

City of Glyndon

Minnesota



City Council:

Mayor Tracy Tollefson
Justin Schreiber
Bryant DeVries
Patrick McCoy
Steven Ring

Glyndon City Council Packet

July 26th, 2023, at 6:00 p.m.

City Hall Council Chamber



Agenda for Glyndon City Council
7/26/2023 – 6:00 p.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. 7/12/2023 – Council Meeting Minutes
 - b. Approve Resolution of Payments
 - Approve Matthew Ober's Application to be a Glyndon Volunteer Firefighter
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 Purchase of a Stihl TS800 Concrete Saw for \$1,799 from Acme Tools (*need a motion*)
 - c. Bob Cuchna, Fire Chief
 - Approve Purchase of a Trailer for the Fire Department – Bids Included from Lakes Area Trailers \$7,116.50, Visto's Trailer Sales \$5,855, Ultimate Transportation \$5,500 and \$4,900 (*need a motion*)
 - d. Wendy Affield, City Clerk
 - e. Kris Carlson – Project Updates (*memo attached*)
 - f. Tracy Tollefson, Mayor
8. **Committee Reports**
 - a. Ordinance Committee - Nuisance Ordinance #194 (*please review for further discussion on August 9th*)
9. **Old Business / Unfinished Business Update**
 - a. Night to Unite & Glyndon Days Final Set-up Discussion
10. **New Business**
 - a. Approve Resolution 2023-6 A Resolution Accepting Bid for Charleswood (*need a motion*)
 - b. Present Budget to Council
 - Police Department – Chief Justin Vogel
 - Fire/Rescue Department – Chief Bob Cuchna

- c. At this time Mayor Tollefson will Close the Regular Council Meeting as Permitted by Minnesota Statute 13.D.03, Contract Labor Negotiations

Mayor Tollefson please read: The regular council meeting will be closed at this time for contract labor negotiations as permitted by Minnesota Statute 13.D.03.

11. Time to Discuss the Additions to the Agenda (*only discuss if added and approved in #4 above*)
12. Miscellaneous Announcements & Recognitions
13. Adjournment

Night to Unite (Community Picnic) is Tuesday, August 1st, 2023, from 5:00 p.m. to 8:00 p.m.

Glyndon Days is running from August 7th to 12th.

The Next Council Meeting is Scheduled for Wednesday August 9th, 2023, at 7:00 a.m.

**Glyndon City Council
7/12/2023 – 7:00 A.M.
Regular Council Meeting
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: Justin Schreiber; Patrick McCoy; Steven Ring; Police Chief Justin Vogel; Public Works Superintendent Travis Braton; City Clerk Wendy Affield.

As Per Sign in Sheet: None.

Virtual Attendees: (1) anonymous guest.

Absent: Council Member Bryant DeVries.

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

a. 6/14/2023 – Public Hearing Minutes for UC Hope Rezoning

b. 6/28/2023 – Council Meeting Minutes

c. Approve Resolution of Payments

- **Accept Donation Check of \$400 from Ulteig Engineers for Glyndon Days**
- **Accept Donation Check of \$1,000 from Felton Volunteer Fire Department to the Glyndon Volunteer Fire Department**

4. Any Additions to the Agenda – None.

5. Motion to Approve the Agenda – A motion to approve the agenda was made by Patrick McCoy, seconded by Steven Ring. 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 has seen a lot of calls for domestic disturbances lately, and also many reports of loose dogs running around town. The dogs are owned by the same person, and this person has received five citations just in the last week, so his officers are taking care of it. He said the open position for a full-time officer has had zero applications so far, and there are over 170 other agencies also trying to hire officers. Schreiber asked if when this job opening closes will Vogel wait a month and post it again? Vogel said he would like to discuss it more at the Police Budget Meeting. Mayor Tollefson asked to clarify if these dog incidents were all the same, or are some incidents different? Vogel said all calls were for the same dogs running loose. She then asked how the department is handling the staffing shortage with their schedules? Vogel said they have adjusted but the coverage is not as good as it should be. He said next month will be the hardest as it will just be him and one other officer. He said it does help that at the end of August school will be starting again and there won't be as many holidays to try and cover with only two people, so starting soon he will be putting himself on the line schedule where I will not be available every day during the workweek.

b. Travis Braton, Public Works/Maintenance – Braton said well #3 was replaced yesterday by Thein Well, and they installed a 10-horsepower pump instead of the 7 ½-horsepower. He said the new one runs about 340 gallons per minute, and now they are just waiting to repair a starter inside the electrical panel inside the plant. After these repairs Braton said they can begin to flush the City's hydrants. He said MN Rural Water will be here next week as well. Braton said the new V-plow has been ordered, and his crews are busy keeping up with the mowing and prepping for Glyndon Days. He said he has a meeting today with Fuchs Sanitation to discuss possible building changes for recycling. Braton said there are two lift stations that have not been working for the last year and a half, so he has called the company and they stated the previous Supervisor had ordered parts, but they were not installed. He said MN Pump Works will be here on Monday to take a look at what they need to order. Schreiber asked which pumps were these? Braton said they are both in Southview. He said they are working but the alarms are showing both high float and low float issues and you can't have both. Braton said it sounds like a modem issue when they switched from 3G boards to 4G cellular boards. Braton said the cattails at the Southview Pond have been sprayed by Kelly Richards and he helped repair one of the fountain pumps. This fall they may drain the pond down and mow the remaining cattails once the pond freezes. He also said the current building which used to be the old depot will hopefully get cleaned out as it costs \$1,200 dollars per year in insurance, so he is wondering if Council would agree to have it torn down? Affield said at one point a previous Superintendent had tried to see if anyone wanted the building and would move it, but no one offered. She said the original depot burned down years ago. Braton said he would like to discuss it more later, as he hopes to have an online auction down the road with items they do not utilize. Schreiber asked if the building is on concrete? Braton said there's a small brick foundation, and a small furnace inside so at one point it was hooked up for gas. He feels it is kind of an eyesore and is costing the City quite a bit in insurance just to be a storage building.

Mayor Tollefson asked for more clarification about the recycling building that Braton mentioned earlier. Braton said the meeting with Fuchs Sanitation today will be mostly about curbside recycling numbers, and possible outdoor housing of the current recycling roll-off. He said if Clay County cannot find any records of their purchase of the current recycling building, then he would like to take it over and use it for winter indoor storage for the Maintenance vehicles. Mayor Tollefson said she would like to get more information on costs for the curbside recycling, as it may be a set price one year and then rapidly increase in five years. She said the most recent survey did not receive many responses. Braton suggested having a table set up during Glyndon Days to gauge the opinions of the residents and hopefully get more of a response.

c. Kris Carlson, City Engineer – Not present.

d. Bob Cuchna, Fire Chief – Not present.

e. Wendy Affield, City Clerk – Affield said this Friday City Hall will be hosting the MCFOA Region 1 Clerk's Training at the Community Center from 9:30 a.m. to 3:30 p.m. She said Jason Murray from David Drown Associates will be present to talk about budgeting and tax levies. She said there will also be a person present to discuss cyber security issues and ransomware.

f. Tracy Tollefson, Mayor – Nothing at this time.

8. Committee Reports –

a. Fire/Rescue Department Update – Steven Ring – Ring said he and Cuchna met and went over some budget items. He said Cuchna feels the current fire trucks are reaching the end of standard industry

age. Ring feels if any kind of capital improvement plan will be made for this department, the Council should make sure all of the equipment is evaluated to see how many years they can still be used, if any. He also suggested finding out what kind of replacement options are out there for any current equipment. Ring said the two current fire trucks are 30 years old but are still in good condition. He discussed with Cuchna that if the townships provide any funding for new trucks, then they should first evaluate the condition of those trucks and have it done by a professional company. He said he has previous experience in acquisitions and knows of companies who can do the evaluation. Ring said for example if an evaluation states that a piece of equipment has roughly 10 years left on it, then the Council can make sure to budget properly and seek township funding for said equipment. He said a professional evaluation may also help to improve the space shortage at the Fire Hall, and will also serve to provide written documentation about the state of the equipment for the public's interest. Ring then said the current generator will soon be evaluated by a local company to see what the building's size requires. Mayor Tollefson asked if Braton ever got a chance to meet with Cuchna to look at the generator? Braton said he had not met with him yet, but he did take a look at it on his own. Ring said the current one is not functional at all due to a bad computer board, and no other company is able to work on it as it is proprietary. He said it would be over \$900 dollars just to have a Cummins technician travel from Brainerd to look at it, and that wouldn't include any labor. Mayor Tollefson asked if there is a backup? Ring said they would have to rent one. The two things that would need to be running if there was an outage would be the water pump and the compressor, plus the radios. Vogel said the only City building in town that has a generator is the Water Treatment Plant. He said they do not have one at the Police Station, and if the power goes out, they can't even open the garage doors to use their vehicles. Mayor Tollefson asked what the remedy is when there is an emergency? Ring said it was April when the generator went down and when he first did research on it, but he has not heard much from Cuchna and one way or the other it needs to be done. Braton said he could check with MN Rural Water as at one time there was availability of two military-grade generators for sale. He said there may be some rebates available for natural gas options, too. Ring agreed and said the generator should be natural gas. Braton said he will assist Ring in looking at some options and get some prices. Mayor Tollefson asked for Ring and Braton to coordinate a meeting with Cuchna to go over the details. Braton agreed and said they could look at some options for the Police Station, too. Ring suggested a portable generator. Mayor Tollefson said whatever is decided just be sure to keep Cuchna in the loop.

b. Charleswood Update – Mayor Tollefson said there was a meeting recently that she, Affield, Carlson, and some of the Developers got together to discuss the recent bids. She said the bids came in at over \$500,000 dollars more than what was originally estimated. This amount would cause the specials on each lot to increase by \$10,000 dollars and the lots are smaller than what are for sale in Southview. Mayor Tollefson said the overall thinking from the Developers is wondering if this amount will be doable for them. She said Carlson will now re-work some details and see if Ulteig can bring that total amount down, possibly by narrowing the width of the streets. The other option is to wait until next spring and re-bid the project. Carlson had mentioned a partial TIF, but Affield said she spoke with Murray about it and he does not feel a TIF is doable for this project based on the price of the homes. Ring asked if an RFP would be possible, where a max-budget bid is presented? Mayor Tollefson said it may help that the home prices in Charleswood would be much less than in Southview, so higher specials spread out over twenty (20) years might not be as big of a financial hit to those potential homebuyers. Affield said it will depend on the landowners to move this project forward, as they are the ones who have to come up with \$10,000 dollars more for their Letters of Credit. Mayor Tollefson said it is hard to decide whether to move ahead now or wait until next spring. Schreiber cautioned that when they waited to do spring bidding for the Parke Avenue project, the bids went up even more. McCoy said the City might send the wrong message to current and future developers if they decide to offer a TIF for this project only. Affield agreed and said it might have been different if there were not thirty plus lots still available in Southview. She said Carlson had thought if he looked at changing some details, he might be able to shave off \$1,800 dollars in

specials per lot. She said the City also has to consider if they were to try and get a bond, the grade might be affected or would be outright denied based on the details of the project. Mayor Tollefson said she spoke with Carlson on how to present the information to bond issuers, and discussed other options. She said she knows the residents in the area do not want to look at the huge dirt pile that remains in Charleswood, so she understands wanting to move forward with a plan. She said Carlson will hopefully have some updates for everyone at the next Council meeting.

c. Glyndon Days Update – Mayor Tollefson said planning is moving along and everyone is working on their individual assignments. Affield asked if they should do the same sign-up form for volunteers as they did last year? Council agreed. Affield said she ordered new banners and signs for advertising around the City, as well as new “no parking” signs to help keep the parade route clear. She said she is also waiting to hear back from the Dippin Dots rep, but the order list is ready to go. Schreiber asked if this year’s Glyndon Days t-shirts were for the staff only? Affield said yes, but would Council like to sell some? She said they haven’t been ordered yet, but they can order some extra if they want to sell them. Vogel wanted to check in and ask about the parade route? He said there does not seem to be any issue with the direction they choose to go, he just wants to make sure if they line up in Stockwood that they be sure to use both sides of the road as the line is pretty long and he wants to make sure there is enough space. Affield suggested having Randall’s move the boulders and have vehicles line up along that stretch. Vogel said he would be concerned about rain and that area getting muddy. Mayor Tollefson said she and McCoy had already discussed their preference for lining up in Stockwood. She asked Affield if there can be some Facebook posts letting residents know about the change? Affield said they can do that.

Vogel asked separately to have all members of Council present to attend the National Night To Unite and Community Picnic event that the Police Department is hosting on Tuesday, August 1st. He said there will be kids’ games, face painting, an ice cream social and meal served by the Glyndon Cub Scouts, and more. He said it will run roughly from 4:30 p.m. to 8:30 p.m. for those who will be helping to set up and tear down. And there will also be a slip-n-slide, so bring swimsuits Vogel said. Mayor Tollefson also noted the DGF Football Team wants to donate the dunk tank for Glyndon Days, and also staff it for us. Affield said a dunk tank is already on order, so the football team can just pay the City. Mayor Tollefson said she will let them know.

9. New Business –

a. Present Budget to Council

- **July 26th at 6:00 p.m. – Police Department & Fire/Rescue Department**
- **August 9th at 7:00 a.m. – Maintenance/Water & Sewer Department**
- **August 23rd at 6:00 p.m. – General/Community Center/Garbage/Recycling/Bonds**

b. June 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 asked if there is a timeline for this to be ready? Vogel said he would like to set a time to meet to go over everything with the ordinance committee, and then the attorneys will go over the fines and fees. After the committee meets then it can be presented to the full Council at the next meeting. Mayor Tollefson asked if next week works? Schreiber said he would be available around 1:00 p.m. or 2:00 p.m. next Friday the 21st. The committee agreed to meet at 1:00 p.m. that day at City Hall.

12. Miscellaneous Announcements & Recognitions –

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

Tracy Tollefson, Mayor

Wendy Affield, City Clerk

Heather Johnson, Administrative Assistant

July 12, 2023 Council Meeting Minutes

CITY OF GLYNDON

RESOLUTION RECORD

7/26/2023

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, July 26th, 2023

Vendor	Description	Code	Amount
3X Gear, LLC	Staff Glyndon Days Shirts	101-41000-665	\$384.00
Aramark	Community Center Mops	101-43000-210	\$43.88
City of Moorhead	Criminal Legal Fees for Prosecution Services	101-41000-305	\$5,597.52
Clay County Sheriff	New World Dispatch Services - 3rd Quarter	101-42000-324	\$4,280.25
Clay County Union	Legal Notice Publication - Tax Disclosure	101-41000-351	\$144.00
Colonial Life Insurance	Employee Extra Insurance Premium	G 101-29000	\$63.04
Cuchna, Bob	Fire Dept Training & Cleaning Supplies	Coded Separate	\$111.98
D & S Construction of DL	Building Inspector Retainer for July	101-41000-300	\$500.00
Eide Bailly	Assistance with ARPA Question	101-41000-301	\$60.00
Ellis, Todd	Fire Dept Training & Vehicle Repairs	Coded Separate	\$117.44
Games to Go	Glyndon Days Activities Balance Payment	101-41000-665	\$4,696.60
Games to Go	Night to Unite's Activities Payment	101-42000-490	\$623.00
Great American Financial	Copy Machine Rent for City Hall/Police	Coded Separate	
Half Past Five Computer	Fire Dept Email & Microsoft 365	501-45000-433	\$120.00
Hanson, Valerie	Paid GD Vendor Show Fee Twice	101-41000-34700	\$25.00
Hawkins	Water Dept Chemicals & Supplies	201-44000-216	\$807.97
Lakes Country Service ACH	Health Insurance for Employees - MEDICA	G 101-21706	\$5,358.08
Law Enforcement Labor	Police Union Dues for Ryan, Annie & Teryn	G 101-21707	\$202.50
MCFOA	Region 1 Training on 7-14-23	101-41000-208	\$15.00
Menards	Maintenance Supplies/Pollunator Garden	Coded Separate	\$694.91
Municipal Service Co.	Service Pond Transfer Structure	301-44000-300	\$800.00
Pikadilly Face Painting	Night to Unite Face Painting	101-42000-490	\$350.00
Railroad Management	Lease Payment to BNSF - Water Line	201-44000-411	\$322.73
Randall's Excavating	Removed Snow at 12th Ave & Co 17	101-47000-300	\$1,550.00
RMB Environmental Lab	Wastewater Testing on	301-44000-300	
Superfrog	Glyndon Days Signs & 2 Extra Large ones	101-41000-665	\$1,095.00
Superior Sales & Service	Lawnmower Blades for Hustler & Toro	101-47000-211	\$183.40
Team Lab	Wastewater Chemicals	301-44000-216	\$1,875.00
Thompson Greenery	4 Perennials for City Hall	101-47000-225	\$55.97
Valvoline	Police Dept Oil Change - 2019 Ford	101-42000-211	\$52.25

TOTAL \$30,021.30

AS CERTIFIED BY WENDY AFFIELD CITY CLERK

GRAND TOTAL \$30,021.30

Applicant Flow Survey

All applicants for a position with the City of Glyndon are requested to complete this form. Completion is **voluntary**. This form will remain separate from your employment application and will not be used in any way during the interviewing or hiring process. It will be used by the Human Resources Department to compile summary data for the purpose of completing necessary government reports relative to equal opportunity employment and for the City's use in monitoring its recruitment process. This form should be returned under separate cover.

Name <i>Matthew Ober</i>		Date <i>7-17-23</i>
Title of Position <i>Firefighter</i>		
City <i>Glyndon</i>	County <i>Clay</i>	State <i>MN</i>
Position Applied For <i>Firefighter</i>		

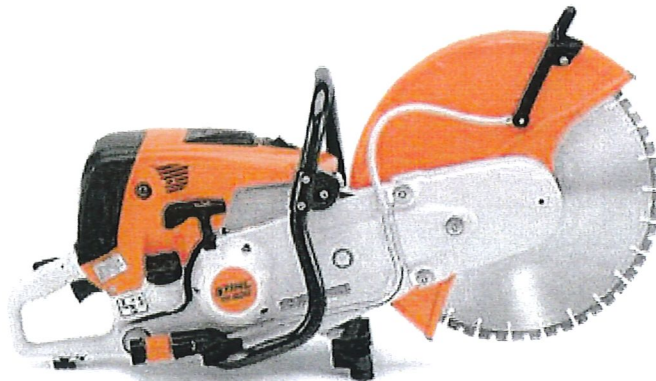
Wendy Affield

From: Travis Braton
Sent: Monday, July 24, 2023 8:15 AM
To: Wendy Affield
Subject: agenda for 7/26/2023
Attachments: stihl-ts-800-16in-985cc-cutquick-saw-ts-800-16in-985cc-cutquick-saw-4224-011-2821-us.jpg

The only thing I would like on the agenda is the purchase of a Stihl TS800 concrete saw for a \$1,799.

Travis Braton

Public Works Superintendent
36 3rd St Se
Glyndon MN, 56547
218-443-8644
tbraton@glyndonmn.com



LAKES AREA TRAILERS
PO BOX 385, 21457 368TH AVE
BATTLE LAKE MN 56515

218-864-2535 lakesareatrailers2020@gmail.com

<u>Name</u>	GLYNDON FIRE DEPARTMENT	<u>Phone</u>	701-238-8421
<u>Street</u>	512 STATE ST NE		
<u>City State Zip</u>	GLYNDON MN 56547	<u>License/EIN</u>	
	-		
<u>Year Make</u>	2023 TRITON	<u>VIN#</u>	4TCSU1825PHF32262
<u>Model</u>	81X14 UTILITY		
<u>DATE</u>	7/6/2023	<u>STOCK#</u>	TR4060

CASH PRICE OF TRAILER	\$	6,999.00	
ACCESSORIES	\$	-	
LESS NET TRADE ALLOW	\$	-	
PLUS STATE/LOCAL TAXES	\$	-	
EXCISE TAX/LICENSING FEES	\$	68.50	
DOCUMENTATION FEE	\$	49.00	
TOTAL CASH PRICE	\$	7,116.50	
LESS DEPOSIT	\$	-	
BALANCE DUE ON DELIVERY	\$	7,116.50	METHOD OF PAY:

LIEN HOLDER:

NAME

ADDRESS

City State Zip

Lakes Area Trailers

Purchaser



SALES • RENTAL • REPAIR • HITCH INSTALL
VEHICLE SALES • ACCESSORIES

AJ FOLTYN

Sales

1175 Main Avenue East
West Fargo, ND 58078
ajfoltyn@vistotrailers.com
www.vistotrailers.com

701-282-0229
888-782-0229
Fax: 701-282-0381

508 State St
Glyndon MN 56547

Visto's Trailer Sales
1175 Main Avenue East
West Fargo ND 58078
701-282-0229
Buyer's Order

Date _____
Deal No. _____
Salesperson **AJ Foltyn**

Unit Information

Year	Make	Model	Serial No.	Stock No.	Price
2024	Aluma	7814SBT	1YGUS1412RB268300	268300	\$5,850.00

Trade Information

Dealer Unit Price	\$5,850.00
Factory Options	\$0.00
Parts Not Installed	\$0.00
Dealer Added Accessories	\$0.00
Labor	\$0.00
Freight	\$0.00
Extra	\$0.00

Options:

Cash Price	\$5,850.00
Trade Allowance	\$0.00
Payoff	\$0.00

Net Trade	\$0.00
Net Sale (Cash Price - Net Trade)	\$5,850.00

Excise Tax	\$0.00
Sales Tax	\$0.00
Title/License/Registration Fees	\$0.00
Administration Fees	\$5.00

Total Other Charges	\$5.00
Sub Total (Net Sale + Other Charges)	\$5,855.00
Cash Down Payment	\$0.00

Balance Due	\$5,855.00
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Notes:
PRICE INCLUDES MATCHING SPARE TIRE, SPARE TIRE
MOUNT AND 24" FRONT ROCK GUARD. \$5215 WITHOUT
THOSE OPTIONS

Customer has declined Visto's Trailer Sales to Tax, Title and License the Trailer for them and has agreed to do it themselves.
Customer agrees to Re-torque Lug Nuts after first 50 miles.

Buyer Signature _____ Co-Buyer Signature _____

Wheel Nuts must be Re-torqued after 50 Miles by Customer
All MSO Certificates will be mailed out by Certified Mail, 10 Days after Full Payment is Received
All Deposits are Non-Refundable

Thank You for Your Business!
Visit our website at www.vistotrailers.com

Ultimate Transportation

492 36th St SW

Fargo ND 58103

701-282-6060

Buyer's Order

Glyndon Fire Department
508 State St
Glyndon MN 56547

Date
Deal No.
Salesperson Tim Aronson

Unit Information

Year	Make	Model	Serial No.	Stock No.	Price
2023	Bear Track	BTU81176T	50MBU1514PB002482	002482	\$5,495.00

Trade Information

Dealer Unit Price	\$5,495.00
Factory Options	\$0.00
Parts Not Installed	\$0.00
Dealer Added Accessories	\$0.00
Labor	\$0.00
Freight	\$0.00
Extra	\$0.00

Options:

Cash Price	\$5,495.00
Trade Allowance	\$0.00
Payoff	\$0.00

Net Trade	\$0.00
Net Sale (Cash Price - Net Trade)	\$5,495.00
Drive Out Permit	\$5.00
Excise Tax	\$0.00
Sales Tax	\$0.00
Title/License/Registration Fees	\$0.00
Administration Fees	\$0.00

Total Other Charges	\$5.00
Sub Total (Net Sale + Other Charges)	\$5,500.00
Cash Down Payment	\$0.00

Balance Due	\$5,500.00
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Notes:

Customer has declined Ultimate Transportation to Tax, Title and License the Trailer for them and has agreed to do it themselves.
Customer agrees to Re-torque Lug Nuts after first 50 miles.

Buyer Signature _____ Co-Buyer Signature _____

Wheel Nuts must be Re-torqued after 50 Miles by Customer

All MSO Certificates will be mailed out by Certified Mail, 10 Days after Full Payment is Received
All Deposits are Non-Refundable!

Thank You for Your Business!
Visit our website at www.ultimatetrailers.com

Ultimate Transportation
492 36th St SW
Fargo ND 58103
701-282-6060
Buyer's Order

Glyndon Fire Department
508 State St
Glyndon MN 56547

Date
Deal No.
Salesperson Tim Aronson

Unit Information

Year	Make	Model	Serial No.	Stock No.	Price
2023	Bear Track	BTU80168F	50MBU1417PB001859	001859	\$4,895.00

Trade Information

Dealer Unit Price	\$4,895.00
Factory Options	\$0.00
Parts Not Installed	\$0.00
Dealer Added Accessories	\$0.00
Labor	\$0.00
Freight	\$0.00
Extra	\$0.00

Options:

Cash Price	\$4,895.00
Trade Allowance	\$0.00
Payoff	\$0.00
Net Trade	\$0.00
Net Sale (Cash Price - Net Trade)	\$4,895.00
Drive Out Permit	\$5.00
Excise Tax	\$0.00
Sales Tax	\$0.00
Title/License/Registration Fees	\$0.00
Administration Fees	\$0.00
Total Other Charges	\$5.00
Sub Total (Net Sale + Other Charges)	\$4,900.00
Cash Down Payment	\$0.00
Balance Due	\$4,900.00

Notes:

Customer has declined Ultimate Transportation to Tax, Title and License the Trailer for them and has agreed to do it themselves.
Customer agrees to Re-torque Lug Nuts after first 50 miles.

Buyer Signature _____ Co-Buyer Signature _____

Wheel Nuts must be Re-torqued after 50 Miles by Customer
All MSO Certificates will be mailed out by Certified Mail, 10 Days after Full Payment is Received
All Deposits are Non-Refundable!

Thank You for Your Business!
Visit our website at www.ultimatetrailers.com



We listen. We solve.®

MEMO

TO: Glyndon City Council
FROM: Kris Carlson, PE
SUBJECT: Project Updates
DATE: 7/23/2023
cc: File

TH 10/Parke Avenue Intersection Improvements

All contract work has been completed for this project and it will be ready to begin the closeout process pending final punch list walk throughs with the County and DOT. At this time, the intersection is open to full traffic and is functioning as proposed.

Overall, the project turned out well and we are currently working with the County to determine the final project budget, which I am hoping to have something to present to the council at the August 9th regular council meeting.

Charleswood Addition

Project Update

Prior to the July 12th Regular City Council meeting, myself, city staff and the mayor met with the available parties to discuss the bid results and to solicit feedback. The increase in the estimated special assessments was a concern and the impacted parties work going to do some follow-up on their end.

Additionally, I have followed up with a few of the bidders that were on the list to get some feedback on why the numbers were higher than anticipated, as well as what they are seeing on their end moving forward. Based on the feedback received, similar to what we are seeing in all markets across the board, material and labor cost continue to rise and there is a strong feeling that it will continue. Also received some feedback that there are a couple of new developments in our neighboring communities that are experiencing the same thing and the numbers were even higher than this project.

Bidding Requirements

As part of the advertisement for bids, bidders were required to provide bid security for up to sixty (60) days after the opening of bids. We are quickly approaching the end of the 60-day window and a final decision needs to be made.



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Recommendation

Based on where we have been, where we are today, and where we are heading, I do not foresee prices coming down in the future. I am also of the opinion that the city did receive good bids that are in line with the current market, albeit higher than we would have liked to have seen, therefore from a **project cost perspective**, I am comfortable in recommending the award of the contract at this time.

Depending on Council actions, we will be ready to have contracts prepared and right of entry forms completed, as needed, to complete the final lot grading of the site.

CITY OF GLYNDON, MINNESOTA COUNTY OF CLAY

ORDINANCE NO. 194

AN ORDINANCE REGULATING PUBLIC NUISANCES WITHIN THE CITY OF GLYNDON, MINNESOTA

**BE IT ENACTED AND ORDAINED BY THE CITY COUNCIL OF THE CITY OF GLYNDON AS
FOLLOWS:**

**Ordinances No. 12, 77, 96, 105, 117, 135, 138 and 145 are hereby repealed and in their place and stead the
following ordinance is adopted.**

Section:

- 1-1-1. General Provisions**
- 1-1-2. Removal of Snow and Ice**
- 1-1-3. Weeds and Lawn**
- 1-1-4. Open Burning**
- 1-1-5. Noise Control Regulations**
- 1-1-6. Graffiti**
- 1-1-7. Nuisance Penalties and Abatement**

1-1-1. GENERAL PROVISIONS

A. PUBLIC NUISANCES PROHIBITED – A person must not act, or fail to act, in a manner that is or causes a public nuisance.

B. PUBLIC NUISANCES DEFINED

- 1. Generally** – A public nuisance is a thing, act, occupation, condition, or use of property which shall continue for such length of time to:
 - a)** Unreasonably annoy, injure, or endanger the safety, health, morals, comfort, or repose of any considerable number of members of the public; or
 - b)** Interfere with, obstruct, or render dangerous for passage any public highway or right-of-way, or waters used by the public; or
 - c)** Greatly offend the public morals or decency; or
 - d)** In any way renders the public insecure in life or in the use of property.
- 2. Public Nuisances Affecting Health** – The following are hereby declared to be public nuisances affecting health but shall not be construed to exclude other public health nuisances coming within the definition of division (1) above:
 - a)** Exposed accumulation of decayed or unwholesome food or vegetable matter; or
 - b)** All diseased animals running at large; or
 - c)** All ponds or pools of stagnant water; or
 - d)** Carcasses of animals not buried or destroyed within 24 hours after death; or
 - e)** Accumulations of decaying animal or vegetable matter, trash, manure, refuse, rotting lumber, bedding, packing material, scrap metal, or other debris; or
 - f)** Privy vaults and garbage cans which are not rodent-free or fly-tight or which are so maintained as to constitute a health hazard or to emit foul and disagreeable odors; or

- g) The pollution of any public well or cistern, stream or lake, canal, or body of water by sewage, industrial waste, or other substances; or
 - h) Any weeds or grasses, whether or not noxious as defined by state law, growing to a height greater than eight inches (8"), or which have gone or are about to go to seed, regardless of height; or
 - i) Dense smoke, noxious fumes, gas and soot, or cinders, in unreasonable quantities; or
 - j) All Public exposure of people having a contagious disease.
3. **Public Nuisances Offending Morals and Decency** – The following are hereby declared to be public nuisances offending morals and decency but shall not be construed to exclude nuisances offending morals and decency coming within the definition of division (1) of this section:
- a) Any trade, occupation, commercial activity, or business as defined by statute not operating under local license; or
 - b) All bawdy houses, houses of ill fame, gambling houses and buildings, or structures kept or resorted to for the purpose of prostitution, promiscuous sexual intercourse, or gambling; or
 - c) All illegal gambling devices and slot machines; or
 - d) All places where intoxicating liquor or fermented malt beverages are sold, possessed, stored, brewed, bottled, manufactured, or rectified without a permit or license as provided for by the city or by state laws; or
 - e) Any place or premises where the ordinances or state laws relating to public health, safety, peace, morals, or welfare are openly, continuously, repeatedly, and intentionally violated; or
 - f) Any place or premises resorted to for the purpose of drinking intoxicating liquor or fermented malt beverages in violation of the laws of the state or other ordinances of the city.
4. **Public Nuisances Affecting Peace and Safety** – The following are hereby declared to be public nuisances affecting peace and safety but shall not be construed to exclude other nuisances affecting peace and safety coming within the definition of division (1) of this section:
- a) All unnecessary and annoying vibrations; or
 - b) All obnoxious noises in violation of Minn. Rules Chapter 7030, as they may be amended from time to time which are hereby incorporated by reference into this section; or
 - c) Depositing of snow on streets as referenced in 1-1-2-B or the depositing of snow on someone else's property without their permission; or
 - d) Solid waste and recycling totes placed in the right-of-way must be removed within forty-eight (48) hours; or
 - e) All buildings erected, repaired, or altered within the fire limits of the city in violation of the provisions of the ordinances of the city relating to materials and manner of construction of buildings and structures within said district; or
 - f) All unauthorized signs, signals, markings, or devices which purport to be or may be mistaken as official traffic-control devices placed or maintained upon or in view of any public highway or railway crossing; or
 - g) All fences, walls, shrubbery, or other obstructions to vision above thirty inches (30") from the established street grades within the triangular area formed at the intersection of any street right-of-way lines by a straight line drawn between said right-of-way lines at a distance along each line of twenty-five feet (25') from their point of intersection; or
 - h) All limbs of trees or shrubs which project over a public right-of-way or street at less than twelve feet (12') or over a public sidewalk, park, or playground at less than eight feet (8'); or
 - i) All use or display of fireworks except as provided by the laws of the state or ordinances of the city; or
 - j) All buildings or structures which are potentially hazardous to persons or property, including but not limited to a structure which is in danger of partial or complete collapse, a structure with any exterior parts which are broken, loose, or in danger of falling, or a structure with any parts such as floors, porches, railings, stairs, ramps, balconies, decks or roofs which are

accessible and which are either collapsed, in danger of collapsing, or unable to support the weight of normally imposed loads; or

- k) All wires over streets, alleys, or public grounds which are strung less than fifteen feet (15') above the surface of the street or ground; or
- l) All obstructions of streets, alleys, sidewalks, or crosswalks and all excavations in or under the same, except as permitted by ordinance; or
- m) All open and unguarded pits, wells, excavations, or unused basements freely accessible from any public street, alley, or sidewalk; or
- n) All abandoned refrigerators, iceboxes, washers, or dryers from which the doors and other covers have not been removed or which are not equipped with a device for opening from the inside by pushing only; or
- o) Any unauthorized or unlawful use of property abutting on a public street, alley, or sidewalk, or of a public street, alley, or sidewalk which causes large crowds of people to gather, obstructing traffic and free use of the streets or sidewalks; or
- p) Any abandoned above or underground tank whose capacity exceeds 1,100 gallons; or
- q) Repeated or continuous violations of the ordinances of the city or laws of the state; or
- r) Unoccupied buildings or unoccupied portions of buildings which are unsecured, including those with broken or missing windows or doors; or
- s) A vacant building or portion of a vacant building which has multiple housing code or building code violations or has been ordered vacated by the city or which has a documented and confirmed history as a blighting influence on the community.

5. Other Public Nuisances – It is hereby determined that dilapidated fences and the storage or accumulation of trash, rubbish, junk, refuse, inoperable vehicles, building materials, and demolition materials upon any private property within the city tends to result in blighted and deteriorated neighborhoods, the spread of vermin and disease, and is contrary to the public peace, health, safety, and general welfare of the community.

C. DEFINITIONS – For purposes of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning:

D. BUILDING MATERIALS. Shall include, without limitation, lumber, bricks, cinder blocks, plumbing materials, electric wiring or equipment, heating ducts or equipment, shingles, mortar, concrete or cement, nails, screws, or any other materials used in constructing any structure.

E. DEMOLITION MATERIALS. Shall include, without limitation, debris resulting from the demolition of buildings, such as concrete, stone, plaster, bricks, concrete blocks, and other materials that are a result of the demolition and construction operations.

F. DILAPIDATED FENCES. Any fence, in whole or in part, which has fallen on the ground, or because of decay or disrepair has deteriorated to such an extent that it presents a danger of imminent collapse on its own, or as a result of normal weather conditions.

G. INOPERABLE VEHICLES. Shall include, without limitation, any vehicle, or trailer for which, for a period of at least seven (7) days, the engine, transmission, wheels, or other parts have been removed, or on which the engine, wheels, transmission, or other parts have been altered, damaged, or otherwise treated so that the vehicle is incapable of being driven under its own power, or any vehicle which does not display current license plates or have proof of current registration if license and registration are required by law for the vehicle to travel on public roads in the State of Minnesota.

H. NUISANCE PARKING AND STORAGE.

- 1. Declaration of nuisance.** The outside parking and storage on residentially zoned property of large numbers of vehicles, materials, supplies, or equipment not customarily used for residential

purposes in violation of the requirements set forth below is declared to be a public nuisance because it: (1) obstructs views on streets and private property, (2) creates cluttered and otherwise unsightly areas, (3) prevents the full use of residential streets for residential parking, (4) introduces commercial advertising signs into areas where commercial advertising signs are otherwise prohibited, (5) decreases adjoining landowners' and occupants' use and enjoyment of their property and neighborhood, and (6) otherwise adversely affects property values and neighborhood patterns.

2. Unlawful parking and storage.

- a) A person must not place, store, or allow the placement or storage of ice fishing houses, skateboard ramps, playhouses, or other similar non-permanent structures outside continuously for longer than twenty-four (24) hours in the front yard area of residential property unless more than one hundred feet (100') back from the front property line.
- b) A person must not place, store, or allow the placement or storage of pipe, lumber, forms, steel, machinery, or similar materials, including all materials used in conjunction with a business, outside on residential property, unless shielded from public view by an opaque cover or fence.
- c) A person must not cause, undertake, permit, or allow the outside parking and storage of vehicles on residential property unless it complies with the following requirements:
 - i. No more than four (4) vehicles per lawful dwelling unit may be parked or stored anywhere outside on residential property, except as otherwise permitted or required by the city because of nonresidential characteristics of the property. The maximum number does not include vehicles of occasional guests who do not reside on the property.
 - ii. Vehicles or trailers that are parked or stored outside must be on a paved, concrete or graveled parking surface or driveway area.
 - iii. Vehicles, watercraft, and other articles stored outside on residential property must be owned by a person who resides on that property. Students who are away from school for periods of time but still claim the property as their legal residence will be considered residents on the property.

I. JUNK. Shall include, without limitation, parts of machinery or motor vehicles, unused furniture, furniture which is manufactured and intended to be used exclusively indoors but is kept outdoors, stoves, refrigerators or other appliances, remnants of wood, metal, or any other cast-off material of any kind, whether or not the same could be put to any reasonable use.

J. REFUSE. Shall include, without limitation, putrescible and non-putrescible and combustible and non-combustible waste, including paper, garbage, material resulting from the handling, processing, storage, preparation, serving, and consumption of food, vegetable or animal matter, offal (organs of a butchered animal), plant wastes such as tree trimmings or grass cuttings, ashes or incinerator residue, street cleanings, detached vehicle parts, furniture, or solid industrial and market waste.

K. TRASH AND RUBBISH. Shall include any and all forms of debris not herein otherwise classified.

- 1. **Unlawful to Accumulate Junk, Refuse, Inoperable Vehicles, Trash, and Rubbish** – It shall be a nuisance and an offense for any person to store or permit the storage of accumulation of junk, refuse, inoperable vehicles, trash, or rubbish on any private property within the city, except within a completely enclosed building or upon the business premises of a properly zoned business and which materials would otherwise constitute junk, refuse, inoperable vehicles, trash, or rubbish as materials that are used in the ordinary course of that business.
- 2. **Unlawful to Dismantle Automobiles or Machinery; Exception** – It shall be a nuisance and an offense for any person to dismantle, cut up, remove parts from, or otherwise disassemble an automobile, whether or not the same be a junk automobile, abandoned vehicle, or otherwise, or

any appliance or machinery, or store such parts, except in a completely enclosed building or upon the business premises of a property zoned business and which disassembling and storing of parts are done in the ordinary course of that business.

3. **Unlawful to Store Building Materials or Demolition Materials; Exception** – It shall be a nuisance and an offense for any person to store or permit the storage or accumulation of building materials or demolition materials on any private property, except in a completely enclosed building or except where such building materials are part of the stock and trade of a business located on said property, or except when such materials are being used in the construction of a structure on the property in accordance with a valid building permit issued by the city, and unless that construction is completed within a reasonable period of time.
4. **Unlawful to Permit Dilapidated Fences** – It shall be a nuisance and offense for any person to allow or permit a dilapidated fence on their property.
5. **State Defined Nuisances** – Any nuisance so defined by applicable Minnesota Statutes or by the common law of the state is also a public nuisance under this chapter.

1-1-2. REMOVAL OF SNOW AND ICE *(This subchapter shall be known as the “City of Glyndon’s Removal of Snow and Ice Subchapter.”)*

A. From Sidewalks:

1. **Duty of Owner** – The owner of every building fronting upon any street or avenue, and the owner of any unoccupied lot fronting upon any street, shall be held responsible to ensure the sidewalk in front of the building or unoccupied lot is cleared of snow and ice by 9:00 p.m. of each day, and cause the same to be kept clear of snow and ice.
2. **City Removal** – In all cases where snow and ice are not removed from sidewalks within the time and in the manner as provided in this section, it may be removed by authorized city personnel, and the necessary expenses thereof, along with an administrative fee to be set by resolution of the City Council, shall be chargeable against the abutting property. If timely payment is not forthcoming from the landowner, the bill shall be assessed against the property as provided by law.

B. Depositing Snow on Streets or Sidewalks – No person engaged to move, blow or plow snow upon or off of any private property or city right of way within the city shall cause or permit any of the snow removed, blown or plowed to be deposited upon any street or sidewalk within the city. The prohibition contained herein shall apply to the owners and occupants of any such property, their agents, employees or independent contractors. The owner of the premises or the persons requesting the snow to be removed or the persons who are actually removing the snow shall make suitable arrangements to deposit the removed snow in some place other than upon the city streets or sidewalks, and snow shall not be piled so as to interfere with the vision of motorists approaching any intersection. Other than from adjacent sidewalks and driveways, no snow shall be placed upon the boulevard.

C. Penalty – Any person convicted of violating any provision of this section shall be guilty of a petty misdemeanor and be subject to a fine not to exceed the amount specified pursuant to MN Statutes or an administrative penalty pursuant to section 1-1-7 of this code.

1-1-3. WEEDS AND LAWN *(This subchapter shall be known as the “City of Glyndon’s Weeds and Lawn Subchapter.”)*

- A. Removal** – Every owner or occupant of land or, if the land is unoccupied, the owner or resident agent, shall cut down, destroy or eradicate all weeds as defined by the laws of the State and grasses standing or growing upon such lands, in such manner and at such times as may be directed or ordered by a City authorized weed inspector or designee. Any land, with the lesser of thirty percent (30%) or more of its turf grass and weed growth above the height of eight inches (8”), or with an area of two

hundred fifty (250) contiguous square feet or greater of weeds or grass exceeding the height of eight inches (8”), or with weeds as defined by the laws of the State, will be considered in violation of this section unless the property is operating under an approved “Natural Lawn” as described in subsection D of this section. Further, all land must remain debris free, such that it does not become a dumping site for grass clippings, garbage, dirt and any other substances that would directly alter the normal condition of the land and that would make adequate maintenance of said land difficult. Any violation of the aforementioned conditions and following issuance of a citation for said violation, the City may cause the land, including private property and adjoining public boulevard area, to be cleared, cultivated and/or leveled to eradicate the improper condition of the land, with the expense for doing so becoming the responsibility of the landowner.

- B. Establishment** – Owners of property shall establish turf grass lawns or other approved landscaping within one (1) year (365 days) of the date a final building inspection is approved by the City for a property.
- C. Weed Inspector** – A City authorized weed inspector(s) or designee shall examine the lands, highways and public grounds for the purpose of ascertaining if the provisions of this section are being complied with, and if it is found that such is not the case, shall issue a notice in writing on a form to be prescribed by the City to the owner(s) or occupant(s) requiring them to cut down, destroy or eradicate, all noxious weeds which are growing or in danger of going to seed as follows:
1. Lots with structures (building or parking) shall have five (5) days for the first violation in a calendar year and twenty-four (24) hours for additional violations within a calendar year.
 2. Vacant lots shall have ten (10) days. If the owner is a nonresident of the City, then the occupant shall be deemed to be the owner’s agent to receive any such notice.
- D. Weed Cutting** – Whenever any person(s) fails to comply with the notice served upon them, the City authorized weed inspector or designee shall cause the same to be cut down, destroyed, cleared, leveled, cultivated and/or eradicated at the expense of the owner of the property. The expense of maintenance of said land and any related administrative penalty as outlined within the City Fee Schedule shall be billed directly to the landowner. Said notice shall be served by depositing a copy in the Post Office addressed to the owner at the address shown on the Real Estate Tax roll of the County. If timely payment is not forthcoming from the landowner, the bill shall be assessed against the property as provided by law.
- E. Natural Lawns**
1. **Purpose** – The City of Glyndon finds the installation and management of Natural Lawns is beneficial to the city’s environment and residents and finds Natural Lawns serve to further adopted goals by enhancing stormwater retention, reducing pollution, increasing water quality, improving biodiversity and native habitat for pollinators and wildlife.
 2. Any owner or occupant of land within the City may have a natural lawn or rain garden, which consists of planned, intentional, and maintained plantings of native or non-native grasses (not including turf grass), wildflowers, forbs, ferns, or shrubs where the grasses and other growth may exceed eight inches (8”) in height, provided that such plantings shall be maintained so as not to present hazards to adjoining properties, persons or vehicles traveling on the public ways, structures on such affected land, shall be maintained as to enhance the appearance of the property on which located and other public benefits as described in Section D1.
 3. **Definitions:**
 - a) **Natural Lawn** – A lawn consisting of plantings other than turf-grass lawn (such as wildflowers, native or non-native grasses, forbs, ferns and shrubs).
 - b) **Noxious Weeds** – Annual, biennial and perennial plants which are deemed to be injurious to public health, environment, public roads, crops, livestock and other property as specified by State or local laws, regulations, rules and guidelines. This includes any plant as described in Minnesota Statutes, Section 18.77, Subd. 8.

- c) **Rain Garden** – A stormwater treatment practice consisting of a landscaped depressed area that can accept stormwater runoff from impervious surfaces and allow it to infiltrate into and/or through the soil below as defined by the Minnesota Pollution Control Agency and/or the Environmental Protection Agency.
- d) **Turf-Grass Lawn** – A lawn comprised mostly of grasses commonly used in residential lawns, such as Kentucky bluegrass, that forms an even turf when mowed and maintained.

4. Compliance Requirements:

- a) No Natural Lawn may exceed twenty-four inches (24") in height within five feet (5') of a driveway or alleyway, within thirty feet (30') of an intersection or within three feet (3') of a fire hydrant.
 - b) A Natural Lawn must be maintained with no overhang or encroachment onto the sidewalk, curb, street or adjacent property.
 - c) Natural lawns do not include turf-grass lawns left unattended.
 - d) Any Natural Lawn within the City shall be maintained so as to not include unintended vegetation including any noxious or invasive weed or plant.
 - e) Natural lawns and rain gardens shall not be planted within the boulevard or right-of-way without first obtaining a permit.
 - f) Any property owner that plants a Natural Lawn is responsible for requesting utility location and ensuring that no planting area interferes with utilities. Repairs to Natural Lawn areas that are damaged as a result of a utility accessing or performing work within easement areas on a property are the responsibility of the property owner and are not the responsibility of any utility company, subcontractor of a utility company or other entity that has the right to access a utility and/or easement on a property. This section applies to existing utilities and authorized new utility installations.
 - g) Natural lawns may not be planted on a levee or other flood protection infrastructure area or within twenty feet (20') of such flood protection infrastructure unless otherwise approved by the City Engineer.
5. The City may order the cutting of a Natural Lawn at any time when it is determined that the growth does not meet the standards described within this section.
6. The City shall have the right to further enforce the terms of this section in the same manner as subsections A, B, C and D of this section upon such notice to the owner or occupant of the property as required by those subsections, with the cost of enforcement of the order contained in said notice to be borne by the owner of the property.

1-1-4. OPEN BURNING – *(This subchapter shall be known as the "City of Glyndon's Open Burning Subchapter.")*

- A. **BONFIRES** – Is a large outdoor fire used for ceremonial purposes or gatherings. Bonfires are not allowed within the city limits unless pre-approved by the City Council and a permit obtained from the Fire Department.
- B. **OPEN BURNING** – Is the outdoor burning of natural vegetation to dispose of leaves, branches, and natural vegetative material. Open burning is not allowed within the city limits unless pre-approved by the City Council and a permit obtained from the Fire Department.
- C. **RECREATIONAL BURNING** – Consists of the outdoor burning of natural materials which does not include yard waste, garbage, treated lumber, or construction materials and/or debris. The following conditions must be complied with:
 - 1. Recreational fires shall not be conducted within twenty-five feet (25') of a structure or combustible material (Minnesota State Fire Code).

2. Recreational fires shall be constantly attended by a responsible adult (18 years of age or older) until the fire is extinguished.
3. A garden hose hooked to a reliable water source or a fire extinguisher with a 4A rating must be immediately accessible.
4. The fire must never exceed three feet (3') in diameter by two feet (2') in height and must be contained in a small pit or commercial product made of non-combustible material. If the pit is larger than three feet (3') in diameter, it must be modified to contain the size fire hereby specified.
5. Recreational fires are not permitted when winds in the area are more than fifteen (15) mph.
6. Open-flame cooking devices (grills, charcoal burners and the like) shall not be operated on combustible balconies or within ten feet (10') of combustible construction.
7. The Fire Department or Police Department may order extinguishment for any reason when determined necessary.
8. It is highly recommended that a screen be placed over the fire to help contain sparks and brands.
9. The property owner shall be solely liable for any damages that may occur as a result of the operation and use of a recreational fire within the city limits.

D. BURNING BANS – All fire bans issued by the City Fire Department and/or the County Officials must be observed and followed as recommended.

1-1-5. NOISE CONTROL REGULATIONS *(This subchapter shall be known as the "City of Glyndon's Noise Control Subchapter.")*

A. NOISY PARTIES, GATHERINGS, OR PERSON(S) KEEPING, MAINTAINING A

DISORDERLY HOUSE – It shall be unlawful for any person to make, continue to cause to be made, or continue any loud, unnecessary, prolonged, or unusual noise which disturbs the peace of others. Unlawful acts set forth in the following subdivisions are declared to be loud, disturbing, and unnecessary noise in violation of this ordinance, but said enumeration shall not be deemed to be exclusive.

1. **Horns, Signaling Devices, etc.** The sounding of any horn or signaling device on any automobile, motorcycle, or other vehicle, except as a danger warning.
2. **Radios, Tape and Disc Players, etc.** The using, operating, or permitting to be played any radio receiving set, tape, or disc player, musical instruments, phonograph, or other machine or device for the producing or reproducing of sound is produced in such a manner, considering the time and place and the purpose for which the sound is produced, as to disturb the peace, quiet, or repose of a person or persons of ordinary sensibilities.
 - a) The playing, use, or operation of any radio, tape or disc player, musical instrument, phonograph or other machine or device for the production or reproduction of sound in such a manner as to be plainly audible at a distance of fifty feet (50') from such a machine or device shall be prima facie evidence of a violation of this ordinance.
 - b) When sound violating this section is produced or reproduced by a machine or device that is located in or on a vehicle, the vehicle's owner is guilty of the violation, provided, however, if the vehicle's owner is not present at the time of violation, the person in charge of control of the vehicle at the time of the violation is guilty of the violation.
 - c) Persons or entities may apply for a sound amplification permit from the City for events or activities which may otherwise violate the terms of this ordinance.
 - d) With the exceptions of the machines or devices listed in subsection 5 below, this ordinance shall apply to all radios, tape and disc players, musical instruments, phonographs, and machines and devices for the production and reproduction of sound, whether on public or private property.
 - e) This section shall not apply to sound produced by the following:
 - 1) Activities which are authorized or permitted by the City of Glyndon
 - 2) Church bells, chimes or carillons.

- 3) School bells.
 - 4) Anti-theft devices.
 - 5) Machines or devices for the production of sound on or in authorized emergency vehicles.
 - 6) Sound amplifying equipment used to announce sporting events at an athletic facility.
3. **Loudspeakers, Amplifiers for Advertising.** The using, operating, or permitting to be played any radio receiving set, musical instrument, phonograph, loudspeaker, sound amplifier or other machine or device for producing or reproducing of sound which is cast upon the public streets for the purpose of commercial advertising or attracting the attention of the public to any building or structure in any residentially zoned district between the hours of 10:00 p.m. and 8:00 a.m.
 4. **Yelling, Shouting, etc.** Yelling, shouting, whistling or singing at any time or place so as to annoy or disturb the quiet, comfort or repose of persons in any office, or in any dwelling, hotel, motel, or other place of residence, or any persons in the vicinity.
 5. **Animals, Birds, etc.** The keeping of any animal or bird which by causing frequent or long continued noise shall disturb the comfort or repose of any persons in the vicinity.
 6. **Whistles or Sirens.** The blowing of a locomotive whistle or steam whistle attached to any stationary boiler or any siren whatsoever except to give notice of the time to begin or stop work or as a warning for fire or danger, or by public emergency vehicle.
 7. **Exhaust.** The discharge into open air of the exhaust of any vehicle except through a muffler or other device which will effectively prevent loud or explosive noises therefrom.
 8. **Defect in Vehicle or Load.** The use of any automobile, motorcycle, or vehicle so out of repair, so loaded, or in such a manner as to create loud and unnecessary grating, grinding, rattling, or other noise which shall disturb the comfort and repose of any persons in the vicinity.
 9. **Sound Trucks.** The use of a sound truck or any other vehicle equipped with sound amplifying device that disturbs the comfort and repose of any reasonable persons in the vicinity.
 10. **School, Courts, Churches, Hospitals.** The creation of any excessive noise on any street or private property adjacent to any school, institution of learning, church, court, or hospital while the same are in use which unreasonably interferes with the use thereof provided conspicuous signs are displayed in such streets indicating that the same is a school, hospital or court street.
 11. **Hawkers, Peddlers.** The shouting and crying of peddlers, hawkers, and vendors which disturbs the peace and quiet of the neighborhood.
 12. **Blowers.** The operation of any noise creating blower or power fan or any internal combustion engine, the operation of which causes noise due to the explosion or dispersion of gases or fluids, unless the noise from such blower or fan is muffled and such engine is equipped with a muffler device sufficient to deaden such noise.
 13. **Noisy Parties and Gatherings.**
 - a) **Prohibition.** No person shall, between the hours of 10:00 p.m. and 8:00 a.m. congregate at, or participate in any party or gathering of two or more people from which noise emanates or a sufficient volume so as disturb the peace, quiet or repose of another person. No person shall knowingly remain at such a noisy party or gathering.
 - b) **Evidence.** Noise of such volume as to be clearly audible at a distance of fifty feet (50') from the structure or building in which the party or gathering is occurring, or in case of apartment

buildings, in the adjacent hallway or apartment, shall be prima facie (*first impression*) evidence of a violation of this ordinance.

- c) **Duty to Disperse.** When a police officer determines that a party or gathering is in violation of this ordinance, the officer may order all persons present at the premises where the violation is occurring, other than the owner or tenants of the premises, to disperse immediately. No person shall knowingly remain at such a party or gathering.
- d) Every owner of such premises, or tenant in charge of such premises, who has knowledge of the disturbance shall cooperate with a police officer or officers and shall make reasonable effort to stop the disturbance and disperse the gathering.
- e) **Exceptions** - The following are exempt from violation of this section:
 - 1) Activities which are duly authorized by the City of Glyndon, so long as the activity is conducted pursuant to the conditions of the license, permit or contract authorizing such activity.
 - 2) Church bells, chimes or carillons.
 - 3) Persons who have gone to a party for the sole purpose of abating the violation.
- f) **Prima Facie Evidence of Violation by Owner or Tenant of this Ordinance** (*first impression*)
 - 1) As to tenants, and owner if owner resides on the premises, if twice or more on the same day, or if on successive days, the Glyndon Police Department or other law enforcement, are called upon to enforce the terms of this ordinance either by citizen complaint or by personal investigation or by a peace officer.
 - 2) As to the owner, if the owner does not reside at the premises, if after owner receives written notice of three (3) violations of this ordinance by his/her tenants at any premises owned by the owner in the City within a six (6) month period, and after receipt of such written notice, the Glyndon Police Department or other law enforcement, are called upon to enforce the terms of this ordinance either by citizen complaint or by personal investigation or by a peace officer.

1-1-6. GRAFFITI – (*This subchapter shall be known as the “City of Glyndon’s Graffiti Subchapter.”*)

A. PROHIBITED ACTIVITY

- 1. It is unlawful for any person to place graffiti upon the surface of any structure or wall that is publicly or privately owned without the permission of the owner of the property.
- 2. It is unlawful for any parent or guardian of a minor to knowingly permit a minor to violate any provisions of this subchapter.
- 3. It is unlawful for any owner of property to place or give permission to place on any property, real or personal which is in public view, any graffiti which incites violence by reference to gang or criminal activity, depicts or expresses obscenity by referring to sexual activity, or contains defamatory material about a public or private person or which mark out gang jurisdiction for purposes of designating territorial rights of gangs for criminal activity.
- 4. It is unlawful for any owner of property to fail to remove graffiti that has been placed on the owner’s property or fail to assign their obligation to remove the graffiti to the Police Chief’s office within three (3) days from the date of the receipt of the written notice provided by the Police Chief’s office.

B. GRAFFITI DEFINED – For the purposes of this subchapter, **GRAFFITI** shall be defined as any sign, symbol, marking, drawing, name, initial, word, diagram, sketch, picture, letter of any other inscription or drawing applied to any surface so as to be seen by the public including, but not limited to, the identification of a gang or gang activity.

C. AFFIRMATIVE DEFENSE – It shall be an affirmative defense to the alleged violation of the foregoing provision if such activity was undertaken with the prior written consent of the owner of the property, demonstrating that the owner was aware of the content and method of the graffiti to be placed on the structure or wall.

D. REMOVAL – The City hereby declares graffiti to be a nuisance, which adversely affects the health, safety, and welfare of the residents of the community and reduces property value, and subject to abatement as provided herein:

- 1. Owner Obligation to Remove** – Upon written notification from the City Hall office, the owner of the property upon which graffiti has been placed shall remove the graffiti within three (3) days from the date of the receipt of the notice. The City Hall office may grant an owner an additional ten (10) days to remove the graffiti if the owner presents sufficient evidence of one of the following conditions:
 - a) Weather conditions make removal impossible or a substantial burden to the owner; or
 - b) Necessary chemical for removal is not readily available; or
 - c) The physical condition of the owner makes immediate removal impossible or a substantial burden to the owner; or
 - d) Such other condition which makes immediate removal impossible or an undue hardship to the owner.
- 2. Owner Assignment of Obligation** – The owner of the property may assign his or her obligation to remove the graffiti to the City Hall office. The assignment must be done within three (3) days from the date of the receipt of the written notification. The assignment must be in writing on a form provided by the City Hall office. The assignment will be effective only if the owner signs a statement authorizing removal by the city and holding the city harmless from any claims of suits brought for damages resulting from any chemicals or from any actions taken by the city or its employees to remove the graffiti. Graffiti shall be removed at the property owner's expense.
- 3. Right of the City to Remove** – The Glyndon Maintenance Department shall remove graffiti from the exterior of private property if an owner fails to remove the graffiti or fails to assign the obligation to remove the graffiti to the City of Glyndon. Graffiti shall be removed at the property owner's expense.

1-1-7 NUISANCE PENALTIES AND ABATEMENT

- A. DECLARATION OF POLICY** – The purpose of this subchapter is to protect the public health, safety, and welfare by enactment of provisions which:
1. Define Class I and Class II nuisances.
 2. Determine the responsibilities of owners and operators of dwellings and property for correction of nuisance conditions.
 3. Provide remedies to eliminate public nuisances.
 4. Provide for administration, enforcement, and penalties.
 5. Promote the stabilization and maintenance of neighborhoods.
 6. Unless otherwise specified in the City Code, the abatement processes in this subchapter are to be used to abate and resolve nuisance conditions within the city.
- B. DEFINITIONS** – For the purpose of this subchapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

ENFORCEMENT OFFICER. All persons appointed as enforcement personnel or acting as inspectors for the city, or any other city employee designated by the City Council to enforce the provisions of the City Code.

INTERESTED PARTY. Any owner of record, occupying tenant or lien holder of record.

LAST KNOWN ADDRESS. The address shown on the records of Clay County, or a more recent address known to the enforcement officer. In the case of parties not listed in these records, the last known address shall be that address obtained by the enforcement officer after a reasonable search.

MAIL. Service by mail shall mean by depositing the item with the United States Postal Service addressed to the intended recipient at his or her last known address with first class postage prepaid thereon.

OWNER. Those shown to be owner or owners on the records of Clay County.

PERSONAL SERVICE. Service by personally handing a copy to the intended recipient or by leaving a copy at the intended recipient's residence or place of business with a person of suitable age and discretion.

RESPONSIBLE PARTY. Any one or more of the following: agent; assignee or collector of rents; holder of a contract for deed; a mortgagee or vendee in possession; receiver of executer or trustee; lessee; those known to the enforcement officer as having an ownership interest; or other person, firm, or corporation exercising apparent control over a property.

- C. DISCLOSURE OF RESPONSIBLE PARTY** – Upon the request of the enforcement officer, a responsible party or owner shall disclose the name of any other responsible party or owner known to them. This shall include, but not be limited to, the person for whom they are acting, from whom they are leasing the property, to whom they are leasing the property, with whom they share joint ownership, or with whom they have any contact pertaining to the property.
- D. ORDER TO CEASE** – In the event that an enforcement officer observes a person creating or allowing a nuisance, the officer may order that the person cease and desist creating or allowing the nuisance.
- E. AUTHORIZATION TO ENTER** – The enforcement officer shall be authorized to enter any property or structure in the city for the purpose of enforcing and assuring compliance with the provisions of this subchapter. An owner or responsible party shall, upon the request of the enforcement officer, provide access to all interior portions of a building in order to permit the officer to make a complete inspection. Failure to allow the enforcement officer full access to the property and structure is a violation of this subchapter for which the person or persons refusing access may be cited.
- F. SERVICE** – When service of an order or notice is required, any one or more of the following methods of service shall be adequate:

 - 1. By personal service; or
 - 2. By certified mail, through the U.S. Postal Service; or
 - 3. By U.S. Mail, unless it is a written order which gives three (3) days or less for the completion of any act it requires; or
 - 4. If the appropriate party or address cannot be determined after reasonable effort, by posting a copy of the order in a conspicuous place on the property; or
 - 5. If a mailed order or notice is returned by the U.S. Postal Service, a good faith effort shall be made to determine the correct address, unless the order or notice orders abatement and that abatement has been completed.
- G. ADMINISTRATIVE PENALTIES** – The City Council may, by resolution or ordinance, establish a schedule of administrative penalties for Class I and Class II nuisances. Administrative penalties shall be imposed according to the fee schedule adopted by the City Council (*ordinance #166*).

H. CLASS I AND CLASS II NUISANCES

1. **Class I Nuisances.** For purposes of this subchapter, the following public nuisances, when existing or allowed to exist in the city shall be designated as "Class I Nuisances."
 - a) **Dangerous Structure.** A structure which is potentially hazardous to persons or property including, but not limited to:
 - 1) A structure which is in danger of partial or complete collapse; or
 - 2) A structure with any exterior parts which are broken, loose or in danger of falling; or
 - 3) A structure with any parts such as floors, porches, railings, stairs, ramps, balconies, decks or roofs which are accessible and which are either collapsed, in danger of collapsing or unable to support the weight of normally imposed loads.
 - b) **Fire Hazards.** Any thing or condition on the property which, in the opinion of the enforcement officer, creates a fire hazard or which is a violation of the fire code.
 - c) **Hazards.** Any thing or conditions on the property which in the opinion of the enforcement officer, may contribute to injury of any person present on the property, which shall include but not be limited to, open holes, open foundations, open wells, dangerous trees or limbs, or abandoned appliances.
 - d) **Health Hazards.** Any thing or condition on the property which, in the opinion of the enforcement officer, creates a health hazard or which is a violation of any health or sanitation law.
 - e) **Insects, Rodents, or Pest Harborage.** Conditions which are conducive to the presence, harborage, or breeding of insects, rodents, or other pests.
 - f) **Nuisance Building.** A vacant building or portion of a vacant building which has multiple Housing Code or Building Code violations or has been ordered vacated by the city or city Building Inspector or which has a documented and confirmed history as a blighting influence on the community.
 - g) **Sight Triangle Obstructions.** A fence, wall, shrubbery, or other obstruction to vision above a height of thirty (30) inches from the established street grades within the triangular area formed at the intersection of any street right-of-way lines by a straight line drawn between said right-of-way lines at a distance along each line of twenty-five (25) feet from their point of intersection.
 - h) **Unsecured Unoccupied Buildings.** Unoccupied buildings or unoccupied portions of buildings which are unsecured. Owners may be required to replace coverings over broken or missing windows or doors with the appropriately sized windows or doors.
 - i) **Occupations or Commercial Activity.** Operated, maintained, or permitted in violation of City Code.
 - j) **Spoil Piles of Fill.** Excavations and/or construction debris existing for periods longer than seven (7) days unless otherwise approved by the city.
 - k) **Any Other Conditions.** Whereby a substance, matter, emission, or thing which creates a dangerous or unhealthy condition or which threatens the public peace, health, safety, or sanitary condition of the city or which is offensive or has a blighting influence on the community and which is found upon, being discharged, or flowing from any street, alley,

highway, railroad right-of-way, vehicle, railroad car, water, excavation, building, erection, lot, grounds, or other property located within the city exists or is allowed to exist.

2. **Class II Nuisances.** For purposes of this subchapter, all other public nuisances, existing or allowed to exist in the city and not defined above as a “Class I Nuisance” shall be designated as a “Class II Nuisance.”

I. ABATEMENT PROCEDURE, CLASS I NUISANCES – Unless the nuisance is as described under the Emergency Abatement Procedure section the city may abate Class I nuisances by the procedure described below:

1. **Order.** The enforcement officer shall serve a written order upon the owner. The written order shall also be served upon any responsible party known to the officer and may be served upon any party known to have caused the nuisance. The written order shall contain the following:
 - a) A description of the property sufficient for identification; and
 - b) A description and location of the nuisance and the remedial action required to abate the nuisance; and
 - c) A statement that the nuisance is to be abated within seven (7) days of the date of the order; and
 - d) A statement that the order may be appealed and a hearing before the city committee or designee may be obtained by filing a written request with the city before the appeal deadline which shall be the abatement deadline designated in the order or seven (7) calendar days after the date of the order, whichever comes first; and
 - e) A statement that, if remedial action is not taken nor a request for a hearing filed with the city within the time specified, the city will abate the nuisance and charge all costs incurred therein against the owner of the property and if cost is unpaid by the owner or responsible party the costs will be charged against the property as a special assessment to be collected in the same manner as property taxes.
2. **Setting Hearing Date.** In the event that an appeal is filed, a notice shall be mailed to the owner and known responsible parties, stating the date, time, place, and subject of the hearing.
3. **Notice of Hearing Date.** In the event that an appeal is filed, a notice shall be mailed to the owner and known responsible parties, stating the date, time, place, and subject of the hearing.
4. **Designated Hearing Officer.** The City Committee or designated hearing officer shall convene a hearing at which time the property owner shall have an opportunity to present evidence and testimony to support the appeal of the abatement order. The hearing officer may receive evidence and testimony from the enforcement officer and other parties who wish to be heard. Upon receiving the evidence and testimony, the hearing officer shall make a written recommendation to the City Council which may confirm, modify, revoke, alter, or cancel the order of the enforcement officer. If the City Council determination requires abatement, the City Council shall, in the resolution, fix a time with which the nuisance must be abated and shall provide that, if the nuisance is not eliminated within the time specified, the city may abate the nuisance and assess the costs of the abatement to the property.
5. **Abatement.** If the remedial action is not taken nor an appeal filed within the time specified, the city may abate the nuisance.
6. **Assessment.** The city may assess charges against a property as a special assessment, pursuant to the provisions of M.S. Chapter 429, as it may be amended from time to time, for certification to the County Auditor and collection together with current taxes payable in the following year.

J. ABATEMENT PROCEDURE, CLASS II NUISANCES – Unless the nuisance is as described under the Emergency Abatement Procedure section the city may abate Class II nuisances by the procedure described below.

1. Notice.

- a) In the event any condition that is defined as a Class II nuisance by the City Code is found to exist, the city may cause to be served upon the owner of the property upon which the condition exists, by registered or certified mail or by personal service, a notice ordering such owner to remove the nuisance within seven (7) days from the date of the notice and stating that in the event the owner does not comply with such order, the necessary work may be performed or caused to be performed by the city at the expense of the owner, and that if the owner does not pay for such expense, the cost of the work will be assessed against the property benefitted. The notice may also be posted on the property for a period of seven (7) days, after which period, the city may perform any necessary work.
- b) The notice shall state that it is in effect for a period of twelve (12) months from the date of the notice and if the nuisance condition reoccurs within that twelve (12) month period the city shall abate the nuisance without further notification to the property owner.

2. Performance of Work by City; Invoice. If the owner of any property fails to comply with the notice, within the period allowed for compliance as stated in the notice, the city may cause to be performed such work as is ordered by such notice. The city shall prepare and maintain a record showing the cost of such work attributable to each separate lot and parcel and shall mail to the owner of each lot or parcel an invoice setting forth the charges for such work, which shall be immediately due and payable to the city.

3. Assessment. The city may assess charges against a property as a special assessment, pursuant to the provisions of M.S. Chapter 429, as it may be amended from time to time, for certification to the County Auditor and collection together with current taxes payable in the following year.

K. EMERGENCY ABATEMENT PROCEDURE – When the enforcement officer determines that a nuisance exists which constitutes an immediate danger or hazard which is not immediately abated will endanger the health and safety of the public, and there does not exist sufficient time to follow the Abatement Procedure, Class I Nuisances and Abatement Procedure, Class II Nuisances, the city may abate the nuisance by the procedure described below:

1. Order. The city shall order emergency abatement by an administrative order to be signed by an enforcement officer.

2. Notice of Abatement.

- a) Following an emergency abatement, a notice shall be mailed to the owner of the property and other responsible parties connected with the property that are known to the city. The notice shall contain:
 - 1) A description of the nuisance; and
 - 2) The action taken by the city; and
 - 3) The reasons for immediate action; and
 - 4) The costs incurred in abating the nuisance; and
 - 5) The date, time and place of a hearing.
- b) Prior to the hearing, the city committee who ordered the abatement shall provide the owner with an opportunity to meet and informally discuss the matter. The city committee may make a recommendation to the City Council based on the information obtained at such a meeting.

3. Hearing. If the matter is not resolved at the informal meeting, the city committee or a designated hearing officer shall hear from the enforcement officer and any other parties who wish to be

heard. After the hearing, the hearing officer shall make a recommendation to the City Council regarding payment of the costs of abatement. The City Council may adopt a resolution levying an assessment for all or a portion of the costs incurred by the city in abating the nuisance payable in a single payment or by equal annual installments as the City Council may provide.

L. PENALTY.

1. **General.** Any person violating any provision of this chapter, for which no other penalty is provided, shall be subject to the penalty provisions of this ordinance. Any criminal or civil penalty imposed pursuant to this section may be imposed in addition to any costs incurred by the city for abatement.
2. **Sections 1-1-1 through 1-1-6.** Any person violating any provision of 1-1-1 through 1-1-6 shall be guilty of a misdemeanor and upon conviction thereof shall be punished by a fine and costs of prosecution or imprisonment not to exceed ninety (90) days, or both, in accordance with State Statute §609.03(3). In addition, any person found guilty of violating any provision of 1-1-1 through 1-1-6 shall be responsible civilly for all damages caused by such violation.
3. **Section 1-1-1 through 1-1-6.** Upon a finding of guilt upon a juvenile violating these sections, the penalty imposed shall be in accordance with Minnesota Statutes as it may be amended from time to time. In addition to any fines, the court may require that a party:
 - a) Make full and complete restitution to the city and the owner of the damaged property for expenses incurred in the removal of the graffiti and restoration of the property to its previous condition.
 - b) Participate in community service, including but not limited to, time spent in cleaning property that has been defaced by graffiti at any location in the city.
4. **Sections 1-1-1 through 1-1-6; Criminal Penalty or Civil Penalty.** Any person who violates any provision of this division or fails to comply with a lawful written order issued pursuant to 1-1-1 through 1-1-6, and/or a lawful order issued pursuant to 1-1-7, shall be guilty of a misdemeanor and subject to the penalty provisions of 1-1-7, or alternatively, may be charged with an administrative offense and subject to the civil penalty provisions of 1-1-7-G. Each day during which noncompliance or violation continues shall constitute a separate offense.

Passed by the City Council of the City of Glyndon, Minnesota, this _____ day of _____, 2023.

Tracy Tollefson, Mayor

ATTEST:

Wendy Affield, Clerk/Treasurer

Repeals Ordinance No. 12, 77, 96, 105, 117, 135, 138 and 145

1st Reading –
2nd Reading –
Published –

CITY OF GLYNDON

Night to Unite

FREE WILL OFFERING MEAL BY:
THE GLYNDON CUB SCOUTS
CORN ON THE COB & ICE CREAM SOCIAL

COMMUNITY PICNIC

CARNIVAL GAMES
SLIP-N-SLIDE &
GAMES GALORE

SPONSORED BY: GREEN LEAF NURSERY,
UC HOPE & MN CHIEFS OF POLICE
HELD AT THE COMMUNITY CENTER

DOORS OPEN:
5PM-8PM

AUGUST 1, 2023 | EVERYONE WELCOME!



GLYNDON DAYS 2023 SCHEDULE OF EVENTS

August 7th - 12th (Schedule Subject to Change)



TUESDAY, AUGUST 8TH

7:00 pm - Done
DGF Alumni Softball Game



WEDNESDAY, AUGUST 9TH

3:30 pm - Done
Morty's Bar & Grill Golf Scramble



5:00 pm - 7:30 pm
DGF Rebels Fish Fry (Buffalo River Speedway)



THURSDAY, AUGUST 10TH

All Day
City-Wide Garage Sale



4:00 pm - Done
Golf Scramble - The Hill Lounge



6:00 pm - 10:00 pm
3-on-3 Basketball Tournament (H.S. Gym)



FRIDAY, AUGUST 11TH

All Day
City-Wide Garage Sale



6:00 pm - Free Will Donation Meal Served before
BINGO at the Community Center



6:30 pm - 8:30 pm
Bingo Night at the Community Center



SATURDAY, AUGUST 12TH

All Day
City-Wide Garage Sale



9:30 am - Car Cruise



10:00 am - Color Guard / Parade



***Grand Marshal:** DGF Girls State AA Softball Champions

9:00 am
Glyndon Lutheran Church Bake Sale



10:00 am
Glyndon Lutheran Church Meal
(Nathan's Hot Dogs, Chips, Dessert & Water)



11:00 am - 2:00 pm (Glyndon City Park by Community Center)

Inflatables (**BRING TOWELS**)
Wristbands \$15 each or family max of \$30
IN ADVANCE AT CITY HALL \$10 EACH



Balloon Sculpting



Face Painting



Caricature Pictures



Dippin Dots (**Donated by Bayer**)



Food Trucks / Concessions



Vendor & Craft Show



11:00 am - 2:00 pm - Located at Johnson Park
Ted Tollefson Classic Car Show



2:30 pm - Done
Bean Bag Tournament - Morty's Bar & Grill



8:30 pm - 12:30 am
Karaoke with Bill Dally - Morty's Bar & Grill



GLYNDON DAYS

CHECK FACEBOOK
FOR UPDATES

COME AND ENJOY!

CITY OF GLYNDON, MINNESOTA

RESOLUTION 2023-6

RESOLUTION ACCEPTING BID

WHEREAS, pursuant to an advertisement for bids for the proposed 2023 Utility and Street Improvements – Charleswood Addition, bids were received, opened, and tabulated according to law, and the following bids were received complying with the advertisement: (See attached Bid Tabulation)

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

1. The Mayor and City Clerk are hereby authorized and directed to enter into the attached contract with RL Larson Excavating, Inc. of St. Cloud, Minnesota in the name of the City of Glyndon for the 2023 Utility and Street Improvements – Charleswood Addition, according to the plans and specifications therefore approved by the City Council and on file in the office of the City Clerk.
2. The City Clerk is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except the deposits of the successful bidder and the next lowest bidder shall be retained until a contract has been signed.

Adopted by the Council this 26th day of July 2023.

Tracy Tollefson, Mayor

Wendy Affield, City Clerk

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

Glyndon, Minnesota

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

Planholder	Addendum	Bid Bond	Bid Amount
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.

CITY OF GLYNDON
Expenditure Budget Worksheet 2 - 2024

Account Descr	2024	2023	2023	2022	Comment
	Budget	Budget	YTD Amt	Amt	
101 GENERAL FUND					
E 101-42000-100 Salaries	\$99,507.20	\$96,616.00	\$52,024.00	\$90,168.00	Police Chief
E 101-42000-102 Full-Time Hourly/Overtime	\$211,460.80	\$209,610.00	\$94,285.16	\$165,247.60	Full-time Officers/TZD/Holiday(\$12,000)
E 101-42000-103 Part-Time Employees	\$14,000.00	\$14,000.00	\$6,025.00	\$10,465.83	Part-time Employees
E 101-42000-106 Stipend Pay	\$12,438.40	\$12,077.00	\$6,503.00	\$11,271.00	5hrs/wk x \$46.45 (260 hrs)
E 101-42000-121 PERA	\$58,664.00	\$58,000.00	\$27,499.72	\$47,988.49	PERA 17.7%
E 101-42000-122 FICA	\$6,100.00	\$6,100.00	\$2,676.80	\$4,667.57	No SS for Full Time Officers-1.45%
E 101-42000-130 Employer Paid Premium Health	\$36,741.12	\$41,334.00	\$18,370.56	\$35,844.96	\$765.44 Health Ins (4) Police
E 101-42000-135 Employer Paid Health Savings	\$12,000.00	\$13,500.00	\$6,000.00	\$12,000.00	\$3000 Brenner HS (4) Police
E 101-42000-136 Employer Paid Dental Coverage	\$1,396.80	\$1,575.00	\$698.40	\$0.00	\$29.10 ea - 4 + 1/2 Yr
E 101-42000-170 Special Purch/Other Equip	\$13,000.00	\$13,000.00	\$10.92	\$10,315.48	Watch Guard/Radar/Guns/Body Cams/Taser
E 101-42000-200 Office Supplies	\$2,000.00	\$2,500.00	\$165.70	\$888.55	MISC Supplies
E 101-42000-201 Uniforms	\$5,000.00	\$5,000.00	\$996.72	\$3,025.24	\$600.00 per union contract
E 101-42000-207 Computer Technology	\$4,400.00	\$4,400.00	\$0.00	\$0.00	Computer Equipment
E 101-42000-208 General Training	\$8,000.00	\$8,000.00	\$3,657.90	\$5,624.93	Train/Ammo/Travel-RO
E 101-42000-210 Operating Supplies	\$7,000.00	\$7,000.00	\$3,097.51	\$6,303.05	Misc/Siren1600/PBT/Lidar/WG Cloud 1500
E 101-42000-211 Vehicle Repair/Maintenance	\$8,000.00	\$8,000.00	\$1,811.03	\$7,110.80	Wash/Repairs/Tires
E 101-42000-212 Motor Fuels	\$20,000.00	\$20,000.00	\$9,092.71	\$16,387.58	Gas
E 101-42000-300 Professional Services	\$8,600.00	\$8,600.00	\$3,264.67	\$4,580.19	702/BCA/Eval/Medical/Trans
E 101-42000-319 Cell Phone	\$2,000.00	\$2,000.00	\$1,151.48	\$2,479.16	Cell Phones (4)
E 101-42000-320 Air Cards Squad WiFi	\$2,500.00	\$2,500.00	\$1,365.35	\$2,071.98	Squad Wi Fi
E 101-42000-321 Telephone	\$1,850.00	\$1,850.00	\$1,096.72	\$1,859.71	Telephone - Office
E 101-42000-324 New World	\$24,000.00	\$24,000.00	\$15,035.01	\$20,170.52	RR Dispatch Services/Part Fire&Rescue
E 101-42000-413 Office Equipment Rental	\$1,200.00	\$1,200.00	\$600.00	\$1,200.00	Copy Machine Lease - \$100 @ month
E 101-42000-490 Community Outreach Donations	\$500.00	\$500.00	\$1,596.11	\$1,564.19	Picnic/ShopCop Donations-RO
E 101-42000-512 Misc Income/Expense	\$0.00	\$0.00	\$0.00	\$0.00	Auction Charges/Donation Purchases
E 101-42000-550 Motor Vehicles	\$0.00	\$30,000.00	\$24,469.95	\$47,397.04	Squad Purchase
E 101-42000-627 Police Dept Escrow - RO	\$13,500.00	\$13,500.00	\$0.00	\$0.00	Escrow Transfer-RO
101 GENERAL FUND	\$573,858.32	\$604,862.00	\$281,494.42	\$508,631.87	
	\$573,858.32	\$604,862.00	\$281,494.42	\$508,631.87	

Revenue Budget Worksheet 2 - 2024

Account Descr	2024 Budget	2023 Budget	2023 YTD Amt	2022 Amt	Comment
101 GENERAL FUND					
R 101-42000-33400 State Grants & Aids	\$34,000.00	\$34,000.00	\$0.00	\$38,396.33	MN Police Aid Granted
R 101-42000-33416 Police Training Reimbursement	\$5,000.00	\$5,000.00	\$0.00	\$4,059.27	Training Reimburse - RO
R 101-42000-34001 Community Center Enforcement	\$0.00	\$0.00	\$0.00	\$280.00	ASP of Moorhead is doing
R 101-42000-35000 Fines-Clay County-Monthly	\$25,000.00	\$25,000.00	\$15,290.23	\$24,378.06	Merged 35104/35201
R 101-42000-35202 Reports/Permits	\$50.00	\$50.00	\$22.50	\$60.00	Copies of Reports
R 101-42000-39203 Transfer from Other Fund	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-42000-45000 Donations	\$0.00	\$0.00	\$0.00	\$16,933.00	BNSF/Randall's
R 101-42000-45100 Donations Community Outreach	\$500.00	\$500.00	\$1,700.00	\$5,867.19	Picnic/ShopCop-RO
R 101-42000-50100 Safe & Sober - TZD	\$3,000.00	\$3,000.00	\$2,223.13	\$1,409.65	TZD Reimbursement
R 101-42000-50102 Misc Income/Expense	\$0.00	\$0.00	\$0.00	\$0.00	Transfer to Restricted - Auction
101 GENERAL FUND	\$67,550.00	\$67,550.00	\$19,235.86	\$91,383.50	
	\$67,550.00	\$67,550.00	\$19,235.86	\$91,383.50	

CITY OF GLYNDON

Expenditure Budget Worksheet 2 - 2024

Account Descr	2024 Budget	2023 Budget	2023 YTD Amt	2022 Amt	Comment
501 FIRE & RESCUE FUND					
E 501-45000-110 Other Pay (GENERAL)	\$12,000.00	\$12,450.00	\$0.00	\$11,007.50	Fire & Rescue Payroll
E 501-45000-122 FICA	\$1,000.00	\$1,100.00	\$0.00	\$949.97	FICA 7.65%
E 501-45000-124 Fire Pension Contributions	\$23,000.00	\$21,200.00	\$23,437.87	\$22,516.90	Fire Relief Association 2020
E 501-45000-153 Charges for Standby Services	\$2,100.00	\$2,160.00	\$0.00	\$1,410.00	Race Park Hours
E 501-45000-200 Office Supplies	\$800.00	\$1,000.00	\$150.30	\$254.40	Fire
E 501-45000-201 Uniforms	\$10,150.00	\$10,150.00	\$2,984.43	\$10,356.90	Uniforms
E 501-45000-206 State Training (Refunded Cost)	\$2,500.00	\$2,500.00	\$5,926.00	\$1,715.00	Training Reimbursement-Brock
E 501-45000-208 General Training	\$1,800.00	\$2,600.00	\$21.49	\$1,000.00	Fire
E 501-45000-211 Vehicle Repair/Maintenance	\$7,500.00	\$7,000.00	\$1,650.84	\$3,229.80	Fire
E 501-45000-212 Motor Fuels	\$2,400.00	\$1,600.00	\$1,086.29	\$2,161.01	Fire
E 501-45000-300 Professional Services	\$1,900.00	\$1,400.00	\$901.81	\$1,791.47	SCBA Testing/Air Quality Materials
E 501-45000-321 Telephone	\$1,400.00	\$1,400.00	\$722.17	\$1,259.54	Fire
E 501-45000-323 Radio Units	\$1,500.00	\$1,000.00	\$245.00	\$0.00	ARMER Radio
E 501-45000-401 Repairs/Maintenance Buildings	\$6,250.00	\$6,000.00	\$1,062.97	\$13,060.86	Sanford Rent-\$500 @ month
E 501-45000-433 Dues and Subscriptions	\$1,400.00	\$1,875.00	\$916.50	\$1,143.50	Fire
E 501-45000-435 Books and Pamphlets	\$400.00	\$400.00	\$0.00	\$0.00	Fire
E 501-45000-580 Other Equipment	\$6,400.00	\$6,400.00	\$3,153.98	\$8,324.31	Fire
E 501-45000-626 Fire Dept Escrow - RO	\$0.00	\$0.00	\$0.00	\$0.00	Escrow Rollover
E 501-45000-635 Miscellaneous Income/Expense	\$0.00	\$0.00	\$0.00	\$0.00	5,000 Crystal Sugar Donation/Helmets
E 501-45000-638 Mutual Aid Reimbursement	\$0.00	\$0.00	\$0.00	\$900.00	Mutual Aid Help
E 501-46000-200 Office Supplies	\$0.00	\$0.00	\$0.00	\$0.00	Rescue
E 501-46000-201 Uniforms	\$400.00	\$400.00	\$0.00	\$522.00	Rescue
E 501-46000-208 General Training	\$1,800.00	\$1,800.00	\$0.00	\$0.00	Rescue
E 501-46000-211 Vehicle Repair/Maintenance	\$1,600.00	\$1,600.00	\$0.00	\$141.51	Rescue
E 501-46000-212 Motor Fuels	\$900.00	\$900.00	\$599.13	\$1,041.52	Rescue
E 501-46000-300 Professional Services	\$0.00	\$0.00	\$0.00	\$0.00	Rescue
E 501-46000-323 Radio Units	\$0.00	\$0.00	\$0.00	\$0.00	Rescue
E 501-46000-433 Dues and Subscriptions	\$0.00	\$0.00	\$0.00	\$0.00	Rescue
E 501-46000-580 Other Equipment	\$2,000.00	\$2,000.00	\$864.46	\$2,483.91	Rescue
501 FIRE & RESCUE FUND					
	\$89,200.00	\$86,935.00	\$43,723.24	\$85,270.10	
	\$89,200.00	\$86,935.00	\$43,723.24	\$85,270.10	

Revenue Budget Worksheet 2 - 2024

Account Descr	2024		2023		2023		2022
	Budget	Budget	Budget	YTD Amt	YTD Amt	Amt	Comment
501 FIRE & RESCUE FUND							
R 501-45000-31000 General Property Taxes	\$15,000.00	\$15,000.00	\$301.79			\$15,357.40	Fire Dept
R 501-45000-33100 General Grants & Aids	\$0.00	\$0.00	\$0.00			\$0.00	
R 501-45000-33300 Fire Relief Association Funds	\$23,000.00	\$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			\$0.00	SBR Reimbursement State
R 501-45000-34000 Charges for Services	\$4,000.00	\$4,000.00	\$2,662.20			\$4,315.00	Charges for Service
R 501-45000-34002 Charges for Standby Services	\$2,100.00	\$2,160.00	\$75.00			\$2,160.00	Standby Services - Races
R 501-45000-34101 Building Rental Revenue	\$6,000.00	\$6,000.00	\$3,000.00			\$5,500.00	Sanford Building Rental - \$500 @ month
R 501-45000-34202 Mutual Aid Services	\$0.00	\$0.00	\$0.00			\$2,100.00	Helping Dept from other towns
R 501-45000-34205 State Training Reimbursement	\$2,500.00	\$2,500.00	\$1,000.00			\$1,715.00	Training Reimbursement-Brock
R 501-45000-34207 Township Contract 1st Half	\$14,420.00	\$14,140.00	\$14,140.00			\$13,864.00	June Payment
R 501-45000-34208 Township Contract 2nd Half	\$14,420.00	\$14,140.00	\$0.00			\$13,864.00	December Payment
R 501-45000-39203 Transfer from Other Fund	\$0.00	\$0.00	\$0.00			\$0.00	Restricted Savings
R 501-45000-45000 Donations	\$0.00	\$0.00	\$10,000.00			\$0.00	Crystal Sugar Donation
R 501-45000-50102 Misc Income/Expense	\$0.00	\$0.00	\$5.00			\$0.00	Materials Used on Calls
R 501-46000-31000 General Property Taxes	\$10,000.00	\$10,000.00	\$201.19			\$10,238.27	Rescue
R 501-46000-33400 State Grants & Aids	\$0.00	\$0.00	\$0.00			\$0.00	Rescue
R 501-46000-36230 Contributions and Donations	\$0.00	\$0.00	\$0.00			\$0.00	ARPA Funds from County-RO
R 501-46000-50102 Misc Income/Expense	\$0.00	\$0.00	\$0.00			\$0.00	Rescue
501 FIRE & RESCUE FUND	\$91,440.00	\$89,140.00	\$54,823.05			\$91,630.57	
	\$91,440.00	\$89,140.00	\$54,823.05			\$91,630.57	