role of law enforcement in the school community and broader community including, but not limited to, equity, social justice and ways law enforcement, students, and the broader community can work together to reduce community violence and to create better police and community interactions and outcomes, particularly in historically under-represented communities of color.
- SROs will make all reasonable efforts to promote a positive and supportive school climate and will communicate with students about acceptable and unacceptable behavior. SROs will set a positive example for handling stressful situations, resolving conflicts and showing respect and consideration for others. SROs will express high expectations for student behavior.
- SROs will serve as a resource for students seeking their direction, guidance and advice.
- SROs will serve as informal and formal mentors to students and will serve as a role model for students, parents and community members.

e. School Safety Responsibilities: SROs will make all reasonable efforts to assist school administrators in developing school crisis response plans and emergency management protocols and identifying and advising on security vulnerabilities in the District's buildings and generally preventing situations that might require a law enforcement response.

f. Joint Expectations

- Even if SROs interact with students in situations that could lead to school discipline, SROs will not be involved in any decision to discipline District students for violations of District or school rules or policies. SROs shall not participate in recommending or determining student discipline or in investigating incidents of student discipline which do not involve potential violations of the law. All discipline decisions are the sole responsibility of School District administration.
- SROs will attend training provided by the District at the request and expense of the District, and such training could include education related to equity and inclusion, childhood trauma, child (neuro/cognitive) development, cultural responsiveness, supporting special education students, responding to students in crisis and others as requested by the Superintendent or designee.

e SROs will meet and collaborate with School District Administration to develop and work toward mutually agreed upon goals.

g. SRO duties may include other tasks as assigned by the Glencoe Police Department.

4. **SRO Uniforms and Equipment.**

a. The decision about an appropriate uniform for an SRO will be made by the Glencoe Police Department.

5. **Assignment of School Resource Officers.** The City will assign one full-time licensed peace officers to perform SRO duties on a full-time basis during each school day. The SRO shall be assigned to all School properties in Glencoe and Silver Lake. The assignment of time between high school, middle school and/or elementary school will be flexible and will be a collaborative decision between school administration, District administration and the Glencoe Police Department. Locations of assignments may change upon mutual agreement of the parties, but the vast majority of the time the SRO will be in Glencoe.

a. **Absences.** If an SRO is absent for more than 5 consecutive school days, the City will undertake reasonable efforts to assign another licensed peace officer to serve as a

temporary replacement and perform the regular SRO's duties during any additional absences. If the SRO misses a day or if the SRO is sick, coordination will be made between the District and Glencoe Police Department to ensure any SRO responsibilities are met.

- b. **Vehicles, Equipment, and Training.** The City is responsible for providing each SRO with a vehicle and all necessary law enforcement equipment, including any necessary electronic devices. The City is also responsible for providing peace officer training and education to all peace officers who are assigned to provide services pursuant to this Agreement.
 - c. **Objections to Personnel.** The City will undertake reasonable efforts to assign peace officers who are acceptable to the District. The District will notify the Glencoe Chief of the Police of any concerns related to the performance of the SRO. Any request for reassignment for an SRO that is based on work-related concerns must be made in writing to the Glencoe Police Department Chief of Police. The City will have thirty (30) calendar days to demonstrate to the District's satisfaction that the concern has been addressed.
6. **Base Payment.** The School District will pay the City **\$60,000** annually for all SRO services, excluding additional services, which are provided pursuant to this Agreement. Payments shall be made in two equal installments on the 15th day of July and the 15th day of November. The first installment shall be due and payable on November 15, 2025. This payment is intended to cover a reasonable amount of the cost the City incurs in paying wages, providing benefits, and providing transportation for one peace officer assigned to perform SRO duties under this Agreement.
7. **Annual Inflation Adjustment.**
- a. Beginning on the first anniversary of the Effective Date of this Agreement, and on each subsequent anniversary thereafter during the Term, the Base Payment shall be automatically adjusted to account for inflation by increasing the previous year's Base Payment by a percentage equal to the annual percentage increase in the Consumer Price Index for All Urban Consumers (CPI-U) for the Minneapolis-St. Paul-Bloomington, MN-WI Metropolitan Statistical Area as published by the United States Department of Labor, Bureau of Labor Statistics ("CPI").
 - b. Notwithstanding anything to the contrary in this Agreement, the total annual percentage increase shall not exceed three and one-quarter percent (**3.25%**) of the SRO's base compensation in any given year.

8. **District Responsibilities.** In addition to making the payments described in this Agreement, the District will provide dedicated office space for an SRO. At a minimum, the office space will be furnished with a desk, chair, safe (lockable and not-moveable) and landline telephone. The SRO may print materials and make photocopies at the school where the SRO is assigned if the materials and photocopies relate to SRO duties. Individual schools may elect to provide additional resources, such as a two-way radio, to the SRO. School administration and District administrators will provide guidance and assistance to each SRO as needed.
9. **Relationship of the Parties.** Nothing in this Agreement may be construed to create a partnership or joint venture between the District and the City. Neither party has any authority or power to take any unilateral action that could legally bind the other party. For purposes of the Minnesota Government Data Practices Act, each party is considered to be an independent contractor relative to the other party.
10. **SRO Employment Status.** At all times and for all purposes, the City is and will remain the exclusive employer of all peace officers who perform services pursuant to this Agreement. No SRO may be considered to be an official, employee, agent, or educational service provider, or representative of the District, and no SRO may make any representation to the contrary. The City maintains full control over the peace officers it employs and is solely responsible for all employment and administrative functions related to its employees, including, but not limited to, supervision and evaluation, payroll and deductions, maintenance of all required insurance (e.g. worker's compensation insurance, unemployment insurance, liability insurance), and any labor disputes or grievances.
11. **Liability of Indemnification.** Each party is solely responsible for the act(s) and omission(s) of its own officers, employees, officials, agents, and representatives. To the extent permitted by law, each party agrees to indemnify for the other party from any and all damages, liability, judgments, claims, expenses, attorney fees, and costs resulting from any act or omission of any of its officers, employees, officials, agents, or representatives. Each party's liability, if any, is limited under Minnesota Statutes Chapter 466, and nothing in this Agreement may be deemed to constitute a waiver of those limits.
12. **Notices.** The District must provide all official notices under this Agreement by electronic mail or U.S. Mail addressed to the City's Chief of Police, Tony Padilla, at tpadilla@ci.glencoe.mn.us or 911 Greeley Avenue North, Glencoe, MN 55336. The City must provide all official notices under this Agreement by electronic mail or U.S. Mail addressed to the District to Chris Sonju, Superintendent at csonju@gsl.k12.mn.us or 1621 16th Street East, Glencoe, MN 55336.

Either party may designate a different addressee or address at any time by giving written notice to the other party. Notice that is delivered by mail is effective upon mailing. Notice that is delivered by email is effective upon transmission.

13. **Data Practices.** All government data that are collected, created, received, or maintained as a result of this Agreement will be handled in accordance with all applicable federal and state laws, including, but not limited to, the Minnesota Government Data Practices Act ("MGDPA"). The parties recognize that educational data maintained by the District is protected under the MGDPA and under the Family Educational Rights Privacy Act ("FERPA"), including its implementing regulations at 34 C.F.R. part 99. The parties acknowledge that unless a statutory exception applies, the District may not disclose provide educational data to an SRO without the written consent of the student's parent or guardian (or the written consent of the student if the student is eighteen years old of age or older); a lawfully issued subpoena, or a court order. Nothing in this Agreement may be construed to modify the responsibilities of either party under the MGDPA or the District's responsibilities under the FERPA.
14. **Background Checks.** The City must conduct, or have conducted, a criminal background check on all peace officers who provide any service pursuant to this Agreement. The background check must be completed before the peace officer provides any service pursuant to this Agreement.
15. **No Unlawful Discrimination.** The District and the City each agree to provide equal employment opportunities to all employees and applicants for employment in accordance with all applicable federal, state, and local laws. No person may be excluded from full employment rights in, participation in, be denied benefits or, or be otherwise subjected to discrimination in any program, service, or activity based on race, color, religion, age, sex, disability, marital status, sexual preference, HIV status, public assistance status, creed, or national origin. In addition, the District and the City each specifically agree not to discriminate unlawfully against any student in any program, service, activity, or decision based on race, color, religion, age, sex, disability, marital status, sexual preference, HIV status, public assistance status, creed, or national origin.
16. **Waiver of Enforcement.** The failure to insist on compliance with any term, covenant, or condition contained in this Agreement must not be deemed to be a waiver of that term, covenant, or condition, nor will any waiver or relinquishment of any right or power contained in this Agreement at any time be deemed to be a waiver or relinquishment of any right or power at any other time. Each party will be responsible for its own costs, expenses, and any attorney's fees associated with this Agreement and any related matters, including enforcement of this Agreement.
17. **Equal Drafting.** In the event that either party asserts that a provision of this Agreement is ambiguous, this Agreement must be construed to have been drafted equally by the parties.

18. **Choice of Law. Forum and Severability.** This Agreement is governed by the laws of the State of Minnesota. The parties agree that the Minnesota state and federal courts will have exclusive jurisdiction over any dispute arising out of this Agreement. If a court determines that any party of this Agreement is unlawful or unenforceable, the remaining portions of the Agreement will remain in full force and effect.

19. **Entire Agreement, Changes, and Effect.** This Agreement constitutes the entire agreement between the District and the City regarding SRO duties and additional services. This Agreement supersedes any inconsistent statements or promises made by either party. This Agreement also supersedes and terminates any prior or existing agreements or contracts regarding the same or any similar subject matter. Neither party has relied upon any statements, promises, agreements, or representations that are not stated in this Agreement. No changes to this Agreement are valid unless they are in writing and signed by both parties. A signed copy of this Agreement has the same legal effect as the original.

[Signature Page to Follow — Remainder of Page Left Blank]

IN WITNESS WHEREOF, the parties have entered into this Agreement on the dates recorded by their signature. By signing below, each party specifically acknowledges that it has read this Agreement and that it understands and voluntarily agrees to be legally bound by all terms of this Agreement.

CITY OF GLENCOE

_____	_____
Mayor	Date
_____	_____
City Administrator	Date
_____	_____
Chief of Police	Date

INDEPENDENT SCHOOL DISTRICT NO. 2859

_____	_____
School Board Chair	Date
_____	_____
School District Superintendent	Date

GLENCOE

SMALL CITY & BIG FUTURE

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

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To Separate Agenda Items

Mayor: Mark Hüeser 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 BILLS

NOVEMBER 3, 2025

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

<u>VENDOR</u>	<u>DEPARTMENT: DESCRIPTION</u>	<u>TOTAL</u>
CITY OF GLENCOE EMPLOYEES	MULTIPLE DEPTS.: CITY OF GLENCOE PAYROLL 7-9-25	\$115,114.89
WIRE TRANSFER	MULTIPLE DEPTS.: MEDICA INSURANCE PREMIUMS	\$44,526.88
WIRE TRANSFER	MULT DEPTS: STATE SALES TAX	\$4,950.00
WIRE TRANSFER	MULT DEPTS:EMP/CITY PAYROLL TAXES,HSA,PERA,D COMP,CAFE	\$70,710.81
	TOTAL PREPAID BILLS ----->	<u><u>\$235,302.58</u></u>

INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

NOV 3, 2025 - PREPAID BILLS

Date: 10/30/2025

Time: 1:48 pm

Page: 1

City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
AMERICAN EXPRESS	1536	MULT DEPTS: MATS, HOSE, BAGS, RADIOS, WOOD WRAP, ADAPTER	185974	07/03/2025	1,349.72
				Vendor Total:	<u>1,349.72</u>
ARTISAN BEER COMPANY	1258	LIQUOR: MERCH FOR RESALE	185975	07/03/2025	504.00
				Vendor Total:	<u>504.00</u>
BREAKTHRU BEVERAGE	0513	LIQUOR: MERCH FOR RESALE	185976	07/03/2025	309.10
BREAKTHRU BEVERAGE	0513	LIQUOR: MERCH FOR RESALE	185986	07/11/2025	543.50
				Vendor Total:	<u>852.60</u>
BS & A SOFTWARE	0187	MULT DEPTS: ACCOUNTING SOFTWARE	185987	07/11/2025	30,170.00
				Vendor Total:	<u>30,170.00</u>
FORESTEDGE WINERY	0499	LIQUOR: MERCH FOR RESALE	185977	07/03/2025	276.00
				Vendor Total:	<u>276.00</u>
IUOE LOCAL #49	2109	MULT DEPTS: UNION DUES	185988	07/11/2025	209.95
				Vendor Total:	<u>209.95</u>
JOHNSON BROS - ST PAUL	0504	LIQUOR: MERCH FOR RESALE	185978	07/03/2025	588.00
JOHNSON BROS - ST PAUL	0504	LIQUOR: MERCH FOR RESALE	185989	07/11/2025	4,652.29
				Vendor Total:	<u>5,240.29</u>
MINNESOTA PUBLIC EMPLOYEE	1439	POLICE: UNION DUES	185990	07/11/2025	155.05
				Vendor Total:	<u>155.05</u>
NOTHING BUT HEMP	0275	LIQUOR: MERCH FOR RESALE	185979	07/03/2025	261.00
				Vendor Total:	<u>261.00</u>
PHILLIPS WINE & SPIRITS, INC.	1010	LIQUOR: MERCH FOR RESALE	185980	07/03/2025	809.88
PHILLIPS WINE & SPIRITS, INC.	1010	LIQUOR: MERCH FOR RESALE	185991	07/11/2025	4,584.19
				Vendor Total:	<u>5,394.07</u>
SOUTHERN GLAZER'S OF MN	1429	LIQUOR: MERCH FOR RESALE	185981	07/03/2025	2,181.61
SOUTHERN GLAZER'S OF MN	1429	LIQUOR: MERCH FOR RESALE	185992	07/11/2025	1,258.24
				Vendor Total:	<u>3,439.85</u>
				Grand Total:	<u>47,852.53</u>
				Less Credit Memos:	0.00
				Net Total:	<u>47,852.53</u>
				Less Hand Check Total:	0.00
				Outstanding Invoice Total :	<u>47,852.53</u>
	Total Invoices:	15			

INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

NOV 3, 2025 - REGULAR BILLS

Date: 10/31/2025

Time: 11:35 am

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City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
4-SQUARE BUILDERS, INC.	0071	WATER: INSULATION	0	00/00/0000	<u>51.30</u>
				Vendor Total:	51.30
ALPHA TRAINING & TACTICS LLC	0976	PUBLIC SAFETY AID: UNIFORMS & SAFETY EQUIPMENT	0	00/00/0000	<u>1,598.68</u>
				Vendor Total:	1,598.68
AUTO VALUE GLENCOE	0214	STREET, PARK: BATTERIES, LUBRICANTS, PARTS	0	00/00/0000	<u>488.85</u>
				Vendor Total:	488.85
BRADLEY SECURITY & ELECTRIC	0209	STREET, WATER, CITY CENTER, LIQUOR STORE: KEY MAKING	0	00/00/0000	<u>269.00</u>
				Vendor Total:	269.00
CARGILL, INC	1636	WATER: SALT	0	00/00/0000	<u>5,709.66</u>
				Vendor Total:	5,709.66
CEDA	1194	EDA: ECONOMIC DEVELOPMENT SERVICES	0	00/00/0000	<u>13,395.00</u>
				Vendor Total:	13,395.00
CENGAGE LEARNING INC-GALE	1828	LIBRARY: BOOKS	0	00/00/0000	<u>187.43</u>
				Vendor Total:	187.43
CENTER POINT LARGE PRINT	1349	LIBRARY: BOOKS	0	00/00/0000	<u>153.42</u>
				Vendor Total:	153.42
CENTURYLINK	1394	MULT DEPTS: PHONE BILL	0	00/00/0000	<u>831.84</u>
				Vendor Total:	831.84
COMPANION LIFE INSURANCE	1859	MULT DEPTS: INS PREMIUMS	0	00/00/0000	<u>2,947.27</u>
				Vendor Total:	2,947.27
DAKOTA SUPPLY GROUP	0523	WATER: COUPLINGS	0	00/00/0000	<u>215.56</u>
				Vendor Total:	215.56
DEMCO, INC.	0676	LIBRARY: SUPPLIES	0	00/00/0000	<u>84.13</u>
				Vendor Total:	84.13
EGGERSGLUESS, BRAD	0869	ADMIN: MONTHLY CELL PHONE REIMB	0	00/00/0000	<u>50.00</u>
				Vendor Total:	50.00
FREITAG, BENTON	0659	CABLE TV: COUNCIL MEETING RECORDINGS	0	00/00/0000	<u>100.00</u>
				Vendor Total:	100.00
GACC TOURISM	0168	REIMB: LODING TAX	0	00/00/0000	<u>677.17</u>
				Vendor Total:	677.17
GLENCOE AREA CHAMBER OF CO	0094	REIMB: GLENCOE LIONS CLUB DONATIONS	0	00/00/0000	<u>1,850.00</u>
				Vendor Total:	1,850.00
GLENCOE DAYS INC.	1793	REIMB: GLENCOE LIONS CLUB DONATION	0	00/00/0000	<u>1,100.00</u>
				Vendor Total:	1,100.00
GREAT NORTHERN ENVIRONMEN	1601	WWTP: BRUSH ASSEMBLY	0	00/00/0000	<u>5,165.32</u>
				Vendor Total:	5,165.32
HAWKINS, INC.	1133	WATER, WWTP: CHEMICALS	0	00/00/0000	<u>188.25</u>
				Vendor Total:	188.25
HILLYARD HUTCHINSON	0122	ADMIN, LIBRARY, LIQUOR STORE: CLEANING SUPP'S,PAPER PRODUCTS	0	00/00/0000	<u>1,712.86</u>
				Vendor Total:	1,712.86
HUEMOELLER, CHESKIS &	1800	ADMIN: LEGAL SERVICES	0	00/00/0000	<u>10,577.75</u>
				Vendor Total:	10,577.75
JOHNSON CONTROLS FIRE	0874	LIQUOR STORE: DETECTOR INSTALLATION	0	00/00/0000	<u>437.50</u>
				Vendor Total:	437.50
LAWSON PRODUCTS, INC.	1474	STREET: REPAIR SUPPLIES	0	00/00/0000	<u>271.20</u>

INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

NOV 3, 2025 - REGULAR BILLS

Date: 10/31/2025

Time: 11:35 am

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City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
				Vendor Total:	<u>271.20</u>
LITZAU EXCAVATING	0380	WWTP: I & I PROGRAM	0	00/00/0000	<u>2,000.00</u>
				Vendor Total:	<u>2,000.00</u>
LOCATORS & SUPPLIES, INC	0564	WATER, WWTP, STORM WATER: FLAGS	0	00/00/0000	<u>1,437.28</u>
				Vendor Total:	<u>1,437.28</u>
MENARDS - HUTCHINSON	2184	WATER: PLUMBING REPAIR PARTS	0	00/00/0000	<u>244.70</u>
				Vendor Total:	<u>244.70</u>
METRO SALES, INC	1066	ADMIN, LIBRARY: OFFICE EQUIPMENT LEASE	0	00/00/0000	<u>666.10</u>
				Vendor Total:	<u>666.10</u>
MN. DEPT. OF LABOR & INDUSTRY	0055	REIMB: STATE SURCHARGE	0	00/00/0000	<u>467.80</u>
				Vendor Total:	<u>467.80</u>
MVTL, INC.	0353	WWTP: LAB TESTING	0	00/00/0000	<u>984.80</u>
				Vendor Total:	<u>984.80</u>
NELSON ELECTRIC MOTOR REPAIR	1277	WWTP: BEARING REPLACEMENTS ON MOTORS	0	00/00/0000	<u>844.00</u>
				Vendor Total:	<u>844.00</u>
NORTH CENTRAL INTERNATIONAL	0683	WWTP: MIRRORS	0	00/00/0000	<u>206.28</u>
				Vendor Total:	<u>206.28</u>
NUVERA	2120	MULT DEPTS: INTERNET, PHONE, IT SUPPORT	0	00/00/0000	<u>14,814.22</u>
				Vendor Total:	<u>14,814.22</u>
PIONEERLAND LIBRARY SYSTEMS	0227	REIMB: CARDS & FINES	0	00/00/0000	<u>81.90</u>
				Vendor Total:	<u>81.90</u>
PLUNKETT'S PEST CONTROL, INC	0446	ADMIN, AQUATIC CENTER, WWTP: LIQUOR STORE: PEST CONTROL	0	00/00/0000	<u>513.99</u>
				Vendor Total:	<u>513.99</u>
QUALITY FLOW SYSTEMS, INC.	1038	WWTP: LIFT STATION MAINTENANCE	0	00/00/0000	<u>1,450.00</u>
				Vendor Total:	<u>1,450.00</u>
QUILL LLC	1691	LIBRARY: OFFICE SUPPLIES	0	00/00/0000	<u>113.95</u>
				Vendor Total:	<u>113.95</u>
RELIANCE STANDARD LIFE INSURANCE	1915	MULT DEPTS: INS PREMIUMS	0	00/00/0000	<u>1,172.19</u>
				Vendor Total:	<u>1,172.19</u>
SEH	1757	MULT DEPTS: ENGINEERING SERVICES	0	00/00/0000	<u>110,683.06</u>
				Vendor Total:	<u>110,683.06</u>
T-MOBILE	1360	POLICE: CELL PHONE BILL & SQUAD DATA	0	00/00/0000	<u>795.80</u>
				Vendor Total:	<u>795.80</u>
TOTAL COMPLIANCE SOLUTIONS	1452	WATER, WWTP: EMPLOYEE TESTING PROGRAM	0	00/00/0000	<u>210.00</u>
				Vendor Total:	<u>210.00</u>
TWIN CITIES & WESTERN R.R.	0590	EDA: SECOND HALF PROPERTY TAX	0	00/00/0000	<u>441.00</u>
				Vendor Total:	<u>441.00</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	0	00/00/0000	<u>50.00</u>
				Vendor Total:	<u>50.00</u>
VEOLIA WATER TECHNOLOGIES, INC	0173	WWTP: FILERS FOR DISC FILTER SYSTEM	0	00/00/0000	<u>4,584.82</u>
				Vendor Total:	<u>4,584.82</u>
VERIZON WIRELESS	1110	POLICE: AIR TAGS	0	00/00/0000	<u>200.05</u>

INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

NOV 3, 2025 - REGULAR BILLS

Date: 10/31/2025

Time: 11:35 am

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City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
				Vendor Total:	<u>200.05</u>
ZERO9 HOLSTERS	2028	PUBLIC SAFETY AID: UNIFORM ACCESSORIES	0	00/00/0000	245.70
				Vendor Total:	<u>245.70</u>
				Grand Total:	190,319.83
				Less Credit Memos:	<u>0.00</u>
				Net Total:	190,319.83
				Less Hand Check Total:	<u>0.00</u>
				Outstanding Invoice Total :	190,319.83
	Total Invoices:	46			