





**Welcome to the**  
**City of Glyndon**  
**Minnesota**

**New Resident  
Information  
Packet**



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## WELCOME



Welcome to the City of Glyndon, a “small town on the grow” within minutes of the busy Fargo-Moorhead Metro area. Thank you for choosing to live in our community!

Glyndon is located within Glyndon Township in Clay County, Minnesota. It is home to over 1,400 residents, hosts the high school and middle school of the Dilworth-Glyndon-Felton School District, and offers new housing developments and a bustling business district.

Enclosed you will find important phone numbers, general information about services provided, useful tools and other important documents to assist you while you acclimate to your new home. While the information contained in this packet is plentiful, it will be updated regularly. Our City website is the best resource for the most up-to-date information.

We hope you take part in the many activities and events that occur in our community each year. Should you have any questions as you settle in, do not hesitate to visit City Hall in person at **36 3<sup>rd</sup> Street SE**, contact us at **218-498-2578**, or access our website at [www.glyndonmn.com](http://www.glyndonmn.com).

Once again, welcome to Glyndon, and thanks for choosing our community to be your home!

Sincerely,

*Tracy Tollefson* – Mayor

*Wendy Affield* – City Clerk

*Heather Johnson* – Administrative Assistant

## CITY GOVERNMENT



**Tracy Tollefson, Mayor**

[ttollefson@glyndonmn.com](mailto:ttollefson@glyndonmn.com)



**Justin Schreiber, Vice Mayor**

[jschreiber@glyndonmn.com](mailto:jschreiber@glyndonmn.com)



**Steven Ring, Council Member**

[sring@glyndonmn.com](mailto:sring@glyndonmn.com)



**Bryant DeVries, Council Member**

[bdevries@glyndonmn.com](mailto:bdevries@glyndonmn.com)



**Patric McCoy, Council Member**

[pmccoy@glyndonmn.com](mailto:pmccoy@glyndonmn.com)

## CITY HALL

**Hours:** Monday – Friday 8:00 AM to 4:30 PM

**Closed** on the following holidays: New Year’s Day, MLK Jr. Day, President’s Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, the Friday after Thanksgiving, and Christmas Day.

**City Clerk:** Wendy Affield [waffield@glyndonmn.com](mailto:waffield@glyndonmn.com)

**Administrative Assistant:** Heather Johnson [hjohnson@glyndonmn.com](mailto:hjohnson@glyndonmn.com)

**Phone:** 218-498-2578

**Fax:** 218-498-2579

**City Website:** [www.glyndonmn.com](http://www.glyndonmn.com)

City Facebook page: [www.facebook.com/cityofglyndon](http://www.facebook.com/cityofglyndon)

## CITY DEPARTMENTS

### PUBLIC WORKS & MAINTENANCE:

The Public Works Department functions as a comprehensive department with responsibilities for water and sewer operations, snow removal, park maintenance, storm water management, road maintenance, wastewater treatment, building and grounds maintenance.

Residential trash collection is not provided by the Public Works Department. The City contracts garbage pick-up from local company Fuchs Sanitation. For new homeowners and new residents, the City will help get you set up with a garbage tote if your home does not already have one. More information is included in the Municipal Services section of this document.

**Public Works Superintendent/Maintenance Supervisor:** Travis Braton [tbraton@glyndonmn.com](mailto:tbraton@glyndonmn.com)

**Phone:** 218-498-2379

**Office Hours:** Monday-Friday 7:00 AM to 4:30 PM

**Maintenance Committee** (as of 2023): Mayor Tracy Tollefson, Council Member Bryant DeVries

### PARKS & RECREATION:

The Parks & Recreation Committee is comprised of the Maintenance Superintendent, City Clerk, and also all Council Members. All residents are invited to be members also. This group maintains and operates all Parks & Recreation assets, including City parks and a full-service Community Center. It oversees any recreation activities and also plans a variety of community events, including the annual Glyndon Days Festival, Community Picnic, Holiday Lights Contest and “Yard Of The Week.”

**Parks & Recreation Committee** (as of 2022): Mayor Tracy Tollefson & full Council

#### List of City Parks:



**Glyndon City Park**  
Corner of Eglon Ave  
& 2<sup>nd</sup> Street SE



**Johnson Park**  
1000 Parke Ave S



**Southview Park**  
1332 Southview Dr SW



**Pollinator Garden**  
212 Partridge Ave SE



## **COMMUNITY CENTER:**



**BINGO Night**



**Cub Scouts Pancake Feed**



**Glyndon Days Community Picnic**

**Address:** 212 Partridge Ave SE

**Bookings:** 218-498-2578

The Glyndon Community Center is a 10,000 square foot facility that offers rentals for a wide array of classes, camps, and activities to both residents and non-residents. The Center is equipped with indoor seating space for up to **180** people, two family-use restrooms with hands-free amenities, outdoor concrete seating area with canopy, back access to the City Park, and a full kitchen with commercial size refrigerators, freezer, and stove/oven. Renters are able to use the Center for small weddings, dances, non-profit fundraisers, baby showers, bridal showers, family gatherings, and birthday parties. The Center also furthers the City's goal of providing the community with an affordable rental space. Stop by City Hall for a guided tour or for information on rental fees.

## **PUBLIC SAFETY**

### **GLYNDON POLICE DEPARTMENT:**

**Address:** 218 Parke Avenue S

**Phone:** 218-498-2727

**Fax:** 218-498-2791 (Emergency: dial 9-1-1)

**Facebook:** [www.facebook.com/GlyndonPD](http://www.facebook.com/GlyndonPD)



The City of Glyndon Police Department consists of the Chief of Police and 3 full-time officers. The goal of our agency is to help provide a safe and secure environment through professional policing and courteous service to residents and visitors alike. Each year we handle approximately 3,200 calls for service and we strive to meet those incidents with a prompt response and a complete, detailed investigation when required. The department, in addition to regular police services, assists with in-home security checks, finger printing, limited animal control services, car child seat safety and installation, and participates in numerous other programs. Besides serving the City of Glyndon, our agency also works very closely with other Law Enforcement agencies sharing training courses and providing additional manpower when needed.

**Chief Justin Vogel**

#751



[jvogel@glyndonmn.com](mailto:jvogel@glyndonmn.com)

Officer Ryan Schock #753: [rschock@glyndonmn.com](mailto:rschock@glyndonmn.com)

Officer Annie Mettert #755: [ametttert@glyndonmn.com](mailto:ametttert@glyndonmn.com)

Officer Teryn Amaya #752: [tamaya@glyndonmn.com](mailto:tamaya@glyndonmn.com)

Admin. Assistant Stacy Pritchard: [spritchard@glyndonmn.com](mailto:spritchard@glyndonmn.com)



**FIRE & EMERGENCY MEDICAL SERVICES:**

**Glyndon Volunteer Fire Department:**

**Address:** 508 State St NE

**Phone:** 218-498-2157

**Fax:** 218-498-2317

**Email:** [info@glyndonfire.com](mailto:info@glyndonfire.com)

**Web:** [www.glyndonfire.com](http://www.glyndonfire.com)

**Facebook:** [www.facebook.com/glyndonmnfire](http://www.facebook.com/glyndonmnfire)



**Fire Chief:** Bob Cuchna [glyndonfire@yahoo.com](mailto:glyndonfire@yahoo.com)

Glyndon Fire & Rescue is proud to serve the Glyndon area, we cover approximately 144 square miles and are ready to handle any type of fire emergency, as well as other emergency situations. Our first responders are professionally trained to deal with fires, rescues, motor vehicle incidents, medical emergencies requiring basic life support, and more. We are equipped with AED's and The LUCAS™ Chest Compression System. We also utilize a Thermal Imaging Camera to detect fires inside of walls and other areas not seen by the human eye. *Both the Fire & Rescue departments are always looking for volunteers, so if you are interested and would like more information on how to apply, please call 218-498-2578.*



**Glyndon Rescue Squad:**

**Address:** 508 State St NE

**Phone:** 701-361-5803

**Rescue Chief:** Nate Paulson [nate.paulson@glyndonrescue.com](mailto:nate.paulson@glyndonrescue.com)



**MUNICIPAL SERVICES**

**Utilities & Rates:**

Residents in Glyndon are responsible for paying water/sewer/wastewater utilities each month. Other charges each month include: garbage service, mosquito spraying, clean-up week services, water tower, and others. Utility bills are due on the 20<sup>th</sup> of each month unless the 20<sup>th</sup> falls on a weekend or holiday, which extends the due date by one business day. Payment can be made by cash, check, ACH auto pay, or online at [www.glyndonmn.com](http://www.glyndonmn.com).

If you have any billing or payment questions, or would like to request the latest copy of the Utility Rates Sheet, please contact City Hall at 218-498-2578.

Sample copy of Utility Rates:

| 2023 Glyndon Utility Rates per Month |          |          |          |         |                       | Residential<br>2023   | Commercial<br>2023     |
|--------------------------------------|----------|----------|----------|---------|-----------------------|-----------------------|------------------------|
|                                      | 2020     | 2021     | 2022     |         |                       |                       |                        |
| <b>Water</b>                         | \$26.00  | \$26.00  | \$26.00  |         |                       | \$27.00               | \$27.00                |
| change                               | \$0.00   |          | \$0.00   | \$1.00  | plus \$5.00/1,000 gal | plus \$6.00/1,000 gal |                        |
| <b>Sewer</b>                         | \$23.00  | \$23.00  | \$23.00  |         |                       | \$18.00               | \$18.00                |
| change                               | \$0.00   |          | \$0.00   | -\$5.00 | plus \$5.00/1,000 gal | plus \$6.00/1,000 gal |                        |
| <b>Pump Station</b>                  | \$5.00   | \$5.00   | \$5.00   |         |                       | \$5.00                | \$10.00                |
| change                               | \$0.00   |          | \$0.00   | \$0.00  |                       |                       |                        |
| <b>Recycling</b>                     | \$0.00   | \$0.00   | \$0.00   |         |                       | \$0.00                | \$0.00                 |
| change                               | \$0.00   |          | \$0.00   | \$0.00  |                       |                       |                        |
| <b>Clean-up Week</b>                 | \$1.50   | \$1.50   | \$1.50   |         |                       | \$1.90                | \$1.90                 |
| change                               | \$0.00   |          | \$0.00   | \$0.40  |                       |                       |                        |
| <b>Storm Water</b>                   | \$9.50   | \$9.25   | \$9.25   |         |                       | \$8.00                | \$8.00                 |
| change                               | -\$0.25  |          | \$0.00   | -\$1.25 |                       |                       |                        |
| <b>Garbage</b>                       | \$19.59  | \$19.59  | \$19.95  |         |                       | \$19.95               | varies w/dumpster size |
| change                               | \$0.00   |          | \$0.36   | \$0.00  |                       |                       |                        |
| <b>Garbage Tax</b>                   | \$1.91   | \$1.91   | \$1.95   |         |                       | \$1.95                |                        |
| tax change                           | \$0.00   |          | \$0.04   | \$0.00  | 9.75% State Sales Tax | 17% State Sales Tax   |                        |
| <b>Water Looping</b>                 | \$1.00   | \$1.25   | \$1.25   |         |                       | \$1.25                | \$1.25                 |
| change                               | \$0.25   |          | \$0.00   | \$0.00  |                       |                       |                        |
| <b>Forestry</b>                      | \$0.50   | \$0.50   | \$0.50   |         |                       | \$0.50                | \$0.50                 |
| change                               | \$0.00   |          | \$0.00   | \$0.00  |                       |                       |                        |
| <b>Mosquito</b>                      | \$2.50   | \$2.50   | \$2.10   |         |                       | \$1.05                | \$1.05                 |
| change                               | \$0.00   |          | -\$0.40  | -\$1.05 |                       |                       |                        |
| <b>Water Tower</b>                   | \$15.00  | \$15.00  | \$15.00  |         |                       | \$15.00               | \$25.00                |
| change                               | \$0.00   |          | \$0.00   | \$0.00  |                       |                       |                        |
| <b>Capital Project</b>               | \$0.00   | \$0.00   | \$0.00   |         |                       | \$5.90                | \$5.90                 |
| change                               |          |          |          | \$5.90  |                       |                       |                        |
| <b>MONTHLY BASE</b>                  | \$105.50 | \$105.50 | \$105.50 |         |                       | \$105.50              | varies w/garbage       |
| change                               | \$0.00   |          | \$0.00   | \$0.00  |                       |                       |                        |

Total Residential Units w/apartment & trailer parks = 524 (13 new hook-ups)  
 Total Commercial Units = 40 (1 new) *Approximately 564 Units*  
 Unit refers to one water meter - Estimated water usage is 2,000 gallons per person per month.

### **Garbage & Recycling:**

The City of Glyndon contracts municipal trash collection service from Fuchs Sanitation. All residents and businesses shall have municipal waste collected one time per week on each **Wednesday** morning (barring any holiday interruptions). Per Fuchs Sanitation requirements, all residents and businesses must have their garbage totes placed on the curb the evening prior, and must not overfill their totes. Tote lids **MUST** be able to shut completely or Fuchs Sanitation will not pick up the garbage. If you have any questions, or would like to get a specific-sized dumpster, please contact Fuchs Sanitation at 218-498-2875.

The City of Glyndon does not currently have curb-side recycling, but all residents are welcome to use the Recycling Center, located next to the Police Station at **18 3<sup>rd</sup> Street SE**. An outdoor bin just for cardboard is available 24/7.

**Recycling Center Hours:** Tuesday & Thursday, 8:00 AM - 4:30 PM; Saturday 8:00 AM -12:00 PM

### **Recyclable Materials:**

- Aluminum cans, Steel/tin cans
- Corrugated cardboard
- Fluorescent bulbs (non-business)
- Glass bottles (clear, brown, green)
- Junk mail, magazines, newspapers, office paper, telephone books
- #1, 2, 4, 5, 7 rigid plastic
- Used oil and used oil filters (located near the alley on the east side of the building)

### **Building/Plumbing/Mechanical Permits:**

Building, plumbing, mechanical, and other permit applications are issued through City Hall and regulated by City Building Inspector Steve Schroeder. A limited number of these applications are available online at [www.glyndonmn.com](http://www.glyndonmn.com) > City Departments > Permits and Licenses. Residents are encouraged to contact Steve Schroeder, visit the website for more information, or enquire at the City Hall administration desk.

The City requires a building permit to be issued any time a building is erected, enlarged, altered, moved, or demolished in any way.

### **NO PERMIT REQUIRED:**

- *Sheds UNDER 200 sq. ft.* (Setbacks still need to be observed, 5ft. from property line)
- *New Windows* (need to be same size as previous windows)
- *Fences* (if over 7 ft. high need to submit plans and footing design)

**Building Inspector Steve Schroeder:** [inspschroed@yahoo.com](mailto:inspschroed@yahoo.com)

**Phone:** 218-849-3618

**Other Permits:**

**Pet Licenses (Cats & Dogs):** Required per Ordinance #140 - Good for one year, need to provide current rabies vaccination sheet from vet's office. Cost = \$6.00/ea.

**ATV/Snowmobile License:** Required per Ordinance #177 – Good for one year, need to provide current insurance and registration information. Cost = \$10.00/ea.

**Burn Permits:** Required by MN State Law, anyone outside City limits wishing to burn items on their property must come to City Hall and apply for an “Open Burn Permit” and contact the Red River Regional Dispatch Center on the day they intend to burn. Cost = \$5.00/ea.

**Snow Removal:**

The City recognizes the importance of snow removal, not only to residents, but to everyone who needs to travel to or through the community. The Maintenance Department utilizes a snow management plan to safely clear all public roads within town quickly and efficiently. Plowing will begin when it is determined that at least two inches of snow can be measured on the road. During a declared snow emergency, parking is prohibited on all roads. This work generally takes six to eight hours after snow stops falling and can be cleared within 12-16 hours after snow stops falling. Maintenance then moves on to side roads, alleys, and cul-de-sacs.

Please be patient with snow removal, and please keep all vehicles off the road during snowfall events. Vehicles left on the road must adhere to the guidelines set forth in Ordinance #193. Throwing, shoveling or plowing snow from sidewalks or driveways into the street is strictly prohibited. If you have questions, please contact City Maintenance Supervisor Andy Olson at 218-498-2379.

## PUBLIC INFORMATION

**City Website:** [www.glyndonmn.com](http://www.glyndonmn.com)

There is a lot of valuable information on our website, and we encourage all residents, both new and old, to take a look around and get the latest news, updates, meetings and events. There are outside links to other important sites as well, including Clay County, the DGF School District, local businesses and churches.

**Text and Email Alerts:**

The City at times has information that needs to be disseminated to residents quicker than with standard mail. Examples include mosquito spraying, broken or leaking hydrants, water main issues, etc. Residents can sign up to receive these text or email alerts by notifying City Hall at 218-498-2578.

**Social Media:**

Residents who have Facebook can keep up to date on current City news by following our page: [www.facebook.com/cityofglyndon](http://www.facebook.com/cityofglyndon).

## COMMUNITY INFORMATION

**School District:** Dilworth-Glyndon-Felton ISD 2164

**Address:** 513 Parke Ave S

**Phone:** 218-477-6800

**Website:** <https://www.dgf.k12.mn.us/>



Home of the “Rebels”

Here in Glyndon, the D-G-F School District consists of the Glyndon-Felton Middle School and also the High School. The Elementary School is located in Dilworth, MN. In partnership with the communities, the mission of the D-G-F School District is to educate individuals in an environment of trust and respect, so they become self-directed, responsible, life-long learners. Each school is proud of our tradition of providing the highest quality instruction in a student-centered environment. As community-based schools, we believe that all children are best served by a joint commitment between parents and educators. We welcome and encourage your involvement in all facets of the educational process through our volunteer program, our PTA, and most of all through interactions with your child.

### Glyndon Days Festival:

Each year in late July or early August, the City hosts its annual Glyndon Days Festival! Everyone is invited to attend!

Events generally include:

- Car Cruise & Parade
- Craft & Vendor Show
- Golf Scramble
- Classic Car Show
- Food Trucks
- Community Picnic
- Bouncy Houses & Games for Kids
- Beanbag Tournament
- 5K Walk/Run
- Alumni Softball Game



The City is always looking for volunteers to help plan the fun, so if you'd like to join us or are interested in more information, please call City Hall at 218-498-2578, visit our website at [www.glyndonmn.com](http://www.glyndonmn.com), or “like” our Glyndon Days Facebook page!

**New Construction Tax Incentives:**

- **2-Year Property Tax Abatement (see below)**
- **\$1,000 Utility Bill Credit**

If you are a new resident who has either built a new home or purchased a newly constructed home in Glyndon, then you qualify for some City incentives! First is a tax abatement program in which the homebuyer will be reimbursed a percentage of their home’s market value (up to \$200,000) for two consecutive years. For more information, call City Hall at 218-498-2578.

As an additional incentive, the City also grants new construction residential homebuyers a \$1,000 Utility Bill credit! New homes generally need plenty of water to get a lawn to grow, so this credit is given to help ease the burden.

**Cable & High-Speed Streaming Internet Services:**

- Arvig Communications: 218-346-4227  
[www.arvig.com](http://www.arvig.com)
- MIDCO (Midcontinent): 800-888-1300  
[www.midco.com](http://www.midco.com)



**Electric & Gas Utilities:**

- **Red River Valley Co-op Power Association** (for most properties north of 9<sup>th</sup> Street S)  
Ph: 218-456-2139  
Web: [www.rrvcoop.com](http://www.rrvcoop.com)



***\*\*You will need to contact BOTH companies for service!\*\****

- **XCEL Energy & GAS** (for all properties south of 9<sup>th</sup> St S)  
Ph: 800-895-4999  
Web: [www.xcelenergy.com](http://www.xcelenergy.com)

