

City of Glyndon

Minnesota



City Council:

Mayor Tracy Tollefson
Justin Schreiber
Bryant DeVries
Patrick McCoy
Steven Ring

Glyndon City Council Packet **May 10th, 2023, at 7:00 a.m.** **City Hall Council Chamber**



Agenda for Glyndon City Council
5/10/2023 – 7:00 a.m.
Regular Council Meeting
City Hall Council Chambers

1. **Call to Order:** Mayor Tracy Tollefson
2. **Roll Call**
3. **Motion to Approve Consent Agenda**
 - a. 4/26/2023 – Public Hearing Minutes
 - b. 4/26/2023 – Council Meeting Minutes
 - c. 5/3/2023 – Special Meeting Minutes
 - d. **Approve Resolution of Payments**
 - **Approve Committee Meeting Dates and Times for May/June/July and August**
 - **Approve Using \$13,255 of ARPA Funds to Purchase Hose Washer for Fire Department from Heiman Fire Equipment**
 - **Accept Dividend Check from Petro Serve for \$199.81**
4. **Any Additions to the Agenda** (*urgent items only please*)
5. **Motion to Approve Agenda**
6. **Open Forum – Public Comments/Concerns** - **this is the time for the General Public to address the Council regarding a City Business item that is not on the agenda. Typically, decisions will not be made at this meeting but will be referred to staff for further research. The Open Forum shall not be used to make political statements, political endorsements or for any political campaign purposes.*
7. **Mayor/Department Reports**
 - a. **Justin Vogel, Police Chief**
 - b. **Maintenance Committee, Tollefson & DeVries**
 - c. **Bob Cuchna, Fire Chief**
 - **Estimates for Repairs to the Fire Department Generator**
 - **Would Like Approval to Order 4 Indian Smokechaser Pro 5-Gallon Fire Pumps That Would Total \$1,108** (*need a motion*)
 - d. **Wendy Affield, City Clerk**
 - e. **Tracy Tollefson, Mayor**
8. **Committee Reports**
9. **New Business**
 - a. **Clay County Heartland Trail Presentation from Dan Farnsworth** (*funds requested for 2024-2025 study – need a motion*)
 - b. **American Red Cross Facility Use Agreement Discussion** (*need a motion*)
 - c. **Current Wheelage Tax Funds Available for the City is \$22,576.73** (*informational only*)
 - d. **April 2023 Expense/Revenue Budget Sheets for Review** (*informational only*)
10. **Time to Discuss the Additions to the Agenda** (*only discuss if added and approved in #4 above*)
11. **Old Business / Unfinished Business Updates**
 - a. **Nuisance Ordinance #194** (*is being reviewed by Ken Norman*)
12. **Miscellaneous Announcements & Recognitions**
13. **Adjournment**

The next Council Meeting is Scheduled for Wednesday May24th, 2023, at 6:00 p.m.

Glyndon City Council - 4/26/2023
Public Hearing – 6:00 P.M.
Street and Utility Improvements for Charleswood Addition
City Hall Council Chambers

1. Open Public Hearing: Mayor Tracy Tollefson called the meeting to order at 6:00 p.m.

2. Roll Call: Council Members Present: Justin Schreiber, Bryant DeVries, Steven Ring; City Engineer Kris Carlson; City Clerk Wendy Affield.

Absent: None

Virtual Attendees: Council Member Patrick McCoy; John Hagan (Eide Bailly); Heather Kunza.

As Per Sign in Sheet: Renae Goltz; Kelly Richards; Jacob Cuchna; Shaun & Barbara Erickson; Tom Bjornstad and Nick Bjornstad.

3. Copy of the Notice to Property Owners – Mayor Tollefson said this is the official notice of today’s Public Hearing to discuss making improvements to the Charleswood Addition. She read aloud, “The area proposed to be assessed for such improvement will include all abutting property. The estimated cost of the improvement is two million, one hundred eighty-nine thousand, five hundred dollars (\$2,189,500.00). A reasonable estimate of the impact of the assessment will be available at the hearing. Such persons as desire to be heard with reference to the proposed improvement will be heard at this meeting.”

4. Explanation of Project by City Engineer Kris Carlson – Carlson said for those who are present today he will go through and answer questions as per the sign-in sheet, and noted there is a handout for subject reference. He further discussed and explained each portion of the Meeting Agenda as follows:

a. Purpose of Hearing – This is to inform surrounding property owners of this proposed project, and is also part of MN State statute 429 – a “procedure for assessing improvements.” Carlson said the first step has already been completed, which was the Preliminary Engineering Report hearing. The second step is the Public Hearing, followed by design and construction bidding, the assessment hearing, and finally the beginning of project construction. This hearing is also intended to gain public comments and input.

b. Project Development – Carlson detailed the red highlighted area on the map showing the actual portion where surface improvements and underground utilities will be installed.

c. Proposed Improvements – Carlson said the proposed improvements are the water main and sanitary sewer systems detailed on the map provided. He said these will essentially be extensions of the same system installed in the Southview Addition. Water will flow in from the west from Southview through Charleswood, and then tie back in with the water system installed in the Centennial Addition. Carlson said the storm sewer and streets portion of the improvements will include curb and gutter for the highlighted areas on the map. He also noted on the map is a “future phase” which intends to reconstruct a separate area near Parke Avenue and 12th St S, but that will be discussed further at a different hearing. Carlson said the storm sewer system will be set up just like in the Southview Addition, as well as similar basins.

d. Estimated Project Costs and Financing – Carlson said the proposed project will be financed through a combination of City funding and special assessments. He said the City’s portion was previously outlined during the feasibility study. He referred to the packet showing the estimated project costs, and are broken down here to show the different construction portions and phases. All told, he said

the estimated project cost will be two million, one hundred eighty-nine thousand, five hundred dollars (\$2,189,500.00).

e. Assessment Summary – Carlson said this project, in terms of special assessments per lot, equates to thirty-eight thousand, five hundred forty-three dollars and ninety-eight cents (\$38,543.98). He said if the project moves forward the estimated project schedule as of today shows a final completion date of sometime in June 2024. The actual beginning of construction and digging would start after the 4th of July.

f. Questions/Comments – Carlson finished the report and opened up for any comments or questions. DeVries asked if this hearing was intended to inform Council and the public of the next steps more or less? Carlson said yes, and noted the project cannot move forward until Council approves it. Schreiber asked about the plat changes? Carlson said he just signed it today, and City Attorney Ken Norman will now need to sign it. Affield said Norman will sign it tomorrow or Friday.

5. Open Forum – *In order of sign-in sheet:* Resident Renae Goltz said she is here today because her lot is one of the lots affected by this, and her first question is when the special assessments will begin? Carlson said if everything goes according to schedule, the specials will be certified at the end of this year, and payable next year. Goltz asked if the entire project will be complete before she has to start paying for those specials, as this is her biggest concern? Carlson said yes, and the only portion of the project which would occur after specials become payable would be the last inch of asphalt to be laid on the roads. Goltz then asked for clarification on whether any residents along 14th Street will be assessed for something? Carlson explained there may be a section of Parke Avenue from 12th Street to 14th Street that may have improvements made to it. Affield explained since Parke Avenue was completed with curb and gutter and this development would have curb and gutter the section left to hook everything together would be from 12th Street to 14th Street in front of Johnson Park. Carlson said this portion will connect the walking paths through town. Goltz asked if the specials are divided over a set number of years? Carlson said it is twenty (20) years. She then asked how the City's portion of the costs are decided? Carlson said those costs are based on the size of the side lot portion between Charleswood and 14th Street. Goltz asked about the difference in special amounts as was previously estimated years back? Carlson said these new estimates are based on materials and costs for similar projects going on in Moorhead right now.

Southview Developer Kelly Richards said he has a couple of questions, the first one being whether these specials are for just the project alone, or do they include the existing specials on those lots? Carlson said these specials are just for the project. Affield explained the other assessments were deferred for those three lot owners whose properties abut Charleswood until the project was completed. Richards then asked what is covered by the City's portion of the project? Carlson said this will be for the road improvements connecting Charleswood through to 14th Street, which is about a half-block extension.

Resident Jacob Cuchna asked about the extra wear-and-tear on the roads with the extra construction traffic coming through 14th Street? Carlson said those heavy trucks will only be allowed to drive along Parke Avenue, and that portion of Parke Avenue south from 12th Street to 14th Street will see improvements added in as future reconstruction. Cuchna asked where the dump site for fill will be located? Carlson said the pile currently in Charleswood will be used as part of the construction and will be leveled out on site. He said the floodplain will require those lots to be higher, so all of the material will be used for the project. Goltz asked if some of this fill is intended to level out her lot? Carlson and Schreiber both said the eastern-most lots are in the floodplain, so Goltz' lot will definitely want to use some of the fill for her lot. Affield asked if the three (3) lot owners that are technically in the Centennial Addition would need to sign something for that? Carlson said he would issue "right of entry" orders at that time for those owners to sign.

Resident Shaun Erickson noted his lot has already been assessed in the past for the pond and lift station, and now these assessments will be in addition to the previous ones? Carlson said yes. Erickson

then asked what the interest rate will come to? Carlson said it would be up to two percent (2%) of the borrower rate and the current bonds are still right around four percent (4%).

Tom Bjornstad asked if the “future phase” portion along Parke Avenue from 14th Street is included in this estimate? Carlson said that portion will be added eventually as a separate project, but it does not pertain to this hearing. Bjornstad asked who will be assessed for that section? Carlson said any properties which abut this section of the street as well as the City, and anytime there is reconstruction involved the methodology for assessing is a bit different. Bjornstad asked if Carlson had an estimate for those assessments for the homeowners? Carlson said he does not have those numbers yet, but they will be discussing it at a future meeting.

Nick Bjornstad asked if there is a Developer’s Agreement yet? Affield confirmed yes, there is an agreement ready. Bjornstad asked if all parties have signed it? Affield said no, the agreement was just approved by Council at the most recent meeting. Bjornstad then asked several questions regarding property taxes and if all lot owners are up to date on them or is Sullivan picking up the tab. Carlson said the City is not involved regarding tax payments. Bjornstad asked who has to sign the agreement. Affield informed him there are seven owners of the lots in Charleswood and they all would have to sign. Bjornstad asked who is responsible for the large pile they have been looking at for many years. Carlson said the fill has been left there in order to raise the lots above floodplain levels. Bjornstad continued by asking if Sullivan is being fined for leaving the pile as it is? Carlson stated the pile is on private property, that is one reason it would be nice to get this project completed, the pile will need to be leveled out to get lots out of the floodplain. Carlson explained the pile situation was between Sullivan and Richards, it would have been better for everyone if it would have been spread right away but sometimes things happen. Goltz asked if Sullivan would be responsible for any weed-prevention costs on their property due to the dirt pile? Carlson said that is not a matter for this hearing. Affield explained that would be a civil issue, not a City issue. Mayor Tollefson said having Charleswood Addition go forward will result in the destruction of the dirt pile, making everyone happy. Bjornstad asked if the development does not go through, what happens to the dirt pile? Carlson again restated that it is private property, and not the City’s responsibility. Bjornstad then moved on and asked if the estimated assessments come in higher than what is listed here, what happens then? Carlson said if that happens, then the Council will reconvene and discuss it. Bjornstad said “salability” is important as a realtor, and he would hate to see these lots come back to the City if the assessments are too high. Carlson said special assessments are higher in Dilworth.

Richards then asked if the current lot owners have a letter of credit? Affield said that is in the works, and the lot owners need to have them in place prior to awarding the bid. Goltz added she is also concerned if she will be able to continue to afford living here, and if the specials are too high will she even be able to sell her property? Erickson said he is wondering if the bond rate is at four percent (4%), why does that not get passed on to the lot owners? Carlson said this is due to covering the administrative costs and other costs associated with the City having to borrow money. Erickson asked if they will get to see a detailed breakdown of these? Affield said that the bonding portion of the project has not been started yet, and Carlson said when it gets to that point it will be discussed at a Council meeting, fully open to the public. Erickson asked to clarify why he and the other lot owners are considered a part of “Centennial” and not “Charleswood”? Carlson explained as far as the Developer’s Agreement aspect you are not but because these three lots will benefit from the project; they are included in being special assessed but will not have to get a letter of credit. Affield explained Centennial was already platted years ago to someday have a road in front of the property they purchased, that is why specials will need be added at this time. Carlson stated since the three (3) owners of the lots in Centennial did not petition for the improvements they will not need to have a letter of credit in place.

Mayor Tollefson asked if there were any other questions? Goltz asked if someone could clarify the next steps in the project, and when things will be approved? Carlson said the next step will be to have Council approve the final specs, then another Council meeting to approve and award the winning bid. He said these two steps need to be done before the contracts are signed and ready to go. Bjornstad asked if

everyone on the Council is in agreement about this development going forward? Carlson said they will be discussing the resolution at the Council meeting after this hearing. Bjornstad again asked if Council members want this to go through? Mayor Tollefson said she feels having this development move forward is best for the City's growth, not everyone can afford four to five hundred-thousand-dollar homes, so we have to have different price levels available for people to move in. She feels this development has been in the works prior to her being on Council and she would say this is our next opportunity to expand and get more families into our community. Affield also added the more homes being built helps the property taxes go down for all residents. Bjornstad once again said he wants the dirt pile to be taken care of due to its unsightliness, and hopes the Council will institute some sort of contingency to require its removal if the development does not go through. Goltz does understand the city needs to grow, she just hopes the specials aren't too high otherwise newcomers will not be able to afford them. Mayor Tollefson agreed, but restated the importance of the City moving forward to try and bring more families to town. She then asked if there were any additional questions from those present today? Carlson said he is available to answer any questions and has left some business cards for anyone who is interested. DeVries questioned if the lots were larger the cost of specials would be higher.

6. Adjourn the Public Hearing – A motion to adjourn the Public Hearing at 6:34 p.m. was made by Justin Schreiber, seconded by Bryant DeVries. All in favor.
Motion Carried.

Tracy Tollefson, Mayor

Wendy Affield, City Clerk

Heather Johnson, Administrative Assist.

April 26, 2023 Public Hearing Minutes – Charleswood Street & Utility Improvements

Glyndon City Council
4/26/2023
Regular Council Meeting
Following 6:00 P.M. Public Hearing
City Hall Council Chambers

1. Call to Order: Mayor Tracy Tollefson called the meeting to order at 6:40 p.m.

2. Roll Call: Council Members Present: Justin Schreiber; Steven Ring, Bryant DeVries; Police Chief Justin Vogel; City Engineer Kris Carlson; Fire Chief Bob Cuchna; City Clerk Wendy Affield.

As Per Sign in Sheet: Jacob Cuchna; Kelly Richards; Shaun Erickson & guest.

Virtual Attendees: John Hagan from Eide Bailly; Council Member Patrick McCoy; Heather Kunza.

Absent:

3. Motion to Approve Consent Agenda – A motion to approve the consent agenda was made by Steven Ring, seconded by Justin Schreiber. All in favor.
Motion Carried.

a. 3/8/2023 – Council Meeting Minutes

b. Approve Resolution of Payments

- **Accept Grant Check from Minnesota Chiefs of Police Foundation for \$1,200 to go towards Glyndon PD's After School Outreach/UC Hope Kids Program**
- **Recommendation to use \$30,000 ARPA Funds for Purchase of 2023 Police Squad**

4. Any Additions to the Agenda – None.

5. Motion to Approve the Agenda – A motion to approve the agenda was made by Steven Ring, seconded by Bryant DeVries. All in favor.
Motion Carried.

6. Open Forum – Public Comments/Concerns – None.

7. Department Reports – Committee Reports -

a. Justin Vogel, Police Chief – Vogel said his department continues to be busy with over 1,800 calls for service so far this year, which is a bit ahead from last year. He said the new police squad just arrived on Tuesday, and is now at Code 4 Services getting fully equipped to be ready in a couple of weeks. The 2015 squad vehicle will be placed on auction soon. Vogel said he and his officers have been assisting Ty Wegenast of the Maintenance Department with any needs in order to keep everything up to speed. He said the County's STS (Sentence To Serve) and Work Detail crews will be here in town to assist with the clean-up weeks. He wanted to thank Jacob Cuchna, City Engineer Kris Carlson, and also Ron Kleinschmidt from Ulteig Engineering for helping out with any Water and Sewer needs, as well as the City of Dilworth for their help. DeVries and Mayor Tollefson both thanked the P.D. for all of their hard work. Vogel said they have ordered some grass seed and are waiting on some black dirt to become available in order to help Wegenast patch some lawns which had been damaged over the winter.

b. Maintenance Committee – Tollefson & DeVries – Mayor Tollefson said there will be four interviews conducted this evening for the open Maintenance Supervisor position. She said there will be a special meeting scheduled for May 3rd, 2023 to approve the chosen candidate. DeVries added the water levels came up and then went down, so that was good. Carlson noted the water level in the ponds are getting high and once the ice is gone it will need to be tested so we can release them soon. Ron is monitoring them closely with Wegenast in order to avoid an emergency discharge. Schreiber asked which ponds he is referring to? Carlson said the three (3) ponds east of town. Vogel asked to confirm if May 15th is the deadline? Carlson said yes. Mayor Tollefson also thanked DeVries for his help using the payloader when Parke Avenue had some water running over.

c. Bob Cuchna, Fire Chief – Cuchna said his department would gladly help out with maintenance duties but he wasn't aware of the situation. He said recently there have been several "junk" items being left out at the ponds, he will check again and visit with the new Supervisor concerning what needs to get cleaned up. Cuchna said he is aware that a new generator is on the Fire Department's Capital Improvement list, but it isn't starting again and needs looking at. Ring asked when the last time the generator had been professionally repaired? Cuchna said it used to be done once a year, but the last couple of years the Maintenance Department took over the repairs but it hasn't been done in a while. Ring recommended getting someone to come out and look it over and get a good idea of what needs fixing. Mayor Tollefson asked if there is a replacement or extra generator that can be used in the interim until the new Maintenance Supervisor gets brought on? Cuchna said it is the only generator they have and it runs the entire Fire Station, however it is very old and is too small. He said the last assessment was possibly replacing the circuit board, but it was roughly a couple thousand dollars to do so. Mayor Tollefson asked if Cuchna can recall what the cost was for a brand new one? Cuchna said the quote is now old, and was for a type of gas generator that he would not recommend for their type of building or work. He says his recommendation would be for a petrol generator instead, but he is not sure on the cost. Mayor Tollefson asked if he could get some estimates on a new one? Cuchna said he will do that, but is hoping to get the current one looked at right away as they were not able to start it by hand the other day. Schreiber asked Carlson if he knows of any deals on generators? Carlson said he is only familiar with the kind they use in the water plant, but those are very expensive and run about forty thousand dollars (\$40,000). He said he can check with Butler Machinery and see if they have any lease-to-own options. Ring mentioned maybe having a propane tank for just the Fire Station? Cuchna said that is a possibility, and he would like to see the station have a diesel generator.

He also wanted to mention the Red Cross has been checking in to see if the Community Center is still a part of the City's emergency operations plan, but he is not sure what the current status is. Vogel said he cannot find any documentation on this either. Cuchna said at one time there were agreements with the Red Cross, Salvation Army, the local churches and also a few transportation companies for emergency situations. Affield said Council had previously discussed this but had decided not to allow the Community Center as a shelter due to lack of supervision. Cuchna said this goes above any of the City's emergency plans, due to the Red Cross being a County division. He said if there was a disaster, then the County determines which locations will serve as shelters and the Red Cross would be in charge. Vogel asked to clarify in those emergency situations, the Red Cross has to man the building and direct the function? Cuchna said that is correct. Vogel agrees there should be a place in town for when disasters happen, but he would like to see a specific plan in place. Mayor Tollefson asked if there is a template for disaster planning? Cuchna said there used to be one but he is not able to locate it currently. Jacob Cuchna said those plans may be recorded and available through the County, and if he finds them he will send them over. Mayor Tollefson said she was also contacted at the school about this last week. Cuchna recommends the City looks at putting a plan together, and once he finds the old one, he will update the information as necessary. Vogel asked if the Red Cross provides background checks for those employees which would be present during any emergencies? Cuchna said it is doubtful. Vogel explained it would be very essential for the P.D. to know exactly who is working within the City. Cuchna is guessing the majority of workers would be volunteers. Vogel said for instance when they conduct a missing persons

search, any volunteers are vetted first. Cuchna said he will try to get everything up to date, and Ring mentioned he could be available to help out on the generator situation.

d. Wendy Affield, City Clerk – Affield said West Central Initiative is donating two apple trees to the City, and they will be picked up at Thompson Greenery. She is wondering if Council has any particular preference on where they should be planted? DeVries suggested Anstadt Park.

e. Tracy Tollefson, Mayor – Mayor Tollefson said she only has some Maintenance Department overview that will be discussed later.

8. Committee Reports –

9. New Business –

a. Eide Bailly's 2022 Audit Review – John Hagan – Hagan introduced himself as being with Eide Bailly for over seven years, and he works solely in the government realm. He referred to the included audit review packet, and said he will begin with the Executive Summary:

Executive Summary/Audit Opinion – Hagan explained the City received a “Clean audit opinion,” which is exactly what you would want. This means the City’s financial statements “are prepared using accounting principles prescribed by the MN Office of the State Auditor, and those financial statements do not contain material misstatements and are fairly presented.” Hagan said that in forming an audit opinion, auditors are required to communicate any findings that come up during the audit. He said these are broken down into two categories, Audit Findings and Cash/Investments.

Audit Findings – Hagan went over the financial statements portion first. *Segregation of Duties:* since Glyndon is a small city, there are not enough employees to properly segregate all of the duties of the office, such as receipt disbursements and other items. Hagan explained in order for the City to improve on this, an additional four to five employees would need to be hired but that just doesn’t work for a city of this size. *Material Journal Entries/Preparation of Financial Statements:* each year, auditors will prepare the financial statements and as a result will end up with some additional journal entries that are made on behalf of management. He said these findings have been in the City’s previous audit reviews, and are to be expected for a small city. *Minnesota Legal Compliance:* Hagan said this is a separate set of compliance related tasks and procedures that auditors do as they are required by Minnesota law. He said the City’s results show no issues with legal compliance.

Cash & Investment Balances – Hagan said this graph shows the City’s balances for water/sewer and governmental funds for the last ten years (10 yrs.) He said this graph indicates steady growth since 2013, with 2022 capping out at just a little over three million dollars (\$3M). This balance total does not include “restricted” capital projects. He said this is for comparative purposes, as capital projects are affected by bonds and also the timing which can really sway the cash balance.

General Fund – Hagan explained this is the main operating fund for the City. The numbers on this sheet are split between Receipts and Disbursements, and show the original budget numbers as compared to the final budget numbers. He said total receipts for the year came in over +\$150k, mainly due to some additional Federal ARPA funds, and other miscellaneous receipts and donations that are difficult to anticipate. As far as disbursements for the year Hagan said the numbers came in slightly over budget, but this total too can be hard to anticipate when unexpected items come up during the year that need to be paid for or purchased. He then indicated the very last number on the page is the total fund balance for end of year 2022, with just over a million dollars in the general fund. Since this is a positive fund balance, Hagan said this “contributes to a favorable bond rating, produces investment income/provides a source of working capital to meet cash flow needs, and offers a cushion for unexpected expenditures or revenue shortfalls.” He said there is no golden rule on where the City should be

financially, but Eide Bailly has provided a couple of recommendations from the MN State Auditor's Office. One is that the City set aside 35-50% of general fund operating money for expenditures, at no less than five (5) months' worth. The other is for the City to maintain an unrestricted fund balance of no less than 5-15% of operating expenses. Hagan explained these recommendations are on an "accrual" basis, whereas the City is on a "cash" basis due to its size. As for the City's unrestricted fund balance at the end of 2022, the City has about 75% in disbursements/expenditures. He said this means the City can operate "as-is" for about 9 months with no additional revenue coming into the General Fund.

Water Fund – Hagan said this graph compares the City's operating revenues, operating expenses, and operating income/losses over the last 10 years. For 2022, the City's operating income in the Water Fund did slide down into the negative, but since the City is not in the business of making money, it is only important to remember that the money coming in needs to be enough to offset the operating expenditures. He said the City will see an increase in expenditures due largely to inflation, additional costs, and also additional depreciation from the Parke Avenue Project assets that came onto the books in late 2021. Hagan said the only way to change these numbers is to increase the water rates to ensure income coming in covers expenses going out or to cut down on costs.

Sewer Fund – Hagan said the numbers and information here are very similar to what we see in the Water Fund. He said for 2022, the City came in at break-even around \$330,000+, with the same situation of additional depreciation of fixed assets.

Water/Sewer Funds – Cash v. Operating Expenses + Debt Service – Hagan said this final worksheet is similar to the one for the General Fund, but mostly focuses on the cash balances in both of these funds as a percentage of operating expenditures. He said these numbers do not include depreciation as that is just a paper expense, but auditors have added back in any debt service requirements (principal, interest, etc.) Hagan said from the current cash balance numbers, the Water Fund can operate as-is for about three (3) months. He said the Sewer Fund has a much higher cash balance and can operate as-is for about four (4) years. He said overall these funds have been pretty consistent over the last ten (10) years.

Hagan concluded the audit presentation and asked if anyone had any questions? Mayor Tollefson asked Affield about the overage amount in expenditures and wondered if anything in particular jumped out? Affield said she believes the overage was from the payloader purchase as well as a couple of large water/sewer repair expenses. She also added there were unexpected repairs to the Water Treatment Plant last year as well. Hagan said these types of expenditures do come up, but as long as Council is keeping track then it should be fine. Before he signed off, Hagan said he is available for questions via email and thanked Affield for coordinating the presentation and being so accommodating each year. Council thanked Hagan for his presentation.

b. Approve Resolution 2023-3 – A Resolution Ordering Improvement and Preparation of Plans for Charleswood Addition – Carlson said this authorizes Ulteig Engineering to put plans together and get ready for the bidding process. He said he can begin as soon as tomorrow unless Council decides to wait. Ring said if all things fall into place, then the sooner the better. A motion to approve Resolution 2023-3 was made by Steven Ring, seconded by Bryant DeVries. All in favor. Motion Carried.

c. Special Assessment Policy Review – City Engineer Kris Carlson – Carlson said this is something he has drawn up for other cities, and it is written in a way to leave room for Council to make any changes as they see fit. He explained by having an assessment policy, everything stays consistent moving forward. Schreiber asked if there is a max cap listed in the policy? Carlson said there isn't one currently, but if Council wants to do that then he can certainly add it in. He also noted the policy contains different classifications of projects based on their respective benefit to the City and to the property specifically served. Schreiber asked if Council votes to approve the policy, does Carlson still need to present Council with any assessment proposals for future projects? Carlson said that is correct, and it

would be at that point that Council would determine what was fair. A motion to approve the Special Assessment Policy was made by Justin Schreiber, seconded by Steven Ring. All in favor.
Motion Carried.

d. Mayor Tollefson has Requested a Special Meeting for May 3rd, 2023, to discuss Applicants that were interviewed for the Public Works Superintendent Position – Mayor Tollefson said she is requesting this special meeting in order to not have to wait an additional week to make a decision. Council is in agreement. A motion to meet on Wednesday, May 3rd, 2023 at 6:00 p.m. was made by Steven Ring, seconded by Justin Schreiber. All in favor.
Motion Carried.

10. Time to Discuss Additions to the Agenda – None.

11. Old Business/Unfinished Business Updates –

a. Nuisance Ordinance #194 – Mayor Tollefson said City Attorney Ken Norman is currently doing a review of the ordinance and will report back to Council at the next regular meeting. Ring asked if Norman was just doing a review of the wording? Affield said yes, as well as looking into the fees and penalties. Mayor Tollefson asked Vogel as to the suggestion on how to proceed with commercial properties? Vogel said it will depend on what Norman finds in his research. Ring asked when the goal is to have this ordinance in place? Affield said it is likely to be ready by the second Council meeting in May. Vogel said there needs to be enough time to have two separate readings and to allow public input. Mayor Tollefson said she would like to see this ordinance be really promoted to the public and maybe even a separate mailer with a draft of the ordinance be sent out to all residents in order to get as much feedback as possible. Vogel agreed and said of all ordinances this is the one that will be the most time-consuming, so he wants to ensure the City takes its time in preparing it.

12. Miscellaneous Announcements & Recognitions –

13. Adjournment – A motion was made by Steven Ring to adjourn at 7:22 p.m., seconded by Bryant DeVries. All in favor.
Motion Carried.

Tracy Tollefson, Mayor

Wendy Affield, City Clerk

Heather Johnson, Administrative Assistant

April 26, 2023 Council Meeting Minutes

Glyndon City Council - 5/3/2023
Special Meeting – 6:00 P.M.
Approving Hire for Public Works Superintendent
City Hall Council Chambers

1. **Open Public Hearing:** Mayor Tracy Tollefson called the meeting to order at 6:00 p.m.
2. **Roll Call:** Council Members Present: Justin Schreiber, Bryant DeVries, Steven Ring; City Clerk Wendy Affield.

Absent: Council Member Patrick McCoy
Virtual Attendees: None
As Per Sign in Sheet: None

3. **Recommendation/Discussion from the Hiring Committee** – Mayor Tollefson referred to the attached job description in the agenda packet, and they ended up receiving four total candidates for the position. She said after reviewing all qualifications the committee selected two for final consideration. The interviews were conducted by Affield, herself, Engineer Kris Carlson, and Bryant DeVries. She said the committee is recommending Travis Braton for the position of Public Works Superintendent. Mayor Tollefson said the committee researched the going rate for hourly wages for this type of employment, and where the exiting Superintendent was at. She said this wage will not include the stipend pay and instead will be rolled into one salary package. After some negotiation, the committee feels comfortable at the agreed upon salary. She said the background check is nearing completion, and Affield said Police Chief Justin Vogel has said the results are good. Mayor Tollefson said if Braton is approved for hire, they are hoping to set his first day as Monday, May 15th, 2023. She said Braton came on site yesterday to get a small tour of the City, and to get acclimated with some of the City’s priorities. Braton previously worked for the Water Department in Barnesville, MN, and is very excited about working with Council and working for the City. DeVries said he thinks Braton is a very good choice, likes his energy and feels he is ready for the task. Affield said it sounds like Braton would like to have the hours of 8:00 a.m. to 4:30 p.m., as well as Wegenast, with the exception of storms and other situations like that. Mayor Tollefson said the committee did compromise on a one-hour call back system, as Braton lives in Barnesville. Affield said Braton has already looked into our ponds and is asking questions on the discharge process. Schreiber asked if Braton already has his water certification? Affield said yes, and he is about to change classifications soon, from D to C.

4. **Approve Hiring Travis Braton for the Public Works Superintendent – Full-Time Exempt Position at a Salary of \$71,864.00 with 2 Weeks Vacation and 2 Weeks Sick Time** – Mayor Tollefson said this includes all call-back time and all hours worked, except for flextime for meetings. A motion to approve the hiring of Travis Braton to be the new Public Works Superintendent was made by Steven Ring, seconded by Bryant DeVries. All in favor.
Motion Carried.

5. **Open Forum** – None.

6. **Adjourn the Special Meeting** – A motion to adjourn the Special Meeting at 6:06 p.m. was made by Justin Schreiber, seconded by Steven Ring. All in favor.
Motion Carried.

Tracy Tollefson, Mayor

Wendy Affield, City Clerk

Heather Johnson, Administrative Assist.

May 3, 2023 Special Meeting Minutes – Hiring of Public Works Superintendent

CITY OF GLYNDON**RESOLUTION RECORD**

5/10/2023

RESOLUTION ALLOWING CLAIMS & ORDERING PAYMENT THEREOF

WHEREAS, THE CITY CLERK HAS AUDITED AND THE DEPARTMENTS HAVE APPROVED THE FOLLOWING CLAIMS AGAINST THE CITY OF GLYNDON, AND HAVE CERTIFIED THAT SUCH CLAIMS ARE PROPERLY PAYABLE BY THE SAID CITY, AND THAT THE SAID CITY CLERK HAS VERIFIED SUCH CLAIMS TO BE PAID AND HAS SATISFIED HERSELF THAT SUCH BILLS AND CLAIMS ARE PROPER CHARGES AGAINST THE CITY OF GLYNDON;

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

FUNDS:**Wednesday, May 10th, 2023**

Vendor	Description	Code	Amount
702 Communications	Computer Server, Backups & IT Support	Coded Separate	\$586.50
AFLAC - ONLINE PAYMENT	Employee Extra Insurance	G 101-29000	\$111.48
Ameritas Life Ins/Vision	Vision Insurance for Employees	101-41000-133	
Aramark	Community Center Mops & Mats	101-43000-210	\$120.33
Arvig	Telephone Bill for April	Coded Separate	
Beam Dental Care ACH	Employee Dental & Extra Coverage	Coded Separate	\$218.66
Butler CAT	Trouble Shooting Generator at Fire Hall	501-45000-401	\$430.00
Code 4 Services	Removal of Aftermarket Equip - Police	101-42000-211	\$425.60
Clay County Connection	Public Hearing Notification for Charleswood	101-41000-351	\$144.00
Clay County Sheriff's Office	2nd Quarter 2023 Red River Dispatch	101-42000-324	\$4,280.25
Core & Main	MXU Returns - MXU's - Water Lids	Coded Separate	\$93.48
Dave's Spray Service	Grass Seed for Plow Damage to Yards	101-47000-225	\$205.00
Dollar General	Maintenance Dept Batteries for Toilet	101-41000-401	\$11.00
Eide Bailly	2022 Audit Services Final Billing	101-41000-301	\$3,187.00
Engstrom, Sondra	Police Dept Patches Installed on Shirt	101-42000-300	\$12.00
Elan Financial Service	Credit Card Statement for Feb/Mar	Coded Separate	\$2,160.08
E.P.S. Tactical Training Group	Training for Ryan Schock - Police	101-42000-208	\$450.00
Fire Safety USA	Fire Dept Equipment	501-45000-580	\$1,525.00
Fuch's Sanitation	City Contracts/Recycling for April	401-41000-384	\$12,543.23
Galls	Police Dept Uniforms/Boots	101-42000-201	\$666.51
Glacier Dust Control	Dust Control for 12th & 7th Street	101-47000-224	\$1,684.00
Gopher State One Call	Locating Fee for April	101-41000-300	\$16.20
Heiman Fire Equipment	Hose Washer for Fire Dept	101-41000-333	\$13,255.00
Hitterdal Fire Dept	Mutual Aid for Incident on 4/28/23	501-45000-638	\$1,225.00
Holiday Companies	Car Washes for Police Dept	101-42000-211	\$27.50
Johnson, Heather	Mileage Expense April	101-41000-331	\$32.75
Loffler	Security Monitoring at City Hall - 2nd Qtr	101-41000-300	\$83.85
Menards	Misc Supplies	Coded Separate	\$92.01
Midstates	Battery for Police Dept	101-42000-210	\$160.60
Miller Norman Law Office	Legal Services for part of April	101-41000-304	\$960.00
Minnesota Life Ins	City Life Insurance Premium/Extra	Coded Separate	
MinnKota Recycling	Recycling Charge for April	401-41000-384	
Oasis	Fuel Statements - All Departments	101-42000-212	\$1,404.21
Petro Serve	Fuel Statements - All Departments	Coded Separate	\$405.31
Pomps Tire			\$31.80
Premium Waters	Water Jugs for Police Dept - 3	101-42000-210	\$31.79
Red River Valley Co ACH	Shelter House Lights/City Wide Lights	Coded Separate	\$1,375.79
RMB Enviromental Lab	Wastewater Testing on	301-44000-300	

RMB Enviromental Lab	Water Testing on	201-44000-300	
Rob Bentz Lock & Key	Rekeying City Locks at Buildings	Coded Separate	\$357.38
Runnings	Parts for Chainsaw	101-47000-210	\$110.45
Simple Website Creations	1 Year Web Hosting for glyndonmn.com	101-41000-300	\$239.88
Valvoline	Police Oil Change	101-42000-211	\$48.43
Verizon	Cell Phone Bill for April	Coded Separate	
Xcel Energy	Electric/Natural Gas for April	Coded Separate	
		TOTAL	\$48,712.07

AS CERTIFIED BY WENDY AFFIELD CITY CLERK

GRAND TOTAL \$48,712.07

City of Glyndon 2023 Meetings Calendar

<u>Date</u>	<u>Day</u>	<u>Location</u>	<u>Meeting Times Committee/Regular</u>	<u>Sub-Committee Meetings</u>	<u>Council Meetings</u>
5/24/2023	Wednesday	Glyndon City Hall	5:00 PM	Police Committee	
5/24/2023	Wednesday	Glyndon City Hall	5:30 PM	Fire / Rescue Committee	
5/24/2023	Wednesday	Glyndon City Hall	6:00 PM		Council Meeting
6/14/2023	Wednesday	Glyndon City Hall	7:00 AM		Council Meeting
6/14/2023	Wednesday	Glyndon City Hall	7:30 AM	Maintenance Committee	
6/21/2023	Wednesday	Glyndon City Hall	5:00 PM	Public Relations / Glyndon Days / Parks	Council Meeting
6/28/2023	Wednesday	Glyndon City Hall	5:00 PM	Finance Committee	
6/28/2023	Wednesday	Glyndon City Hall	6:00 PM		Council Meeting
7/12/2023	Wednesday	Glyndon City Hall	7:00 AM		Council Meeting
7/12/2023	Wednesday	Glyndon City Hall	5:00 PM	Police Committee - BUDGET	
7/12/2023	Wednesday	Glyndon City Hall	6:00 PM	Fire / Rescue Committee - BUDGET	
7/12/2023	Wednesday	Glyndon City Hall	7:00 AM	Maintenance Committee - BUDGET	
7/19/2023	Wednesday	Glyndon City Hall	6:00 PM	Public Relations / Glyndon Days / Parks	
7/26/2023	Wednesday	Glyndon City Hall	6:00 PM		Council Meeting
8/9/2023	Wednesday	Glyndon City Hall	7:00 AM		Council Meeting
8/23/2023	Wednesday	Glyndon City Hall	6:00 PM		Council Meeting



INVOICE

*** NEW REMITTANCE ADDRESS ***
25814 RUDOLPH AVE
SIOUX FALLS, SD 57107
(605) 543-5510

FEDERAL ID#: 46-0448157

INVOICE NUMBER 0920263-IN	CUSTOMER NUMBER 0013150
INVOICE DATE 4/27/2023	ORDER DATE 2/9/2023
PO NUMBER Bob Cuchna	TERMS Net 30 days

SOLD TO:
Glyndon Fire Dept MN
PO Box 223
Glyndon, MN 56547

SHIP TO:
Glyndon Fire Dept MN
36 3rd St
Glyndon, MN 56547

TRACKING #:

QTY	Shipped	BO	ITEM NUMBER	DESCRIPTION	UNIT	UNIT PRICE	TOTAL
1.00	1.00	0.00	1279-CACHW-200A	CIRCUL-AIR ROTOJET 200A HOSEEA WASHER		12,605.00	12,605.00

*CALL BEFORE DELIEVERY BOB
CUCHNA 701-367-1861

Hose washer for Fire Dept.

101-41000-333

ARPA Funds

SALESPERSON# COMMENTS:
0198 Shipping \$650.00

SUBTOTAL: 12,605.00
 DISCOUNT: 0.00
 FREIGHT & HANDLING: 650.00
 TAX: 0.00

TOTAL
PLEASE PAY THIS AMOUNT **13,255.00**

Any Invoice over 31 days will have 1 1/2% Service Charge Added. *R.G.A. Number must be used on all returns.
RETURNED GOODS: No returned goods will be accepted without a written "Return Goods Authorization". Returned shipments must be made "Freight Prepaid" and freight must be paid both ways; collect shipments will be refused. If accepted, all goods returned are subject to a restocking charge, in addition to any reconditioning and repackaging charges.
 *NO CLAIMS FOR SHORTAGES OR REJECTS WILL BE HONORED AFTER 30 DAYS FROM DATE OF INVOICE.
 *THIS SHIPMENT IS RECEIPTED FOR IN GOOD CONDITION BY THE CARRIERS ANY CLAIM FOR LOSS OR DAMAGE IN TRANSIT MUST BE COLLECTED FROM CARRIERS BY CONSIGNEE.

PETRO SERVE USA

Helping America Fuel Better®

Car Washes • Travel Centers • Convenience Stores

CITY OF GLYNDON
FUOC ID: 0298644

TIN: *****1026

Check No: 85392

Date: 3/27/2023

FY: 11/30/2022

YTD PURCHASES: \$17,745.14

	REFUND	EQUITY	CASH
2022 QUALIFIED PATRONAGE SUMMARY (2.25%)	\$ 399.62	\$ 199.81	\$ 199.81
2022 NON-QUALIFIED PATRONAGE SUMMARY (0.00%)	\$ 0.00	\$ 0.00	\$ 0.00

EQUITY RECAP

<u>EQUITY TYPE</u>	<u>PREVIOUS BALANCE</u>	<u>CHANGE</u>	<u>CURRENT BALANCE</u>
Non-Qualified Equity	\$ 618.11	\$ 0.00	\$ 618.11
PS-USA Qualified Equity	<u>\$2,528.67</u>	<u>\$ 199.81</u>	<u>\$2,728.48</u>
TOTAL EQUITY	\$3,146.78	\$ 199.81	\$3,346.59

Thank you for doing business with Petro Serve USA this past year. The opportunity to earn patronage and equity for doing business with the company you own is unique to cooperatives and we value your trust in the cooperative system. The enclosed dividend check is for 50% of the total **Petro Serve USA Stock** you earned in 2022. Petro Serve USA retains the remaining 50% in stock to fund operations and this retained stock is then retired to you as a stock retirement at a future date. This summer PS-USA will have retired retained stock earned up to the year 2010.

Petro Serve USA's fuel supplier CHS Inc. (Cenex) did not issue reportable **Non-Qualified Stock (NQ)** in 2022.

Avg. 2022 Gas Dividend Per Gal. **8.4¢** Avg. Fuel Div. Per Gal. **9.8¢** Avg. LP Gas Div. Per Gal. **4.4¢**

Please call Jody our Capital Manager, Dillon our Controller or Kent our CEO, at 701-282-3201 if you have questions.

FARMERS UNION OIL COMPANY OF MOORHEAD

QUALIFIED 1099 PATRONAGE DIVIDEND
NON-QUALIFIED PATRONAGE EQUITY

\$ ~~399.62~~
\$ 0.00

If you have any tax related questions regarding the Non-Qualified distribution, please consult your tax advisor

EQUITY BALANCE	PREVIOUS	CHANGE	CURRENT
Local Patronage	2,528.67	199.81	2,728.48
Regional Patronage	0.00	0.00	0.00
Non-Qualified Patronage	618.11	0.00	618.11

FARMERS UNION OIL COMPANY OF MOORHEAD dba PETRO SERVE USA / VALLEY DAIRY

Please retain this form for your records and information when preparing your income tax returns for the year shown.
***** RETAIN STUB PORTION FOR YOUR RECORDS - SUBSTITUTE 1099PATR *****

DCHPDC DENHARDT SOLUTIONS 952-696-9036

PRINTED IN U.S.A.

AMERICAN SOLUTIONS FOR BUSINESS

THE FACE OF THIS DOCUMENT HAS A COLORED BACKGROUND ON WHITE PAPER

FARMERS UNION OIL COMPANY OF MOORHEAD
dba - PETRO SERVE USA
dba - VALLEY DAIRY
1772 MAIN AVE. WEST - PO Box 967
WEST FARGO, ND 58078-0967
(701) 282-3201

PATRONAGE
DIVIDEND
CHECK

CORNERSTONE BANK
2280 45th ST S
FARGO, ND 58104
701-364-9630
77-71/913

085392
CHECK NO.

ID 0298644 PATRONAGE DIVIDEND 03/20/2023 DATE \$ 199.81 AMOUNT

*****One hundred ninety-nine and 81/100

PAY
TO THE
ORDER
OF

CITY OF GLYNDON
PO BOX 223
GLYNDON, MN 56547



VOID AFTER 90 DAYS

Kent Satson

AUTHORIZED SIGNATURE

⑈085392⑈ ⑆091300719⑆ 5000017698⑈

Scanned by Scantron Software



Payment terms are 30 days from invoice date unless otherwise agreed upon in writing. Remit to:
 Cummins Sales and Service
 PO Box 772639
 Detroit, MI 48277-2639

FARGO ND BRANCH
 3801 - 34TH AVE SW
 FARGO, ND 58104-0000
 (701)282-2466

INVOICE NO
ESTIMATE
TO PAY ONLINE LOGON TO customerpayment.cummins.com

BILL TO

GLYNDON CITY FIRE DEPT
 512 STATE ST NE
 GLYNDON, MN 56547-4203

STEVE RING - 701 7937379

PAGE 1 OF 2

*** CCARD ***

DATE	CUSTOMER ORDER NO.	DATE IN SERVICE	ENGINE MODEL	PUMP NO.	EQUIPMENT MAKE
28-APR-2023			RS12000		
CUSTOMER NO.	SHIP VIA	FAIL DATE	ENGINE SERIAL NO.	CPL NO.	EQUIPMENT MODEL
1080675					
REF. NO.	SALESPERSON	PARTS DISP.	MILEAGE/HOURS	PUMP CODE	UNIT NO.
131243					

QUANTITY ORDERED	BACK ORDERED	QUANTITY SHIPPED	PART NUMBER	DESCRIPTION	PRODUCT CODE	UNIT PRICE	AMOUNT
------------------	--------------	------------------	-------------	-------------	--------------	------------	--------

COMPLAINT

THIS IS AN ESTIMATE FOR A SERVICE CALL ON YOUR BACK UP GENERATOR.
 DIAGNOSTIC ONLY, REPAIRS ADDITIONAL.

CUSTOMER STATES: CODE 3 ERROR, AND OIL PRESSURE SENSOR ALARM,
 NEED A TECH WITH A COMPUTER TO HOOK UP AND SEE WHAT IS GOING ON.
 UNIT WILL NOT START.

POC
 STEVE
 701-793-7379

CAUSE

NEED TO DIAGNOSE

CORRECTION

NEED TO DIAGNOSE

COVERAGE

NOT WARRANTABLE

REMARK

IF YOU WOULD LIKE TO APPROVE THE ATTACHED ESTIMATE, PLEASE SIGN AND RETURN TO ERIC.SURINE@CUMMINS.COM OR FAX TO (651)286-2194. IF PURCHASE ORDER IS REQUIRED, PLEASE SEND ALONG WITH SIGNED ESTIMATE.
 CREDIT CARD IS REQUIRED BEFORE TECHNICIAN IS DISPATCHED TO SITE. UPON APPROVAL PLEASE CALL ME AT 651-286-2181 WITH CREDIT CARD INFORMATION. CARD WILL BE CHARGED AFTER SERVICE IS COMPLETED. IF YOU HAVE ANY QUESTIONS PLEASE DON'T HESITATE TO CALL ME.

THANK YOU FOR CHOOSING CUMMINS FIELD SERVICE.

**NOTE TO CUSTOMER:
 THIS QUOTE IS AN ESTIMATE AND MAY BE MORE OR LESS THAN THE QUOTED AMOUNT.
 *ALSO, NO OVERTIME IS BUILT INTO THIS QUOTE. IF MORE TIME IS SPENT ON SITE THAN PLANNED FOR, OVER TIME RATES (FOR LABOR & TRAVEL) MAY APPLY.

Completion date : 29-Apr-2023 02:52PM. Estimate expires : 28-May-2023 02:52PM.

Billing Inquiries? Call (877)480-6970

THERE ARE ADDITIONAL CONTRACT TERMS ON THE REVERSE SIDE OF THIS DOCUMENT, INCLUDING LIMITATION ON WARRANTIES AND REMEDIES, WHICH ARE EXPRESSLY INCORPORATED HEREIN AND WHICH PURCHASER ACKNOWLEDGES HAVE BEEN READ AND FULLY UNDERSTOOD.

AUTHORIZED BY (print name) _____ SIGNATURE _____ DATE _____



Payment terms are 30 days from invoice date unless otherwise agreed upon in writing. Remit to:
 Cummins Sales and Service
 PO Box 772639
 Detroit, MI 48277-2639

FARGO ND BRANCH
 3801 - 34TH AVE SW
 FARGO, ND 58104-0000
 (701)282-2466

INVOICE NO
ESTIMATE
TO PAY ONLINE LOGON TO customerpayment.cummins.com

BILL TO

GLYNDON CITY FIRE DEPT
 512 STATE ST NE
 GLYNDON, MN 56547-4203

STEVE RING - 701 7937379

PAGE 2 OF 2

*** CCARD ***

DATE	CUSTOMER ORDER NO.	DATE IN SERVICE	ENGINE MODEL	PUMP NO.	EQUIPMENT MAKE
28-APR-2023			RS12000		
CUSTOMER NO.	SHIP VIA	FAIL DATE	ENGINE SERIAL NO.	CPL NO.	EQUIPMENT MODEL
1080675					
REF. NO.	SALESPERSON	PARTS DISP.	MILEAGE/HOURS	PUMP CODE	UNIT NO.
131243					

QUANTITY ORDERED	BACK ORDERED	QUANTITY SHIPPED	PART NUMBER	DESCRIPTION	PRODUCT CODE	UNIT PRICE	AMOUNT
				PARTS:			0.00
				PARTS COVERAGE CREDIT:			0.00CR
				TOTAL PARTS:		0.00	
				SURCHARGE TOTAL:			0.00
				LABOR:			729.30
				LABOR COVERAGE CREDIT:			0.00CR
				TOTAL LABOR:		729.30	
				TRAVEL:			130.90
				TRAVEL COVERAGE CREDIT:			0.00CR
				TOTAL TRAVEL:		130.90	
				MISC.:			129.91
				MISC. COVERAGE CREDIT:			0.00CR
				TOTAL MISC.:		129.91	
				HAZ WASTE DISPOSAL			43.01
				ROAD MILEAGE			86.90
						LOCAL	0.22
						STATE	2.96

SIGN UP FOR AUTO EMAIL OF INVOICES AND CREDITS AT
[HTTP://CUSTOMERPAYMENT.CUMMINS.COM](http://CUSTOMERPAYMENT.CUMMINS.COM)

Completion date : 29-Apr-2023 02:52PM. Estimate expires : 28-May-2023 02:52PM.

Billing Inquiries? Call (877)480-6970

THERE ARE ADDITIONAL CONTRACT TERMS ON THE REVERSE SIDE OF THIS DOCUMENT, INCLUDING LIMITATION ON WARRANTIES AND REMEDIES, WHICH ARE EXPRESSLY INCORPORATED HEREIN AND WHICH PURCHASER ACKNOWLEDGES HAVE BEEN READ AND FULLY UNDERSTOOD.

SUB TOTAL:	990.11
TOTAL TAX:	3.18
TOTAL AMOUNT: US \$	993.29

AUTHORIZED BY (print name) _____ SIGNATURE _____ DATE _____



205 West Rankin Street | P.O. Box 8397 | Jackson, Mississippi 39284-8397 | (601) 354-3565, FAX (601) 292-0185



INDIAN

Indian Smokechaser Pro 5-Gallon Fire Pump

In Stock Item #: 85200

1	3	6
\$269.99	\$240.00	\$219.00

TYPE: Standard Pump

QUANTITY

1

Description

Indian Smokechaser Pro with Standard Pump

Designed to offer the most comfort in the most grueling conditions of fire control. Equipped with the all-brass Fedco pump that is approved by the US Forest Service, the Smokechaser Pro also features a heavy-duty, flexible bladder that forms to the user's back when filled and is protected within a durable nylon bag; a 4" cap with integrated handle grips for easy filling and handling; heavily padded, adjustable shoulder straps for optimum comfort; padded lumbar and belt; a large pocket for storing tools, nozzles, and more; an extra pocket across the bag's bottom that will even hold a shelter tent; and a side pocket for storage of brass pump. The Smokechaser Pro collapses and folds up when not in use. 5 Gallon Capacity.

Quick Specs

Brand	Indian
MPN	190514
UNSPSC	46191600
Made In	United States

Heather Johnson

From: Wendy Affield
Sent: Monday, May 08, 2023 9:33 AM
To: Heather Johnson
Subject: FW: Needed equipment order

Follow Up Flag: Follow up
Flag Status: Flagged

From: Bob Cuchna <glyndonfire@yahoo.com>
Sent: Sunday, May 7, 2023 8:45 PM
To: Wendy Affield <waffield@glyndonmn.com>
Subject: Needed equipment order

Having equipment problems. Can we rush 4 of these? Will be over \$1000 and need approval. When ordering, under the drop down box for "type", we want the dual action pump. \$277 each if ordering +3. Call if you have questions. Thank you.

B

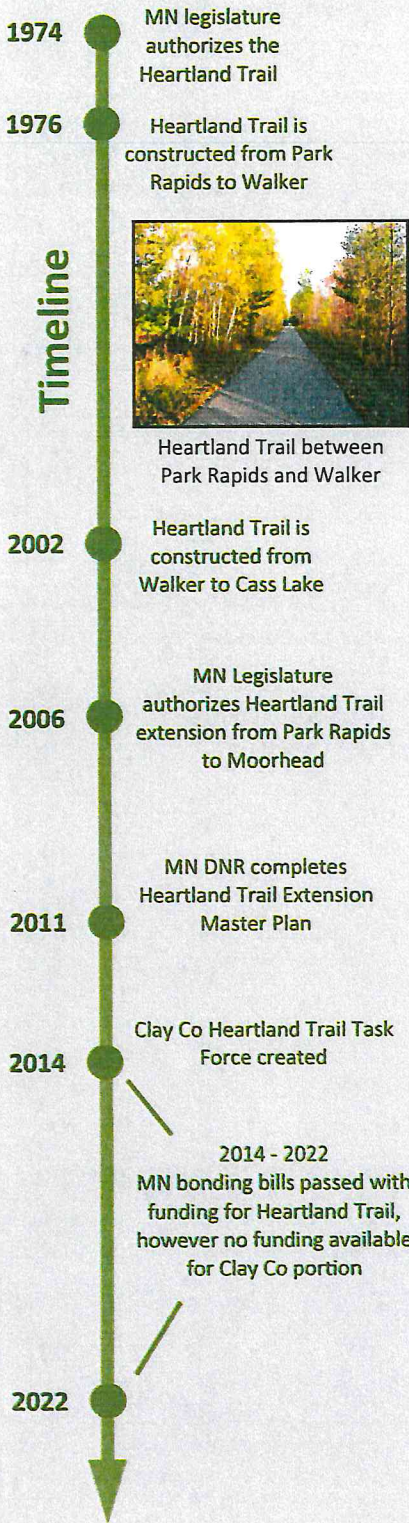
[Indian Smokechaser Pro 5-Gallon Fire Pump](#)



Indian Smokechaser Pro 5-Gallon Fire Pump

Designed to offer the most comfort in the most grueling conditions of fire control. Equipped with the all-brass ...

The Clay County Heartland Trail



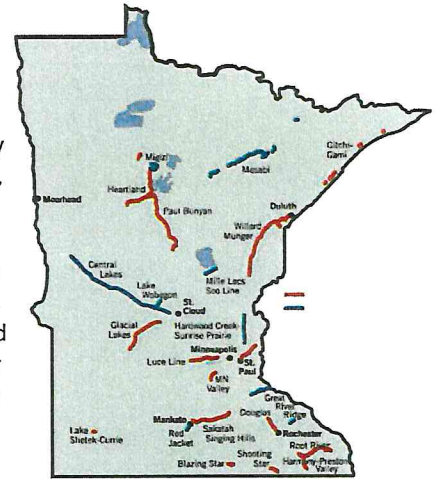
Heartland Trail between Park Rapids and Walker

Heartland Trail Overview

The current Heartland Trail is a 49-mile paved shared use path that extends from Park Rapids to Cass Lake. The trail was constructed in 1976 with the Walker to Cass Lake portion constructed in 2002. In 2006 the MN Legislature authorized the extension of the Heartland Trail from Park Rapids to Moorhead.

Need for Trail Extension

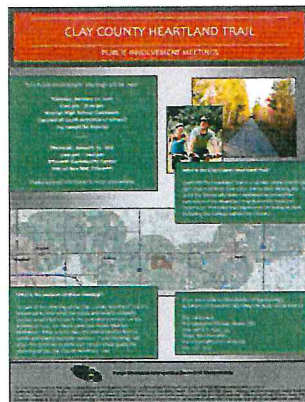
As seen in the adjacent map, northwest Minnesota does not have the opportunity of nearby state trails as does the rest of the state. With a population of over 60,000 residents, Clay County would benefit greatly in terms of health, economics, and tourism.



With a metropolitan population of 250,000, the Fargo-Moorhead area would be a large contributor to the success of the Clay County Heartland Trail. Popular destinations such as Buffalo River State Park and Detroit Lakes would be linked by the trail providing opportunities and economic benefits to the communities along the trail.

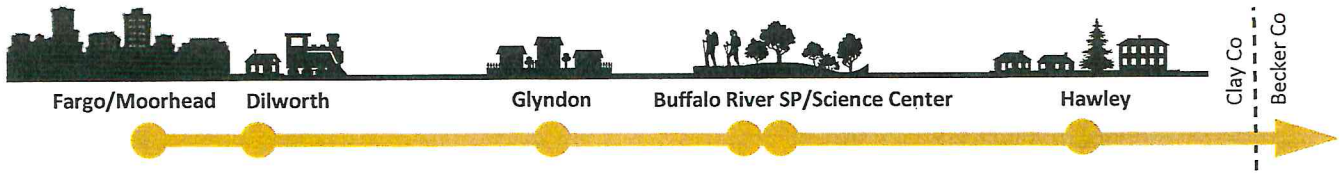
Heartland Trail Extension Efforts

Efforts to implement the Heartland Trail within Clay County have been in the works for over a decade. The City of Hawley was the first to champion Heartland Trail extension efforts. As momentum grew, other jurisdictions followed suit and in 2014 the Clay County Heartland Trail Task Force was created which is comprised of representatives from local jurisdictions, the MN DNR, MnDOT, and other trail planning partners. The Clay County Heartland Trail Task Force has met regularly and is the designated body pursuing the implementation of the Heartland Trail within Clay County.



Key Heartland Trail extension efforts that have taken place in the past few years include:

- Public input meetings (held in 2015)
- Determination of a preliminary alignment
- Installation of a traffic signal & trail crossing at US Hwy 10 in Hawley
- Meetings with area landowners and developers
- One mile trail segment constructed in Glyndon in 2019/2020
- A Clay Co Heartland Trail study scheduled for 2024 & 2025.



Planning of the Clay County Heartland Trail

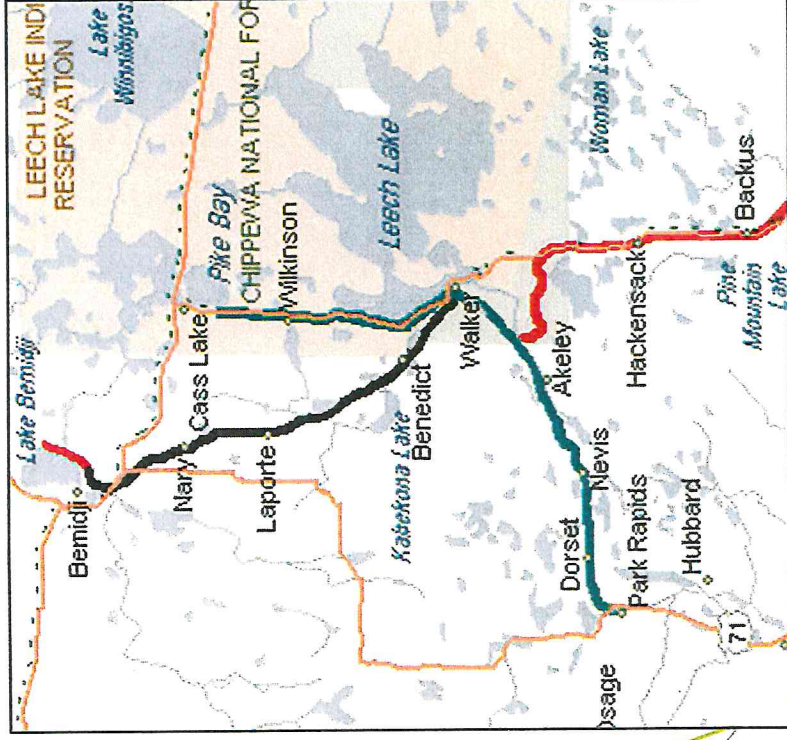


**Presentation to the Glyndon City Council
April 12, 2023**

Clay County Heartland Trail

What is the Heartland Trail?

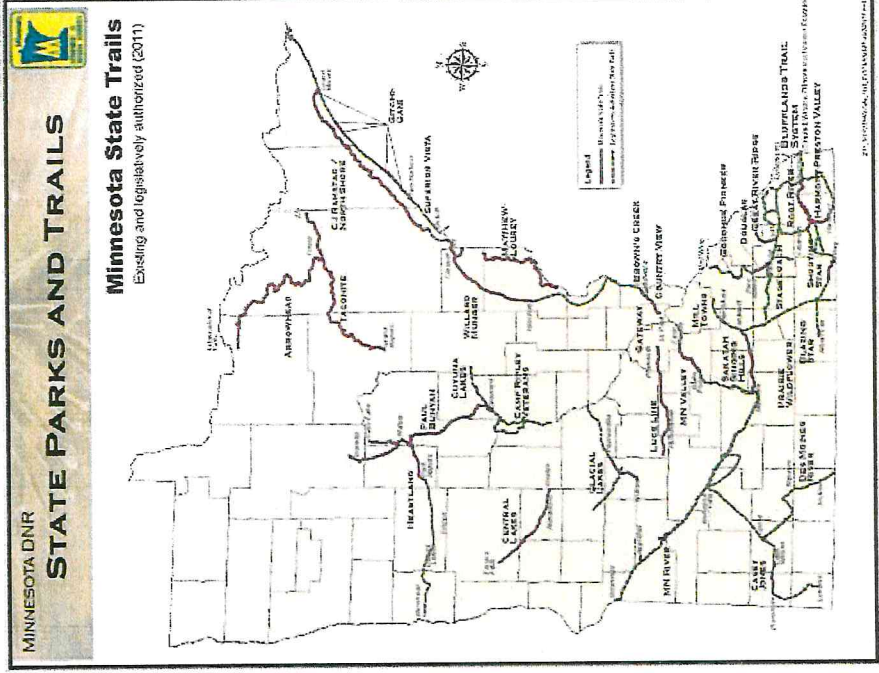
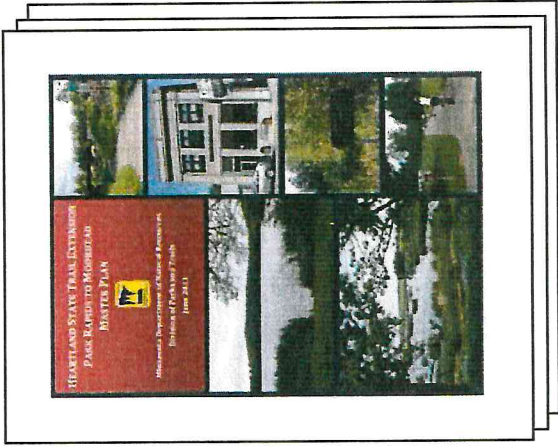
- Currently the Heartland Trail is a 49-mile paved shared-use path traveling from Park Rapids, MN to Cass Lake, MN
- One of the first rails-to-trails projects in the country
- Constructed 1976 (Park Rapids to Walker)



Clay County Heartland Trail

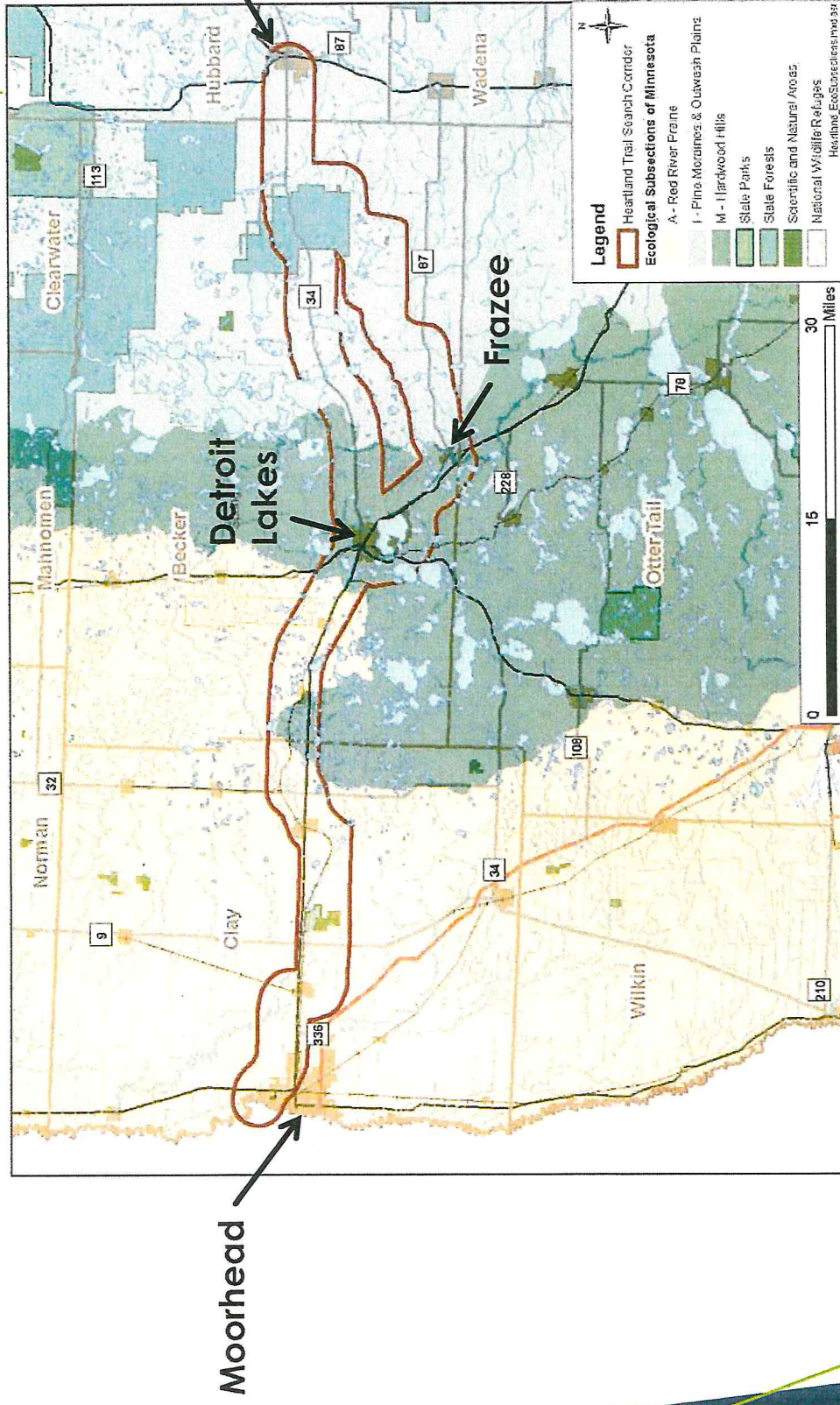
Extension of the Heartland Trail

- In 2006, the state of MN authorized the extension of the Heartland Trail from Park Rapids to Moorhead
- In 2011 a Master Plan was created to draft an alignment



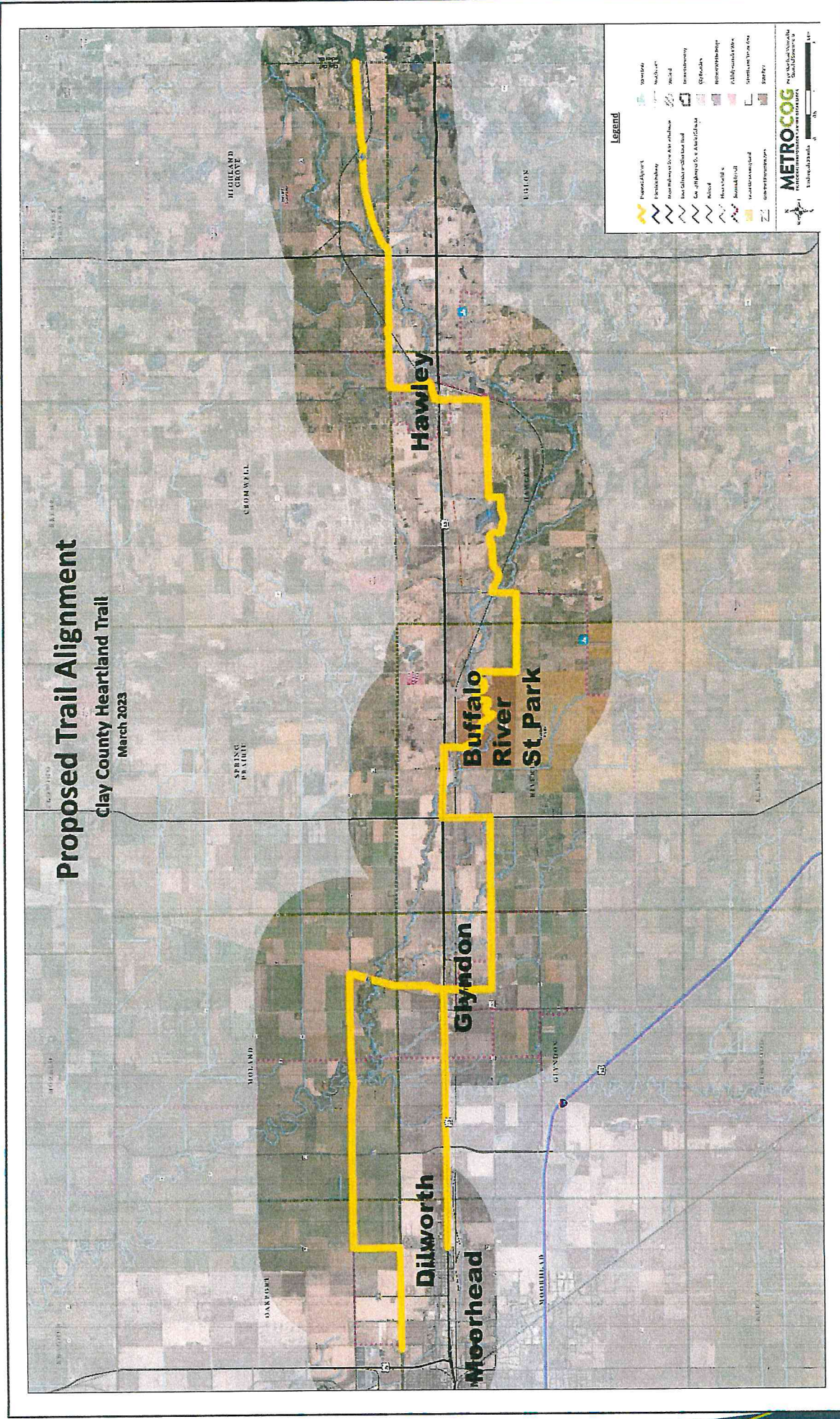
Clay County Heartland Trail

Extension of the Heartland Trail



- 85 to 100 miles

Clay County Heartland Trail



Approx. 37 miles

Clay County Heartland Trail

Recent Clay Co Heartland Trail efforts:

- Clay Co Heartland Task Force Formed (2014)
- Public input meetings (held in 2015)
- Determined preliminary alignment
- Installation of a traffic signal & trail crossing at US 10 in Hawley
- Meeting with area landowners and developers
- One mile trail segment construction in Glyndon (2019/2020)



Clay County Heartland Trail

Clay County Heartland Trail Study (2024-2025)

- Hire a consulting firm to study specific alignment options and provide all details necessary to proceed into trail design.
- This study would also provide planning-level cost estimates and would engage the public and property owners.
- This study would put the Clay County Heartland Trail in a better position for funding sources and could increase interest by the public and local leaders.

Clay County Heartland Trail

Clay County Heartland Trail Study (2024-2025)

Cost of study: \$250,000

Year	Total Cost	Federal (80%)	Clay Co.	Moorhead	Dilworth	Glyndon	Hawley
2024	\$125,000	\$100,000	\$12,500	\$3,500	\$3,000	\$3,000	\$3,000
2025	\$125,000	\$100,000	\$12,500	\$3,500	\$3,000	\$3,000	\$3,000
Both yrs	\$250,000	\$200,000	\$25,000	\$7,000	\$6,000	\$6,000	\$6,000

Questions?

Contact:

Dan Farnsworth,

Fargo-Moorhead Metro Council of Governments (Metro COG)

farnsworth@fmmetrocog.org

701-532-5106

Project webpage:

<http://www.fmmetrocog.org/projects-rfps/HeartlandTrailExtension>

To: Glyndon City Council
From: Dan Farnsworth, Transportation Planner, Metro COG
Date: March 28, 2023
Re: **Clay County Heartland Trail**

The Heartland Trail is currently a 49-mile paved shared use path that extends from Park Rapids, MN to Cass Lake, MN. In 2006 the MN Legislature authorized the extension of the Heartland Trail from Park Rapids to Moorhead. Metro COG has been working on coordinating the implementation of this trail in Clay County since 2014.

To bring this trail closer to implementation, a study is necessary to determine specific alignment options, obtain public and property owner input, determine planning-level cost estimates, and provide all details needed to proceed into trail design.

This study will be a consultant-led study beginning in 2024 and have a budget of \$250,000. Metro COG has available Federal funds to fund 80% of the total study cost. Per this Federal funding source, the remaining funds will need to come from local jurisdictions. Below is a table showing the intended funding splits.

Funding Split Table

Year	Total Cost	Federal (80%)	Clay Co.	Moorhead	Dilworth	Glyndon	Hawley
2024	\$125,000	\$100,000	\$12,500	\$3,500	\$3,000	\$3,000	\$3,000
2025	\$125,000	\$100,000	\$12,500	\$3,500	\$3,000	\$3,000	\$3,000
Both Years	\$250,000	\$200,000	\$25,000	\$7,000	\$6,000	\$6,000	\$6,000

Metro COG is seeking the City of Glyndon's williness to provide \$3,000 toward this study in 2024 and \$3,000 in 2025 for a total of \$6,000.



Facility Use Agreement

The American National Red Cross (“Red Cross”), a non-profit corporation chartered by the United States Congress, provides services to individuals, families and communities when disasters strike. The disaster relief activities of the Red Cross are made possible by the American public who support the Red Cross with generous donations. The Red Cross’s disaster services are also supported by facility owners who permit the Red Cross to use their buildings as shelters and other service delivery sites for disaster victims. This agreement is between the Red Cross and a facility owner (“Owner”) so the Red Cross can use the facility to provide services during a disaster. This agreement only applies when Red Cross requests use of the facility and is managing the activity at the facility.

Parties and Facility

Owner:

Full Name of Owner	City of Glyndon
Address	PO Box 223, Glyndon, MN 56547
24-Hour Point of Contact Name and Title Work Phone Cell Phone	Justin Vogel, Chief of Police 218-498-2727 218-443-4143
Address for Official Notices (only if different from above address)	

Red Cross:

Chapter Name	American Red Cross Serving Eastern North Dakota and Northwest Minnesota
Chapter Address	2602 12th Street N, Fargo, ND 58102
24-Hour Point of Contact Name and Title Work Phone Cell Phone	Christopher Schenk, Disaster Program Manager 701-960-8785 cell
Address for Official Notices	American Red Cross, Disaster Cycle Services Logistics, 8550 Arlington Blvd., Fairfax, VA 22031

Facility:

Insert name and complete street address of building or, if multiple buildings, write “See attached facility list,” and attach facility list, including complete street address of each building that is part of this agreement. If the Red Cross will use only a portion of a building, then describe the portion of the building th` t the Red Cross will use.

Glyndon Community Center
212 Partridge Ave SE
Glyndon, MN 56547



Terms and Conditions

- 1. Use of Facility: Upon request and if feasible, Owner will permit the Red Cross to use and occupy the Facility on a temporary basis to conduct emergency, disaster-related activities. The Facility may be used for the following purposes (both parties must initial all that apply):

Table with 3 columns: Facility Purpose, Owner Initials, Red Cross Initials. Rows include Service Center, Storage of supplies, Parking of vehicles, and Disaster Shelter. Red Cross initials 'PL' are present in the last three rows.

- 2. Facility Management: The Red Cross will designate a Red Cross official to manage the activities at the Facility ("Red Cross Manager"). The Owner will designate a Facility Coordinator to coordinate with the Red Cross Manager regarding the use of the Facility by the Red Cross.
3. Condition of Facility: The Facility Coordinator and Red Cross Manager (or designee) will jointly conduct a survey of the Facility before it is turned over to the Red Cross. They will use the first page of the Red Cross's Facility/Shelter Opening/Closing Form to record any existing damage or conditions. The Facility Coordinator will identify and secure all equipment in the Facility that the Red Cross should not use. The Red Cross will exercise reasonable care while using the Facility and will not modify the Facility without the Owner's express written approval.
4. Food Services (This paragraph applies only when the Facility is used as a shelter or service center.): Upon request by the Red Cross, and if such resources are available, the Owner will make the food service resources of the Facility, including food, supplies, equipment and food service workers, available to feed the shelter occupants. The Facility Coordinator will designate a Food Service Manager to coordinate meals at the direction of and in cooperation with the Red Cross Manager. The Food Service Manager will establish a feeding schedule and supervise meal planning and preparation. The Food Service Manager and Red Cross Manager will jointly conduct a pre-occupancy inventory of the food and food service supplies before the Facility is turned over to the Red Cross. When the Red Cross vacates the Facility, the Red Cross Manager and Facility Coordinator or Food Service Manager will conduct a post-occupancy inventory of the food and supplies used during the Red Cross's activities at the Facility.
5. Custodial Services (This paragraph applies only when the Facility is used as a shelter or service center.): Upon request of the Red Cross and if such resources are available, the Owner will make its custodial resources, including supplies and workers, available to provide cleaning and sanitation services at the Facility. The Facility Coordinator will designate a Facility Custodian to coordinate these services at the direction of and in cooperation with the Red Cross Manager.
6. Security/Safety: In coordination with the Facility Coordinator, the Red Cross Manager, as he or she deems necessary and appropriate, will coordinate with law enforcement regarding any security and safety issues at the Facility.
7. Signage and Publicity: The Red Cross may post signs identifying the Facility as a site of Red Cross operations in locations approved by the Facility Coordinator. The Red Cross will remove such signs when the Red Cross concludes its activities at the Facility. The Owner will not issue press releases or other publicity concerning the Red Cross's activities at the Facility without the written consent of the Red Cross Manager. The Owner will refer all media questions about the Red Cross activities to the Red Cross Manager.
8. Closing the Facility: The Red Cross will notify the Owner or Facility Coordinator of the date when the Red Cross will vacate the Facility. Before the Red Cross vacates the Facility, the Red Cross Manager and Facility Coordinator will jointly conduct a post-occupancy inspection, using the second page of the Shelter/Facility Opening/Closing Form, to record any damage or conditions.



Facility Use Agreement

9. Fee (This paragraph does not apply when the Facility is used as a shelter. The Red Cross does not pay fees to use facilities as shelters.): Both parties must initial one of the two statements below:

- a. Owner will not charge a fee for the use of the Facility.
Owner initials: _____ Red Cross initials: _____
- b. The Red Cross will pay \$_____ per ^{Select} _____ for the right to use and occupy the Facility. Owner initials: _____ Red Cross initials: _____

10. Reimbursement: Subject to the conditions in paragraph 10(e) below, the Red Cross will reimburse the Owner for the following:

- a. *Damage to the Facility or other property of Owner*, reasonable wear and tear excepted, resulting from the operations of the Red Cross. Reimbursement for facility damage will be based on replacement at actual cash value. The Red Cross, in consultation with the Owner, will select from bids from at least three reputable contractors. The Red Cross is not responsible for storm damage or other damage caused by the disaster.
- b. *Reasonable costs associated with custodial and food service personnel and supplies* which would not have been incurred but for the Red Cross's use of the Facility. The Red Cross will reimburse at per-hour, straight-time rate for wages actually incurred but will not reimburse for (i) overtime or (ii) costs of salaried staff.
- c. *Reasonable, actual, out-of-pocket costs for the utilities indicated below*, to the extent that such costs would not have been incurred but for the Red Cross's use of the Facility. (Both parties must initial all utilities that may be reimbursed by the Red Cross):

	Owner Initials	Red Cross Initials
Water		
Gas		
Electricity		
Waste Disposal		PL

- d. The Owner will submit any request for reimbursement to the Red Cross within 60 days after the occupancy of the Red Cross ends. Any request for reimbursement must be accompanied by supporting invoices. Any request for reimbursement for personnel costs must be accompanied by a list of the personnel with the dates and hours worked.
- e. If the disaster is a Federally-declared disaster and Owner is a municipal or state government entity, then the Owner will work with appropriate emergency management agencies to seek cost reimbursement through the Federal Emergency Management Agency's program for administering Public Assistance Category B under the Robert T. Stafford Act. The Red Cross is not obligated to reimburse the Owner for costs covered by Public Assistance Category B.

11. Insurance: The Red Cross shall carry insurance coverage in the amounts of at least \$1,000,000 per occurrence for Commercial General Liability and Automobile Liability. The Red Cross shall also carry Workers' Compensation coverage with statutory limits for the jurisdiction within which the facility is located and \$1,000,000 in Employers' Liability.

12. Indemnification: The Red Cross shall defend, hold harmless, and indemnify Owner against any legal liability, including reasonable attorney fees, in respect to claims for bodily injury, death, and property damage arising from the negligence of the Red Cross during the use of the Facility.

13. Term: The term of this agreement begins on the date of the last signature below and ends 30 days after written notice by either party.



Facility Use Agreement

This agreement is intended to facilitate more efficient execution and delivery of signed documents. The use of digital signatures is intended to facilitate more efficient execution and delivery of signed documents. The term DIGITAL signature means any electronic sound, symbol, or process attached to or logically associated with a record and executed and adopted by a party with the intent to sign such record, including facsimile or email electronic signatures. The use of digital signatures is intended to facilitate more efficient execution and delivery of signed documents.

City of Glyndon

The American National Red Cross

Owner (Legal Name)

(Legal Name)

By (Signature)

By (Signature)

Justin Vogel

Patty Lindholm

Name (Printed)

Name (Printed)

Chief of Police

Volunteer

Title

Title

Date

Date

Wendy Affield

From: Ken Norman <kjnorman@mnalaw.com>
Sent: Monday, May 8, 2023 3:10 PM
To: Wendy Affield
Subject: FW: [EXTERNAL] Facility Agreement

From: Ken Norman
Sent: Tuesday, May 2, 2023 4:18 PM
To: 'Justin Vogel' <jvogel@glyndonmn.com>
Subject: RE: [EXTERNAL] Facility Agreement

Justin,

I looked over the Red Cross Facility Use Agreement you provided. I have a few comments for you to consider:

- 1) They are using this for several purposes including as an operations center,
- 2) Under Section 4 the provision for supplying food services extends to both shelter and service center use. There is a limitation, however that states "if such resources are available". The City must understand that they may have some exposure on this item.
- 3) The city, under Section 5, will provide custodial services.
- 4) In the reimbursement section (10) please note that they do not reimburse for "costs of salaried staff"

Let me know if there are any questions.

Ken Norman
Norman Law Office, Ltd.
403 Center Avenue, Suite 201
Moorhead, Mn, 56560

218-233-2495
218-236-8837 (fax)
kjnorman@mnalaw.com

From: Justin Vogel <jvogel@glyndonmn.com>
Sent: Tuesday, May 2, 2023 10:54 AM
To: Ken Norman <kjnorman@mnalaw.com>; Wendy Affield <waffield@glyndonmn.com>
Subject: FW: [EXTERNAL] Facility Agreement

CHIEF JUSTIN VOGEL #751
GLYNDON POLICE DEPARTMENT
218 Parke Avenue Glyndon, MN 56547
Telephone: [\(218\) 498-2727](tel:(218)498-2727)

HIGHWAY DEPARTMENT

Justin P. Sorum, Engineer
Office Telephone: (218) 299-5099
Fax: (888) 259-8757



April 24, 2023

City of Glyndon
PO Box 223
Glyndon, MN 56547

RE: Clay County Wheelage Tax

Dear Council Chairperson/City Engineer:

This is a reminder of the Wheelage Tax funds available to the cities within Clay County. These funds are to be used for construction or maintenance projects on city streets. Snow removal, sidewalk, lighting, etc. are not eligible for these funds.

The current Wheelage Tax funds available for the City of Glyndon is: \$ 22,576.73

The last Wheelage Tax payment made to the City of Glyndon was April 21, 2021, for \$77,445.22.

All funds not requested by the City in the fiscal year will be carried over for a period of 7 years. Additional information is available on our website at <http://www.claycountymn.gov/618/Wheelage-Tax-Policy>. Also, enclosed is a copy of the Wheelage Tax Funding Policy.

If you have any questions, feel free to contact our office at 218-299-5099 or email us at highway.deparment@claycountymn.gov.

Sincerely,

Terri Grinde
Office Manager
Clay County Highway Department

2951 41 1/2 ST SO
Moorhead, MN 56560

An Equal Opportunity Employer

CITY OF GLYNDON
Expenditure Budget Worksheet 2

April 2023

Account Descr	2023 Budget	YTD Amt	2022 Amt	Comment
101 GENERAL FUND				
E 101-41000-100 Salaries	\$24,790.00	\$7,619.04	\$23,113.48	33.3% Clerk
E 101-41000-101 Full-Time Hourly	\$8,550.00	\$2,379.24	\$7,051.36	10% Assist/Clean CH&PD-Elisha
E 101-41000-102 Full-Time Hourly/Overtime	\$200.00	\$0.00	\$31.38	10% Admin Assistant
E 101-41000-104 Council Members	\$16,800.00	\$4,850.00	\$14,550.00	150/meeting+12 Spec Mts
E 101-41000-105 Mayor	\$6,000.00	\$1,950.00	\$5,700.00	200/meeting+24 Spec Mts
E 101-41000-111 Other - EB Uses this Account	\$0.00	\$0.00	\$2,110.28	Election Judges & Meals
E 101-41000-121 PERA	\$3,750.00	\$1,018.96	\$3,074.82	Council 5% - Employee 7.5%
E 101-41000-122 FICA	\$4,860.00	\$1,426.41	\$4,798.54	All 7.65%
E 101-41000-130 Employer Paid Premium Health	\$0.00	\$21,432.32	\$0.00	Transfer Twice a Year
E 101-41000-132 Employer Paid Benefit Payout	\$6,000.00	\$1,846.16	\$5,999.76	Wendy Cap at \$500.00 - Ins Reimbursement
E 101-41000-133 Employer Paid Vision Coverage	\$627.00	\$110.16	\$367.20	\$6.12 Eye Insurance (8 1/2)
E 101-41000-134 Employer Paid Life Insurance	\$510.00	\$155.00	\$500.60	\$25,000 Life Coverage (8 1/2)
E 101-41000-135 Employer Paid Health Savings	\$0.00	\$7,875.00	\$0.00	Transfer Twice a Year
E 101-41000-142 Unemployment Benefit Payments	\$0.00	\$7,450.88	\$3,494.90	Unemployment (Scott's/Luke's)
E 101-41000-151 LOMC-Workers Comp Insurance	\$45,000.00	\$35,442.00	\$47,700.00	LOMC Workmans Comp (2018 Claim)
E 101-41000-200 Office Supplies	\$2,100.00	\$894.51	\$1,910.39	Office Supplies
E 101-41000-207 Computer Technology	\$2,900.00	\$1,897.32	\$1,667.07	702 IT Bill - Server-1/3 1/3 1/3
E 101-41000-208 General Training	\$2,000.00	\$510.00	\$1,804.77	Conferences/Educa Classes
E 101-41000-210 Operating Supplies	\$2,400.00	\$501.73	\$1,811.11	Operating Supplies
E 101-41000-270 Abatement Expense	\$0.00	\$0.00	\$55,506.05	Prop/House Abatement Expenses
E 101-41000-300 Professional Services	\$17,000.00	\$4,672.60	\$13,868.11	Inspector,Drown,Website,Loffler Security
E 101-41000-301 Auditing/Accounting Services	\$24,100.00	\$22,818.00	\$23,589.00	Eide Bailey/C County Assessment fee
E 101-41000-302 2-Year Tax Abatement Fee	\$10,000.00	\$0.00	\$7,857.78	Pay County for New Homes 2yr Abatement
E 101-41000-304 Legal Fees	\$25,000.00	\$3,114.50	\$12,105.00	Attorney/Wold HR/Pemberton
E 101-41000-305 Criminal Legal Fees-Moorhead	\$11,195.00	\$5,487.52	\$10,758.36	Prosecuting Attorneys
E 101-41000-307 Building Inspector 50% Fee	\$5,000.00	\$3,592.56	\$5,752.35	50% of Permits to Building Inspector
E 101-41000-308 Building State Surcharge	\$2,000.00	\$48.75	\$4,652.47	State Permit Surcharge Fee
E 101-41000-321 Telephone	\$2,800.00	\$659.63	\$2,589.43	Separated Each Dept 2022
E 101-41000-322 Postage	\$100.00	\$94.00	\$84.00	Box Fee/Misc Mailings
E 101-41000-331 Travel/Mileage Expense	\$1,000.00	\$118.76	\$841.78	Bank, Post Office, Misc
E 101-41000-333 ARPA Funds from COVID-19	\$0.00	\$6,359.41	\$0.00	ARPA-WTP Generator
E 101-41000-340 Advertising	\$11,000.00	\$0.00	\$1,031.31	Gateway Ad - Hwy 10 Sign
E 101-41000-351 Legal Notice Publication	\$1,600.00	\$55.00	\$913.00	Legal Notices/Public Hearings
E 101-41000-361 General Liability Insurance	\$100.00	\$100.00	\$100.00	CNA Surety-Utility Permit Renewal
E 101-41000-381 Xcel-Electric/Gas Bill	\$34,000.00	\$16,562.15	\$32,107.96	All General
E 101-41000-383 Red River Co-Op	\$12,000.00	\$3,648.81	\$10,535.65	All Departments/City
E 101-41000-401 Repairs/Maintenance Buildings	\$14,000.00	\$138.24	\$6,287.23	City/Maint/Police-No Fire/Water/Sewer/CC
E 101-41000-413 Office Equipment Rental	\$6,400.00	\$1,424.98	\$5,983.40	Copy Machine Lease - City Hall
E 101-41000-433 Dues and Subscriptions	\$1,900.00	\$482.20	\$1,885.77	Dues & Subscriptions
E 101-41000-434 Awards and Indemnities	\$0.00	\$44.76	\$202.80	Former Council Recognition
E 101-41000-560 Furniture and Fixtures	\$700.00	\$0.00	\$561.86	2022 Phones / 2021 Desk

Account Descr	2023		2022 Amt	Comment
	Budget	YTD Amt		
E 101-41000-610 Interest - EB	\$0.00	\$0.00	\$0.00	EB Uses
E 101-41000-622 LOMC General/Liability Ins.	\$52,000.00	\$51,669.00	\$48,583.00	Ins. Policies Bldgs/Vehicles
E 101-41000-623 LOMC Membership Dues/Training	\$3,500.00	\$953.49	\$2,713.04	Dues & New Council Training
E 101-41000-624 BANYON	\$1,300.00	\$1,036.66	\$1,144.66	Software Support
E 101-41000-628 Donation Reimbursements	\$0.00	\$0.00	\$0.00	Donation Reimbursement
E 101-41000-630 City Specials Principal	\$4,500.00	\$0.00	\$4,648.00	Sp Ass - City Property
E 101-41000-631 City Specials Interest	\$2,800.00	\$0.00	\$2,576.00	Sp Ass Interest - City Property
E 101-41000-635 Miscellaneous Income/Expense	\$0.00	\$0.00	\$0.00	Misc Income/Expense
E 101-41000-637 Bank Fees/Penalties	\$320.00	\$0.00	\$313.18	Bank/Penalty Fees
E 101-41000-663 Transfer In/Out - EB	\$0.00	\$0.00	\$0.00	EB Uses
E 101-41000-665 Glyndon Days/Ice Cr Social	\$6,000.00	\$2,000.00	\$9,262.00	Glyndon Days/Ice Cream Donations
E 101-42000-100 Salaries	\$96,616.00	\$29,728.00	\$90,168.00	Police Chief
E 101-42000-102 Full-Time Hourly/Overtime	\$209,610.00	\$53,115.99	\$165,247.60	Full-time Officers/TZD/Holiday
E 101-42000-103 Part-Time Employees	\$14,000.00	\$3,316.16	\$10,465.83	Part-time Employees
E 101-42000-106 Stipend Pay	\$12,077.00	\$3,716.00	\$11,271.00	5hrs/wk x \$46.45 (260 hrs)
E 101-42000-121 PERA	\$58,000.00	\$15,569.89	\$47,988.49	PERA 17.7%
E 101-42000-122 FICA	\$6,100.00	\$1,508.87	\$4,667.57	No SS for Full Time Officers-1.45%
E 101-42000-130 Employer Paid Premium Health	\$41,334.00	\$0.00	\$35,844.96	\$765.44 Health Ins (4 1/2) Police
E 101-42000-135 Employer Paid Health Savings	\$13,500.00	\$0.00	\$12,000.00	\$3000 Bremer HS (4 1/2) Police
E 101-42000-136 Employer Paid Dental Coverage	\$1,575.00	\$465.60	\$0.00	\$29.10 ea - 4 + 1/2 Yr
E 101-42000-170 Special Purch/Other Equip	\$13,000.00	\$10.92	\$10,315.48	Watch Guard/Radar/Guns/Body Cams/Taser
E 101-42000-200 Office Supplies	\$2,500.00	\$165.70	\$888.55	MISC Supplies
E 101-42000-201 Uniforms	\$5,000.00	\$4.75	\$3,025.24	\$600.00 per union contract
E 101-42000-207 Computer Technology	\$4,400.00	\$0.00	\$0.00	Computer Equipment
E 101-42000-208 General Training	\$8,000.00	\$1,061.50	\$5,624.93	Train/Ammo/Travel-RO
E 101-42000-210 Operating Supplies	\$7,000.00	\$1,945.39	\$6,303.05	Misc/Siren.1600/PBT/Lidar/WG Cloud 1500
E 101-42000-211 Vehicle Repair/Maintenance	\$8,000.00	\$1,081.72	\$7,110.80	Wash/Repairs/Tires
E 101-42000-212 Motor Fuels	\$20,000.00	\$5,800.94	\$16,387.58	Gas
E 101-42000-300 Professional Services	\$8,600.00	\$2,250.00	\$4,580.19	702/BCA/Eval/Medical/Trans
E 101-42000-319 Cell Phone	\$2,000.00	\$658.12	\$2,479.16	Cell Phones (4)
E 101-42000-320 Air Cards Squad WiFi	\$2,500.00	\$780.20	\$2,071.98	Squad WI FI
E 101-42000-321 Telephone	\$1,850.00	\$631.61	\$1,859.71	Telephone - Office
E 101-42000-322 Postage	\$0.00	\$0.00	\$0.00	Delete 2022
E 101-42000-324 New World	\$24,000.00	\$4,280.25	\$20,170.52	RR Dispatch Services/Part Fire&Rescue
E 101-42000-331 Travel/Mileage Expense	\$0.00	\$0.00	\$0.00	Delete 2022
E 101-42000-413 Office Equipment Rental	\$1,200.00	\$300.00	\$1,200.00	Copy Machine Lease - \$100 @ month
E 101-42000-490 Community Outreach Donations	\$500.00	\$855.83	\$1,564.19	Picnic/ShopCop Donations-RO
E 101-42000-512 Misc Income/Expense	\$0.00	\$0.00	\$0.00	Auction Charges/Donation Purchases
E 101-42000-550 Motor Vehicles	\$30,000.00	\$8,179.45	\$47,397.04	Squad Purchase
E 101-42000-627 Police Dept Escrow - RO	\$13,500.00	\$0.00	\$13,500.00	Escrow Transfer-RO
E 101-43000-210 Operating Supplies	\$3,500.00	\$829.01	\$4,013.21	Mats/Mops/Misc at Community Center
E 101-43000-220 Repair/Maintenance Supplies	\$0.00	\$0.00	\$0.00	Delete 2022
E 101-43000-227 Utility Maintenance Supplies	\$0.00	\$0.00	\$0.00	Delete/Combined with 101-43000-210
E 101-43000-280 Community Center Enforcement	\$300.00	\$0.00	\$232.00	ASP Security Company

Account Descr	2023 Budget	2023 YTD Amt	2022 Amt	Comment
E 101-43000-321 Telephone	\$500.00	\$161.13	\$0.00	Telephone
E 101-43000-381 Xcel-Electric/Gas Bill	\$13,000.00	\$6,051.18	\$12,789.19	Community Center Elec/Gas
E 101-43000-401 Repairs/Maintenance Buildings	\$0.00	\$430.00	\$0.00	Use Escrow Funds if Needed
E 101-47000-200 Office Supplies	\$150.00	\$0.00	\$22.89	Maintenance Dept
E 101-47000-210 Operating Supplies	\$9,000.00	\$534.79	\$9,883.11	Merged 220/221
E 101-47000-211 Vehicle Repair/Maintenance	\$6,000.00	\$5,135.94	\$18,153.68	Repairs/Wash/Tires-1/2 1/4 1/4
E 101-47000-212 Motor Fuels	\$5,600.00	\$4,601.30	\$6,240.69	Mowers/Plow/Tractor
E 101-47000-216 Chemicals and Chem Products	\$4,200.00	\$0.00	\$1,206.71	Dave's Spray Service
E 101-47000-218 Mosquito Spraying - RO	\$7,000.00	\$10.00	\$2,811.00	Mosquito Spray/Aerial-RO
E 101-47000-219 Forestry - RO	\$2,600.00	\$0.00	\$3,600.00	Trees-RO
E 101-47000-224 Street Maintenance Materials	\$14,000.00	\$426.00	\$15,181.98	Class 5/Pot Hole Filler
E 101-47000-225 Landscaping Materials	\$2,000.00	\$0.00	\$1,964.05	Flowers/Landscaping
E 101-47000-228 Street Seal Coating - RO	\$16,000.00	\$0.00	\$16,000.00	Seal Coat-RO
E 101-47000-300 Professional Services	\$5,200.00	\$900.00	\$17,813.25	Snow/Permits/Sign/Banners
E 101-47000-321 Telephone	\$870.00	\$239.28	\$742.30	Telephone - Office
E 101-47000-550 Motor Vehicles	\$0.00	\$0.00	\$96.25	Tabs - some every other year 2022
E 101-47000-629 Maintenance Escrow - RO	\$13,500.00	\$3,150.00	\$0.00	Snow Pusher/Trailer - Loader Below
E 101-47000-633 Parks - Yearly Repairs	\$6,000.00	-\$229.49	\$3,873.61	Repair/Maintaining/Wood Chips
E 101-47000-636 Park Equipment - RO	\$15,000.00	\$0.00	\$15,000.00	Replacing Equipment (Swing) - RO
E 101-47000-651 Equipment Purchases	\$0.00	\$0.00	\$49,934.00	L85 Bobcat Loader (\$89,598.32)
E 101-51000-601 Debt Srv Bond Principal - EB	\$0.00	\$0.00	\$0.00	EB Uses
E 101-51000-611 Debt Srv Bond Interest	\$0.00	\$0.00	\$0.00	EB Uses
E 101-51000-671 Stockwood Sp Assessment Expen	\$4,500.00	\$0.00	\$4,352.00	4 Lots Left/Need Road/Water & Sewer
E 101-61000-651 Equipment Purchases	\$0.00	\$0.00	\$0.00	EB Uses
101 GENERAL FUND	\$1,110,584.00	\$380,105.78	\$1,098,180.64	
201 WATER FUND				
E 201-44000-100 Salaries	\$57,700.00	\$18,061.69	\$53,802.83	33%Clerk/50%Supervisor
E 201-44000-101 Full-Time Hourly	\$57,000.00	\$14,275.78	\$53,557.76	50% Maint/45% Admin/Part-time 12,000
E 201-44000-102 Full-Time Hourly/Overtime	\$1,500.00	\$0.00	\$284.73	Ty/Heather
E 201-44000-106 Stipend Pay	\$4,120.00	\$1,249.39	\$3,838.90	5hrs/wk x \$30.42-1/2 Water (130 hrs)
E 201-44000-121 PERA	\$8,400.00	\$2,452.29	\$7,468.63	PERA 7.5%
E 201-44000-122 FICA	\$9,300.00	\$2,569.55	\$8,528.91	FICA 7.65%
E 201-44000-130 Employer Paid Premium Health	\$13,778.00	\$0.00	\$13,215.47	\$765.44-1/2 water (3) Andy, Ty, Heather
E 201-44000-135 Employer Paid Health Savings	\$6,000.00	\$0.00	\$5,875.00	HS Bremer \$3000 (4) 1/2 water
E 201-44000-136 Employer Paid Dental Coverage	\$525.00	\$116.40	\$0.00	\$29.10 x 3 - 1/2 Water
E 201-44000-200 Office Supplies	\$600.00	\$381.79	\$753.47	Billing Paper/Envelopes/Chair
E 201-44000-201 Uniforms	\$500.00	\$247.57	\$520.89	\$400 each-(2) 1/2 Water-W & H \$100
E 201-44000-207 Computer Technology	\$2,900.00	\$1,897.34	\$1,649.04	702 IT Bill / Server-1/3 1/3 1/3
E 201-44000-208 General Training	\$1,000.00	\$137.50	\$0.00	Training
E 201-44000-210 Operating Supplies	\$10,000.00	\$756.88	\$10,843.05	Merged 220/221
E 201-44000-211 Vehicle Repair/Maintenance	\$3,000.00	\$538.98	\$0.00	Repairs/Wash/Tires 1/2 1/4 1/4
E 201-44000-212 Motor Fuels	\$5,000.00	\$1,159.47	\$4,679.98	Gas
E 201-44000-216 Chemicals and Chem Products	\$12,000.00	\$3,911.83	\$10,846.35	Hawkins/Hach
E 201-44000-220 Repair/Maintenance Supplies	\$0.00	\$0.00	\$0.00	Delete

Account Descr	2023 Budget	2023 YTD Amt	2022 Amt	2022 Comment
E 201-44000-300 Professional Services	\$30,000.00	\$33,389.19	\$85,721.23	Water Testing/Hydrant Repairs
E 201-44000-319 Cell Phone	\$700.00	\$226.32	\$751.19	Reimburse Employees\$45/Mifi \$1.20 yr
E 201-44000-322 Postage	\$2,300.00	\$905.45	\$2,145.95	Billing Stamps/Samples
E 201-44000-331 Travel/Mileage Expense	\$1,000.00	\$391.25	\$0.00	Training
E 201-44000-381 Xcel-Electric/Gas Bill	\$13,000.00	\$4,739.13	\$11,717.18	Elec/Gas
E 201-44000-401 Repairs/Maintenance Buildings	\$4,000.00	\$0.00	\$11,549.96	WTP Isolation Valve in 2022
E 201-44000-403 Water & Yard Meters	\$8,000.00	\$6,795.00	\$11,651.17	New Meters/\$2500.00 Support
E 201-44000-405 Depreciation (GENERAL)	\$0.00	\$0.00	\$0.00	EB Uses
E 201-44000-411 Land Rental	\$646.00	\$0.00	\$586.75	BNSF Lease Under Tracks
E 201-44000-415 Generator Lease - Water Dept	\$6,543.89	\$6,543.89	\$6,543.89	Generator Lease 2024 at Water Treatment Pla
E 201-44000-417 Well Head Certificate	\$0.00	\$0.00	\$0.00	Every 10 Yrs 2015 (2025)
E 201-44000-550 Motor Vehicles	\$0.00	\$0.00	\$0.00	If Vehicle is Purchased 1/2 Water
E 201-44000-611 Debt Srv Bond Interest	\$0.00	\$0.00	\$0.00	Inactive was 2014B WT Interest
E 201-44000-624 BANYON	\$1,300.00	\$1,036.67	\$1,144.67	Software Support
E 201-44000-635 Miscellaneous Income/Expense	\$0.00	\$0.00	\$0.00	EB
E 201-44000-640 Tower Const & Maintenance	\$4,000.00	\$0.00	\$3,500.00	Tower Maint - 2025 - RO?
E 201-44000-641 2021A Bond Payment (2014B)	\$0.00	\$0.00	\$0.00	Inactive was 2014B WT Principle
E 201-44000-663 Transfer In/Out - EB	\$0.00	\$0.00	\$0.00	EB Uses
E 201-58000-601 Debt Srv Bond Principal - EB	\$0.00	\$0.00	\$54,070.78	Pd Off - 2002 PFA Bond dw01
E 201-58000-611 Debt Srv Bond Interest	\$0.00	\$0.00	\$1,286.88	Pd Off - 2002 PFA Interest dw01
E 201-66000-611 Debt Srv Bond Interest	\$930.00	\$0.00	\$990.00	2018 PFA Looping Interest dw02
E 201-66000-690 Water Looping Project	\$6,000.00	\$465.00	\$6,000.00	2018 PFA Looping dw02
E 201-68000-601 Debt Srv Bond Principal - EB	\$72,000.00	\$72,000.00	\$1,035,000.00	2021A Refund Principle WT
E 201-68000-606 Issuance Expenses for Bonds	\$0.00	\$0.00	\$5,000.00	2021A Drown/Fryberger Payment
E 201-68000-611 Debt Srv Bond Interest	\$16,323.00	\$6,558.50	\$25,814.88	2021A Refund Interest WT
201 WATER FUND	\$360,065.89	\$180,806.86	\$1,439,339.54	
301 SEWER FUND				
E 301-44000-100 Salaries	\$57,700.00	\$18,084.55	\$53,872.25	33%Clerk/50%Supervisor
E 301-44000-101 Full-Time Hourly	\$57,000.00	\$14,275.78	\$53,557.75	50% Maint/45% Admin Ass/Part-time 12,000.
E 301-44000-102 Full-Time Hourly/Overtime	\$1,500.00	\$0.00	\$284.73	Ty/Heather
E 301-44000-106 Stipend Pay	\$4,120.00	\$1,249.39	\$3,838.90	5hrs/wk x \$30.42-1/2 Sewer (130 hrs)
E 301-44000-121 PERA	\$8,400.00	\$2,453.96	\$7,474.34	PERA 7.5%
E 301-44000-122 FICA	\$9,300.00	\$2,571.18	\$8,533.44	FICA 7.65%
E 301-44000-130 Employer Paid Premium Health	\$13,778.00	\$0.00	\$13,215.46	\$765.44-1/2 Sewer (3) Andy, Ty, Heather
E 301-44000-135 Employer Paid Health Savings	\$6,000.00	\$0.00	\$5,875.00	HS Bremer \$3000-(4)1/2 Sewer
E 301-44000-136 Employer Paid Dental Coverage	\$525.00	\$116.40	\$0.00	\$29.10 mo x 3 - 1/2 Sewer
E 301-44000-200 Office Supplies	\$500.00	\$381.80	\$431.76	Billing Paper/Envelopes/Chair
E 301-44000-201 Uniforms	\$500.00	\$247.57	\$520.91	\$400ea-(2)1/2 Sewer-W & H \$100
E 301-44000-207 Computer Technology	\$2,900.00	\$1,897.34	\$1,649.08	702 IT Bill / Server 1/3 1/3 1/3
E 301-44000-208 General Training	\$1,000.00	\$137.50	\$0.00	New Account 2021
E 301-44000-210 Operating Supplies	\$6,000.00	\$53.08	\$5,622.88	Merged 220/227
E 301-44000-211 Vehicle Repair/Maintenance	\$3,000.00	\$538.98	\$0.00	Repairs/Wash/Tires 1/2 1/4 1/4
E 301-44000-212 Motor Fuels	\$5,000.00	\$1,159.51	\$4,680.12	Gas
E 301-44000-216 Chemicals and Chem Products	\$3,800.00	\$0.00	\$1,264.88	Team Lab Invoices

Account Descr	2023 Budget	YTD Amt	2022 Amt	Comment
E 301-44000-300 Professional Services	\$20,000.00	\$3,793.40	\$85,438.45	RMB Testing/Lift Station/Beavers
E 301-44000-319 Cell Phone	\$700.00	\$226.11	\$751.31	Reimburse Employees\$45.00/Mifi \$120 yr
E 301-44000-322 Postage	\$2,200.00	\$900.00	\$2,030.00	Billing Stamps
E 301-44000-331 Travel/Mileage Expense	\$900.00	\$391.28	\$0.00	Mileage/Food for Training
E 301-44000-381 Xcel-Electric/Gas Bill	\$10,000.00	\$1,046.74	\$7,745.74	Lift Stations - Xcel
E 301-44000-383 Red River Co-Op	\$6,000.00	\$866.52	\$4,685.37	Lift Stations - RRVC
E 301-44000-401 Repairs/Maintenance Buildings	\$0.00	\$0.00	\$0.00	Treatment Plant Cabinets 2021
E 301-44000-405 Depreciation (GENERAL)	\$0.00	\$0.00	\$0.00	EB Uses
E 301-44000-411 Land Rental	\$10,711.00	\$10,249.68	\$9,736.48	BNSF Lease Underground
E 301-44000-510 Water Shed District-BRRWD	\$11,601.00	\$0.00	\$4,030.42	Project #51 & #82 - Ditch 68 & East Tributary
E 301-44000-550 Motor Vehicles	\$0.00	\$0.00	\$0.00	If Vehicle is Purchased - 1/2 Sewer
E 301-44000-624 BANYON	\$1,300.00	\$1,036.67	\$1,144.67	Software Support
E 301-44000-651 Equipment Purchases	\$0.00	\$0.00	\$27,000.00	L85 Bobcat Loader (89,598.32)
E 301-44000-663 Transfer In/Out - EB	\$0.00	\$0.00	\$0.00	EB Uses
E 301-56000-601 Debt Srv Bond Principal - EB	\$54,000.00	\$0.00	\$54,000.00	2010B PFA cw02
E 301-56000-611 Debt Srv Bond Interest	\$4,933.00	\$2,466.59	\$5,521.24	2010B PFA Interest cw02
E 301-67000-601 Debt Srv Bond Principal - EB	\$0.00	\$0.00	\$0.00	2019A Bond-Add 15,003-New
301 SEWER FUND	\$303,368.00	\$64,144.03	\$362,905.18	
401 GARBAGE & RECYCLING FUND				
E 401-41000-103 Part-Time Employees	\$4,350.00	\$1,086.54	\$3,829.54	County Reimburses the City
E 401-41000-121 PERA	\$330.00	\$0.00	\$0.00	No - Does not make enough
E 401-41000-122 FICA	\$335.00	\$83.09	\$292.90	County Reimburses the City
E 401-41000-210 Operating Supplies	\$300.00	\$78.36	\$42.25	County Reimburses the City
E 401-41000-384 Refuse/Garbage Disposal	\$157,000.00	\$50,377.10	\$155,050.21	Garbage/Recycling/Compost Hauling
E 401-41000-385 Clean Up Week	\$13,000.00	\$0.00	\$11,703.70	Clean-up Week
E 401-41000-386 Compost - City of Moorhead	\$4,200.00	\$0.00	\$4,118.58	City of Moorhead Invoices
E 401-41000-635 Miscellaneous Income/Expense	\$0.00	\$0.00	\$0.00	EB Uses
E 401-41000-651 Equipment Purchases	\$0.00	\$0.00	\$6,171.53	L85 Bobcat Loader (\$89,598.32)
401 GARBAGE & RECYCLING FUND	\$179,515.00	\$51,625.09	\$181,208.71	
501 FIRE & RESCUE FUND				
E 501-45000-110 Other Pay (GENERAL)	\$12,450.00	\$0.00	\$11,007.50	Fire & Rescue Payroll
E 501-45000-122 FICA	\$1,100.00	\$0.00	\$949.97	FICA 7.65%
E 501-45000-124 Fire Pension Contributions	\$21,200.00	\$23,437.87	\$22,516.90	Fire Relief Association 2020
E 501-45000-153 Charges for Standby Services	\$2,160.00	\$0.00	\$1,410.00	Race Park Hours
E 501-45000-200 Office Supplies	\$1,000.00	\$132.37	\$254.40	Fire
E 501-45000-201 Uniforms	\$10,150.00	\$2,586.43	\$10,356.90	Uniforms
E 501-45000-206 State Training (Refunded Cost)	\$2,500.00	\$2,326.00	\$1,715.00	Training Reimbursement-Brock
E 501-45000-208 General Training	\$2,600.00	\$0.00	\$1,000.00	Fire
E 501-45000-211 Vehicle Repair/Maintenance	\$7,000.00	\$958.61	\$3,229.80	Fire
E 501-45000-212 Motor Fuels	\$1,600.00	\$374.95	\$2,161.01	Fire
E 501-45000-300 Professional Services	\$1,400.00	\$730.81	\$1,791.47	SCBA Testing/Air Quality Materials
E 501-45000-321 Telephone	\$1,400.00	\$413.98	\$1,259.54	Fire
E 501-45000-323 Radio Units	\$1,000.00	\$245.00	\$0.00	ARMER Radio

Account Descr	2023 Budget	2023 YTD Amt	2022 Amt	Comment
E 501-45000-401 Repairs/Maintenance Buildings	\$6,000.00	\$632.97	\$13,060.86	Sanford Rent-\$500 @ month
E 501-45000-433 Dues and Subscriptions	\$1,875.00	\$916.50	\$1,143.50	Fire
E 501-45000-435 Books and Pamphlets	\$400.00	\$0.00	\$0.00	Fire
E 501-45000-580 Other Equipment	\$6,400.00	\$1,967.56	\$8,324.31	Fire
E 501-45000-626 Fire Dept Escrow - RO	\$0.00	\$0.00	\$13,500.00	Escrow Rollover
E 501-45000-635 Miscellaneous Income/Expense	\$0.00	\$0.00	\$0.00	5,000 Crystal Sugar Donation/Helmets
E 501-45000-638 Mutual Aid Reimbursement	\$0.00	\$0.00	\$900.00	Mutual Aid Help
E 501-46000-200 Office Supplies	\$0.00	\$0.00	\$0.00	Rescue
E 501-46000-201 Uniforms	\$400.00	\$0.00	\$522.00	Rescue
E 501-46000-208 General Training	\$1,800.00	\$0.00	\$0.00	Rescue
E 501-46000-211 Vehicle Repair/Maintenance	\$1,600.00	\$0.00	\$141.51	Rescue
E 501-46000-212 Motor Fuels	\$900.00	\$252.01	\$1,041.52	Rescue
E 501-46000-300 Professional Services	\$0.00	\$0.00	\$0.00	Rescue
E 501-46000-323 Radio Units	\$0.00	\$0.00	\$0.00	Rescue
E 501-46000-433 Dues and Subscriptions	\$0.00	\$0.00	\$0.00	Rescue
E 501-46000-580 Other Equipment	\$2,000.00	\$864.46	\$2,483.91	Rescue
501 FIRE & RESCUE FUND	\$86,935.00	\$35,839.52	\$98,770.10	
601 PROJECTS FUND - BONDS				
E 601-41000-635 Miscellaneous Income/Expense	\$0.00	\$0.00	\$0.00	EB Uses-418 2nd St Purchase
E 601-54000-601 Debt Srv Bond Principal - EB	\$0.00	\$0.00	\$0.00	Delete 2022
E 601-55500-601 Debt Srv Bond Principal - EB	\$50,000.00	\$0.00	\$49,160.92	Bayer/Monsanto TIF - 2025
E 601-55500-666 Township Payments	\$0.00	\$0.00	\$0.00	Delete 2022
E 601-61000-601 Debt Srv Bond Principal - EB	\$180,000.00	\$180,000.00	\$195,000.00	2014A Bond/StkWd/2004 Bond/Equip/C Hall/St
E 601-61000-611 Debt Srv Bond Interest	\$16,650.00	\$8,325.00	\$19,087.50	2014A Interest/Northland Trust
E 601-61100-601 Debt Srv Bond Principal - EB	\$0.00	\$0.00	\$0.00	EB Uses
E 601-65000-611 Debt Srv Bond Interest	\$82,969.00	\$41,484.38	\$84,863.76	2017A Interest Southview
E 601-65000-680 2017A Bond Southview Addition	\$140,000.00	\$140,000.00	\$140,000.00	2017A Southview Bond - Kelly Richards
E 601-67000-601 Debt Srv Bond Principal - EB	\$0.00	\$0.00	\$0.00	EB Uses
E 601-67000-611 Debt Srv Bond Interest	\$122,575.00	\$61,287.51	\$123,275.02	2019A Interest Parke Ave
E 601-67000-663 Transfer In/Out - EB	\$0.00	\$0.00	\$0.00	EB Uses
E 601-67000-700 2019A Parke Avenue	\$80,000.00	\$80,000.00	\$152,811.84	2019A Parke Ave Bond
601 PROJECTS FUND - BONDS	\$672,194.00	\$511,096.89	\$764,199.04	
603 TAX ABATEMENT NOTE FUND 2016A				
E 603-63000-500 Capital Outlay (GENERAL)	\$26,585.00	\$25,573.75	\$25,417.50	2016A Bond Tax Abatement (paid)
603 TAX ABATEMENT NOTE FUND 2016A	\$26,585.00	\$25,573.75	\$25,417.50	
801 MN DOT RD REPAIR-RECONST ASST				
E 801-41000-664 Bridge/Street Repair - RO	\$10,000.00	\$0.00	\$20,185.50	MN DOT Aid-RO-Parke/Hwy 10
801 MN DOT RD REPAIR-RECONST ASST	\$10,000.00	\$0.00	\$20,185.50	
	\$2,749,246.89	\$1,249,191.92	\$3,990,206.21	

CITY OF GLYNDON

Revenue Budget WorksheetBDS/Current

April 2023

Account Descr	2023 Budget	2023 YTD Amt	2022 Amt	Comment
101 GENERAL FUND				
R 101-41000-31000	\$307,700.00	\$3,681.23	\$301,187.79	General Property Taxes/Levy
R 101-41000-31005	\$108,500.00	\$0.00	\$112,909.59	Stockwood Specials Pd/Selling Lots
R 101-41000-31020	\$5,000.00	\$2,439.20	\$9,743.38	Delinq Gen Prop Taxes
R 101-41000-32000	\$700.00	\$145.00	\$1,055.00	Burning/ATV/Snowmobile/Parking Fines
R 101-41000-32110	\$4,600.00	\$0.00	\$5,210.00	Hill & Morty's Liquor License
R 101-41000-32210	\$12,000.00	\$1,015.50	\$14,148.72	50% Goes to Building Inspector
R 101-41000-32215	\$1,600.00	\$213.00	\$1,713.18	State Surcharge from Building Permits
R 101-41000-32240	\$400.00	\$120.00	\$518.00	Pet Tags/Danger Dog \$500
R 101-41000-32270	\$35,664.55	\$0.00	\$25,000.00	Fuchs 418 2nd St/Lugo Abatement
R 101-41000-33120	\$0.00	\$0.00	\$0.00	State/Moland Township Cares Funds
R 101-41000-33400	\$0.00	\$0.00	\$0.00	PERA Aid/Am Rescue COVID
R 101-41000-33401	\$416,738.00	\$0.00	\$412,432.00	LGA Funds
R 101-41000-34103	\$200.00	\$0.00	\$0.00	Any Land Changes - Plat/Zone/Split
R 101-41000-34700	\$1,500.00	\$0.00	\$3,262.00	Glyndon Days Donations
R 101-41000-36200	\$75.00	\$12.00	\$73.81	Copies/Misc
R 101-41000-36210	\$300.00	\$11.73	\$1,246.87	Northwestern Bank
R 101-41000-36220	\$550.00	\$0.00	\$1,650.00	Water Tower Lease-School/NO Midco
R 101-41000-36225	\$16,000.00	\$4,065.26	\$15,909.07	Xcel/Midco/RRVC
R 101-41000-39203	\$0.00	\$0.00	\$0.00	Garbage Transfer/Restricted Savings Transfer
R 101-41000-46000	\$0.00	\$0.00	\$6,272.00	Not Sure Each Year
R 101-41000-50000	\$0.00	\$0.00	\$0.00	LOMC if we have a claim
R 101-41000-50102	\$150.00	\$0.00	\$4,234.30	Petro Dividend Ck/Southview Parcel
R 101-41000-50600	\$0.00	\$0.00	\$0.00	Legal Fees Reimbursement
R 101-41000-50700	\$0.00	\$0.00	\$0.00	Legal Fees Reimbursement
R 101-41000-50800	\$0.00	\$0.00	\$0.00	Legal Fees Reimbursement
R 101-42000-33400	\$34,000.00	\$0.00	\$38,396.33	MN Police Aid Granted
R 101-42000-33416	\$5,000.00	\$0.00	\$4,059.27	Training Reimburse - RO
R 101-42000-34001	\$0.00	\$0.00	\$280.00	ASP of Moorhead is doing
R 101-42000-35000	\$25,000.00	\$8,608.42	\$24,378.06	Merged 35104/35201
R 101-42000-35202	\$50.00	\$22.50	\$60.00	Copies of Reports
R 101-42000-39203	\$0.00	\$0.00	\$0.00	BNSF/Randall's
R 101-42000-45000	\$0.00	\$0.00	\$0.00	BNSF/Randall's
R 101-42000-45100	\$500.00	\$1,200.00	\$1,564.19	Picnic/ShopCop-RO
R 101-42000-50100	\$3,000.00	\$2,223.13	\$1,409.65	TZD Reimbursement
R 101-42000-50102	\$0.00	\$0.00	\$0.00	Transfer to Restricted - Auction
R 101-43000-34001	\$300.00	\$0.00	\$0.00	ASP of Moorhead
R 101-43000-34101	\$2,000.00	\$675.00	\$3,090.00	Comm Center Private Rentals
R 101-43000-39203	\$0.00	\$0.00	\$0.00	Comm Center
R 101-47000-32150	\$7,000.00	\$2,752.86	\$2,835.14	Mosquitoe fee-ROLLOVER
R 101-47000-33610	\$5,000.00	\$7,887.66	\$5,000.00	Clay Cty Street Repair Reimbursement
R 101-47000-35204	\$2,600.00	\$874.39	\$2,594.00	Forestry fee-ROLLOVER

Account Descr	2023 Budget	2023 YTD Amt	2022 Amt	2022 Comment
R 101-47000-36200 Miscellaneous Revenues	\$0.00	\$0.00	\$75.00	Mowing Charges
R 101-47000-36201 Vehicle Insurance Rev	\$0.00	\$0.00	\$1,577.55	Pymt for Vehicle Damage
R 101-47000-39203 Transfer from Other Fund	\$0.00	\$0.00	\$0.00	Restricted Savings Purchase
R 101-47000-48000 Vehicle Escrow Maint Dept	\$0.00	\$0.00	\$0.00	
101 GENERAL FUND	\$996,127.55	\$35,946.88	\$1,001,884.90	
201 WATER FUND				
R 201-44000-31010 Refunding Proceeds	\$0.00	\$0.00	\$0.00	Refunding Water Tower 2021A
R 201-44000-33400 State Grants & Aids	\$0.00	\$0.00	\$0.00	
R 201-44000-37000 PFA System Replacement	\$18,000.00	\$0.00	\$0.00	2018A PFA (UB) RO-from 201-44000-37100
R 201-44000-37100 Water Sales	\$240,000.00	\$92,668.48	\$220,416.90	Transfer to 2002A / 2018 PFA / 2019A
R 201-44000-37150 Water Connect/Reconnect	\$100.00	\$0.00	\$100.00	Utility Bill
R 201-44000-37160 Water Penalty	\$1,500.00	\$635.37	\$1,575.24	Utility Bill
R 201-44000-37161 Water Looping (Service Fe	\$7,300.00	\$2,597.55	\$7,802.40	2018A PFA Water Looping
R 201-44000-37163 Water Tower User Fee	\$0.00	\$0.00	\$0.00	DELETE-2014B Water Tower
R 201-44000-39343 Water Sales Commercial	\$0.00	\$0.00	\$85.00	Bulk Water Sales
R 201-44000-50101 Water Meter Sales	\$3,000.00	\$410.00	\$3,710.00	New Meters Purchased
R 201-44000-50104 NSF Charge	\$100.00	\$75.20	\$124.80	Resident's NSF
R 201-44000-99999 Undistributed Receipts	\$6,000.00	-\$3,938.93	-\$17,861.37	Transfer to Water Sales - 201-44000-37100
R 201-58000-37100 Water Sales	\$0.00	\$0.00	\$55,358.00	Pd Off-2002A Bond-from 201-44000-37100
R 201-67000-36230 Contributions and Donatio	\$0.00	\$0.00	\$0.00	EB Entry
R 201-67000-37100 Water Sales	\$22,807.00	\$0.00	\$0.00	2019A Parke Ave - from 201-44000-37100
R 201-68000-37163 Water Tower User Fee	\$100,000.00	\$32,740.30	\$100,044.16	2021A Refund Water Tower
201 WATER FUND	\$398,807.00	\$125,187.97	\$371,355.13	
301 SEWER FUND				
R 301-44000-34408 Other Sanitation Charges	\$34,500.00	\$11,182.03	\$34,245.52	Utility Pump Station Fee
R 301-44000-37200 Sewer Sales	\$211,160.00	\$77,092.07	\$231,576.65	2010B & 2019A Transfers Below
R 301-44000-37250 Sewer Connect/Reconnect	\$1,500.00	\$0.00	\$1,300.00	
R 301-44000-37260 Sewer Penalty	\$1,400.00	\$568.60	\$1,462.07	Utility Bill Sewer Penalty
R 301-44000-37261 Storm Water	\$40,540.00	\$14,583.28	\$48,157.68	Utility Bill Storm Water
R 301-44000-39203 Transfer from Other Fund	\$0.00	\$0.00	\$0.00	Restricted Savings Acct
R 301-53000-36100 Special Assessments	\$0.00	\$0.00	\$0.00	1998 Sewer Cty Coded S-550120
R 301-56000-36100 Special Assessments	\$41,549.00	\$693.04	\$65,443.73	Bond 2010B Cty Coded 55001-2012
R 301-56000-37200 Sewer Sales	\$17,384.00	\$0.00	\$17,972.00	Transfer to pay 2010B Bond
R 301-59000-31000 General Property Taxes	\$0.00	\$0.00	\$0.00	Buffalo Watershed Ditch 68
R 301-67000-36230 Contributions and Donatio	\$0.00	\$0.00	\$0.00	EB Entry
R 301-67000-37200 Sewer Sales	\$14,478.00	\$0.00	\$15,003.00	Transfer to pay 2019A Bond
301 SEWER FUND	\$362,511.00	\$104,119.02	\$415,160.65	
401 GARBAGE & RECYCLING FUND				
R 401-41000-33620 Other County Grants/Aid	\$22,000.00	\$7,279.34	\$23,534.50	Staff Wage/Recycle Reimburse
R 401-41000-34403 Clean-up Week Charges	\$13,000.00	\$3,753.42	\$9,598.54	Clean-up Week
R 401-41000-37310 Residential Charge for Gar	\$106,500.00	\$35,608.89	\$106,824.04	Residential Garbage
R 401-41000-37311 Commercial Charge for Ga	\$54,800.00	\$17,813.93	\$54,871.61	Commercial Garbage

Account Descr	2023 Budget	2023 YTD Amt	2022 Amt	Comment
R 401-41000-39203 Transfer from Other Fund	\$0.00	\$0.00	\$0.00	Transfer to General Fund
401 GARBAGE & RECYCLING FUND	\$196,300.00	\$64,455.58	\$194,828.69	
501 FIRE & RESCUE FUND				
R 501-45000-31000 General Property Taxes	\$15,000.00	\$301.79	\$15,357.40	Fire Dept
R 501-45000-33100 General Grants & Aids	\$0.00	\$0.00	\$0.00	
R 501-45000-33300 Fire Relief Association Fun	\$21,200.00	\$23,437.87	\$22,516.90	Fire Pension 2020 Contribution
R 501-45000-33400 State Grants & Aids	\$0.00	\$0.00	\$0.00	SBR Reimbursement State
R 501-45000-34000 Charges for Services	\$4,000.00	\$2,662.20	\$4,315.00	Charges for Service
R 501-45000-34002 Charges for Standby Servi	\$2,160.00	\$0.00	\$2,160.00	Standby Services - Races
R 501-45000-34101 Building Rental Revenue	\$6,000.00	\$1,500.00	\$5,500.00	Sanford Building Rental - \$500 @ month
R 501-45000-34202 Mutual Aid Services	\$0.00	\$0.00	\$2,100.00	Helping Dept from other towns
R 501-45000-34205 State Training Reimburse	\$2,500.00	\$450.00	\$1,715.00	Training Reimbursement-Brock
R 501-45000-34207 Township Contract 1st Hal	\$14,140.00	\$0.00	\$13,864.00	June Payment
R 501-45000-34208 Township Contract 2nd H	\$14,140.00	\$0.00	\$13,864.00	December Payment
R 501-45000-39203 Transfer from Other Fund	\$0.00	\$0.00	\$0.00	Restricted Savings
R 501-45000-45000 Donations	\$0.00	\$0.00	\$0.00	Crystal Sugar Donation
R 501-45000-50102 Misc Income/Expense	\$0.00	\$5.00	\$0.00	Materials Used on Calls
R 501-46000-31000 General Property Taxes	\$10,000.00	\$201.19	\$10,238.27	Rescue
R 501-46000-33400 State Grants & Aids	\$0.00	\$0.00	\$0.00	Rescue
R 501-46000-36230 Contributions and Donatio	\$0.00	\$0.00	\$0.00	ARPA Funds from County-RO
R 501-46000-50102 Misc Income/Expense	\$0.00	\$0.00	\$0.00	Rescue
501 FIRE & RESCUE FUND	\$89,140.00	\$28,558.05	\$91,630.57	
601 PROJECTS FUND - BONDS				
R 601-41000-50102 Misc Income/Expense	\$0.00	\$0.00	\$42,490.47	418 2nd Street Purchase back from County
R 601-55500-31050 Tax Increments	\$54,500.00	\$0.00	\$54,623.24	Monsanto TIF
R 601-61000-31000 General Property Taxes	\$152,200.00	\$4,565.84	\$206,519.05	Levy-Bond 2014A - Consolidated
R 601-61000-36100 Special Assessments	\$42,158.00	\$0.00	\$34,968.81	2014A/Lyndon,Lund,9 Reconst Coded 550161-16
R 601-61000-50800 Transfer In/Out - EB	\$0.00	\$0.00	\$0.00	EB Uses - 2014A
R 601-65000-36700 Southview Addition 2017A	\$237,597.00	\$10,237.38	\$250,734.73	2017A Southview Addition
R 601-67000-31000 General Property Taxes	\$89,020.00	\$0.00	\$0.00	Levy 2019A-Parke Ave/Transfer Funds/Extra Murray
R 601-67000-36100 Special Assessments	\$124,649.00	\$2,463.66	\$180,111.26	Parke Ave Assessments 2019A
R 601-67000-36210 Interest Earnings	\$0.00	\$0.00	\$69.93	Parke Ave 2019
R 601-67000-36900 Parke Ave Project 2019A	\$0.00	\$0.00	\$0.00	
601 PROJECTS FUND - BONDS	\$700,124.00	\$17,266.88	\$769,517.49	
602 CAPITAL PROJECTS				
R 602-64000-50900 Capital Projects	\$39,931.20	\$6,004.53	\$0.00	Funds from Utility Bill
602 CAPITAL PROJECTS	\$39,931.20	\$6,004.53	\$0.00	
603 TAX ABATEMENT NOTE FUND 2016A				
R 603-51000-50800 Transfer In/Out - EB	\$0.00	\$0.00	\$0.00	
R 603-63000-31000 General Property Taxes	\$26,585.00	\$0.00	\$26,148.00	Levy 2016A - Tax Abatement (paid)
603 TAX ABATEMENT NOTE FUND 2016A	\$26,585.00	\$0.00	\$26,148.00	

Account Descr	2023 Budget	2023 YTD Amt	2022 Amt	Comment
801 MN DOT RD REPAIR-RECONST ASST				
R 801-41000-33400 State Grants & Aids	\$10,000.00	\$0.00	\$0.00	State Aid for Street Maintenance - RO
801 MN DOT RD REPAIR-RECONST ASST	\$10,000.00	\$0.00	\$0.00	
	<u>\$2,819,525.75</u>	<u>\$381,538.91</u>	<u>\$2,870,525.43</u>	