



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

## GLENCOE CITY COUNCIL MEETING AGENDA

**Tuesday, February 17, 2026**

City Center Ballroom

- 1. PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE**
- 2. CONSENT AGENDA**
  - A. Approve Minutes of the Regular Meeting of February 2, 2026
  - B. Approve Minutes of the City Council Workshop of February 9, 2026
  - C. Lazy Loon Brewing Company LLC, Brewery Taproom On-Sale, 610 13th St. E.
- 3. APPROVE AGENDA**
- 4. PUBLIC COMMENT (agenda items only)**
- 5. PUBLIC HEARINGS**
- 6. BIDS AND QUOTES**
- 7. REQUESTS TO BE HEARD**
  - A. Resolution 2026-04 Ford Avenue Project Feasibility Study – Justin Black SEH
  - B. Soil Boring Agreement with Braun Intertec, Ford Avenue Project – Justin Black, SEH
  - C. Soil Boring Agreement with Braun Intertec, Glen Knoll Lift Station – Justin Black, SEH
  - D. Glencoe Police Organizational and Pay Structure Updates – Mark Lemen, City Administrator
  - E. Glencoe Organizational Chart – Haylie Kusler, Assistant City Administrator
- 8. ITEMS FOR DISCUSSION**
  - A. Rice Companies Update – City Attorney, Mark Ostlund
- 9. ROUTINE BUSINESS**
  - A. Project Updates
  - B. Economic Development
  - C. Public Input
  - D. Reports
  - E. City Bills
- 10. ADJOURN**



SMALL CITY  BIG FUTURE

## GLENCOE CITY COUNCIL MEETING MINUTES

February 2, 2026 – 7:00 PM

City Center Ballroom

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

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

Other: Rich Glennie, Bob Senst, Dave Meyer, Scott Mann

### 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 January 20, 2026

B. Maria's Mexican Restaurant, On-Sale Liquor and Sunday Sales, 702 10<sup>th</sup> Street E.

C. Glencoe VFW Post 5102, Club On-Sale and Sunday Sales, 923 Chandler Ave. N.

D. Glencoe Country Club, Club On-Sale and Sunday Sales, 1325 1st St. E

E. Happy Hour Inn, On-Sale Liquor and Sunday Sales, 815 11th St. E.

F. Main Street Sports Bar, On-Sale Liquor and Sunday Sales, 1226 Greeley Ave N.

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

### 3. APPROVE AGENDA

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

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

None.

### 5. PUBLIC HEARINGS

A. Set Public Hearing for MS4 Public Hearing – March 2, 2026

**Motion:** Neid, seconded by Dahlke to set the MS4 Public Hearing for March 2, 2026. All in favor, the motion carries.

### 6. BIDS AND QUOTES

None.

### 7. REQUESTS TO BE HEARD

A. Light and Power Commission Appointment Recommendation – Glencoe Light and Power, Dave Meyer

**Motion:** Lemke, seconded by Maynard to appoint Robert Senst to the Glencoe Light and Power Commission. All in favor, the motion carries.

B. Approval to Hire Police Officer – Glencoe Police Chief Tony Padilla

**Motion:** Neid, seconded by Maynard to approve the hire of Alex Kokenge, Patrol Officer. All in favor, the motion carries.

C. Consideration of Resolution approving assignment of Panther Heights Apartment to Panther Heights Leased Housing, LLC – City Attorney Mark Ostlund

Resolution 2026-03, assigning the TIF for Panther Heights Apartments (seller) to Panther Heights Leased Housing, LLC (buyer).

**RESOLUTION NO. 2026-03**  
**CITY OF GLENCOE, MINNESOTA**  
**RESOLUTION CONSENTING TO ASSIGNMENT OF**  
**THIRD AMENDED AND RESTATED CONTRACT FOR**  
**DEVELOPMENT**

**WHEREAS**, the City of Glencoe, Minnesota (the "City") and Glencoe Multi Family, LLC, a Minnesota limited liability company (the "Developer"), entered into that certain Third Amended and Restated Contract for Development dated September 14, 2021, recorded on September 16, 2021, as doc no. T68347 (the "Development Agreement") relating to the development known as Panther Heights located at 2905 14th Street East in Glencoe, Minnesota legally described as Lot 1, Block 1, Panther Heights Third Addition, McLeod County, Minnesota (the "Property"); and

**WHEREAS**, the Developer has entered into a Purchase Agreement dated November 6, 2025, to sell the Property to Panther Heights Leased Housing L.L.C., a Minnesota limited liability company (the "Assignee"); and

**WHEREAS**, pursuant to Section 8.2 of the Development Agreement, the Developer may not make any total or partial sale, assignment, conveyance, or lease of the Development Agreement or the Property without the prior written approval of the City; and

**WHEREAS**, the Developer has requested the City's consent to the assignment of the Development Agreement to the Assignee; and

**WHEREAS**, the City Council has reviewed information provided by the Developer and Assignee regarding the proposed assignment and has determined that the Assignee has the qualifications, experience, and financial capacity to fulfill all obligations under the Development Agreement.

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

1. **Consent to Assignment.** The City hereby consents to the assignment of the Development Agreement from the Developer to the Assignee, effective upon the closing of the sale of the Property, subject to the conditions set forth herein.
2. **Assumption of Obligations.** This consent is conditioned upon the Assignee's execution of an Assignment and Assumption Agreement in a form acceptable to the City Attorney, whereby the Assignee expressly assumes all obligations, covenants, and responsibilities of the Developer under the Development Agreement, including but not limited to:
  - a. All obligations related to Tax Increment Financing, including the reimbursement of allowable project costs up to \$540,000 for Phase 1 and \$675,000 for Phase 2 over 15-year periods;
  - b. All obligations related to income restrictions requiring that at least 20% of the residential units in the Property be occupied by persons whose incomes do not exceed 50% of the area median income, with ongoing compliance certification requirements;
  - c. All reporting and certification requirements; and
  - d. All other obligations set forth in the Development Agreement.
3. **Conditions Precedent.** This consent shall not become effective until the following conditions have been satisfied:
  1. The City's receipt of a fully executed Assignment and Assumption Agreement;
  2. The City's receipt of evidence that the Assignee has obtained all insurance required under the Development Agreement;

3. The City's receipt of evidence that the Assignee is in good standing in the State of Minnesota;

**4. Reservation of Rights.** This consent shall not constitute a waiver of any rights or remedies available to the City under the Development Agreement or applicable law. The City expressly reserves all rights, powers, privileges, and remedies provided to it under the Development Agreement, at law, or in equity. Nothing in this consent shall be construed as limiting, prejudicing, or otherwise affecting any right, power, privilege, or remedy of the City, whether arising before or after the effective date of this consent.

**5. Authorization.** The Mayor and City Administrator are hereby authorized to execute any documents necessary to effectuate this consent, including the Assignment and Assumption Agreement, subject to final review and approval by the City Attorney.

ADOPTED by the City Council of the City of Glencoe, Minnesota, this 2nd day of February 2026.

**Motion:** Maynard, seconded by Lemke to approve **Resolution 2026-03**. Upon a roll call vote, the following voted Aye, Rivera, Dahlke, Maynard, Neid and Lemke. The following voted Nay, none. Whereupon the resolution was declared adopted and approved.

#### 8. ITEMS FOR DISCUSSION

None.

#### 9. ROUTINE BUSINESS

- A. Project Updates – the Local Option Sales Tax has been submitted to the Legislature.
- B. Economic Development
- C. Public Input
- D. Reports
- E. City Bills

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

- F. **Close Meeting** to discuss ongoing litigation regarding USG Water Solution pursuant to Minn Stat 13D.

**Motion:** Neid, seconded by Dahlke to close meeting to discuss ongoing litigation. All in favor, the motion carries.

**Motion:** Rivera, seconded by Neid to re-open the meeting. All in favor, the motion carries.

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

#### 10. ADJOURN

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



SMALL CITY  BIG FUTURE

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

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Separate Agenda Items

**Mayor:** Mark Hueser      **City Administrator:** Mark Lemen

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



SMALL CITY & BIG FUTURE

**GLENCOE CITY COUNCIL WORKSHOP MINUTES**

**February 9, 2026 – 5:30 PM**

West Conference Room

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

City Staff: Mark Lemen, Haylie Kusler, Brandon Frankfurth, Tony Padilla

Others Present: Justin Black, Brody Bratsch

**1. BS&A Finance/OpenGov Software Updates – Amy Halquist, Assistant Finance Director, City Administrator, Mark Lemen**

The City's Finance Department has supplied BS&A with all the necessary documents and information requested for the conversion process. We remain on track to launch at the beginning of May 2026. The Finance Department has attended monthly status meetings to confirm that we are progressing as planned and to address any questions that may emerge from either party. A timeline was presented to City Council from now until the software goes live.

**2. Ford Avenue Project Update – Justin Black, SEH/City Administrator, Mark Lemen**

The City of Glencoe's consulting engineer, SEH, presented information on the upcoming Ford Avenue Project. A resolution will be proposed at the next City Council meeting for the approval to order the feasibility report. SEH and City staff discussed a potential Pryor Avenue development that would involve the sale of City-owned property and the extension of Pryor Avenue. The intent is to begin both projects in 2027, with completion anticipated in 2029. Bond payments associated with these projects would commence in 2029.

**3. Glencoe PD Staffing – Glencoe Police Chief, Tony Padilla/City Administrator, Mark Lemen**

Discussion regarding the organizational structure of the Glencoe Police Department.



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Separate Agenda Items

# GLENCOE

SMALL CITY & BIG FUTURE

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To: Mayor and City Council

From: Mark Lemen, City Administrator

Date: February 17, 2026

RE: **Item 7A** Resolution 2026-04

**Item 7A** – It is recommended to approve Resolution 2026-04 approving the feasibility study for the Ford Ave. Project.



Building a Better World  
for All of Us®

February 17, 2026

RE: City of Glencoe, Minnesota  
Proposal for Feasibility Report  
2027 Ford Avenue Street and Utility  
Improvement Project

Honorable Mayor and  
Members of the City Council  
City of Glencoe  
1107 11th Street East, Suite 107  
Glencoe, MN 55336

Dear Mayor and Council Members:

This letter outlines our proposed services for a feasibility report on the 2027 Ford Avenue Street and Utility Improvement Project.

### **PROJECT UNDERSTANDING**

The 2027 Ford Avenue Street and Utility Improvement Project has been discussed with both the City of Glencoe and McLeod County over the past several years. State Aid funding will be used for this project. State Aid design standards will be utilized to develop the proposed improvements outlined in the feasibility report.

The project will also consist of a street and utility extension on Pryor Avenue.

Project maps are attached to this letter to show the proposed project areas that will be included in the feasibility report.

The Public Improvement Process as outlined in State Statute Chapter 429 requires a Feasibility Report to be prepared identifying the proposed improvement, costs of the improvements, and an estimate of the proposed amount to be assessed.

### **SCOPE OF SERVICES**

The feasibility report outlines recommendations for proposed improvements. The report will include drawings, updated cost estimates, and estimated assessments.

After the feasibility report is presented to the city council and a public hearing is held, we would submit a proposal for final design services based on the project scope and improvement areas as approved by the city council at the public hearing.

Engineers | Architects | Planners | Scientists

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

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

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

Honorable Mayor and  
Members of the City Council  
February 17, 2026  
Page 2

## FEE

Our fee is based on the project areas described above and shown on the attached map. A detailed task hour budget is attached. A summary of the fee is shown below.

Fee for:

Feasibility Report (including Open House, Public Hearing, and Draft Assessment Roll)	\$105,700	
Topographic Survey	\$34,100	
<b>Total Proposed SEH Fee</b>	<b>\$139,800</b>	<b>Hourly, Not-to-exceed</b>

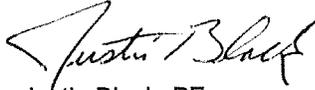
## SCHEDULE

The open house would be held in spring with the feasibility report submittal and public hearing to follow. A proposed schedule is attached.

If these proposed services are acceptable to you, please sign the attached SLA and return a scanned copy to me. We look forward to working with you on this project.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.



Justin Black, PE  
Project Manager  
(Lic. MN)

jb  
Enclosures

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GLENCOE REGIONAL HEALTH  
18TH ST (CSAH 2)

**PRELIMINARY  
TOTAL ESTIMATED  
PROJECT COST =**

**\$11,000,000**

**PROJECT  
LOCATION**

16TH ST

FORD AVE

GREELEY AVE

HENNEPIN AVE (CSAH 2)

16TH ST

15TH ST

14TH ST

13TH ST

ELLIOTT AVE

FORD AVE

GREELEY AVE

T.H. 22

12TH ST

T.H. 22

11TH ST

PROPOSED  
STORMWATER POND

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PROJECT NO.

-

DATE:

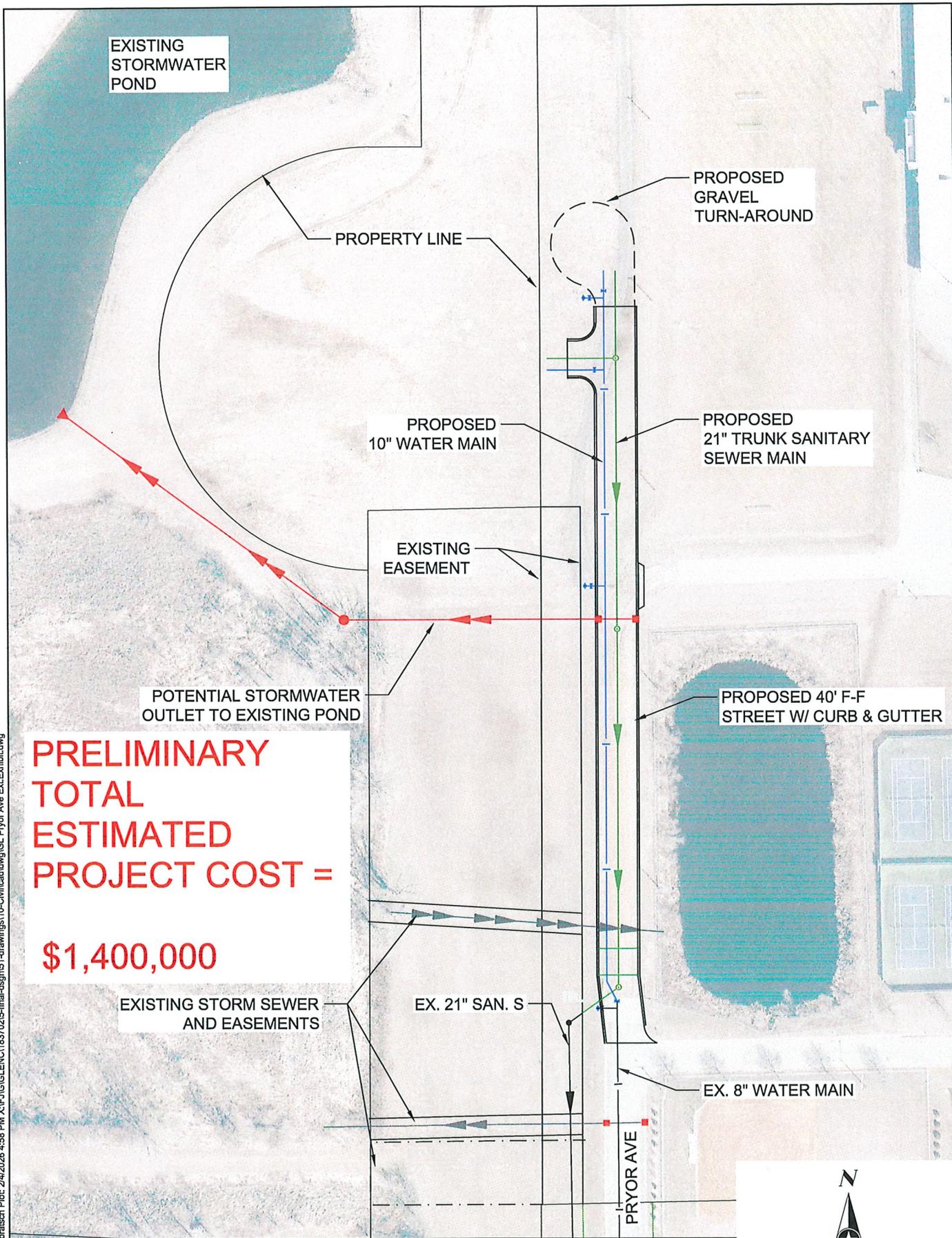
2/4/26

**2027 FORD AVENUE  
STREET & UTILITY IMP. PROJECT  
GLENCOE, MINNESOTA**

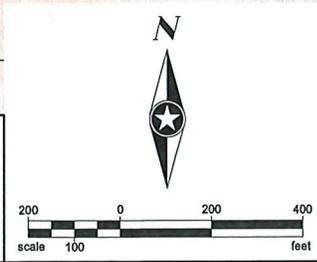
FIGURE  
NO. 1



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**PRELIMINARY  
TOTAL  
ESTIMATED  
PROJECT COST =  
\$1,400,000**



	PROJECT NO.	<b>PRYOR AVE EXTENSION STREET &amp; UTILITY IMP. PROJECT GLENCOE, MINNESOTA</b>	<b>FIGURE NO. 1</b>
	DATE: 2/4/26		



# DETAILED TASK HOUR BUDGET / COST ANALYSIS

Project : 2027 Ford Ave Improvement Project  
 Location: Glencoe, MN  
 Date: Tuesday, February 17, 2026

	Labor Hours											TOTALS
	Black Proj Manager PE	Bratsch Proj Engr PE	Maeder Technician / RPR PE	Webb Water Resource PE	Thole Water Resources PE	Hotchkiss Transportation PE	Brinkman Admin Tech	Pomplun Lead Technician	Solomonson Survey Crew Chief			
<b>Task 1 - Feasibility Report</b>												
Project Management / Project Schedule Management	8.0	2.0					8.0					18.0
Utility and as-built information gathering, review of sewer televising		2.0	6.0									8.0
Hydrologic and Hydraulic Modeling	1.0	2.0			8.0							11.0
Preliminary Storm Pond Sizing and Grading Plan	2.0	2.0		40.0								44.0
Preliminary Utility Design - storm sewer, sanitary sewer, water main	4.0	16.0	8.0	40.0	12.0					10.0		80.0
Preliminary street width alignment and geometrics	4.0	20.0								16.0		40.0
Preliminary intersection layouts for 18th Street and Ford Ave (Up to 3 layouts)	3.0	8.0	8.0			20.0						39.0
Review of existing sidewalk locations. Preliminary layout of sidewalk / trail options	2.0	8.0										10.0
Preliminary review of utility conflicts based on Gopher One Utility Locate information	1.0	4.0										5.0
Establish right-of-way limits and identify easement needs	1.0	2.0	2.0									5.0
Meeting with TC&W to review preliminary storm sewer crossing under tracks	2.0	2.0			2.0					16.0		23.0
Meeting with BCWD Engineer to review preliminary storm sewer management plan	2.0	2.0										4.0
Prepare feasibility study level of probably construction cost	1.0	12.0	30.0									43.0
Prepare draft assessment roll and assessment map exhibits	1.0	8.0	16.0									25.0
Prepare maps and exhibits for report	14.0	2.0	4.0		4.0							24.0
Prepare feasibility report document	4.0	4.0		2.0								10.0
Prepare for and Attend City Council Workshop (2)	4.0	8.0	6.0									18.0
Review of feasibility report with city staff and county staff	4.0	4.0										8.0
QA/QC of final feasibility report	2.0	4.0	2.0	1.0	1.0							10.0
Prepare for and presentation of Feasibility Report to City Council	2.0	1.0										3.0
Prepare for and attend Public Hearing	4.0	1.0										5.0
<b>SUBTOTAL HOURS</b>	<b>70.0</b>	<b>124.0</b>	<b>78.0</b>	<b>87.0</b>	<b>27.0</b>	<b>20.0</b>	<b>49.0</b>	<b>114.0</b>	<b>0.0</b>	<b>0.0</b>	<b>589.0</b>	
<b>TOTAL TASK FEE \$</b>												
<b>Task 2 - Topographic Survey</b>												
Information gathering, Setting Control Points and Benchmarks												20.0
Topo survey and manhole depth measurements			32.0							4.0		36.0
Processing Data and preparing base CAD drawings										10.0		10.0
<b>SUBTOTAL HOURS</b>	<b>0.0</b>	<b>0.0</b>	<b>32.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>14.0</b>	<b>120.0</b>	<b>0.0</b>	<b>166.0</b>	
<b>TOTAL TASK FEE \$</b>												
<b>TOTAL PROJECT FEE</b>												

**TOTAL PROJECT FEE \$-139,800.00**

**PROPOSED SCHEDULE  
2027 FORD AVENUE STREET AND UTILITY IMPROVEMENT PROJECT  
GLENCOE, MINNESOTA  
FEBRUARY 17, 2026**

Task	Date
Council Authorizes Preparation of Feasibility Report, Topographic Survey, and Soil Borings*	February 17, 2026*
<ul style="list-style-type: none"> <li>• Prepare Geometric layout options for Ford Avenue/18th Street Intersection.</li> <li>• Meeting with BCWD to confirm Stormwater Management and BMPs.</li> <li>• Complete Topo survey and soil borings.</li> </ul>	February/March/April 2026
City Council Workshop #1 <ul style="list-style-type: none"> <li>– Review options for stormwater management and Ford Avenue/18th Street intersection.</li> <li>– Discuss existing and proposed street widths and Greeley Avenue one-way.</li> </ul>	March 23, 2026
McLeod County Staff Concept Review Meeting	March 26, 2026
City Council Workshop #2 (Attend as needed to review items from Workshop #1)	April 13, 2026
Open House Event #1	April 30, 2026
Present Feasibility Report; Council Calls for Hearing on Improvement*	June 1, 2026*
Open House Event #2	June 4, 2026
Public Hearing; Council Authorizes Preparation of Plans and Specifications*	July 6, 2026*
Design Kick-off Meeting	July 13, 2026
30% Plan Review	August 13, 2026
60% Plan Review Meeting	October 15, 2026
Submit Hydraulic Memo and Permit Application to BCWD for November 24 Meeting (15 days prior)	November 9, 2026
Submit Hydraulic Memo to State Aid Hydraulic Engineer	November 30, 2026
Open House Event #3	December 3, 2026
90% Plan Review Meeting	December 14, 2026
100% State Aid Submittal	February 4, 2027
Present Final Plans and Specifications; Council Authorizes Advertisement for Bids*	March 1, 2027*
Bid Opening	Thursday, March 25, 2027

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

## Supplemental Letter Agreement

In accordance with the Master Agreement for Professional Services between City of Glencoe ("Client"), and Short Elliott Hendrickson Inc. ("Consultant"), effective January 1, 2025, this Supplemental Letter Agreement dated February 17, 2026, authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: 2027 Ford Avenue Street and Utility Improvement Project.

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

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

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

Scope includes preparation of feasibility report and topographic survey as indicated in the attached letter and Task Hour Budget dated February 17, 2026.

**Schedule:** We will start work upon receipt of a signed copy of this Agreement. See attached letter dated February 17, 2026, for proposed project schedule.

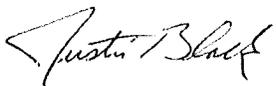
**Payment:** The estimated total estimated fee for SEH's services is hourly subject to a not-to-exceed amount of \$139,800 including expenses and equipment.

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

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

**Short Elliott Hendrickson Inc.**

**City of Glencoe**

By: 

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

Full Name: Justin Black

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

Title: Principal/Client Service Manager

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

## **Exhibit A-1**

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

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

#### **A. Hourly Basis Option**

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

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

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

#### **B. Expenses**

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

1. Transportation and travel expenses.
2. Long distance services, dedicated data and communication services, teleconferences, Project Web sites, and extranets.
3. Lodging and meal expense connected with the Project.
4. Fees paid, in the name of the Client, for securing approval of authorities having jurisdiction over the Project.
5. Plots, Reports, plan and specification reproduction expenses.
6. Postage, handling and delivery.
7. Expense of overtime work requiring higher than regular rates, if authorized in advance by the Client.
8. Renderings, models, mock-ups, professional photography, and presentation materials requested by the Client.
9. All taxes levied on professional services and on reimbursable expenses.
10. Other special expenses required in connection with the Project.

11. ~~The cost of special consultants or technical services as required. The cost of subconsultant services shall include actual expenditure plus 10% markup for the cost of administration and insurance.~~ Subconsultant services shall be contracted directly with the Client when possible, and otherwise the Consultant cost shall include actual expenditures but not the 10% markup for the cost of administration and insurance as noted, unless otherwise approved by the Client.

The Client shall pay Consultant monthly for expenses.

### **C. Equipment Utilization**

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

The Client shall pay Consultant monthly for equipment utilization.

**RESOLUTION NO. 2026-04**

**ORDERING PREPARATION OF REPORT ON IMPROVEMENT**

WHEREAS, it is proposed to make improvements to the following streets:

- Ford Avenue from 11th Street to approximately 350 feet north of 18th Street
- Greeley Avenue from 12th Street to 18th Street
- 14th Street from Ford Avenue to Hennepin Avenue
- 15th Street from Ford Avenue to Hennepin Avenue
- 16th Street from Ford Avenue to Hennepin Avenue
- 18th Street (CSAH 2) from Ford Avenue to a point approximately 350 feet east (alley)
- Pryor Avenue starting from a point approximately 900 feet north of 16th Street, extending improvements north from that point approximately 750 feet

and to assess the benefited property for all or a portion of the cost of the improvement, pursuant to Minnesota Statutes, Chapter 429,

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

That the proposed improvement be referred to pursuant to Short Elliott Hendrickson Inc. (SEH<sup>®</sup>) for study and that they are instructed to report to the council with all convenient speed advising the council in a preliminary way as to whether the proposed improvement is necessary, cost-effective, and feasible and as to whether it should best be made as proposed or in connection with some other improvement, and the estimated cost of the improvement as recommended.

Adopted by the council this 17th day of February, 2026.

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Mark Hueser  
Mayor

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Mark Lemen  
City Administrator

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SMALL CITY & BIG FUTURE

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

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Separate Agenda Items

**Mayor:** Mark Hueser      **City Administrator:** Mark Lemen

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

# GLENCOE

SMALL CITY  BIG FUTURE

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

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To: Mayor and City Council

From: Brandon Frankfurth, Public Works Director

Date: February 13, 2026

Re: **Item 7B** Soil Boring- Ford Ave Project

To plan for the upcoming road projects, the city needs to conduct soil boring. This will provide the necessary geotechnical data needed for the project. It is recommended to approve the soil boring agreement with Braun Intertec.

**Mayor:** Mark Hueser      **City Administrator:** Mark Lemen

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

February 12, 2026

Proposal 10006341\_001

Mark Lemen  
**City of Glencoe**  
1107 11th Street East, Suite 107  
Glencoe, MN 55336

Re: Proposal for a Geotechnical Evaluation  
Ford Avenue and 16th Street 2027 Improvements  
Portions of Ford Avenue North, Greeley Avenue North, 14th Street East, 15th Street East, 16th Street East, 18th Street East, and Pryor Avenue North  
Glencoe, Minnesota

Dear Mr. Lemen:

Braun Intertec Corporation (Braun Intertec) submits this proposal to complete a geotechnical evaluation for the Ford Avenue and 16th Street 2027 Improvements project along portions of the referenced streets.

## Project Information

Per the proposal request and sketches provided by Brody Bratsch, PE, Short Elliott Hendrickson, Inc. (SEH), we understand the project will include installing new sanitary sewer, watermain, and storm sewer utilities and reconstructing the existing bituminous surfaced roadways along portions of Ford Avenue North, Greeley Avenue North, 14th Street East, 15th Street East, 16th Street East, and 18th Street East in Glencoe, Minnesota. We assume the utility depths will range from about 3 to 10 feet.

The project will also include widening and paving the narrow gravel surfaced portion of Pryor Avenue North from the northern Glencoe Schools drive lane to about 750 feet north. New sanitary sewer and watermain utilities will also be installed along the new section of roadway. The project will also include construction of a new stormwater pond north of 11th Street East and Ford Avenue North.

## Purpose

The purpose of our geotechnical evaluation will be to characterize subsurface geologic conditions at selected exploration locations, evaluate their impact on the project, and provide geotechnical recommendations for the installation of underground utilities, design construction and reconstruction of the bituminous roadways, and the pond.



## Scope of Services

We propose the following tasks to help achieve the stated purpose. If we encounter unfavorable or unforeseen conditions during the completion of our tasks that lead us to recommend an expanded scope of services, we will contact you to discuss the conditions before resuming our services.

### Site Access

Based on aerial photographs and completing most of the borings within the existing roadway, it appears that the borings will be accessible to a truck-mounted drill rig. We assume there will be no cause for delays in accessing the exploration locations. We are not including tree clearing, debris or obstruction removal, grading of navigable paths, or snow plowing.

Depending on access requirements, ground conditions or potential utility conflicts, our field crew may alter the exploration locations from those proposed to facilitate accessibility. Our drilling activities may also impact the vegetation and may rut the surface to access boring locations. Restoration of vegetation and turf is not part of our scope of services.

### Staking

We will stake prospective subsurface exploration locations and obtain surface elevations at those locations using GPS (Global Positioning System) technology.

### Utility Clearance

Prior to drilling, we will contact Gopher State One Call and arrange for notification of the appropriate utility vendors to mark and clear the exploration locations of public underground utilities. You, or your authorized representative, are responsible to notify us before we begin our work of the presence and location of any underground objects or private utilities that are not the responsibility of public agencies.

We will not be liable for any damages resulting from unidentified or misidentified underground objects or utilities. Further, we reserve the right to stop work if underground objects or utilities are suspected or known to exist, but locations cannot be accurately determined.

### Traffic Control

We will provide signs and cones to warn motorists of our activities within the roadways.

### Penetration Test Borings

As requested, we will drill 22 standard penetration test (SPT) borings for the project, extending two borings along Pryor Avenue North to a depth of about 25 feet, and each of the remaining 20 borings to a depth of 12 feet. We will perform standard penetration tests at 2 1/2-foot vertical intervals to a depth of about 15 feet, and at 5-foot intervals at greater depths. If the borings encounter groundwater during or immediately after drilling of each boring, we will record the observed depth on the boring logs.



If the intended boring depths do not extend through unsuitable material, we will extend the borings at least 5 feet into suitable material at greater depths. The additional information will help evaluate such issues as excavation depth, consolidation settlement, and foundation alternatives, among others. If we identify a need for deeper (or additional) borings, we will contact you prior to increasing our total estimated drilled footage and submit a Change Order summarizing the anticipated additional effort and the associated cost, for your review and authorization.

### **MDH Sealing Record**

We are planning the deepest borings to be at least 15 feet and less than 25 feet. Therefore, the Minnesota Statutes require us to complete a Sealing Record after our completion of the borings. Our proposal includes the fees for the MDH Sealing Record.

In the event we extend our borings to a depth of 25 feet or greater, the MDH requires us to complete and submit a Sealing Notification Form for the project. The submission of the Sealing Notification Form will require a signature from the property owner (or agent). If we extend our borings to a depth of 25 feet or greater, we will forward to you a copy of the form for signature and increase our total fees by \$100.

### **Borehole Abandonment**

We will backfill our exploration locations immediately after completing the drilling at each location. Minnesota Statutes require sealing temporary borings that are 15 feet deep or deeper. Based on our proposed subsurface characterization depths, we will seal about 50 linear feet of borehole with grout.

Upon backfilling or sealing exploration locations, we will fill holes in pavements with a temporary patch.

Over time, subsidence of borehole backfill may occur, requiring releveling of surface grades or replacing bituminous or concrete patches. We are not assuming responsibility for releveling or re-patching after we complete our fieldwork.

### **Sample Review and Laboratory Testing**

We will return recovered samples to our laboratory, where a geotechnical engineer will visually classify and log them. To help classify the materials encountered and estimate the engineering properties necessary to our analyses, we anticipate performing 22 moisture content tests, 7 mechanical analyses (through a #200 sieve only), and 2 organic content tests. We will adjust the actual number and type of tests based on the results of our borings.

### **Engineering Analyses**

We will use data obtained from the subsurface exploration and laboratory tests to evaluate the subsurface profile and groundwater conditions, and to perform engineering analyses related to structure and pavement design and performance.



## Report

We will prepare a report including:

- A sketch showing the exploration locations.
- Logs of the borings describing the materials encountered and presenting the results of our groundwater measurements and laboratory tests.
- A summary of the subsurface profile and groundwater conditions.
- Discussion identifying the subsurface conditions that will impact design and construction.
- Discussion regarding the reuse of on-site materials during construction.
- Recommendations for preparing utility and pavement subgrades, and the selection, placement, and compaction of fill.
- Recommendations for the installation of utilities and design and construction of bituminous pavement including an estimated R value for pavement design.
- Estimated stormwater infiltration rates based on the soil types and recommendations in the Minnesota Stormwater Manual.

We will only submit an electronic copy of our report to you unless you request otherwise. At your request, we can also send the report to additional project team members.

## Schedule

We anticipate performing our work according to the following schedule.

- Drill rig mobilization – within about 2 to 3 weeks following receipt of written authorization
- Field exploration – 3 days on site to complete the work
- Classification and laboratory testing – within 1 to 2 weeks after completion of field exploration
- Preliminary results – within about 1 week after completion of field exploration
- Draft report submittal – within about 2 weeks after completion of field exploration
- Final report submittal – within 5 days of receiving comments on the draft report

If we cannot complete our proposed scope of services according to this schedule due to circumstances beyond our control, we may need to revise this proposal prior to completing the remaining tasks.



## **Fees**

We will furnish the services described in this proposal for a lump sum fee of \$19,947. Please note that our drilling/field services were budgeted to occur within our normal work hours of 7:00 a.m. to 4:00 p.m., Monday through Friday. If conditions occur that require us to work outside of these hours, we will request additional fees to cover our additional overtime costs.

Our work may extend over several invoicing periods. As such, we will submit partial progress invoices for work we perform during each invoicing period.



## General Remarks

We based the proposed fee on the scope of services described and the assumption that you will authorize our services within 30 days and that others will not delay us beyond our proposed schedule.

We include the Braun Intertec General Conditions, which provide additional terms and are a part of our agreement. To accept this proposal and authorize us to proceed, please sign and return it to us in its entirety.

We appreciate the opportunity to present this proposal to you. We will be happy to meet with you to discuss our proposed scope of services further and clarify the various scope components.

To have questions answered or schedule a time to meet and discuss our approach to this project further, please contact Andrew Hillerud at 218.260.0930 or ahillerud@braunintertec.com.

Sincerely,

**Braun Intertec Corporation**

Andrew J. Hillerud, PE  
Senior Engineer

Steven A. Thayer, PE  
Senior Manager, Senior Engineer

Attachment:  
General Conditions (11/04/2024)

c: Brody Bratsch, PE, SEH  
Justin Black, PE, SEH

The proposal is accepted, and Braun Intertec is authorized to proceed.

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Authorizer's Firm

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Authorizer's Signature

---

Authorizer's Name (please print or type)

---

Authorizer's Title

---

Date

## BRAUN INTERTEC GENERAL CONDITIONS

## SECTION 1: AGREEMENT

**1.1 Agreement.** This agreement consists of these General Conditions and the accompanying written proposal or authorization ("Agreement"). This Agreement is the entire agreement between Consultant and Client and supersedes all prior negotiations, representations or agreements, either written or oral.

**1.2 Parties to the Agreement.** The parties to this Agreement are the Braun Intertec entity ("Consultant") and the client ("Client") as described in the accompanying written proposal or authorization. Consultant and Client may be individually referred to as a Party or collectively as the Parties.

## SECTION 2: SCOPE OF SERVICES

**2.1 Services.** Consultant will provide services ("Services") in connection with the project ("Project") which are specifically described in this Agreement. Client understands and agrees that Consultant's Services are limited to those which are expressly set forth in this Agreement.

**2.2 Additional Services.** Any Services not specifically set forth in the Agreement constitute "Additional Services." Additional Services must be agreed upon in writing by the Parties prior to performance of the Additional Services and may entitle Consultant to additional compensation and schedule adjustments. Additional compensation will be based upon Consultant's then current rates and fees.

## SECTION 3: PERFORMANCE OF SERVICES

**3.1 Standard of Care.** Consultant will perform its professional Services consistent with the degree of care and skill exercised by members of Consultant's profession performing under similar circumstances at the same time and in the same locality in which the professional Services are performed. CONSULTANT DISCLAIMS ALL STATUTORY, ORAL, WRITTEN, EXPRESS, AND IMPLIED WARRANTIES, INCLUDING WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR PERFORMANCE OF SERVICES IN A GOOD AND WORKMANLIKE MANNER.

**3.2 Written Reports and Findings.** Unless otherwise agreed in writing, Consultant's findings, opinions, and recommendations will be provided to Client in writing and may be delivered via electronic format. Client agrees not to rely on oral findings, opinions, or recommendations.

**3.3 Observation or Sampling Locations.** Locations of field observations or sampling described in Consultant's report or shown on Consultant's sketches reference Project plans or information provided by others or estimates made by Consultant's personnel. Consultant will not survey, set, or check the accuracy of those points unless Consultant accepts that duty in writing. Client agrees that such dimensions, depths, or elevations are approximations unless specifically stated otherwise in the report. Client accepts the inherent risk that samples or observations may not be representative of items not sampled or seen and further that site conditions may vary over distance or change over time.

**3.4 Project Site Information.** Client will provide Consultant with prior environmental, geotechnical and other reports, specifications, plans, and information to which Client has access about the Project site and which are necessary for Consultant to carry out Consultant's Services. Client agrees to provide Consultant with all plans, changes in plans, and new information as to Project site conditions until Consultant has completed its Services.

**3.5 Subsurface Objects.** To the extent required to carry out Consultant's Services, Client agrees to provide Consultant, in a timely manner, with information that Client has regarding buried objects at the Project site. Consultant will not be responsible for locating buried objects or utilities at the Project site unless expressly set forth in this Agreement, or expressly required by applicable law. Client agrees to hold Consultant harmless, defend, and indemnify Consultant from claims, damages, losses, penalties and expenses (including attorney fees) involving buried objects or utilities that were not properly marked or identified or of which Client had or should have had knowledge but did not timely notify Consultant or correctly identify on the plans Client or others furnished to Consultant. Consultant, from time to time, may hire a third party to locate underground objects or utilities and, unless otherwise expressly stated in this Agreement, such action shall be for the sole benefit of Consultant and in no way will alleviate Client of its responsibilities hereunder.

**3.6 Hazardous Materials.** Client will notify Consultant of any knowledge or suspicion of the presence of hazardous or dangerous materials present on any Project site or in any sample or material provided to Consultant. Client agrees to provide Consultant with information in Client's possession or control relating to such samples or materials. If Consultant observes or suspects the presence of contaminants not anticipated in this Agreement, Consultant may terminate Services without liability to Client or to others, and Client will compensate Consultant for fees earned and expenses incurred up to the time of termination.

**3.7 Supervision of Others.** Consultant shall have no obligation to supervise or direct Client's representatives, contractors, or other third parties retained by Client. Consultant has no authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected or used by Client, Client's representatives, contractors, or other third parties retained by Client.

**3.8 Safety.** Consultant will provide a health and safety program for its employees as well

as reasonable personal protective equipment ("PPE") typical for the performance of the Services provided by this Agreement and as required by law. Consultant shall be entitled to compensation for all extraordinary PPE required by Client. Client will provide, at no cost to Consultant, appropriate Project site safety measures which are necessary for Consultant to perform its Services at the Project location or work areas in connection with the Project. Consultant's employees are expressly authorized by Client to refuse to work under conditions that may, in an employee's sole discretion, be unsafe. Consultant shall have no authority over or be responsible for the safety precautions and programs, or for security, at the Project site (except with respect to Consultant's own Services and those of its subconsultants).

**3.9 Project Site Access and Damage.** Client will provide or ensure access to the site. In the performance of Services some Project site damage is normal even when due care is exercised. Consultant will use reasonable care to minimize damage to the Project site. Unless otherwise expressly stated in this Agreement, the cost of restoration for such damage has not been included in the estimated fees and will be the responsibility of the Client.

**3.10 Monitoring Wells.** To the extent applicable to the Services, monitoring wells are Client's property, and Client is responsible for monitoring well permitting, maintenance, and abandonment unless otherwise expressly set forth in this Agreement.

**3.11 Contaminant Disclosures Required by Law.** Client agrees to make all disclosures related to the discovery or release of contaminants that are required by law. In the event Client does not own the Project site, Client acknowledges that it is Client's duty to inform the owner of the Project site of the discovery or release of contaminants at the site. Client agrees to hold Consultant harmless, defend, and indemnify Consultant from claims, damages, penalties, or losses and expenses, including attorney fees, related to Client's failure to make any disclosure required by law or for failing to make the necessary disclosure to the owner of the Project site.

## SECTION 4: SCHEDULE

**4.1 Schedule.** Consultant shall complete its obligations within a reasonable time and shall make decisions and carry out its responsibilities in a manner consistent with the Standard of Care. Specific periods of time for rendering Services or specific dates by which Services are to be completed are provided in this Agreement. If Consultant is delayed in the performance of the Services by actions, inactions, or neglect of Client or others for whom Client is responsible, by changes ordered in the Services, or by other causes beyond the control of Consultant, including force majeure events, then the time for Consultant's performance of Services shall be extended and Consultant shall receive payment for all expenses attributable to the delay in accordance with Consultant's then current rates and fees.

**4.2 Scheduling On-Site Observations or Services.** To the extent Consultant's Services require observations, inspections, or testing be performed at the Project site, Client understands and agrees that Client, directly or indirectly through its authorized representative, has the sole right and responsibility to determine and communicate to Consultant the scheduling of observations, inspections, and testing performed by Consultant. Accordingly, Client also acknowledges that Consultant bears no responsibility for damages that may result because Consultant did not perform such observations, inspections, or testing that Client failed to request and schedule. Client understands that the scheduling of observations, inspections, or testing will dictate the time Consultant's field personnel spend on the job site and agrees to pay for all services provided by Consultant due to Client's scheduling demands in accordance with Consultant's then current rates and fees.

## SECTION 5: COST AND PAYMENT OF SERVICES

**5.1 Cost Estimates.** Consultant's price or fees provided for in this Agreement are an estimate and are not a fixed amount unless otherwise expressly stated in this Agreement. Consultant's estimated fees are based upon Consultant's experience, knowledge, and professional judgment as well as information available to Consultant at the time of this Agreement. Actual costs may vary and are not guaranteed or warranted.

**5.2 Payment.** Consultant will invoice Client on a monthly basis for Services performed. Client will pay for Services as stated in this Agreement together with costs for Additional Services or costs otherwise agreed to in writing within thirty (30) days of the invoice date. Unless otherwise stated in this Agreement or agreed to in writing, Consultant's costs for all services performed will be based upon Consultant's then current rates, fees, and charges. No retainage shall be withheld by Client. All unpaid invoices will incur an interest charge of 1.5% per month or the maximum allowed by law.

**5.3 Other Payment Conditions.** Consultant will require Client credit approval and Consultant may require payment of a retainer fee. Client agrees to pay all applicable taxes. Client's obligation to pay for Services under this Agreement is not contingent on Client's ability to obtain financing, governmental or regulatory agency approval, permits, final adjudication of any lawsuit, Client's successful completion of any project, receipt of payment from a third party, or any other event.

**5.4 Third Party Payment.** Provided Consultant has agreed in writing, Client may request Consultant to invoice and receive payment from a third party for Consultant's Services. Consultant, in its sole discretion, may also require the third party to provide written acceptance of all terms of this Agreement. Neither payment to Consultant by a third party nor a third party's written acceptance of all terms of this Agreement will alter Client's rights and responsibilities under this Agreement. Client expressly agrees that

the Agreement contains sufficient consideration notwithstanding Consultant being paid by a third party.

**5.5 Non-Payment.** If Client does not pay for Services in full as agreed, Consultant may retain work not yet delivered to Client and Client agrees to return all Project Data (as defined in this Agreement) that may be in Client's possession or under Client's control. If Client fails to pay Consultant in accordance with this Agreement, such nonpayment shall be considered a default and breach of this Agreement for which Consultant may terminate for cause consistent with the terms of this Agreement and without liability to Client or to others. Client will compensate Consultant for fees earned and expenses incurred up to the time of termination. Client agrees to be liable to Consultant for all costs and expenses Consultant incurs in the collection of amounts invoiced but not paid, including but not limited to attorney fees and costs.

#### SECTION 6: OWNERSHIP AND USE OF DATA

**6.1 Ownership.** All reports, notes, calculations, documents, and all other data prepared by Consultant in the performance of the Services ("Project Data") are instruments of Consultant's Services and are the property of Consultant. Consultant shall retain all common law, statutory and other reserved rights, including the copyright thereto, of Project Data.

**6.2 Use of Project Data.** The Project Data of this Agreement is for the exclusive purpose disclosed by Client and, unless agreed to in writing, for the exclusive use of Client. Client may not use Project Data for a purpose for which the Project Data was not prepared without the express written consent of Consultant. Consultant will not be responsible for any claims, damages, or costs arising from the unauthorized use of any Project Data provided by Consultant under this Agreement. Client agrees to hold harmless, defend and indemnify Consultant from any and all claims, damages, losses, and expenses, including attorney fees, arising out of such unauthorized use.

**6.3 Samples, Field Data, and Contaminated Equipment.** Samples and field data remaining after tests are conducted, as well as field and laboratory equipment that cannot be adequately cleansed of contaminants, are and continue to be the property of Client. Samples may be discarded or returned to Client, at Consultant's discretion, unless within fifteen (15) days of the report date Client gives Consultant written direction to store or transfer the samples and materials. Samples and materials will be stored at Client's expense.

**6.4 Data Provided by Client.** Electronic data, reports, photographs, samples, and other materials provided by Client or others may be discarded or returned to Client, at Consultant's discretion, unless within 15 days of the report date Client gives Consultant written direction to store or transfer the materials at Client's expense.

#### SECTION 7: INSURANCE

**7.1 Insurance.** Consultant shall keep and maintain the following insurance coverages:

- a. Workers' Compensation: Statutory
- b. Employer's Liability: \$1,000,000 bodily injury, each accident | \$1,000,000 bodily injury by disease, each employee | \$1,000,000 bodily injury/disease, aggregate
- c. General Liability: \$1,000,000 per occurrence | \$2,000,000 aggregate
- d. Automobile Liability: \$1,000,000 combined single limit (bodily injury and property damage)
- e. Excess Umbrella Liability: \$5,000,000 per occurrence | \$5,000,000 aggregate
- f. Professional Liability: \$2,000,000 per claim | \$2,000,000 aggregate

**7.2 Waiver of Subrogation.** Client and Consultant waive all claims and rights of subrogation for losses arising out of causes of loss covered by the respective insurance policies.

**7.3 Certificate of Insurance.** Consultant shall furnish Client with a certificate of insurance upon request.

#### SECTION 8: INDEMNIFICATION, CONSEQUENTIAL DAMAGES, LIABILITY LIMITS

**8.1 Indemnification.** Consultant's only indemnification obligation shall be to indemnify and hold harmless the Client, its officers, directors, and employees from and against those damages and costs incurred by Client or that Client is legally obligated to pay as a result of third party tort claims, including for the death or bodily injury to any person or for the destruction or damage to any property, but only to the extent proven to be directly caused by the negligent act, error, or omission of the Consultant or anyone for whom the Consultant is legally responsible. This indemnification provision is subject to the Limitation of Liability set forth in this Section 8.

**8.2 Intellectual Property.** Client agrees to indemnify Consultant against losses and costs arising out of claims of patent or copyright infringement as to any process or system that is specified or selected by Client or others on behalf of Client.

**8.3 Mutual Waiver of Consequential Damages.** NOTWITHSTANDING ANYTHING TO THE CONTRARY HEREUNDER, NEITHER CONSULTANT NOR CLIENT SHALL BE LIABLE TO THE OTHER FOR ANY CONSEQUENTIAL, PUNITIVE, INDIRECT, INCIDENTAL OR SPECIAL DAMAGES, OR LOSS OF USE OR RENTAL, LOSS OF PROFIT, LOSS OF BUSINESS OPPORTUNITY, LOSS OF PROFIT OR REVENUE OR COST OF FINANCING, OR OTHER SUCH SIMILAR AND RELATED DAMAGE ASSERTED IN THIRD PARTY CLAIMS, OR CLAIMS BY EITHER PARTY AGAINST THE OTHER.

**8.4 Limitation of Liability.** TO THE FULLEST EXTENT PERMITTED BY LAW, THE TOTAL LIABILITY IN THE AGGREGATE OF CONSULTANT, CONSULTANT'S OFFICERS, DIRECTORS, PARTNERS, EMPLOYEES, AGENTS, AND SUBCONSULTANTS, TO CLIENT AND ANYONE CLAIMING BY, THROUGH OR UNDER CLIENT FOR ANY CLAIMS, LOSSES, COSTS, OR DAMAGES WHATSOEVER ARISING OUT OF, RESULTING FROM OR IN ANY WAY RELATED

CONSULTANT'S PERFORMANCE OF THE SERVICES OR THIS AGREEMENT, FROM ANY CAUSE OR CAUSES, INCLUDING BUT NOT LIMITED TO NEGLIGENCE, PROFESSIONAL ERRORS AND OMISSIONS, STRICT LIABILITY, BREACH OF CONTRACT, INDEMNIFICATION OBLIGATIONS OR BREACH OF WARRANTY, SHALL NOT EXCEED THE TOTAL COMPENSATION RECEIVED BY CONSULTANT OR \$50,000, WHICHEVER IS GREATER.

#### SECTION 9: MISCELLANEOUS PROVISIONS

**9.1 Services Prior to Agreement.** Directing Consultant to commence Services prior to execution of this Agreement constitutes Client's acceptance of this unaltered Agreement in its entirety.

**9.2 Confidentiality.** To the extent Consultant receives Client information identified as confidential, Consultant will not disclose that information to third parties without Client consent. Additionally, any Project Data prepared in performance of the Services will remain confidential and Consultant will not release the reports to any third parties not involved in the Project. Neither of the aforesaid confidentiality obligations shall apply to any information in the public domain, information lawfully acquired from others on a nonconfidential basis, or information that Consultant is required by law to disclose.

**9.3 Relationship of the Parties.** Consultant will perform Services under this Agreement as an independent contractor, and its employees will at all times be under its sole discretion and control. No provision in this Agreement shall be deemed or construed to create a joint venture, partnership, agency or other such association between the Parties.

**9.4 Resource Conservation and Recovery Act.** To the extent applicable to the Services, neither this Agreement nor the providing of Services will operate to make Consultant an owner, operator, generator, transporter, treater, storer, or a disposal facility within the meaning of the Resource Conservation and Recovery Act, as amended, or within the meaning of any other law governing the handling, treatment, storage, or disposal of hazardous substances. Client agrees to hold Consultant harmless, defend, and indemnify Consultant from any claims, damages, penalties or losses resulting from the storage, removal, hauling or disposal of such substances.

**9.5 Services in Connection with Legal Proceedings.** Client agrees to compensate Consultant in accordance with its then current fees, rates, or charges if Consultant is asked or required to respond to legal process arising out of a proceeding related to the Project and as to which Consultant is not a party.

**9.6 Assignment.** This Agreement may not be assigned by Consultant or Client without the prior written consent of the other Party, which consent shall not be unreasonably withheld.

**9.7 Third Party Beneficiaries.** Nothing in this Agreement, express or implied, is intended, or will be construed, to confer upon or give any person or entity other than Consultant and Client, and their respective permitted successors and assigns, any rights, remedies, or obligations under or by reason of this Agreement.

**9.8 Termination.** This Agreement may be terminated by either Party for cause upon seven (7) days written notice to the other Party. Should the other Party fail to cure and perform in accordance with the terms of this Agreement within such seven-day period, the Agreement may terminate at the sole discretion of the Party that provided the written notice. The Client may terminate this Agreement for its convenience. If Client terminates for its convenience, then Consultant shall be compensated in accordance with the terms hereof for Services performed, reimbursable costs and expenses incurred prior to the termination, and reasonable costs incurred as a result of the termination.

**9.9 Force Majeure.** Neither Party shall be liable for damages or deemed in default of this Agreement to the extent that any delay or failure in the performance of its obligations (other than the payment of money) results, without its fault or negligence, from any cause beyond its reasonable control, including but not limited to acts of God, acts of civil or military authority, embargoes, pandemics, epidemics, war, riots, insurrections, fires, explosions, earthquakes, floods, adverse weather conditions, strikes or lock-outs, declared states of emergency, and changes in laws, statutes, regulations, or ordinances.

**9.10 Disputes, Choice of Law, Venue.** In the event of a dispute and prior to exercising rights at law or under this Agreement, Consultant and Client agree to negotiate all disputes in good faith for a period of 30 days from the date of notice of such dispute. This Agreement will be governed by the laws and regulations of the state in which the Project is located and all disputes and claims shall be heard in the state or federal courts for that state. Client and Consultant each waive trial by jury.

**9.11 Individual Liability.** No officer or employee of Consultant, acting within the scope of employment, shall have individual liability for any acts or omissions, and Client agrees not to make a claim against any individual officers or employees of Consultant.

**9.12 Severability.** Should a court of law determine that any clause or section of this Agreement is invalid, all other clauses or sections shall remain in effect.

**9.13 Waiver.** The failure of either Party hereto to exercise or enforce any right under this Agreement shall not constitute a release or waiver of the subsequent exercise or enforcement of such right.

**9.14 Entire Agreement.** The terms and conditions set forth herein constitute the entire understanding of the Parties relating to the provision of Services by Consultant to Client. This Agreement may be amended only by a written instrument signed by both Parties. In the event Client issues a purchase order or other documentation to authorize Consultant's Services, any conflicting or additional terms of such documentation are expressly excluded from this Agreement.



SMALL CITY  BIG FUTURE

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Separate Agenda Items

**Mayor:** Mark Hueser      **City Administrator:** Mark Lemen

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



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To: Mayor and City Council

From: Brandon Frankfurth, Public Works Director

Date: February 13, 2026

Re: **Item7C** Soil Borings- Glen Knoll Lift Station

To finalize plans for the upcoming Glen Knoll Lift Station Project, the city needs to conduct soil boring. This will provide the necessary geotechnical data needed for the project. It is recommended to approve the soil boring agreement with Braun Intertec.

**Mayor:** Mark Hueser      **City Administrator:** Mark Lemen

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

February 9, 2026

Proposal 10006272\_001

Mark Lemen  
**City of Glencoe**  
1107 11th Street East, Suite 107  
Glencoe, MN 55336

Re: Proposal for a Soil Investigation  
Glencoe Lift Station  
Glenn Knoll Avenue and 16th Street West  
Glencoe, Minnesota

Dear Mr. Lemen:

Braun Intertec Corporation (Braun Intertec) submits this proposal to complete a soil investigation for Glencoe Lift Station at the referenced site.

## Project Information

Per the proposal request provided by Brett Larsen, PE, Short Elliott Hendrickson, Inc. (SEH), we understand the proposed project will include design and construction of a new lift station on the property north and east of the intersection of Glenn Knoll Avenue and 16th Street West in Glencoe, Minnesota. Mr. Larsen indicated the new lift station will extend approximately 38 feet below grade.

## Purpose

The purpose of our soil investigation will be to characterize subsurface geologic conditions at selected boring locations and provide geotechnical information to SEH for the design and construction of the lift station.

## Scope of Services

We propose the following tasks to help achieve the stated purpose. If we encounter unfavorable or unforeseen conditions during the completion of our tasks that lead us to recommend an expanded scope of services, we will contact you to discuss the conditions before resuming our services.



## Site Access

Based on aerial photographs and our correspondence with Mr. Larsen, we assume the boring will be accessible to a truck-mounted drill rig. We assume there will be no cause for delays in accessing the boring location. We are not including tree clearing, debris or obstruction removal, grading of navigable paths, or snow plowing. If snow removal is necessary to access the boring location, we assume the City will provide snow removal at no cost to us.

Depending on access requirements, ground conditions or potential utility conflicts, our field crew may alter the boring location from that proposed to facilitate accessibility.

Our drilling activities may also impact the vegetation and may rut the surface to access boring location. Restoration of vegetation and turf is not part of our scope of services.

## Staking

We will stake prospective boring location, as selected by SEH. SEH will gather the location coordinates and elevation after our boring is completed.

## Utility Clearance

Prior to drilling, we will contact Gopher State One Call and arrange for notification of the appropriate utility vendors to mark and clear the boring location of public underground utilities. You, or your authorized representative, are responsible to notify us before we begin our work of the presence and location of any underground objects or private utilities that are not the responsibility of public agencies.

We will not be liable for any damages resulting from unidentified or misidentified underground objects or utilities. Further, we reserve the right to stop work if underground objects or utilities are suspected or known to exist, but locations cannot be accurately determined.

## Penetration Test Boring

As requested, we will drill one standard penetration test (SPT) boring for the project, extending the boring to a depth of 45 feet or refusal. We will perform standard penetration tests at 2 1/2-foot vertical intervals to a depth of about 10 feet, and at 5-foot intervals at greater depths. If the boring encounters groundwater during or immediately after drilling, we will record the observed depth on the boring log.

## MDH Notification

We are planning for the boring to be 25 feet or deeper. Therefore, the Minnesota Statutes requires us to both (1) submit to the MDH by mail a "Sealing Notification Form", and (2) submit a Sealing Record after our completion of the boring. The Sealing Notification Form requires a signature of the current property owner, or their agent, and we need to submit this to the MDH prior to our mobilization to the site. We are attaching a copy of the Sealing Notification Form at the end of this proposal for your signature. Our proposal includes the fees for the MDH Sealing Notification and the Sealing Record.



## Borehole Abandonment

We will backfill our boring location immediately after completing the drilling. Minnesota Statutes require sealing temporary borings that are 15 feet deep or deeper. Based on our proposed subsurface characterization depth, we will seal 45 linear feet of borehole with grout.

Sealing the borehole with grout will prevent us from disposing of auger boring cuttings in the completed borehole. Unless you direct us otherwise, we intend to thin-spread the cuttings around the borehole. If we cannot thin-spread cuttings, we will put them in a container left on site. We can provide off-site disposal of the cuttings for an additional fee.

Over time, subsidence of borehole backfill may occur, requiring releveling of surface grades. We are not assuming responsibility for releveling after we complete our fieldwork.

## Sample Review and Laboratory Testing

We will return recovered samples to our laboratory, where a geotechnical engineer will visually classify and log them. Laboratory tests will be completed as selected by SEH.

## Report

We will prepare a report including:

- A sketch showing the boring locations.
- A Log of the boring describing the materials encountered and presenting the results of our groundwater measurements and laboratory tests.
- A summary of the subsurface profile and groundwater conditions.

We will only submit an electronic copy of our report to you unless you request otherwise. At your request, we can also send the report to additional project team members.

## Schedule

We anticipate performing our work according to the following schedule.

- Drill rig mobilization – within about 2 weeks following receipt of written authorization
- Field exploration – 1 day on site to complete the work
- Classification and laboratory testing – within 1 to 2 weeks after completion of field exploration
- Preliminary results – within 1 week after completion of field exploration
- Final report submittal – within 2 weeks after completion of field exploration



If we cannot complete our proposed scope of services according to this schedule due to circumstances beyond our control, we may need to revise this proposal prior to completing the remaining tasks.

## **Fees**

We will furnish the services described in this proposal on a time and materials basis for an estimated fee of \$6,866. We are attaching a tabulation showing hourly and/or unit rates associated with our proposed scope of services. Please note that our drilling/field services were budgeted to occur within our normal work hours of 7:00 a.m. to 4:00 p.m., Monday through Friday. If conditions occur that require us to work outside of these hours, we will request additional fees to cover our additional overtime costs.

Our work may extend over several invoicing periods. As such, we will submit partial progress invoices for work we perform during each invoicing period.



## General Remarks

We based the proposed fee on the scope of services described and the assumption that you will authorize our services within 30 days and that others will not delay us beyond our proposed schedule.

We include the Braun Intertec General Conditions, which provide additional terms and are a part of our agreement. To accept this proposal and authorize us to proceed, please sign and return it to us in its entirety.

We appreciate the opportunity to present this proposal to you. We will be happy to meet with you to discuss our proposed scope of services further and clarify the various scope components.

To have questions answered or schedule a time to meet and discuss our approach to this project further, please contact Andrew Hillerud at 218.260.0930 or ahillerud@braunintertec.com.

Sincerely,

### Braun Intertec Corporation

Andrew J. Hillerud, PE  
Senior Engineer

Steven A. Thayer, PE  
Senior Manager, Senior Engineer

### Attachments:

Fee Estimate 10006272\_001  
MDH Notification Form  
General Conditions (11/04/2024)

c: Brett Larsen, PE, SEH

The proposal is accepted, and Braun Intertec is authorized to proceed.

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Authorizer's Firm

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Authorizer's Signature

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Authorizer's Name (please print or type)

---

Authorizer's Title

---

Date



the science you build on

**Fee Estimate**  
**10006272\_001**  
**Glencoe Lift Station**

**Client:**  
 City of Glencoe  
 Mark Lemen  
 1107 11TH St E Ste 107  
 Glencoe, Minnesota 55336-2327  
 13208645586

**Work Site Address:**  
 Glenn Knoll Avenue  
 16th Street West  
 Glencoe, Minnesota 55336

	Qty/Hours	Rate	Amount
<b>Task 1: Geotechnical Evaluation</b>			
<b>Subtask 1.1: Utility Clearance</b>			<b>\$225.00</b>
Senior Engineer	1.00	225.00	\$225.00
<b>Subtask 1.2: Drilling Services, Equipment, and Supplies</b>			<b>\$3,009.00</b>
Truck Mounted Drilling Services, per hour	6.00	425.00	\$2,550.00
Sealing Record Reporting	1.00	188.00	\$188.00
Sealing Records, each	1.00	91.00	\$91.00
Grout with bentonite, materials per foot	45.00	4.00	\$180.00
<b>Subtask 1.3: Laboratory Testing</b>			<b>\$1,014.00</b>
Soil Atterberg Limits LL and PL, Single-Pt, ASTM D4318 each	1.00	160.00	\$160.00
Soil Moisture Content ASTM D2216 each	5.00	30.00	\$150.00
Soil Organic Content ASTM D2947 each	1.00	104.00	\$104.00
Soil Sieve Analysis with 200 wash, each	2.00	196.00	\$392.00
Soil Sieve Loss by Washing Through #200 Sieve each	2.00	104.00	\$208.00
<b>Subtask 1.4: Engineering Evaluation and Reporting</b>			<b>\$2,618.00</b>
Senior Engineer	10.00	225.00	\$2,250.00
Project Assistant	2.00	102.00	\$204.00
Project Control Specialist II	1.00	164.00	\$164.00
<b>Task 1 Total:</b>			<b>\$6,866.00</b>
<b>Project Total</b>			<b>\$6,866.00</b>



# Minnesota Department of Health Well Sealing Notification Form

Please have the property owner, representative or agent complete the "Well Owner" section only of the Minnesota Department of Health (MDH) Well Sealing Notification form below and return it to Braun Intertec along with the signed proposal. We will complete the remainder of the form and submit it to the MDH.

NOTE: This form must be completed and returned to Braun Intertec prior to us scheduling the mobilization of our equipment and crews to the project site.

Project Name: \_\_\_\_\_  
Site Address: \_\_\_\_\_  
\_\_\_\_\_

<b>WELL SEALING NOTIFICATION-WELL SEALING NOTIFICATION IS VALID FOR 18 MONTHS</b>							Minnesota Unique Well No. or W-series No. <small>(Leave blank if not known)</small>		Minnesota Well and Boring Sealing No.	
Send notification form and payment (check, money order, or credit card information) to: Minnesota Department of Health, Well Management Section, P.O. Box 64502, St. Paul, Minnesota 55164-0502.									<b>H</b>	
Well Management Section Fax Number: (651) 201-4599.							Card Type: <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> Discover Exp. Date _____		Print Cardholder Name _____	
<input type="checkbox"/> Well Sealing Notification (269)			Check Box If: <input type="checkbox"/> Well is Multiple Cased <input type="checkbox"/> Larger than 8-inch Inside Diameter		Card Number _____		3-Digit Security Code <small>(Printed on back side of card.)</small> _____			
Check Well Type: <input type="checkbox"/> Water-Supply Well <input type="checkbox"/> Monitoring Well <input type="checkbox"/> Other _____			Authorized Signature _____							
<b>WELL LOCATION</b>	County		Township Name		Township No.	Range No.	Section No.	Fraction (sm. → lg.) /      /      /		
	Well Location Address				City		State	Zip Code	Est. Depth	Casing Diameter
<b>WELL OWNER</b>	Well Owner Name (Print)						Daytime Telephone Number ( ) _____			
	Well Owner Street Address					City	State	Zip Code		
	Well Owner Signature						Date			
<b>WELL CONTRACTOR</b>	Well Contractor Company Name (Print)			Certified Rep. Signature		Date	Company License No.			
Failure to provide proper identification and fee prior to the beginning of well sealing is a violation of Minnesota Statutes, Chapter 1031, and may result in the assessment of an administrative penalty. Notification is not required to seal a boring.										

## BRAUN INTERTEC GENERAL CONDITIONS

## SECTION 1: AGREEMENT

**1.1 Agreement.** This agreement consists of these General Conditions and the accompanying written proposal or authorization ("Agreement"). This Agreement is the entire agreement between Consultant and Client and supersedes all prior negotiations, representations or agreements, either written or oral.

**1.2 Parties to the Agreement.** The parties to this Agreement are the Braun Intertec entity ("Consultant") and the client ("Client") as described in the accompanying written proposal or authorization. Consultant and Client may be individually referred to as a Party or collectively as the Parties.

## SECTION 2: SCOPE OF SERVICES

**2.1 Services.** Consultant will provide services ("Services") in connection with the project ("Project") which are specifically described in this Agreement. Client understands and agrees that Consultant's Services are limited to those which are expressly set forth in this Agreement.

**2.2 Additional Services.** Any Services not specifically set forth in the Agreement constitute "Additional Services." Additional Services must be agreed upon in writing by the Parties prior to performance of the Additional Services and may entitle Consultant to additional compensation and schedule adjustments. Additional compensation will be based upon Consultant's then current rates and fees.

## SECTION 3: PERFORMANCE OF SERVICES

**3.1 Standard of Care.** Consultant will perform its professional Services consistent with the degree of care and skill exercised by members of Consultant's profession performing under similar circumstances at the same time and in the same locality in which the professional Services are performed. CONSULTANT DISCLAIMS ALL STATUTORY, ORAL, WRITTEN, EXPRESS, AND IMPLIED WARRANTIES, INCLUDING WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR PERFORMANCE OF SERVICES IN A GOOD AND WORKMANLIKE MANNER.

**3.2 Written Reports and Findings.** Unless otherwise agreed in writing, Consultant's findings, opinions, and recommendations will be provided to Client in writing and may be delivered via electronic format. Client agrees not to rely on oral findings, opinions, or recommendations.

**3.3 Observation or Sampling Locations.** Locations of field observations or sampling described in Consultant's report or shown on Consultant's sketches reference Project plans or information provided by others or estimates made by Consultant's personnel. Consultant will not survey, set, or check the accuracy of those points unless Consultant accepts that duty in writing. Client agrees that such dimensions, depths, or elevations are approximations unless specifically stated otherwise in the report. Client accepts the inherent risk that samples or observations may not be representative of items not sampled or seen and further that site conditions may vary over distance or change over time.

**3.4 Project Site Information.** Client will provide Consultant with prior environmental, geotechnical and other reports, specifications, plans, and information to which Client has access about the Project site and which are necessary for Consultant to carry out Consultant's Services. Client agrees to provide Consultant with all plans, changes in plans, and new information as to Project site conditions until Consultant has completed its Services.

**3.5 Subsurface Objects.** To the extent required to carry out Consultant's Services, Client agrees to provide Consultant, in a timely manner, with information that Client has regarding buried objects at the Project site. Consultant will not be responsible for locating buried objects or utilities at the Project site unless expressly set forth in this Agreement, or expressly required by applicable law. Client agrees to hold Consultant harmless, defend, and indemnify Consultant from claims, damages, losses, penalties and expenses (including attorney fees) involving buried objects or utilities that were not properly marked or identified or of which Client had or should have had knowledge but did not timely notify Consultant or correctly identify on the plans Client or others furnished to Consultant. Consultant, from time to time, may hire a third party to locate underground objects or utilities and, unless otherwise expressly stated in this Agreement, such action shall be for the sole benefit of Consultant and in no way will alleviate Client of its responsibilities hereunder.

**3.6 Hazardous Materials.** Client will notify Consultant of any knowledge or suspicion of the presence of hazardous or dangerous materials present on any Project site or in any sample or material provided to Consultant. Client agrees to provide Consultant with information in Client's possession or control relating to such samples or materials. If Consultant observes or suspects the presence of contaminants not anticipated in this Agreement, Consultant may terminate Services without liability to Client or to others, and Client will compensate Consultant for fees earned and expenses incurred up to the time of termination.

**3.7 Supervision of Others.** Consultant shall have no obligation to supervise or direct Client's representatives, contractors, or other third parties retained by Client. Consultant has no authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected or used by Client, Client's representatives, contractors, or other third parties retained by Client.

**3.8 Safety.** Consultant will provide a health and safety program for its employees as well

as reasonable personal protective equipment ("PPE") typical for the performance of the Services provided by this Agreement and as required by law. Consultant shall be entitled to compensation for all extraordinary PPE required by Client. Client will provide, at no cost to Consultant, appropriate Project site safety measures which are necessary for Consultant to perform its Services at the Project location or work areas in connection with the Project. Consultant's employees are expressly authorized by Client to refuse to work under conditions that may, in an employee's sole discretion, be unsafe. Consultant shall have no authority over or be responsible for the safety precautions and programs, or for security, at the Project site (except with respect to Consultant's own Services and those of its subconsultants).

**3.9 Project Site Access and Damage.** Client will provide or ensure access to the site. In the performance of Services some Project site damage is normal even when due care is exercised. Consultant will use reasonable care to minimize damage to the Project site. Unless otherwise expressly stated in this Agreement, the cost of restoration for such damage has not been included in the estimated fees and will be the responsibility of the Client.

**3.10 Monitoring Wells.** To the extent applicable to the Services, monitoring wells are Client's property, and Client is responsible for monitoring well permitting, maintenance, and abandonment unless otherwise expressly set forth in this Agreement.

**3.11 Contaminant Disclosures Required by Law.** Client agrees to make all disclosures related to the discovery or release of contaminants that are required by law. In the event Client does not own the Project site, Client acknowledges that it is Client's duty to inform the owner of the Project site of the discovery or release of contaminants at the site. Client agrees to hold Consultant harmless, defend, and indemnify Consultant from claims, damages, penalties, or losses and expenses, including attorney fees, related to Client's failure to make any disclosure required by law or for failing to make the necessary disclosure to the owner of the Project site.

## SECTION 4: SCHEDULE

**4.1 Schedule.** Consultant shall complete its obligations within a reasonable time and shall make decisions and carry out its responsibilities in a manner consistent with the Standard of Care. Specific periods of time for rendering Services or specific dates by which Services are to be completed are provided in this Agreement. If Consultant is delayed in the performance of the Services by actions, inactions, or neglect of Client or others for whom Client is responsible, by changes ordered in the Services, or by other causes beyond the control of Consultant, including force majeure events, then the time for Consultant's performance of Services shall be extended and Consultant shall receive payment for all expenses attributable to the delay in accordance with Consultant's then current rates and fees.

**4.2 Scheduling On-Site Observations or Services.** To the extent Consultant's Services require observations, inspections, or testing be performed at the Project site, Client understands and agrees that Client, directly or indirectly through its authorized representative, has the sole right and responsibility to determine and communicate to Consultant the scheduling of observations, inspections, and testing performed by Consultant. Accordingly, Client also acknowledges that Consultant bears no responsibility for damages that may result because Consultant did not perform such observations, inspections, or testing that Client failed to request and schedule. Client understands that the scheduling of observations, inspections, or testing will dictate the time Consultant's field personnel spend on the job site and agrees to pay for all services provided by Consultant due to Client's scheduling demands in accordance with Consultant's then current rates and fees.

## SECTION 5: COST AND PAYMENT OF SERVICES

**5.1 Cost Estimates.** Consultant's price or fees provided for in this Agreement are an estimate and are not a fixed amount unless otherwise expressly stated in this Agreement. Consultant's estimated fees are based upon Consultant's experience, knowledge, and professional judgment as well as information available to Consultant at the time of this Agreement. Actual costs may vary and are not guaranteed or warranted.

**5.2 Payment.** Consultant will invoice Client on a monthly basis for Services performed. Client will pay for Services as stated in this Agreement together with costs for Additional Services or costs otherwise agreed to in writing within thirty (30) days of the invoice date. Unless otherwise stated in this Agreement or agreed to in writing, Consultant's costs for all services performed will be based upon Consultant's then current rates, fees, and charges. No retainage shall be withheld by Client. All unpaid invoices will incur an interest charge of 1.5% per month or the maximum allowed by law.

**5.3 Other Payment Conditions.** Consultant will require Client credit approval and Consultant may require payment of a retainer fee. Client agrees to pay all applicable taxes. Client's obligation to pay for Services under this Agreement is not contingent on Client's ability to obtain financing, governmental or regulatory agency approval, permits, final adjudication of any lawsuit, Client's successful completion of any project, receipt of payment from a third party, or any other event.

**5.4 Third Party Payment.** Provided Consultant has agreed in writing, Client may request Consultant to invoice and receive payment from a third party for Consultant's Services. Consultant, in its sole discretion, may also require the third party to provide written acceptance of all terms of this Agreement. Neither payment to Consultant by a third party nor a third party's written acceptance of all terms of this Agreement will alter Client's rights and responsibilities under this Agreement. Client expressly agrees that

the Agreement contains sufficient consideration notwithstanding Consultant being paid by a third party.

**5.5 Non-Payment.** If Client does not pay for Services in full as agreed, Consultant may retain work not yet delivered to Client and Client agrees to return all Project Data (as defined in this Agreement) that may be in Client's possession or under Client's control. If Client fails to pay Consultant in accordance with this Agreement, such nonpayment shall be considered a default and breach of this Agreement for which Consultant may terminate for cause consistent with the terms of this Agreement and without liability to Client or to others. Client will compensate Consultant for fees earned and expenses incurred up to the time of termination. Client agrees to be liable to Consultant for all costs and expenses Consultant incurs in the collection of amounts invoiced but not paid, including but not limited to attorney fees and costs.

#### SECTION 6: OWNERSHIP AND USE OF DATA

**6.1 Ownership.** All reports, notes, calculations, documents, and all other data prepared by Consultant in the performance of the Services ("Project Data") are instruments of Consultant's Services and are the property of Consultant. Consultant shall retain all common law, statutory and other reserved rights, including the copyright thereto, of Project Data.

**6.2 Use of Project Data.** The Project Data of this Agreement is for the exclusive purpose disclosed by Client and, unless agreed to in writing, for the exclusive use of Client. Client may not use Project Data for a purpose for which the Project Data was not prepared without the express written consent of Consultant. Consultant will not be responsible for any claims, damages, or costs arising from the unauthorized use of any Project Data provided by Consultant under this Agreement. Client agrees to hold harmless, defend and indemnify Consultant from any and all claims, damages, losses, and expenses, including attorney fees, arising out of such unauthorized use.

**6.3 Samples, Field Data, and Contaminated Equipment.** Samples and field data remaining after tests are conducted, as well as field and laboratory equipment that cannot be adequately cleansed of contaminants, are and continue to be the property of Client. Samples may be discarded or returned to Client, at Consultant's discretion, unless within fifteen (15) days of the report date Client gives Consultant written direction to store or transfer the samples and materials. Samples and materials will be stored at Client's expense.

**6.4 Data Provided by Client.** Electronic data, reports, photographs, samples, and other materials provided by Client or others may be discarded or returned to Client, at Consultant's discretion, unless within 15 days of the report date Client gives Consultant written direction to store or transfer the materials at Client's expense.

#### SECTION 7: INSURANCE

**7.1 Insurance.** Consultant shall keep and maintain the following insurance coverages:

- a. Workers' Compensation: Statutory
- b. Employer's Liability: \$1,000,000 bodily injury, each accident | \$1,000,000 bodily injury by disease, each employee | \$1,000,000 bodily injury/disease, aggregate
- c. General Liability: \$1,000,000 per occurrence | \$2,000,000 aggregate
- d. Automobile Liability: \$1,000,000 combined single limit (bodily injury and property damage)
- e. Excess Umbrella Liability: \$5,000,000 per occurrence | \$5,000,000 aggregate
- f. Professional Liability: \$2,000,000 per claim | \$2,000,000 aggregate

**7.2 Waiver of Subrogation.** Client and Consultant waive all claims and rights of subrogation for losses arising out of causes of loss covered by the respective insurance policies.

**7.3 Certificate of Insurance.** Consultant shall furnish Client with a certificate of insurance upon request.

#### SECTION 8: INDEMNIFICATION, CONSEQUENTIAL DAMAGES, LIABILITY LIMITS

**8.1 Indemnification.** Consultant's only indemnification obligation shall be to indemnify and hold harmless the Client, its officers, directors, and employees from and against those damages and costs incurred by Client or that Client is legally obligated to pay as a result of third party tort claims, including for the death or bodily injury to any person or for the destruction or damage to any property, but only to the extent proven to be directly caused by the negligent act, error, or omission of the Consultant or anyone for whom the Consultant is legally responsible. This indemnification provision is subject to the Limitation of Liability set forth in this Section 8.

**8.2 Intellectual Property.** Client agrees to indemnify Consultant against losses and costs arising out of claims of patent or copyright infringement as to any process or system that is specified or selected by Client or others on behalf of Client.

**8.3 Mutual Waiver of Consequential Damages.** NOTWITHSTANDING ANYTHING TO THE CONTRARY HEREUNDER, NEITHER CONSULTANT NOR CLIENT SHALL BE LIABLE TO THE OTHER FOR ANY CONSEQUENTIAL, PUNITIVE, INDIRECT, INCIDENTAL OR SPECIAL DAMAGES, OR LOSS OF USE OR RENTAL, LOSS OF PROFIT, LOSS OF BUSINESS OPPORTUNITY, LOSS OF PROFIT OR REVENUE OR COST OF FINANCING, OR OTHER SUCH SIMILAR AND RELATED DAMAGE ASSERTED IN THIRD PARTY CLAIMS, OR CLAIMS BY EITHER PARTY AGAINST THE OTHER.

**8.4 Limitation of Liability.** TO THE FULLEST EXTENT PERMITTED BY LAW, THE TOTAL LIABILITY IN THE AGGREGATE OF CONSULTANT, CONSULTANT'S OFFICERS, DIRECTORS, PARTNERS, EMPLOYEES, AGENTS, AND SUBCONSULTANTS, TO CLIENT AND ANYONE CLAIMING BY, THROUGH OR UNDER CLIENT FOR ANY CLAIMS, LOSSES, COSTS, OR DAMAGES WHATSOEVER ARISING OUT OF, RESULTING FROM OR IN ANY WAY RELATED

CONSULTANT'S PERFORMANCE OF THE SERVICES OR THIS AGREEMENT, FROM ANY CAUSE OR CAUSES, INCLUDING BUT NOT LIMITED TO NEGLIGENCE, PROFESSIONAL ERRORS AND OMISSIONS, STRICT LIABILITY, BREACH OF CONTRACT, INDEMNIFICATION OBLIGATIONS OR BREACH OF WARRANTY, SHALL NOT EXCEED THE TOTAL COMPENSATION RECEIVED BY CONSULTANT OR \$50,000, WHICHEVER IS GREATER.

#### SECTION 9: MISCELLANEOUS PROVISIONS

**9.1 Services Prior to Agreement.** Directing Consultant to commence Services prior to execution of this Agreement constitutes Client's acceptance of this unaltered Agreement in its entirety.

**9.2 Confidentiality.** To the extent Consultant receives Client information identified as confidential, Consultant will not disclose that information to third parties without Client consent. Additionally, any Project Data prepared in performance of the Services will remain confidential and Consultant will not release the reports to any third parties not involved in the Project. Neither of the aforesaid confidentiality obligations shall apply to any information in the public domain, information lawfully acquired from others on a nonconfidential basis, or information that Consultant is required by law to disclose.

**9.3 Relationship of the Parties.** Consultant will perform Services under this Agreement as an independent contractor, and its employees will at all times be under its sole discretion and control. No provision in this Agreement shall be deemed or construed to create a joint venture, partnership, agency or other such association between the Parties.

**9.4 Resource Conservation and Recovery Act.** To the extent applicable to the Services, neither this Agreement nor the providing of Services will operate to make Consultant an owner, operator, generator, transporter, treater, storer, or a disposal facility within the meaning of the Resource Conservation and Recovery Act, as amended, or within the meaning of any other law governing the handling, treatment, storage, or disposal of hazardous substances. Client agrees to hold Consultant harmless, defend, and indemnify Consultant from any claims, damages, penalties or losses resulting from the storage, removal, hauling or disposal of such substances.

**9.5 Services in Connection with Legal Proceedings.** Client agrees to compensate Consultant in accordance with its then current fees, rates, or charges if Consultant is asked or required to respond to legal process arising out of a proceeding related to the Project and as to which Consultant is not a party.

**9.6 Assignment.** This Agreement may not be assigned by Consultant or Client without the prior written consent of the other Party, which consent shall not be unreasonably withheld.

**9.7 Third Party Beneficiaries.** Nothing in this Agreement, express or implied, is intended, or will be construed, to confer upon or give any person or entity other than Consultant and Client, and their respective permitted successors and assigns, any rights, remedies, or obligations under or by reason of this Agreement.

**9.8 Termination.** This Agreement may be terminated by either Party for cause upon seven (7) days written notice to the other Party. Should the other Party fail to cure and perform in accordance with the terms of this Agreement within such seven-day period, the Agreement may terminate at the sole discretion of the Party that provided the written notice. The Client may terminate this Agreement for its convenience. If Client terminates for its convenience, then Consultant shall be compensated in accordance with the terms hereof for Services performed, reimbursable costs and expenses incurred prior to the termination, and reasonable costs incurred as a result of the termination.

**9.9 Force Majeure.** Neither Party shall be liable for damages or deemed in default of this Agreement to the extent that any delay or failure in the performance of its obligations (other than the payment of money) results, without its fault or negligence, from any cause beyond its reasonable control, including but not limited to acts of God, acts of civil or military authority, embargoes, pandemics, epidemics, war, riots, insurrections, fires, explosions, earthquakes, floods, adverse weather conditions, strikes or lock-outs, declared states of emergency, and changes in laws, statutes, regulations, or ordinances.

**9.10 Disputes, Choice of Law, Venue.** In the event of a dispute and prior to exercising rights at law or under this Agreement, Consultant and Client agree to negotiate all disputes in good faith for a period of 30 days from the date of notice of such dispute. This Agreement will be governed by the laws and regulations of the state in which the Project is located and all disputes and claims shall be heard in the state or federal courts for that state. Client and Consultant each waive trial by jury.

**9.11 Individual Liability.** No officer or employee of Consultant, acting within the scope of employment, shall have individual liability for any acts or omissions, and Client agrees not to make a claim against any individual officers or employees of Consultant.

**9.12 Severability.** Should a court of law determine that any clause or section of this Agreement is invalid, all other clauses or sections shall remain in effect.

**9.13 Waiver.** The failure of either Party hereto to exercise or enforce any right under this Agreement shall not constitute a release or waiver of the subsequent exercise or enforcement of such right.

**9.14 Entire Agreement.** The terms and conditions set forth herein constitute the entire understanding of the Parties relating to the provision of Services by Consultant to Client. This Agreement may be amended only by a written instrument signed by both Parties. In the event Client issues a purchase order or other documentation to authorize Consultant's Services, any conflicting or additional terms of such documentation are expressly excluded from this Agreement.



SMALL CITY  BIG FUTURE

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

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Separate Agenda Items

# GLENCOE



SMALL CITY  BIG FUTURE

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

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To: Mayor and City Council

From: Mark Lemen, City Administrator February

Date: 17, 2026

RE: **Item 7D** Police Recruitment and Retention

**Item 7D** - The Glencoe Police Department has experienced staffing issues for the previous few years. The department is not alone in experiencing these issues. There are currently over 100 departments within the state of Minnesota that are hiring officers, many of them similar to Glencoe, looking for multiple officers to fill vacancies.

At the Council workshop on February 9, 2026, Council and City staff discussed recruitment and retention initiatives for the Glencoe Police Department. The discussion focused on initiatives that would help set the Glencoe PD apart from other departments. One of the main discussion topics was salary. The Council, along with City staff, devised an updated salary and organizational structure.

The new organizational structure encompasses a new position of Lieutenant that will replace the Captain position, an additional special duty pay for an SRO (school resource officer)/patrol officer, and a change to the pay increase scale that shortens the length of years to the top of the scale from 5 years to 3 years. Furthermore, the number of officers will be reduced from ten (10) officers to nine (9) officers.

In addition to the organizational structure, the pay scale for each position will see an increase with salary adjustments to take place over the next two (2) years. Under the

**Mayor:** Mark Hueser      **City Administrator:** Mark Lemen

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



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direction of Council, city staff is also working to develop an additional retirement benefit for officers who remain employed with the City for twenty (20) years. This plan would see that an officer would be partially vested after ten (10) years and fully vested after twenty (20) years.

I have included in the Council packet a spreadsheet that outlines the salary adjustments for 2026 and 2027. City staff will be providing the Council with a plan for the retirement benefit once we have fully vetted the program and had it reviewed by legal counsel. I am hoping to have something prepared by the Council workshop on March 9, 2026.

I am asking the Council for approval of the updated Glencoe Police Department organizational and pay structure.

**Mayor:** Mark Hueser      **City Administrator:** Mark Lemen

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



## Proposed 2026 Glencoe Police Department Salary and Organizational Structure Adjustments

<u>Position</u>	<u>Salary Range/Hr</u>	<u>Current Salary</u>	<u>Proposed New Salary</u>	<u>Exempt/Non Exempt</u>
Chief	\$50.00-\$62.50	\$56.59	\$58.99 (26) \$62.5 (27)	Exempt
Lieutenant	\$45.38-\$56.72	\$49.67	\$53.19 (26) \$56.72 (27)	Exempt
Sergeant	\$42.30-\$52.87	\$46.39	\$49.63 (26) \$52.87 (27)	Non Exempt
Patrol Officer(SRO)	\$41.84-\$51.17	\$41.84	\$49.17(26) \$51.17(27)	Non Exempt
Patrol Officer	\$41.84-\$49.17	\$38.50	\$43.84(26) \$49.17(27)	Non Exempt
Patrol Officer	\$41.84-\$49.17	\$35.15	\$41.84 (3 year step to top)	Non Exempt
Patrol Officer	\$41.84-\$49.17	\$35.15	\$41.84 (3 year step to top)	Non Exempt
Patrol Officer	\$41.84-\$49.17	Empty	\$41.84 (3 year step to top)	Non Exempt
Patrol Officer	\$41.84-\$49.17	Empty	\$41.84 (3 year step to top)	Non Exempt
Administrative	\$28.85-\$36.05	\$32.60	\$34.61(26) \$36.05(27)	Non Exempt

### Total Budgeted Salaries Expense

The proposed salary increases will be installed over a two (2) year period beginning immediately in 2026 and concluding in 2027. Additionally, the new step process to top pay will be in alignment with all other City departments and be a three (3) step process. Furthermore, the new proposed salaries include a new Lieutenant position that will replace the current Captain position. Moreover, the SRO position will receive special duty pay, the pay scale and salary have been adjusted to show that change. The organizational structure changes also reduce the officer staff to nine (9).



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Separate Agenda Items

**Mayor:** Mark Hueser      **City Administrator:** Mark Lemen

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To: Mayor and City Council

From: Haylie Kusler, Assistant City Administrator

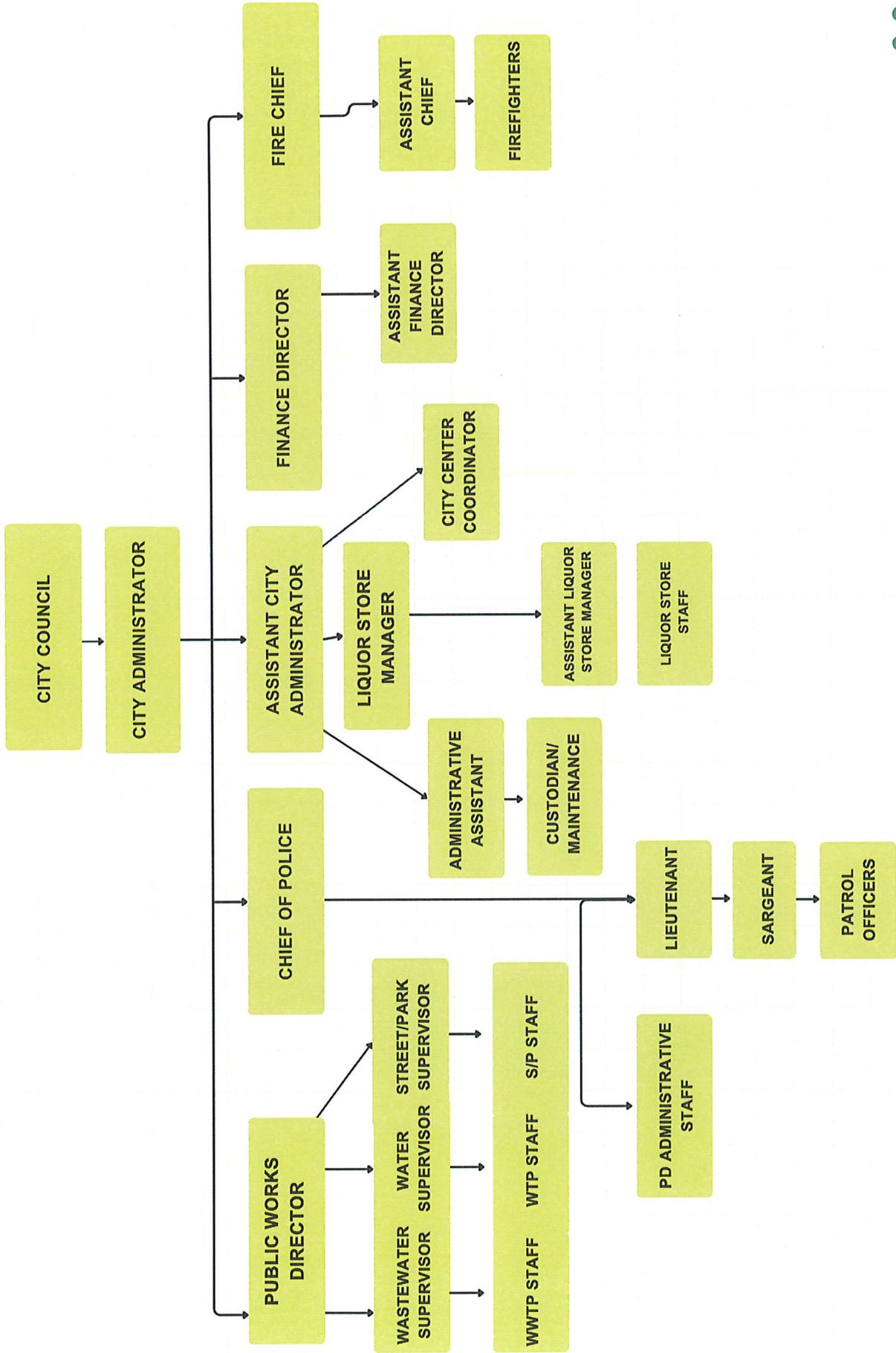
Date: February 17, 2026

RE: **Item 7E** City of Glencoe Organizational Chart

**Item 7E** – Part of my responsibilities as the Assistant City Administrator is to lead the Human Resources department. I have begun updating policies and procedures, as well as implementing new policies and procedures as required by state statutes.

One of the inadequacies that I have found while reviewing the personnel policy is that the City does not have an updated Organizational Chart. I have worked with Administrator Lemen to update the City Organizational Chart and am asking for approval of the updated chart.

# CITY OF GLENCOE





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Separate Agenda Items

**Mayor:** Mark Hueser      **City Administrator:** Mark Lemen

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

# CITY OF GLENCOE BILLS

FEBRUARY 17, 2026

**\*\* 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 10-29-25	\$81,289.36
CITY OF GLENCOE EMPLOYEES	MULTIPLE DEPTS.: CITY OF GLENCOE PAYROLL 11-12-25	\$88,765.27
WIRE TRANSFER	MULTIPLE DEPTS.: MEDICA INSURANCE PREMIUMS	\$39,005.59
WIRE TRANSFER	MULT DEPTS: STATE SALES TAX	\$21,528.00
WIRE TRANSFER	MULT DEPTS:EMP/CITY PAYROLL TAXES,HSA,PERA,D COMP,CAFE	\$122,483.40
	TOTAL PREPAID BILLS ----->	<u>\$353,071.62</u>

**INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR**

FEB 17, 2026 - PREPAID BILLS

Date: 02/12/2026

Time: 3:40 pm

Page: 1

City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
AMERICAN EXPRESS	1536	MULT DEPTS: CAMERA, TOOLS, SAFETY BOOTS, SUPPLIES, PARTS	187178	10/24/2025	<b>1,829.91</b>
				Vendor Total:	<u>1,829.91</u>
BOBBING BOBBER BREWING COM	1802	LIQUOR STORE: MERCH FOR RESALE	187179	10/24/2025	<b>103.83</b>
				Vendor Total:	<u>103.83</u>
BREAKTHRU BEVERAGE	0513	LIQUOR STORE: MERCH FOR RESALE	187180	10/24/2025	<b>513.00</b>
				Vendor Total:	<u>513.00</u>
C & L DISTRIBUTING	0492	LIQUOR STORE: MERCH FOR RESALE	187181	10/24/2025	<b>21,769.30</b>
				Vendor Total:	<u>21,769.30</u>
DAHLHEIMER BEVERAGE	0003	LIQUOR STORE: MERCH FOR RESALE	187182	10/24/2025	<b>18,484.45</b>
				Vendor Total:	<u>18,484.45</u>
JOHNSON BROS - ST PAUL	0504	LIQUOR STORE: MERCH FOR RESALE	187183	10/24/2025	<b>3,579.65</b>
				Vendor Total:	<u>3,579.65</u>
MARLIN'S TRUCKING	1387	LIQUOR STORE: MERCH FOR RESALE	187184	10/24/2025	<b>442.75</b>
				Vendor Total:	<u>442.75</u>
PHILLIPS WINE & SPIRITS, INC.	1010	LIQUOR STORE: MERCH FOR RESALE	187185	10/24/2025	<b>1,047.75</b>
				Vendor Total:	<u>1,047.75</u>
SOUTHERN GLAZER'S OF MN	1429	LIQUOR STORE: MERCH FOR RESALE	187186	10/24/2025	<b>2,347.92</b>
				Vendor Total:	<u>2,347.92</u>
SUSA	1506	WATER, WWTP: TRAINING	187187	10/24/2025	<b>150.00</b>
				Vendor Total:	<u>150.00</u>
VIKING BEVERAGES	0973	LIQUOR STORE: MERCH FOR RESALE	187188	10/24/2025	<b>10,314.35</b>
				Vendor Total:	<u>10,314.35</u>
VINOPIA, INC.	1353	LIQUOR STORE: MERCH FOR RESALE	187189	10/24/2025	<b>95.50</b>
				Vendor Total:	<u>95.50</u>
VISA	0350	MULT DEPT:ADVERTISING,LICENSE, POSTAGE, SAFETY BOOTS,SUPPLIES	187190	10/24/2025	<b>1,944.08</b>
				Vendor Total:	<u>1,944.08</u>
WINE COMPANY	2004	LIQUOR STORE: MERCH FOR RESALE	187191	10/24/2025	<b>561.00</b>
				Vendor Total:	<u>561.00</u>
				Grand Total:	<b>63,183.49</b>
				Less Credit Memos:	<u>0.00</u>
				Net Total:	<b>63,183.49</b>
				Less Hand Check Total:	<u>0.00</u>
				Outstanding Invoice Total :	<b>63,183.49</b>
	<b>Total Invoices:</b>	<b>14</b>			

**INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR**

FEB 17, 2026 - PREPAID BILLS

Date: 02/12/2026

Time: 3:42 pm

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City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
BELLBOY CORPORATION	1113	LIQUOR STORE: MERCH FOR RESALE	187257	10/31/2025	<b>2,190.38</b>
				Vendor Total:	<b>2,190.38</b>
BREAKTHRU BEVERAGE	0513	LIQUOR STORE: MERCH FOR RESALE	187258	10/31/2025	<b>2,476.77</b>
				Vendor Total:	<b>2,476.77</b>
IUQE LOCAL #49	2109	MULT DEPTS: UNION DUES	187259	10/31/2025	<b>193.80</b>
				Vendor Total:	<b>193.80</b>
JOHNSON BROS - ST PAUL	0504	LIQUOR STORE: MERCH FOR RESALE	187260	10/31/2025	<b>8,962.01</b>
				Vendor Total:	<b>8,962.01</b>
MINNESOTA CHILD SUPPORT	1646	POLICE: CHILD SUPPORT PAYMENT	187261	10/31/2025	<b>237.19</b>
				Vendor Total:	<b>237.19</b>
MINNESOTA PUBLIC EMPLOYEE	1439	POLICE: UNION DUES	187262	10/31/2025	<b>110.75</b>
				Vendor Total:	<b>110.75</b>
NCPERS GROUP LIFE INS	1619	ADMIN: INS PREMIUMS	187263	10/31/2025	<b>16.00</b>
				Vendor Total:	<b>16.00</b>
PHILLIPS WINE & SPIRITS, INC.	1010	LIQUOR STORE: MERCH FOR RESALE	187264	10/31/2025	<b>1,620.20</b>
				Vendor Total:	<b>1,620.20</b>
PPLSI	0485	MULT DEPTS: INS PREMIUMS	187265	10/31/2025	<b>112.60</b>
				Vendor Total:	<b>112.60</b>
SOUTHERN GLAZER'S OF MN	1429	LIQUOR STORE: MERCH FOR RESALE	187266	10/31/2025	<b>6,529.25</b>
				Vendor Total:	<b>6,529.25</b>
				Grand Total:	<b>22,448.95</b>
				Less Credit Memos:	<b>0.00</b>
				Net Total:	<b>22,448.95</b>
				Less Hand Check Total:	<b>0.00</b>
				Outstanding Invoice Total :	<b>22,448.95</b>
	<b>Total Invoices:</b>	<b>10</b>			

**INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR**

FEB 17, 2026 - PREPAID BILLS

Date: 02/12/2026

Time: 3:44 pm

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City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
A.H. HERMEL CO.	0573	LIQUOR STORE: MERCH FOR RESALE	187378	11/17/2025	<u>313.11</u>
				Vendor Total:	313.11
BOBBING BOBBER BREWING COM	1802	LIQUOR STORE: MERCH FOR RESALE	187379	11/17/2025	<u>69.22</u>
				Vendor Total:	69.22
BREAKTHRU BEVERAGE	0513	LIQUOR STORE: MERCH FOR RESALE	187371	11/10/2025	<u>3,622.21</u>
BREAKTHRU BEVERAGE	0513	LIQUOR STORE: MERCH FOR RESALE	187387	11/18/2025	<u>3,741.40</u>
				Vendor Total:	7,363.61
C & L DISTRIBUTING	0492	LIQUOR STORE: MERCH FOR RESALE	187380	11/17/2025	<u>25,253.20</u>
				Vendor Total:	25,253.20
COLONIAL LIFE	0735	MULT DEPTS: INS PREMIUMS	187388	11/18/2025	<u>263.70</u>
				Vendor Total:	263.70
CROW RIVER WINERY	2067	LIQUOR STORE: MERCH FOR RESALE	187372	11/10/2025	<u>1,164.00</u>
				Vendor Total:	1,164.00
DAHLHEIMER BEVERAGE	0003	LIQUOR STORE: MERCH FOR RESALE	187381	11/17/2025	<u>13,878.78</u>
				Vendor Total:	13,878.78
GITCH GEAR LLC	0988	LIQUOR STORE: MERCH FOR RESALE	187382	11/17/2025	<u>432.00</u>
				Vendor Total:	432.00
HOME CITY ICE COMPANY	1761	LIQUOR STORE: MERCH FOR RESALE	187383	11/17/2025	<u>293.57</u>
				Vendor Total:	293.57
INDIAN ISLAND WINERY	1512	LIQUOR STORE: MERCH FOR RESALE	187389	11/18/2025	<u>344.64</u>
				Vendor Total:	344.64
IUOE LOCAL #49	2109	MULT DEPTS: UNION DUES	187390	11/18/2025	<u>314.04</u>
				Vendor Total:	314.04
JOHNSON BROS - ST PAUL	0504	LIQUOR STORE: MERCH FOR RESALE	187373	11/10/2025	<u>5,075.43</u>
JOHNSON BROS - ST PAUL	0504	LIQUOR STORE: MERCH FOR RESALE	187391	11/18/2025	<u>5,063.44</u>
				Vendor Total:	10,138.87
MARLIN'S TRUCKING	1387	LIQUOR STORE: MERCH FOR RESALE	187384	11/17/2025	<u>544.25</u>
				Vendor Total:	544.25
MINNESOTA CHILD SUPPORT	1646	POLICE: CHILD SUPPORT PAYMENT	187392	11/18/2025	<u>237.19</u>
				Vendor Total:	237.19
MINNESOTA PUBLIC EMPLOYEE	1439	POLICE: UNION DUES	187393	11/18/2025	<u>110.75</u>
				Vendor Total:	110.75
MN DEPT. OF HEALTH	1223	WATER: OPERATOR LICENSE	187374	11/10/2025	<u>40.00</u>
				Vendor Total:	40.00
PAUSTIS WINE COMPANY	0916	LIQUOR STORE: MERCH FOR RESALE	187394	11/18/2025	<u>448.50</u>
				Vendor Total:	448.50
PHILLIPS WINE & SPIRITS, INC.	1010	LIQUOR STORE: MERCH FOR RESALE	187375	11/10/2025	<u>790.56</u>
PHILLIPS WINE & SPIRITS, INC.	1010	LIQUOR STORE: MERCH FOR RESALE	187395	11/18/2025	<u>1,381.00</u>
				Vendor Total:	2,171.56
SOUTHERN GLAZER'S OF MN	1429	LIQUOR STORE: MERCH FOR RESALE	187376	11/10/2025	<u>1,919.07</u>
SOUTHERN GLAZER'S OF MN	1429	LIQUOR STORE: MERCH FOR RESALE	187396	11/18/2025	<u>1,667.03</u>
				Vendor Total:	3,586.10
VIKING BEVERAGES	0973	LIQUOR STORE: MERCH FOR RESALE	187385	11/17/2025	<u>5,381.55</u>
				Vendor Total:	5,381.55
VIKING COCA-COLA BOTTLING CC	0494	LIQUOR STORE: MERCH FOR RESALE	187386	11/17/2025	<u>918.38</u>
				Vendor Total:	918.38
VINOCOPIA, INC.	1353	LIQUOR STORE: MERCH FOR RESALE	187377	11/10/2025	<u>301.00</u>
				Vendor Total:	301.00

INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

FEB 17, 2026 - PREPAID BILLS

Date: 02/12/2026

Time: 3:44 pm

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City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
				Grand Total:	<b>73,568.02</b>
				Less Credit Memos:	<b>0.00</b>
				Net Total:	<b>73,568.02</b>
				Less Hand Check Total:	<b>0.00</b>
				Outstanding Invoice Total :	<b>73,568.02</b>
	Total Invoices:	26			

**INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR**

FEB 17, 2026 - REGULAR BILLS

Date: 02/13/2026

Time: 2:06 pm

Page: 1

City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
212 EQUIPMENT	1487	PARK: EQUIPMENT RENTAL	0	00/00/0000	<u>130.00</u>
				Vendor Total:	130.00
A & K REPAIR	0001	LIQUOR STORE: BELTS	0	00/00/0000	<u>31.90</u>
				Vendor Total:	31.90
ALEX AIR APPARATUS 2 LLC	2153	FIRE: REPAIR AIR LEAK ON AIR VAN	0	00/00/0000	<u>331.00</u>
				Vendor Total:	331.00
ALPHA WIRELESS	0160	FIRE: PAGER BATTERIES	0	00/00/0000	<u>781.30</u>
				Vendor Total:	781.30
ARNOLD'S OF GLENCOE, INC.	1449	STREET: EQUIPMENT PARTS	0	00/00/0000	<u>120.00</u>
				Vendor Total:	120.00
AUTO VALUE GLENCOE	0214	STREET: PARTS	0	00/00/0000	<u>52.97</u>
				Vendor Total:	52.97
BRADLEY SECURITY & ELECTRIC	0209	CITY CENTER: VIDEO RECORDER ISSUE	0	00/00/0000	<u>525.00</u>
				Vendor Total:	525.00
BRAUN INTERTEC CORPORATION	0796	'25 ST IMPROVE: MATERIAL TESTING	0	00/00/0000	<u>26,570.70</u>
				Vendor Total:	26,570.70
CARD SERVICES	0330	MULT DEPTS: OPERATING SUPPLIES, MERCH FOR RESALE	0	00/00/0000	<u>377.84</u>
				Vendor Total:	377.84
CARGILL, INC	1636	WATER: SALT	0	00/00/0000	<u>5,706.82</u>
				Vendor Total:	5,706.82
CEDA	1194	EDA: 2025 ECONOMIC DEVELOPMENT SERVICES	0	00/00/0000	<u>13,395.00</u>
				Vendor Total:	13,395.00
CENTERPOINT ENERGY	0204	MULT DEPTS: NATURAL GAS	0	00/00/0000	<u>17,216.41</u>
				Vendor Total:	17,216.41
DORDING, RYAN	2108	FIRE: OFFICE SUPPLIES REIMB	0	00/00/0000	<u>107.88</u>
				Vendor Total:	107.88
FRANKLIN PRINTING INC.	0085	ADMIN, WATER: OFFICE SUPPLIES	0	00/00/0000	<u>438.21</u>
				Vendor Total:	438.21
GACC TOURISM	0168	REIMB: LODGING TAX	0	00/00/0000	<u>119.30</u>
				Vendor Total:	119.30
GLENCOE CO-OP ASSN.	1842	FIRE, STREET, PARK, WATER: FUEL	0	00/00/0000	<u>6,049.48</u>
				Vendor Total:	6,049.48
GLENCOE DAYS INC.	1793	REIMB: GLENCOE LIONS CLUB DONATION	0	00/00/0000	<u>1,500.00</u>
				Vendor Total:	1,500.00
GLENCOE FIRE RELIEF ASS'N.	0455	FIRE: 1ST HALF FIRE PENSION CONTRIBUTIONS	0	00/00/0000	<u>25,877.00</u>
				Vendor Total:	25,877.00
GLENCOE FLEET SUPPLY	2074	MULT DEPTS:REPAIR & MAINT, SM TOOLS, PAINT, SAFETY EQUIPMENT	0	00/00/0000	<u>1,599.12</u>
				Vendor Total:	1,599.12
GOPHER STATE ONE CALL	0482	WATER, WWTP, STORM WATER: LOCATE TICKETS	0	00/00/0000	<u>56.75</u>
				Vendor Total:	56.75
HANTGE, ELDON	1702	CITY CENTER: RENTAL REFUND	0	00/00/0000	<u>45.00</u>
				Vendor Total:	45.00
HARTWIG, MITCHELL	1878	WATER: SAFETY SHOES, UNIFORM ALLOWANCE	0	00/00/0000	<u>500.00</u>
				Vendor Total:	500.00

**INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR**

FEB 17, 2026 - REGULAR BILLS

Date: 02/13/2026

Time: 2:06 pm

Page: 2

City of Glencoe

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
HAWKINS, INC.	1133	WATER: CHEMICALS	0	00/00/0000	<u>577.06</u>
				Vendor Total:	577.06
HERALD JOURNAL PUBLISHING	1442	ADMIN, LIQUOR STORE: PUBLISHING & ADVERTISING	0	00/00/0000	<u>351.28</u>
				Vendor Total:	351.28
HUEMOELLER, CHESKIS &	1800	ADMIN: LEGAL SERVICES	0	00/00/0000	<u>8,033.00</u>
				Vendor Total:	8,033.00
IDEAL SERVICE, INC	0354	WWTP: PUMP REPAIR	0	00/00/0000	<u>955.00</u>
				Vendor Total:	955.00
INDEPENDENT EMERGENCY SER\	0969	POLICE: MONTHLY 911 SERVICE	0	00/00/0000	<u>10.77</u>
				Vendor Total:	10.77
KDUZ - KARP - KGLB	2248	LIQUOR STORE: ADVERTISING	0	00/00/0000	<u>1,786.00</u>
				Vendor Total:	1,786.00
KUSLER, HAYLIE	2138	ADMIN: MILEAGE REIMB	0	00/00/0000	<u>208.80</u>
				Vendor Total:	208.80
KWIK TRIP	1653	POLICE: FUEL	0	00/00/0000	<u>1,776.76</u>
				Vendor Total:	1,776.76
LEMKE, PAUL	0529	COUNCIL: MILEAGE REIMB	0	00/00/0000	<u>81.20</u>
				Vendor Total:	81.20
LIGHT & POWER COMMISSION	1484	MULT DEPTS: ELECTRICITY, CREDIT CARD & BILLING FEES	0	00/00/0000	<u>30,053.85</u>
				Vendor Total:	30,053.85
LITTLE FALLS MACHINE INC.	0748	STREET: TRUCK PARTS & REPAIR	0	00/00/0000	<u>8,643.77</u>
				Vendor Total:	8,643.77
MACQUEEN EMERGENCY	0159	FIRE: TRUCK REPAIR, SCBA REPAIR, FOAM CONTROL SWITCH	0	00/00/0000	<u>2,799.40</u>
				Vendor Total:	2,799.40
MARTIN-MCALLISTER	0360	PUBLIC SAFETY AID: ASSESSMENT	0	00/00/0000	<u>650.00</u>
				Vendor Total:	650.00
MENARDS - HUTCHINSON	2184	WATER, CITY CENTER: PLUMBING REPAIR PARTS, BUILDING MAINT.	0	00/00/0000	<u>650.21</u>
				Vendor Total:	650.21
MNSPECT	0722	CODE ENFORCE: BUILDING & RENTAL INSPECTIONS	0	00/00/0000	<u>3,357.78</u>
				Vendor Total:	3,357.78
MORRIS ELECTRONICS INC	1372	POLICE: SOFTWARE SUBSCRIPTION	0	00/00/0000	<u>324.58</u>
				Vendor Total:	324.58
MPCA	1680	WWTP: LAB CERTIFICATION RENEWAL	0	00/00/0000	<u>1,835.00</u>
				Vendor Total:	1,835.00
MVTL , INC.	0353	WATER, WWTP: LAB TESTING	0	00/00/0000	<u>613.30</u>
				Vendor Total:	613.30
MY GUY, INC	0940	STREET, PARK, WATER, WWTP: PRESSURE WASHER SOAP	0	00/00/0000	<u>1,187.00</u>
				Vendor Total:	1,187.00
MY OWN BODY SHOP	0366	POLICE: VEHICLE REPAIR	0	00/00/0000	<u>627.93</u>
				Vendor Total:	627.93
NORTH AMERICAN SAFETY INC	0903	WATER, WWTP: SAFETY EQUIPMENT & CLOTHING	0	00/00/0000	<u>438.87</u>
				Vendor Total:	438.87
NORTH CENTRAL LABORATORIES	0631	WWTP: LAB SUPPLIES	0	00/00/0000	<u>54.69</u>
				Vendor Total:	54.69

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Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
NUVERA	2120	MULT DEPTS: INTERNET, PHONE, IT SUPPORT	0	00/00/0000	<u>5,568.75</u>
				Vendor Total:	<u>5,568.75</u>
OCCUPATIONAL HEALTH CENTER	2197	PUBLIC SAFETY AID: PHYSICAL	0	00/00/0000	<u>325.00</u>
				Vendor Total:	<u>325.00</u>
OFFICE OF MN. IT SERVICES	1423	POLICE: INTERNET SERVICE	0	00/00/0000	<u>127.89</u>
				Vendor Total:	<u>127.89</u>
O'REILLY AUTOMOTIVE, INC	1982	WWTP: RUNNING BOARDS, REPAIR PARTS, SHOP SUPPLIES	0	00/00/0000	<u>400.94</u>
				Vendor Total:	<u>400.94</u>
OSC	0653	STREET: WELDING SUPPLIES	0	00/00/0000	<u>21.59</u>
				Vendor Total:	<u>21.59</u>
PATRICK LAMBERT APPRAISAL	0370	EDA: APPRAISAL FEE	0	00/00/0000	<u>850.00</u>
				Vendor Total:	<u>850.00</u>
PIONEERLAND LIBRARY SYSTEMS	0227	REIMB: CARDS & FINES	0	00/00/0000	<u>27.10</u>
				Vendor Total:	<u>27.10</u>
PITNEY BOWES BANK INC	0271	ADMIN: POSTAGE	0	00/00/0000	<u>56.99</u>
				Vendor Total:	<u>56.99</u>
PITNEY BOWES, INC	1686	ADMIN: POSTAGE MACHINE INK	0	00/00/0000	<u>91.29</u>
				Vendor Total:	<u>91.29</u>
PREMIUM WATERS, INC.	1081	MULT DEPTS: WATER	0	00/00/0000	<u>276.70</u>
				Vendor Total:	<u>276.70</u>
QUALITY FLOW SYSTEMS, INC.	1038	WWTP: PUMP REPAIR	0	00/00/0000	<u>760.20</u>
				Vendor Total:	<u>760.20</u>
RUNNING'S SUPPLY, INC.	1616	WWTP: UNIFORMS	0	00/00/0000	<u>304.94</u>
				Vendor Total:	<u>304.94</u>
SAM'S TIRE SERVICE INC.	0250	POLICE: TIRES & INSTALLATION, TIRE REPAIR	0	00/00/0000	<u>698.50</u>
				Vendor Total:	<u>698.50</u>
SECURITY BANK & TRUST CO	2198	REIMB: RELIEF ASSOC CONTRIBUTION TO SPECIAL FUND	0	00/00/0000	<u>10,000.00</u>
				Vendor Total:	<u>10,000.00</u>
SOUTHWEST EYE CARE	0038	WATER: SAFTY GLASSES	0	00/00/0000	<u>507.98</u>
				Vendor Total:	<u>507.98</u>
ST CLOUD STATE UNIVERSITY	0117	ADMIN: TRAINING	0	00/00/0000	<u>395.00</u>
				Vendor Total:	<u>395.00</u>
STAR GROUP, L.L.C.	0972	FIRE, STREET, WATER: EQUIPMENT PARTS, LUBRICANTS	0	00/00/0000	<u>150.99</u>
				Vendor Total:	<u>150.99</u>
STAR TRIBUNE	0263	ADMIN: SUBSCRIPTION	0	00/00/0000	<u>798.62</u>
				Vendor Total:	<u>798.62</u>
STORM TRUCKING, LLC	1687	STREET: SNOW HAULING	0	00/00/0000	<u>520.00</u>
				Vendor Total:	<u>520.00</u>
THOMSON REUTERS	1260	POLICE: INVESTIGATION SERVICES	0	00/00/0000	<u>200.66</u>
				Vendor Total:	<u>200.66</u>
T-MOBILE	1360	MULT DEPT: CELL PHONE BILL	0	00/00/0000	<u>2,316.35</u>
				Vendor Total:	<u>2,316.35</u>
TOTAL CONTROL SYSTEMS, INC	2148	WWTP: SCADA SYSTEM SERVICES	0	00/00/0000	<u>674.30</u>
				Vendor Total:	<u>674.30</u>
TRI-COUNTY WATER	1016	STREET, REIMB: WATER	0	00/00/0000	<u>38.50</u>

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Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
				Vendor Total:	<u>38.50</u>
TWIN CITIES & WESTERN R.R.	0590	EDA: PARKING LOT LEASE	0	00/00/0000	<u>5,000.00</u>
				Vendor Total:	<u>5,000.00</u>
VIKING COCA-COLA BOTTLING CC	0494	LIQUOR STORE: MERCH FOR RESALE	0	00/00/0000	<u>224.00</u>
				Vendor Total:	<u>224.00</u>
ZERO9 HOLSTERS	2028	POLICE: UNIFORM ACCESSORIES	0	00/00/0000	<u>266.70</u>
				Vendor Total:	<u>266.70</u>
				Grand Total:	<b>197,150.92</b>
				Less Credit Memos:	<u>0.00</u>
				Net Total:	<u>197,150.92</u>
				Less Hand Check Total:	<u>0.00</u>
				Outstanding Invoice Total :	<b>197,150.92</b>
	Total Invoices:	<b>71</b>			