

# City of Glyndon

Minnesota



City Council:

Mayor Tracy Tollefson  
Justin Schreiber  
Bryant DeVries  
Patrick McCoy  
Steven Ring

## **Glyndon City Council Packet** **June 28th, 2023, Following the** **6:00 p.m. Public Hearing** **City Hall Council Chamber**



**Agenda for Glyndon City Council**  
**6/28/2023 – Following 6:00 p.m. Public Hearing**  
Regular Council Meeting  
City Hall Council Chambers

1. **Call to Order:** Mayor Tracy Tollefson
2. **Roll Call**
3. **Motion to Approve Consent Agenda**
  - a. **6/14/2023 – Council Meeting Minutes**
  - b. **Approve Resolution of Payments**
    - **Accept Donation Check of \$10,000 from Moland Township for a New UTV for the Glyndon Volunteer Fire Department**
    - **Approve Using \$7,597.33 of ARPA Funds to Purchase a Thermal Imaging Camera for the Fire Department from Grand Forks Fire Equipment**
    - **Approve UC Hope’s Application to Conduct Excluded Bingo on August 11, 2023, at the Glyndon Community Center**
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. **Travis Braton, Public Works Supervisor**
    - **Approve Purchasing a 2023 V-Boss Plow for \$9,262.80, from Bert’s Truck Equipment** (*need a motion if approved*)
    - **Approve Hiring Team Labs to Spray Wastewater Ponds for \$1,875** (*need a motion if approved*)
    - **Approve Hiring Team Labs to Sonar all Three Wastewater Ponds for \$1,400** (*need a motion to approve*)
  - c. **Kris Carlson, City Engineer**
    - **Discuss Bid Opening for Charleswood Development**
  - d. **Bob Cuchna, Fire Chief**
  - e. **Wendy Affield, City Clerk**
  - f. **Tracy Tollefson, Mayor**
8. **Committee Reports**
  - a. **Glyndon Days Update**
    - **Radio FM Media - \$1,050 Package and/or KFGO The Mighty 790 - \$1,000 or \$1,250 Package** (*received \$500 from Arvig, waiting to hear from MIDCO*)
    - **34 Vendors Signed Up – 20 Have Paid** ( $\$25 \times 20 = \$500$ )
    - **9 Parade Entrants – Parade Route? Line-up Area?**
    - **Grand Marshal – Girls Softball Team?**

**9. New Business**

**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. **Approve Rezoning UC Hope from R-1 Residential to C-1 Commercial** *(need a motion if Council approves the change)*
- b. **Nuisance Ordinance #194** *(now being reviewed by Prosecuting Attorneys)*

**12. Miscellaneous Announcements & Recognitions**

**13. Adjournment**

*The next Council Meeting is Scheduled for Wednesday July 12th, 2023, at 7:00 a.m.*

**Glyndon City Council**  
**6/14/2023**  
**Regular Council Meeting - 7:00 A.M.**  
**City Hall Council Chambers**

**1. Call to Order:** Mayor Tracy Tollefson called the meeting to order at 7:00 a.m.

**2. Roll Call:** Council Members Present: Patrick McCoy; Steven Ring, Bryant DeVries; Police Chief Justin Vogel; Public Works Superintendent Travis Braton; Fire Chief Bob Cuchna; City Clerk Wendy Affield.

**As Per Sign in Sheet:** Cindy Henriksen; Brady Rinke.

**Virtual Attendees:** Council Member Justin Schreiber; City Engineer Kris Carlson; anonymous guest

**Absent:** None.

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

**a. 5/24/2023 – Glyndon Days/Parks/Public Relations Committee Meeting Minutes**

**b. 5/24/2023 – Council Meeting Minutes**

**c. Approve Resolution of Payments**

- **Accept Glyndon Days Donation Checks from UC HOPE for \$1000, Fuchs Sanitation for \$500, Arvig for \$500, Northwestern Bank for \$150, and Greenleaf Nursery for \$100**
- **Approve the Charitable Gaming Permit for Glyndon Lutheran Church for August 13, 2023 – located at 414 Parke Avenue**

**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** – Property owner Brady Rinke said he was present today to answer any questions the Council may have in regard to the issues he brought up at the previous meeting. He just wanted to update the Council that he is now in contact with the MN Department of Labor and will be continuing to move forward with litigation. He said he might stay for a portion of the meeting, and Mayor Tollefson welcomed him to do so. Rinke then said if Council has his information and there are no questions, he will just go and wish them a good day.

**7. Department Reports – Committee Reports -**

**a. Justin Vogel, Police Chief** – Vogel said his department continues to be very busy with 2,500 calls for service so far this year. Along with the Fire Department, he and his officers will be helping to host UC Hope Night which will focus on safety for kids. He said they are still down in staffing and will be down for several months. Vogel said by August they will be down to only two officers for a few weeks. Mayor Tollefson asked if schedules will be adjusted accordingly to prepare? Vogel said they

have already done so as they are down one officer right now. She then asked if the County will need to be contacted in order to help out? Vogel said they will try to handle it internally first and see how it goes. DeVries asked approximately how long this will be? Vogel said it depends on the length of the FMLA granted to the officer, but he is expecting it to be around three to four weeks. Mayor Tollefson asked when the current officer who is out will be returning? Vogel said it is likely to be several months. Ring suggested visiting with Dilworth to see if we could get some help. Schreiber said he will be available now to coordinate a Police Committee meeting with Vogel and Mayor Tollefson.

**b. Travis Braton, Maintenance –**

- **Curb Stop Repair Discussion** – Braton said he was recently asked by a resident concerning their curb stop and wanted the City to turn it off for some work to be done on their house. He said they were not able to access the curb stop due to tree roots covering it, and trying to remove those would cause more damage. Braton said this brings up the question as to the ownership cut-off of these curb stops? He said the current ordinance states that *“it is the responsibility of the property owner or consumer to maintain the service pipe from the curb box into the house or building. In case of failure upon the part of any consumer or property owner to repair a leak occurring in his pipe within 24 hours after verbal or written notice, therefore the water will be shut off and turned back on until the sum has been paid or leak repaired. When the waste of water is great, or when damage is likely the result of a leak the water may be turned off immediately.”* Braton said he spoke with Carlson about changing or updating this ordinance, which was drafted sometime in the 1970s, to include verbiage stating that property owners are responsible for the entire service line from their house to the main line in the street. He said this will remove a lot of responsibility from the City and he would like to see the ordinance written accordingly. Braton said he will talk more with Carlson about the proper wording prior to bringing it to Council to make a decision. He said if they do decide to update the ordinance, there may be instances where a property owner will resist the City’s attempts to access the line due to their ownership, but this new wording will override that and allow the City access. Ring asked who currently owns the valve? Braton says as the ordinance is written now, the City owns from the main to the curb stop, and the property owner owns from the curb stop to their house. He would like to see the property owner be responsible for the entire line from the street to their house. Affield said this will also help clear up a lot of confusion for both the City and the property owners when an issue occurs, and no one knows which side of the curb stop is leaking until digging begins. Ring recommended there be wording to include what the City requires for the curb stop installation. Carlson agreed and said he is working on that too, as MN Rural Water provides some guidance on this issue. He said the biggest problem is having to wait until excavation happens to find out who owns what. He also said this is the same with culverts, in that a city will do the work to install during road construction, but afterwards culverts are the responsibility of homeowners to maintain. Carlson said the new ordinance will cover both of these issues. He is going to use some surrounding city ordinances to help put together a new one for Glyndon prior to presenting it to Council. Braton said it is important to stress that the City will still have the right to access the line in order to turn it off. He said there are a few other curb stops around town needing to be fixed and he will be working on that prior to finalizing any ordinance. Braton said that way there will be no disputes in terms of timeline.

Braton then talked about the sander valve that the previous Supervisor had ordered from Bert’s Trucking, stating the part is now in but he is not sure that is the route the City wants to go. He asked Bert’s about a V-Boss plow, and they quoted him roughly \$8,755 dollars for a brand-new one, and it would be a 9 ft. 6 in. size. He said that would make it a foot and a half wider than the current one, and he would like to perhaps discuss it more and have Council decide at the next meeting. Braton said those particular plows will start coming out in August, and he wants to make sure the City gets one. He said he would like to hang onto the old one and possibly turn it into a Bobcat attachment for the loader, as it is

not worth anything to trade in. He said as far as the sander, the current part came to \$5,000 dollars but does not include bringing it in to have it repaired. Braton said Bert's is not sure how much needs to be repaired until they start digging into the sander, and the main problem is the electrical joystick. He said no one carries the parts needed to fix it as it is obsolete, and an electrician would have to be hired to do the repair. Braton said he also received quotes for a pickup box-spreader, which would be retrofitted to the GMC pickup. He said one option is a Voss V-Box spreader which is fully electric and could be used on the pickup along with the plow, but they would need a new battery or have to upgrade the alternator. Braton said that quote came in at \$10,691 dollars. He said the other spreader option is a gas powered one which will cost \$7,900 dollars. Braton said he would prefer the electric one as he is not fond of small engine repairs. He said he will present more information on these at the next meeting. As for the big sander he would rather get away from using that as it takes away a snow-removal option, whereas if the pickup was retro-fitted for a sander, then he has two trucks to use for moving and hauling away snow. DeVries asked if the valve was already purchased? Braton said no, if they decide not to have it installed Bert's said it can still be returned. Ring said the part, the labor, and anything else they find might end up totaling \$10,000 dollars anyway. He also said a sander can be retrofitted onto a trailer, which might be cheaper. Braton said he is not opposed to that idea either and will look into it.

Braton then discussed his discovery of a well that is down and only running at 80 gallons per minute. He made some phone calls to see who the City should use for their well company going forward, and he recommends Thein Well Co. as he has worked with them in the past. Braton said this particular well should be running at 240 gallons per minute, but they do not know what is wrong with it, the electrical all seems fine which means it may be something with the impellers or the motor itself. He did a one-year service contract with Thein Well Company to make sure the others are running correctly. Travis would like to have them checked annually for a price of roughly \$350 dollars. Braton said Thein will come up and look at this well, but since they do not know what is wrong he isn't sure what this will cost yet. He recommends while they are here to have them also look at well #2. Mayor Tollefson asked how many wells would the City have working? Braton said they are mainly running one well right now, but he has left well #3 on as a backup just in case the Fire Department needs water. He said this is why he has postponed the hydrant flushing until later, as doing that puts a lot of strain on the wells.

Braton said the department is running well otherwise, and they have been doing some mosquito fogging recently. He said there are plenty of chemicals to use, so they can fog more if needed. Mayor Tollefson asked if there is anything in the City that needs to be jetted? Braton said he had already spoken to Jet-Way a while ago but is going to call them again and check their schedule. Braton informed Council he graded and spread some gravel on 110<sup>th</sup> Street to help with the potholes.

**c. Kris Carlson, City Engineer –**

**• Preliminary Engineering Report – Street & Drainage Improvements for Parke Avenue from 12<sup>th</sup> Street S to 14<sup>th</sup> Street S** – Carlson said he is just going to touch on some important points with the first report. He said this 2-block stretch of Parke Avenue would be having the culverts and ditches replaced with an urban curb and gutter system just like the rest of Parke Avenue. He said the current water and sewer lines are in good shape, so no need for replacement. Carlson said this project will also extend the multi-purpose walking path on the east side of the street and will connect the park to Charleswood. He said the overall cost of the project is about what he originally expected. The one challenge will be the assessments and how those will be split. Carlson said the City owns the east side section along Johnson Park, but the remaining assessments will be on only four houses on the west side. He is recommending this project be expanded at some point in order to ease the burden and incorporate more improvements around town. His suggestion might be to include some portions of Centennial which would lower the costs quite a bit. He said this project shows an estimated assessment for an 80-foot lot to

be about \$30,000 dollars, which is only for storm sewer and street improvements, no water or wastewater. Carlson said at this time this is informational-only, as he just wanted to update Council in advance due to this project being on the Capital Improvement Plan.

• **Preliminary Engineering Report – Street & Utility Improvements for Extending 7<sup>th</sup> Street SW through to County Road 17** – Carlson said this project is not including water and sewer all the way through. He said they would propose extending this out to the coulee, and since this is a major corridor, he would also recommend adding water and sewer in the boulevards. Carlson said this way if in the future the road goes through the section of private land to County Road 17, then it will be much easier to connect the lines. He stated a lift station would need to be put in and we would want to loop the water line as well. Carlson said some of the proposed improvements include installing a 32-foot, face-to-face street section from the end of the current curb and gutter all the way out to Cty. Rd 17. He said this section is the same as what is being proposed for the south end of Parke Avenue. Carlson would like to design a street section that would need to be followed for all future street projects. Overall, the big items are the water and sewer improvements, and he would like to work with the owners of the adjacent property about a new regional pond. Carlson said another improvement he has included is a double line of box culverts across the coulee. He said the current estimate for this project comes in at just over \$2.5 million. He said there may be state funding, possibly a 50/50 match. Carlson said if they can get that awarded it would significantly reduce the City's costs, although some portion will need to be assessed too. He said now that the report is done he will contact the state representative's office to lobby for state funding. Carlson also said the LRIP (Local Road Improvement Program) through MnDOT is back again, and he will apply for this grant since it is roughly \$1.25 million, which would cover a big portion of the costs. McCoy asked if Clay County has been contacted about putting in a streetlight on Hwy 10 if this project goes through? Carlson said yes, and this is one of their concerns. He said this project is prime for a traffic study, but the County would not be in charge of any streetlights as that would be MnDOT's territory. He said as this moves forward, he feels they should reach out first to Metro COG as they would be doing the traffic study and provide any recommendations. Carlson said he agrees about the streetlight, as this project will definitely change traffic patterns. He said this is going to be a good project, and he will keep in touch with the County and keep them updated as they will be the ones to administer any grant funding. Mayor Tollefson said she recently spoke with the DGF Schools Superintendent, Shannon Hunstad, and he had a conversation with Metro COG about possibly speaking with the City at the next Council meeting. She said there is also the potential to discuss safe routes to school at the next meeting. Carlson said that would be great since Metro COG helped a lot with grant funding for the Parke Avenue project. Mayor Tollefson said Hunstad is organizing a public community meeting at 7:00 pm on Wednesday, June 28<sup>th</sup> at the Community Center in order to discuss recent City and school-related news. She said she thinks this is where Metro COG will join in after the Council meeting that night. Affield asked if any grant funding was being sought for the road in Stockwood? Carlson said he has not yet applied as he is waiting to hear more from another grant program about specific funding for commercial zones. Schreiber wanted to quickly ask about the current progress of the Hwy 10/Parke Avenue corner project? Carlson said they are on schedule and moving along well. He said it is possible that it is finished by the end of June.

d. **Bob Cuchna, Fire Chief** – Cuchna said the thermal imager has arrived and he is still working on sizing out a generator for the Fire Hall. He said the County did get back to him, and it looks like the compressor is out. Ring asked if Cuchna contacted the other company that came out and assessed the issue? He said they work on larger-sized generators, plus they are local and might be easier to get service through them. Affield said she still has a copy of the original quote. Ring said the electrician who came to look at the generator recommended that company and they would be cheaper in terms of service calls. Cuchna said he had reached out to Butler Machinery, but have not heard back from them yet. Ring said when he spoke to Butler they said they do not work on or sell generators for such a small-sized building.

He said the current generator is the smallest of what the other company offers for sale, so he thinks it might be worthwhile for them to come back out with an electrician to evaluate the wattage and gauge what size generator is needed for the building.

Cuchna then said his department has been busy too, with over 100 calls for service this year so far. He said they will be conducting a live burn this weekend and will also be helping with the UC Hope night event. He said he is looking at getting a side-by-side ATV of some kind as they do have some gift funding coming, and it will cost roughly \$27,000-\$30,000 dollars. Cuchna said his Assistant Chief has been speaking with the townships to see what kind of funds they would offer towards vehicle purchases in the future, and he said they seem eager to help out. He said the department is also looking at some items to purchase through Sourcewell, a company in Staples, MN that helps local governments with funding.

**e. Wendy Affield, City Clerk** – Affield said next week she will be attending the League of MN Cities conference in Duluth and will be gone Wednesday through Friday. She will have her laptop with her and will be available for any phone calls. She said Vogel had received some quotes on a couple of golf carts for Glyndon Days, unless Council still wants to use their personal ones. The cost would be \$250 dollars for two carts. Council gave Affield and Vogel the go-ahead to reserve the two carts. She said she is still waiting for a second bid from a different playground company, and will hopefully have some information from them before the next meeting. Affield said Dakota Playground is currently working on some design changes and updates, too.

**e. Tracy Tollefson, Mayor** – No updates at this time.

## **8. Committee Reports –**

## **9. New Business –**

**a. Schedule a Public Hearing for the Rezoning Request from UC HOPE – Requesting to Change from R-1 Residential to C-1 Commercial** – UC Hope board member Cindy Henriksen was present to explain this change is needed as they are looking to add onto the current building. She said after a visit from the City Building Inspector they were then informed that UC Hope is located in residential zoning, when it should be commercial. A motion to schedule a Public Hearing was made by Patrick McCoy, seconded by Bryant DeVries. All in favor.  
Motion Carried.

**b. Add New Holiday – June 19, 2023 (Juneteenth) to the City of Glyndon’s Holiday Schedule Located in the Employee Handbook** – Mayor Tollefson said many state agencies were recently notified that Juneteenth is now an officially recognized holiday, and so this needs to be added to the employee handbook. Affield said City Hall will now be closed this coming Monday. A motion to add the Juneteenth (June 19) holiday to the employee handbook was made by Patrick McCoy, seconded by Bryant DeVries. All in favor.  
Motion Carried.

**c. May 2023 Expense/Revenue Budget Sheets for Review** – Informational only.

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

## **11. Old Business/Unfinished Business Updates –**



**a. Nuisance Ordinance #194** – Mayor Tollefson said even though Norman is still reviewing it, should Council schedule a meeting to discuss it more? McCoy agreed. Affield said Council can decide how they would like to proceed. She said she had discussed with Vogel and Norman about the fines being added to the City’s Fee Schedule (Ordinance #166) and get that updated too. Mayor Tollefson said this particular ordinance will be pulling a lot of information from other ordinances too, so it is going to take some time. She said it would be better to wait until there is a final draft before holding a meeting, and asked if they could have Norman have it ready by July 1<sup>st</sup>? She feels this would give Council some time to look it over themselves before scheduling a public meeting. Vogel recommends that Norman finish his review by June 28<sup>th</sup>, then the ordinance committee can meet and discuss any changes or corrections that may need to be made. He also suggests a copy be emailed to full Council for their review and to have everything ready by the first meeting in July. He said after the ordinance committee gets a chance to meet then it can be discussed with full Council. Schreiber asked if it would be beneficial for the ordinance committee to meet with local business owners prior to presenting it to the public? Vogel said it will depend on what the committee thinks of it first, then if any changes need to be made they can present a final version at the first Council meeting for discussion, and then reach out to any business owners. He said even after the first meeting, there still might be some changes made. Mayor Tollefson mentioned how Norman suggested treating commercial property the same as residential property. Mayor Tollefson said the more we can get hashed out, even just talking to some businesses to say, this is what we are thinking and getting some feedback, but it might be difficult given there may be seven different opinions on certain aspects of the ordinance. Schreiber agreed, but said he does not want to alienate any businesses if they could reach out to them individually first. Mayor Tollefson asked if this would be a meeting with all Council members, or just the ordinance committee? Schreiber said he would be fine either way if Vogel thinks it would be a good idea. Vogel said he recommends a draft discussed by the committee prior to the full Council reviewing it at the first July meeting, and then the ordinance committee can visit with business owners. Council agreed to have Norman present a final draft by June 28<sup>th</sup>.

**12. Miscellaneous Announcements & Recognitions** – Mayor Tollefson asked Vogel what time the UC Hope Night event starts tomorrow night? Vogel said it will start at 5:00 p.m. at the Community Center. Mayor Tollefson said DGF Superintendent Hunstad is organizing a public meeting at the Community Center at 7:00 p.m. on Wednesday, June 28<sup>th</sup> to discuss updates at the school and other news, so if any Council members wish to attend they are welcome.

**13. Adjournment** – A motion was made by Steven Ring to adjourn at 7:54 a.m., seconded by Patrick McCoy. All in favor.  
Motion Carried.

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Tracy Tollefson, Mayor

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Wendy Affield, City Clerk

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Heather Johnson, Administrative Assistant

**CITY OF GLYNDON**

**RESOLUTION RECORD**

6/28/2023

**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, June 28th, 2023**

<b>Vendor</b>	<b>Description</b>	<b>Code</b>	<b>Amount</b>
Affield, Wendy	Mileage - Conference in Duluth - 488 miles	101-41000-331	\$319.64
Aramark	Community Center Mats	101-43000-210	\$40.13
City of Moorhead	Compost Services for May 2023	401-41000-386	
Colonial Life Insurance	Employee Extra Insurance Premium	G 101-29000	\$63.04
D & S Construction of DL	Building Inspector Retainer for June	101-41000-300	\$500.00
Fuchs Sanitation	Clean-up Weeks April 26 & May 11	401-41000-385	\$10,918.64
Fun Express	Prizes for Community Outreach - Police	101-42000-490	\$310.98
Galls	Police Dept - Pants - Uniform Allowance	101-42000-201	\$115.46
Grand Forks Fire Equip - <b>ARPA</b>	Thermal Imager Camera for Fire Dept	101-41000-333	\$7,597.33
Great American Financial	Copy Machine Rent for City Hall/Police	Coded Separate	\$585.99
Hawkins	Water Dept Supplies	201-44000-210	\$138.52
Lakes Country Service <b>ACH</b>	Health Insurance for Employees - MEDICA	G 101-21706	\$6,123.52
Law Enforcement Labor	Police Union Dues for Ryan, Annie & Teryn	G 101-21707	\$202.50
League of MN Cities	2023 LOMC Clerks Acadamy - Staples	101-41000-208	\$250.00
Macs	Maintenance Dept Supplies	101-47000-210	\$138.71
Menards	Community Center & Maintenance Supplies	Coded Separate	\$335.18
Pens.com	"City of Glyndon" Pens	101-41000-200	\$83.34
ProSweep	Sweeping the Streets	101-47000-224	\$2,300.00
RMB Environmental Lab	Water Testing on 6/12/23	201-44000-300	\$46.83
RMB Environmental Lab	Wastewater Testing on 6/12/23	301-44000-300	\$186.22
Sherwin-Williams	Yellow Paint for City Hall Parking Lot	101-41000-401	\$236.90
Sign Post	Custom Magnetic Patch Sign - Police Squad	101-42000-210	\$60.78
Thein Well	Annual Inspection of Wells & Pumps	201-44000-300	\$315.00
USA Blue Book	Wastewater Chemicals	301-44000-216	\$520.87
Workforce Development Sol.	State Training for Fire Department	501-45000-206	\$3,600.00

**TOTAL \$31,389.58**

**AS CERTIFIED BY WENDY AFFIELD CITY CLERK**

**GRAND TOTAL \$31,389.58**

MP 2733

Security Features Included. Details on back.

E2Shield<sup>SM</sup> Check Fraud Protection at Bellco

DATE 06/14/2023 77-1052/913

**THE TOWN OF MOLAND**  
 CLAY COUNTY, STATE OF MINNESOTA  
 GLYNDON, MN 56547

PAY TO THE ORDER OF City of Glyndon \$ 10,000<sup>00</sup>/<sub>100</sub> DOLLARS  
Ten thousand<sup>00</sup>/<sub>100</sub>

**Bell Bank**  
 bellbanks.com

*[Signature]*

DATE	AMOUNT
<u>UTV Project</u>	
<u>Restricted</u>	
TOTAL OF INVOICES	
LESS % DISCOUNT	
LESS FREIGHT	
LESS	
TOTAL DEDUCTIONS	
AMOUNT OF CHECK	

⑈002733⑈ ⑈09131052⑈ ⑈E0004306⑈

Fire Dept Donation from Moland Township  
to go towards a new UTV vehicle

# Invoice

GRAND FORKS FIRE EQUIPMENT  
 LLC.  
 921 N 3RD ST  
 GRAND FORKS ND 58203  
 701-746-6463



Date	Invoice #
5/26/2023	37944

Bill To
Glyndon Fire Department PO Box 223 Glyndon MN 56547

Ship To
<b>COPY</b>

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Tracking Number
	Net 30	DB	5/26/2023			

Quantity	Item Code	Description	Price Each	Amount
1	Flir	Flir Thermal Imaging Camera TFLK65	7,510.00	7,510.00
1	ups	Shipping/Handling Charges	87.33	87.33
<p>Fire Dept = ARPA Funds</p> <p>101-41000-333</p>				

<b>Account Balance</b> \$7,995.33	<b>Sales Tax (6.875%)</b>	\$0.00
	<b>Total</b>	\$7,597.33
Please pay off this invoice, no statement will be sent, Thank You.	<b>Payments/Credits</b>	\$0.00
	<b>Balance Due</b>	\$7,597.33

**ORGANIZATION INFORMATION**

Organization Name: UC Hope Previous Gambling Permit Number: XB-94855  
 Minnesota Tax ID Number, if any: \_\_\_\_\_ Federal Employer ID Number (FEIN), if any: 84-4220380  
 Mailing Address: 218 Eglon Ave SE  
 City: Glyndon State: MN Zip: 56547 County: Clay  
 Name of Chief Executive Officer (CEO): Cynthia Henriksen  
 CEO Daytime Phone: 701-361-8336 CEO Email: cindy@uchopedgf.com  
(permit will be emailed to this email address unless otherwise indicated below)  
 Email permit to (if other than the CEO): \_\_\_\_\_

**NONPROFIT STATUS**

Type of Nonprofit Organization (check one):  
 Fraternal     Religious     Veterans     Other Nonprofit Organization

**Attach a copy of at least one of the following showing proof of nonprofit status:**

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

**Current calendar year Certificate of Good Standing**  
 Don't have a copy? This certificate must be obtained each year from:  
 MN Secretary of State, Business Services Division      Secretary of State website, phone numbers:  
 60 Empire Drive, Suite 100      [www.sos.state.mn.us](http://www.sos.state.mn.us)  
 St. Paul, MN 55103      651-296-2803, or toll free 1-877-551-6767

**Internal Revenue Service-IRS income tax exemption 501(c) letter in your organization's name**  
 Don't have a copy? Obtain a copy of your federal income tax exempt letter by having an organization officer contact the IRS at 877-829-5500.

**Internal Revenue Service-Affiliate of national, statewide, or international parent nonprofit organization (charter)**  
 If your organization falls under a parent organization, attach copies of both of the following:  
 1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and  
 2. the charter or letter from your parent organization recognizing your organization as a subordinate.

**EXCLUDED BINGO ACTIVITY**

Has your organization held a bingo event in the current calendar year?  Yes     No

If yes, list the dates when bingo was conducted: 02/05/2023

The proposed bingo event will be:

one of four or fewer bingo events held this year. Dates: 08/11/2023  
 -OR-  
 conducted on up to 12 consecutive days in connection with a:  
 county fair      Dates: \_\_\_\_\_  
 civic celebration      Dates: \_\_\_\_\_  
 Minnesota State Fair      Dates: \_\_\_\_\_

Person in charge of bingo event: Stacy Pritchard Daytime Phone: \_\_\_\_\_

Name of premises where bingo will be conducted: Glyndon Community Center

Premises street address: 212 Partridge Ave

City: Glyndon If township, township name: \_\_\_\_\_ County: Clay

**LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)**

<p style="text-align: center;"><b>CITY APPROVAL for a gambling premises located within city limits</b></p> <p>On behalf of the city, I approve this application for excluded bingo activity at the premises located within the city's jurisdiction.</p> <p>Print City Name: <u>City of Glyndon</u></p> <p>Signature of City Personnel: _____</p> <p>Title: _____ Date: _____</p> <div style="border: 1px solid black; padding: 5px; text-align: center; margin-top: 20px;"> <p><b>The city or county must sign before submitting application to the Gambling Control Board.</b></p> </div>	<p style="text-align: center;"><b>COUNTY APPROVAL for a gambling premises located in a township</b></p> <p>On behalf of the county, I approve this application for excluded bingo activity at the premises located within the county's jurisdiction.</p> <p>Print County Name: _____</p> <p>Signature of County Personnel: _____</p> <p>Title: _____ Date: _____</p> <p><b>TOWNSHIP (if required by the county)</b> On behalf of the township, I acknowledge that the organization is applying for excluded bingo activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes, Section 349.213.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date: _____</p>
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**CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)**

The information provided in this application is complete and accurate to the best of my knowledge.

Chief Executive Officer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature must be CEO's signature; designee may not sign)

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

**MAIL OR FAX APPLICATION & ATTACHMENTS**

<p>Mail or fax application and a copy of your proof of nonprofit status to:</p> <p style="padding-left: 40px;">Minnesota Gambling Control Board 1711 West County Road B, Suite 300 South Roseville, MN 55113 Fax: 651-639-4032</p> <p>An excluded bingo permit will be mailed to your organization. Your organization must keep its bingo records for 3-1/2 years.</p> <p><b>Questions?</b> Call a Licensing Specialist at 651-539-1900.</p>	<p>Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo. Otherwise, bingo hard cards, bingo paper, and bingo number selection devices must be obtained from a distributor licensed by the Minnesota Gambling Control Board. To find a licensed distributor, go to <a href="http://www.mn.gov/gcb">www.mn.gov/gcb</a> and click on <b>Distributors</b> under the <b>LIST OF LICENSEES</b> tab, or call 651-539-1900.</p> <p style="text-align: center;">This form will be made available in alternative format (i.e. large print, braille) upon request.</p>
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Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

## Wendy Affield

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**From:** Travis Braton  
**Sent:** Monday, June 26, 2023 10:14 AM  
**To:** Wendy Affield  
**Subject:** Agenda 6/28/2023  
**Attachments:** Large.jpg; Large (1).jpg; thumbnail\_IMG\_3903.jpg; thumbnail\_IMG\_3902.jpg; sonar boat.jpg; sonar.jpg

Please see attached pictures along with quotes.

### 1. Purchase of New Boss XT 8'2" Poly Vplow \$9,262.80

The maintenance department would like city council approval to purchase a new Boss XT 8'2" V plow equipped with Boss Rubber Deflector. The reason for this purchase is the previous plow was operated in such a way that the cutting edges wore off as so much there are no longer bolt holes to bolt a new cutting edge on. along with missing light and it only being a 7'6" wide plow. The new one will be operated and maintained as it should, along with plowing off the sidewalk on parke ave.

### 2. Approval to hire Team Labs to spray wastewater ponds. \$1,875

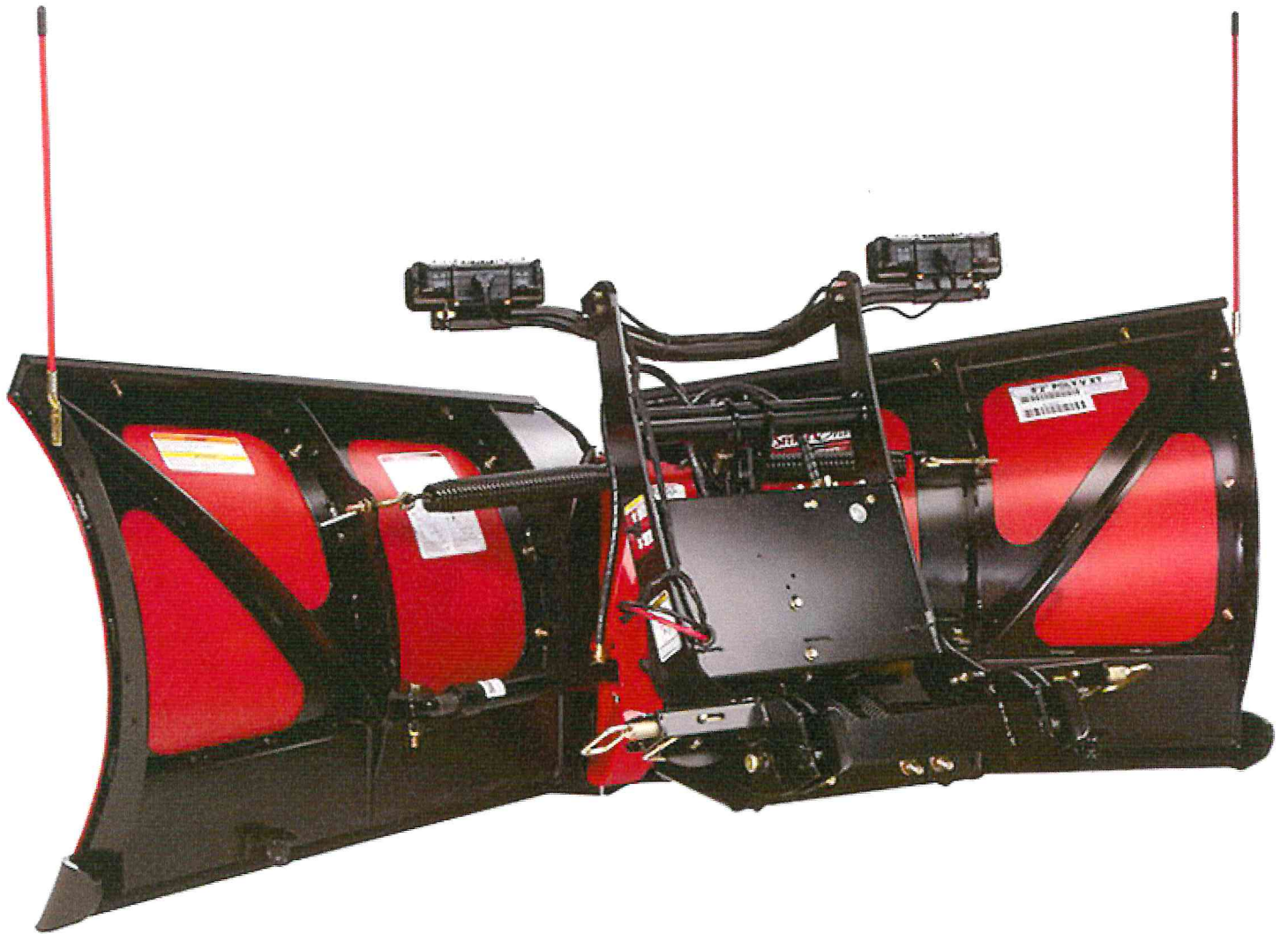
Spraying weeds around the dikes and on the rocks of the wastewater ponds is crucial to the process of how pond water is treated. If left un attended the weeds start to grow in the rocks themselves and can cause issues with dissolved oxygen readings. Shallow water areas at the water line encourage the growth of cattails, willows, cottonwoods, and similar plants. You may be able to remove small plants by pulling or cutting. In some cases, you will need to use approved herbicides. Whatever type of vegetation control method you use, it is important to remove the plant material from the pond. If you leave it in the pond, it will decompose and increase the oxygen demand, add to the sludge layer at the bottom of the pond, create unsightly conditions and may reseed, making the problem worse.

### 3) Approval to hire team labs to sonar all 3 wastewater ponds. \$1,400

Sonar the wastewater ponds is basically like sonar and mapping the bottom of a lake to see contours like rocks, trees, and other sunken items. In a wastewater pond it tells us how much sludge (solid waste) we have in the ponds and if we need to look into a bug program. Ponds are designed in a way that we let sewage water sit on a pond and let nature do its course. Sunlight, wind, rain, and what you dump down the drain all factor in how a pond operates. If sludge gets built up our storage capacity is decreased. With the sonar we are able to capture what the sludge looks like today and then compare it in 2-3 years when the sonar is done again.



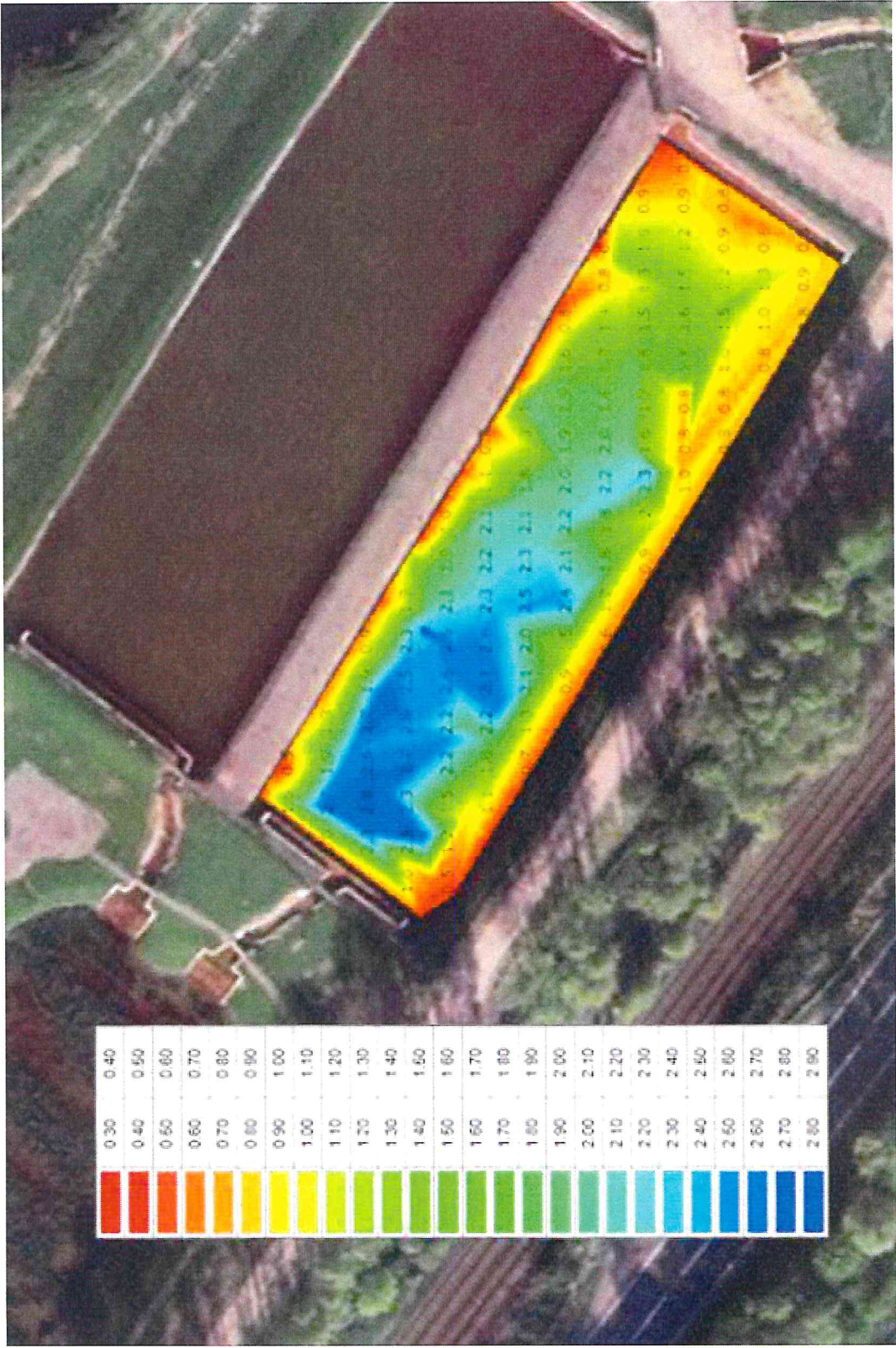












**BID TABULATION****2023 Utility and Street Improvements - Charleswood Addition**

Glyndon, Minnesota

**Date of Letting:** Monday, June 26, 2023**Time:** 2:00 P.M.

<b>Planholder</b>	<b>Addendum</b>	<b>Bid Bond</b>	<b>Bid Amount</b>
1. Border States Paving, Inc. 4101 32nd Street N Fargo, ND 58102	1	5%	\$2,719,895.54
2. Geislinger & Sons P.O. Box 437 Watkins, MN 55389	1	5%	\$2,615,093.25
3. Key Contracting, Inc. 245 7th Avenue NE Fargo, ND 58078	1	5%	\$2,874,858.60
4. Meyer Contracting, Inc. 11000 93rd Avenue N Maple Grove, MN 55369	1	5%	\$2,896,051.31
5. RL Larson Excavating, Inc. 2250 12th Street SE St. Cloud, MN 56304-9705	1	5%	\$2,345,487.85
6. Sellin Brothers, Inc. P.O. Box 159 Hawley, MN 56549	1	5%	\$2,540,656.25

I hereby certify that there were 6 sealed bids received and opened and 0 bids rejected on June 26, 2023 at Glyndon, Minnesota.



Kristopher R Carlson, P.E., Ulteig Engineers, Inc.



2720 7TH AVE. S. FARGO, ND 58103 • PHONE 701-237-4500 • FAX 701-235-9082

A Proposal for the Consideration of



# 2023 Glyndon Days

## Entertainment Guides

Entertainment Guides are a great way to invite people to experience the 2023 Glyndon Days!!

August 7<sup>th</sup> – 12<sup>th</sup>, 2023

35 - :10 Second Ads (Monday - Saturday) per station



BIG 98.7 - \$350



BOB 95.1 - \$420

106.9 The Eagle - \$280



The City - **NO CHARGE**



Hits 96.9 - **NO CHARGE**

BISON 1660 - **NO CHARGE**



Total of 210 - :10 Second Ads



Cash Investment: \$1,050

### Example Script:

Celebrate Glyndon Days all week...Garage sales, Picnic, Bingo & on Saturday - Car Cruise & Parade at 9:30 followed with Vendor Show, Food Trucks, Bounce Houses, and more! GlyndonMN.com.

Approval:

City of Glyndon

Date

By signing above this confirms to run the schedule as laid out. This is a non-cancellable agreement.



# Glyndon Days 23



## 2023 Festival Marketing

**KFGO / Froggy – Thirty Second Commercials**

**14 – KFGO Commercials Monday – Friday 6a-Mid**

**14 – Non Profit Bonus KFGO Commercials ROS**

**14 – Froggy Commercials Monday – Friday 6a-Mid**

**14 – Non Profit Bonus Froggy Commercials ROS**

**Total Investment \$1000**

**Glyndon Days Approval \_\_\_\_\_**



# Glyndon Days 23



**2023 Festival Marketing with Tyler Live August 11<sup>th</sup>**

**KFGO Tyler Show live from Glyndon 2pm-5pm August 11<sup>th</sup>**

**Includes 3 – Three to five-minute interviews**

**20 – Show live promo's**

**Tyler Facebook Live Video**

**KFGO / Froggy – Thirty Second Commercials**

**8 – KFGO Commercials Monday – Friday 6a-Mid**

**8 – Non Profit Bonus KFGO Commercials ROS**

**10 – Froggy Commercials Monday – Friday 6a-Mid**

**10 – Non Profit Bonus Froggy Commercials ROS**

**Total Investment \$1250**

**Glyndon Days Approval \_\_\_\_\_**

**CITY OF GLYNDON, MINNESOTA  
COUNTY OF CLAY  
PETITION FOR REZONING**

**Office Use Only**

Name of Petitioner: UC Hope

Parcel Number (s): 55.750.0260 and 55.750.0280

Changed from R1 Residential to C1 Commercial

**Planning Commission**

Fee Paid: 200.00 Date Paid: 6-7-23 Hearing Date: 6-28-23

Final approval is:  Granted  Denied for the following reasons: \_\_\_\_\_

x \_\_\_\_\_ Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

x \_\_\_\_\_ Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

**City of Glyndon Planning Commission**

**City of Glyndon Council**

Meeting Date: 6-28-23

Final approval is:  Granted  Denied for the following reasons: \_\_\_\_\_

x \_\_\_\_\_ Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

**Tracy Tollefson, Mayor of Glyndon**

CITY OF GLYNDON, MINNESOTA  
COUNTY OF CLAY  
REQUEST FOR REZONING

Name: UC HOPE

Address: \_\_\_\_\_

Location of Property: Section 11 Township 139 N Range 47W

Description of Property: Tenney's 1<sup>st</sup> Addition lot 013 Block 003  
Legal / Lot Number(s) subdivision CDS570

Parcel Identification No: 55.750.0260

Subdivision: Tenney's 1<sup>st</sup> Addition lot 013

Deed Restriction: \_\_\_\_\_

Zoning Classification Requested: Commercial

Present Zoning: Residential

Fee: \$200.00

Cindy Herliker  
Signature of Owner or Agent of Owner

5/31/2023  
Date

Rezoning Request (Cont'd)

I (We), the undersigned, do hereby respectfully make application and petition the City Council to amend the zoning map as hereinafter requested, and in support of this application, the following facts are shown:

(Complete either 1 or 2)

1) The property is part of a recorded plat. The property sought to be rezoned is located at \_\_\_\_\_ Between 2nd Street and 3rd Street on the \_\_\_\_\_ side of the street, and is known as Lot(s)/Block Number 003 of CD 5570 Subdivision. It has frontage of \_\_\_\_\_ feet, and a depth of \_\_\_\_\_ feet.

2) The property is in acreage, and is not therefore a part of a recorded plat. The property sought to be rezoned is located and described as follows: (Indicate total acreage also).

.20 acre lot  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3) The property sought to be rezoned is owned by:

Name: UC HOPE  
Street Address: 218 Eglon Avenue  
City: Glyndon State: MN Zip: 56547

4) It is desired and requested that the foregoing described property be rezoned from

residential to commercial

Rezoning Request (Cont'd)

- 5) It is proposed that the property will be put to the following use:

Thrift store with profits used to help families in Dilworth, Glyndon and Felton communities.

- 6) It is proposed that the following building(s) will be constructed:

N/A

- 7) Attach a statement hereto indicating why, in your opinion, the change requested is necessary for the preservation and enjoyment of substantial property rights, and why such change will not be detrimental to the public welfare, nor the property of other persons located in the vicinity thereof.
- 8) Attach two (2) prints of a parcel map drawn at a scale of not less than 1" – 20", if the parcel is under three acres, and 1" – 100' if the parcel is three acres or more, showing the lot or parcel in question, and all adjacent and abutting property lines, public rights-of-way and existing zoning.

Signature of Applicant: Cindy Hemiben

Address: Glyndon

Phone Number: 701-361-8336

- 9) Applicant's basis of representation (e.g., legal representative, owner, option to buy):

UC HOPE Board President

CITY OF GLYNDON, MINNESOTA  
COUNTY OF CLAY  
REQUEST FOR REZONING

Name: UC HOPE

Address: 218 Eglon Ave Glyndon

Location of Property: \_\_\_\_\_

Description of Property: 594' of lots 15-20 Blk 3 Tenney's 1st Add Lot 015  
Legal / Lot Number(s) Block 003 Subdivision CP 55750

Parcel Identification No: 55.750.0280

Subdivision: Tenneys 1st Add lot 015

Deed Restriction: \_\_\_\_\_

Zoning Classification Requested: Commercial

Present Zoning: Residential

Fee: \$200.00

Cindy Henningsen 5/31/2023  
Signature of Owner or Agent of Owner Date

Rezoning Request (Cont'd)

I (We), the undersigned, do hereby respectfully make application and petition the City Council to amend the zoning map as hereinafter requested, and in support of this application, the following facts are shown:

(Complete either 1 or 2)

1) The property is part of a recorded plat. The property sought to be rezoned is located at 218 Eglon Ave Between 2nd Street and 3rd St Street on the \_\_\_\_\_ side of the street, and is known as Lot(s)/Block Number 003 of cd 55750 Subdivision. It has frontage of \_\_\_\_\_ feet, and a depth of \_\_\_\_\_ feet.

2) The property is in acreage, and is not therefore a part of a recorded plat. The property sought to be rezoned is located and described as follows: (Indicate total acreage also).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3) The property sought to be rezoned is owned by:

Name: UC HOPE

Street Address: 218 Eglon Ave

City: Glyndon State MN Zip: 56547

4) It is desired and requested that the foregoing described property be rezoned from residential to commercial.

Rezoning Request (Cont'd)

- 5) It is proposed that the property will be put to the following use:

Thrift Store using the profits to help people in the Dilworth, Skydon and Jeton communities. We have hopes to eventually offer more programming on site.

- 6) It is proposed that the following building(s) will be constructed:

N/A

- 7) Attach a statement hereto indicating why, in your opinion, the change requested is necessary for the preservation and enjoyment of substantial property rights, and why such change will not be detrimental to the public welfare, nor the property of other persons located in the vicinity thereof.

- 8) Attach two (2) prints of a parcel map drawn at a scale of not less than 1" – 20", if the parcel is under three acres, and 1" – 100' if the parcel is three acres or more, showing the lot or parcel in question, and all adjacent and abutting property lines, public rights-of-way and existing zoning.

Signature of Applicant: Cindy Henrichsen

Address: Blyndon, MN 56517

Phone Number: 701-361-8336

- 9) Applicant's basis of representation (e.g., legal representative, owner, option to buy):

President of UC HOPE