

City of Glyndon

Minnesota



City Council:

Mayor Tracy Tollefson
Justin Schreiber
Bryant DeVries
Patrick McCoy
Steven Ring

Glyndon City Council Packet
October 25th, 2023, at 6:00 p.m.
City Hall Council Chambers



Agenda for Glyndon City Council
10/25/2023 – 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. **10/11/2023 – Council Meeting Minutes**
 - b. **Approve Resolution of Payments**
 - **Approve 1-Day Liquor Permit & Charitable Gaming Permit for Glyndon Rod & Gun Club's Yearly Stag on December 9, 2023, at the Glyndon Community Center**
4. **Any Additions to the Agenda** (*urgent items only please*)
5. **Motion to Approve Agenda**
6. **Mayor/Department Reports**
 - a. **Justin Vogel, Police Chief**
 - **Trunk or Treat Party at the Community Center on Halloween - 6 to 8 pm**
 - b. **Travis Braton, Public Works Supervisor**
 - c. **Bob Cuchna, Fire Chief**
 - d. **Wendy Affield, City Clerk**
 - **City Hall will be Closed Friday, November 10th for Veteran's Day; Thursday & Friday, November 23rd & 24th for Thanksgiving.**
 - e. **Tracy Tollefson, Mayor**
7. **Committee Reports**
8. **Old Business / Unfinished Business Update**
9. **New Business**
10. **Time to Discuss the Additions to the Agenda** (*only discuss if added and approved in #4 above*)
11. **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.*
 - **Ralph Mitchell – Grain Dust**
12. **Miscellaneous Announcements & Recognitions**
13. **Adjournment**

The Next Council Meeting is Scheduled for Wednesday November 8th, 2023, at 7:00 a.m.

Glyndon City Council
10/11/2023 – 7:00 A.M.
Regular Council Meeting
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: Bryant DeVries, Patrick McCoy, Steven Ring; Police Chief Justin Vogel; Public Works Superintendent Travis Braton; City Engineer Kris Carlson; City Clerk/Treasurer Wendy Affield.

As Per Sign in Sheet: Robin Christianson.

Virtual Attendees: Council Member Justin Schreiber

Absent: None

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

a. 9/27/2023 – Council Meeting Minutes

b. Approve Resolution of Payments

- **Accept Fire & Rescue Donation Check from Joseph Parise for \$100**

4. Any Additions to the Agenda – None.

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

6. Department Reports – Committee Reports -

a. Justin Vogel, Police Chief – Chief Vogel informed Council he is pricing out body cameras and looking to replace the squad cameras. He is getting quotes from both Getac and Axon. The Police Department is combining with UC Hope for this year’s Halloween Party that will be on October 31, 2023, from 6 to 8 pm at the Glyndon Community Center. They will have games, prizes, food, and pumpkin decorating, come out and enjoy the night. Chief Vogel is pleased to say he is fully staffed again, and he will be taking some time off in the next few weeks.

b. Travis Braton, Public Works/Maintenance – Braton discussed the street patch they did on Andrews Ave and stated it will be sealed next summer. The equipment for Johnson Park has been dropped off and they will be starting installation today. Braton explained they have removed the large rock in the parking lot at Johnson park and installed Class 5 so they are ADA compliant. Braton informed Council an offer for the Maintenance position was made and hopefully he will find out today whether they will accept the position.

c. Bob Cuchna, Fire Chief – Not present.

d. Wendy Affield, City Clerk – **Discuss Extra Hours Worked (*hour for hour on each timesheet paid out*) and Vacation Time Overage (*end of year – only overage paid out*)** – Affield

explained to Council she is trying to work an extra two (2) hours a day to keep things caught up in the office and would like approval to be paid out hour for hour on each pay check for that time and at the end of the 2023 year be paid out the vacation hours she will be over just to get her under the 225 hour year end limit. Mayor Tollefson asked what the goal was to get someone hired for the Administrative Assistant position. Affield mentioned Chief Vogel, herself and Braton reviewed applications yesterday and they have four (4) candidates right now that would be considered for an interview, but the job listing does not close until October 12, 2023. Affield informed Council she would like Chief Justin Vogel and Public Works Supervisor Travis Braton to be included in the hiring process since they also will be working closely with the person in this position. Mayor Tollefson offered to also be on the hiring board. Affield suggested a few dates to do the interviews and would like Mayor Tollefson to let her know what works best. Patrick McCoy made a motion to pay Affield her extra hours worked since her assistant has left and to pay out any vacation hours over 225 at the end of the year, seconded by Bryant DeVries. All in favor.
Motion Carried.

e. Tracy Tollefson, Mayor – Mayor Tollefson said she has no updates at this time.

7. Committee Reports – Affield recommended setting up another Nuisance Ordinance Committee Meeting. Mayor Tollefson and Council Member Schreiber will let Affield know what days work best for them. McCoy was wondering if it would be a good idea to separate the ordinance and pass certain things that are more important now and then work on the rest at a later date. Chief Vogel stated, we did separate it and after our last committee meeting things are looking pretty good. Chief Vogel feels since winter is close, they would really only be looking at making sure the city’s rights-of-way is open for snow removal and then in the spring look more at everything else. Affield mentioned there are some ordinances already in place for snow removal.

8. Old Business/Unfinished Business Update – Nothing at this time.

9. New Business

a. CAPLP – Rural Transportation Program for Clay County Seniors – Robin Christianson – Robin Christianson introduced herself and explained they are a transportation program that serves all of Clay County, Wilkin County and some programs extend out further into North Dakota. A lot of their programing is aimed at antipoverty programing and helping low-income households. One of the programs is called “Rural Routes” which is a busing program to pick up individuals and take them shopping or to their appointments. The goal is to make sure everyone sixty (60) years or older has a ride into Fargo/Moorhead or Detroit Lakes for a variety of services, programs, things like that. There is a cost, but it is a sliding fee anywhere from ten dollars (\$10) to twenty-five dollars (\$25) a ride and they just want to be able to let the individuals who are sixty (60) or older still live within their local communities but also access those needed services that may not be available in their local community. Christianson stated word of mouth has been their biggest champion but feels trying some different ways is also beneficial, that is why she is here today. Christianson gave Affield some brochures and magnets to have available if anyone needs this service. Mayor Tollefson asked if they go anywhere other than the Highway 10 corridor. Christianson explained they try to stay flexible so everyone can get to the location they need, and they are picked up at their door. DeVries asked how many buses are available. Christianson stated one (1) at this time, it fits twelve (12) passengers, and is handicap assessable.

b. September’s Expense and Revenue Sheets for Review (*informational only*) – Mayor Tollefson informed Council if they have any questions, please contact Affield. Affield will transfer the health insurance stuff at the end of the year.

Affield asked City Engineer Kris Carlson if he had anything he would like to discuss with Council. Carlson informed Council the large pile that was located in Charleswood has been spread out, the utilities are almost installed and once they are attached to city services, they will button up the project for the winter and finish it next summer.

10. Time to Discuss Additions to the Agenda – Nothing at this time.

11. Open Forum – Public Comments/Concerns – Nothing.

12. Miscellaneous Announcements & Recognitions – Mayor Tollefson reminded Council to stop by and help out the Police Department at the Halloween Party on the 31st of October.

13. Adjournment – A motion was made by Bryant DeVries to adjourn at 7:12 a.m., seconded by Patrick McCoy. All in favor.
Motion Carried.

Tracy Tollefson, Mayor

Wendy Affield, City Clerk/Treasurer

October 11, 2023, Council Meeting Minutes

CITY OF GLYNDON

RESOLUTION RECORD

10/25/2023

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, October 25th, 2023			
Vendor	Description	Code	Amount
Alex Air Apparatus	Fire Dept Uniforms	501-45000-201	\$3,033.95
Ameritas Life Ins/Vision	Vision Insurance for Employees	101-41000-133	\$41.16
Aramark	Community Center Mops	101-43000-210	\$95.20
ASP of Moorhead	Community Center Security	101-43000-280	\$116.00
Beam Dental Card ACH	Employee Dental & Extra Coverage	Coded Separate	\$174.59
Bert's Trucking	Sander & Installation in Pick-up	101-47000-629	\$11,854.24
Bureau of Crime Appreh.	CJDN Access Fee for BCA - Police	101-42000-300	\$600.00
Clay County Sheriff	4th Quarter RRRDC Operating Expense	101-42000-324	\$4,280.25
Colonial Life Insurance	Employee Extra Insurance Premium	G 101-29000	\$63.04
D & S Construction of DL	Building Inspector Retainer for October	101-41000-300	\$500.00
Dakota Play - ARPA/Park/Escrow	Equipment for Johnson Park	Coded Separate	\$104,745.00
FM Asphalt	Asphalt for Street Repair on Andrews	101-47000-224	\$1,284.01
Grand Forks Fire Equipment	Fire Dept Badge for Helmet	501-45000-201	\$56.84
Great American Financial	Copy Machine Rent for City Hall/Police	Coded Separate	\$912.15
Jet-Way	Flushing of Sewer Lines - Stockwood	301-44000-300	\$675.00
Lakes Country Service ACH	Health Insurance for Employees - MEDICA	G 101-21706	\$4,592.64
Law Enforcement Labor	Police Union Dues for Ryan, Annie & Teryn	G 101-21707	\$202.50
League of MN Cities	Balance Due on Workmans Comp	E 101-41000-151	\$4,154.00
Menards	Maintenance Dept Supplies	101-47000-210	\$51.97
MidStates Wireless	Fire Dept Pager Repairs	501-45000-323	\$145.00
Minnesota Pollution Control	Ty's Class D Sewer Certification Fee	301-44000-208	\$45.00
Paulson, Nate	Rescue Extrication Tools	501-46000-580	\$1,475.88
RMB	Wastewater Testing on 10/6/23	301-44000-300	\$362.64
Robert Gibb & Sons	Electric work at Water Plant	201-44000-401	\$460.00
Runnings	Police Dept Amo for Training	101-42000-208	\$483.26
Runnings	Spray Paint		\$44.95
Sherwin Williams	Paint & Supplies for City Hall/Return some	101-41000-401	\$110.14
SSI Crestmark	US Solar Xcel Payment for September	Coded Separate	\$1,443.88
Team Lab	Supplies for Street Repairs on Andrews	101-47000-224	\$692.00
		TOTAL	\$142,695.29
Transfer Funds from 4828 Acct			
Ulteig Engineering	Professional Services for Charleswood	Bond Funds	\$63,129.35
Braun Intertec	Soil Testing for Charleswood	Bond Funds	\$2,172.00
		GRAND TOTAL	\$207,996.64

AS CERTIFIED BY WENDY AFFIELD CITY CLERK



Minnesota Department of Public Safety
 Alcohol and Gambling Enforcement Division
 445 Minnesota Street, Suite 222, St. Paul, MN 55101
 651-201-7500 Fax 651-297-5259 TTY 651-282-6555
**APPLICATION AND PERMIT FOR A 1 DAY
 TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization: Glyndon Rod & Gun Date organized: 8-2-74 Tax exempt number: 41-1550324

Address: PO Box 152 City: Glyndon State: Minnesota Zip Code: 56547

Name of person making application: Troy DeJong Business phone: 701-238-1181 Home phone: _____

Date(s) of event: 12-9-2023 Type of organization: Club Charitable Religious Other non-profit

Organization officer's name: _____ City: _____ State: Minnesota Zip Code: _____

Organization officer's name: _____ City: _____ State: Minnesota Zip Code: _____

Organization officer's name: _____ City: _____ State: Minnesota Zip Code: _____

Organization officer's name: _____ City: _____ State: Minnesota Zip Code: _____

Location where permit will be used. If an outdoor area, describe.

Glyndon Community Center - 212 Partridge Ave, Glyndon, MN 56547

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City of Glyndon
 City or County approving the license

5.00
 Fee Amount

10-18-23
 Date Fee Paid

 Date Approved

12-9-23
 Permit Date

waffield@glyndonmn.com
 City or County E-mail Address

218-498-2578
 City or County Phone Number

Signature City Clerk or County Official

Approved Director Alcohol and Gambling Enforcement

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event.

**ONE SUBMISSION PER EMAIL, APPLICATION ONLY.
 PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY PERMIT APPROVALS WILL BE SENT
 BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US**

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Glyndon Rod & Gun Previous Gambling Permit Number: _____

Minnesota Tax ID Number, if any: _____ Federal Employer ID Number (FEIN), if any: 41-1550324

Mailing Address: PO Box 152

City: Glyndon State: MN Zip: 56547 County: Clay

Name of Chief Executive Officer (CEO): Troy DeJong

CEO Daytime Phone: 701-238-1181 CEO Email: _____
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

- Fraternal Religious Veterans Other Nonprofit Organization

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

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

- A current calendar year Certificate of Good Standing**
 Don't have a copy? Obtain this certificate from:
 MN Secretary of State, Business Services Division Secretary of State website, phone numbers:
 60 Empire Drive, Suite 100 www.sos.state.mn.us
 St. Paul, MN 55103 651-296-2803, or toll free 1-877-551-6767
- IRS income tax exemption (501(c)) letter in your organization's name**
 Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.
- IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**
 If your organization falls under a parent organization, attach copies of both of the following:
 1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
 2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Glyndon Community Center

Physical Address (do not use P.O. box): 212 Partridge Ave S

Check one:
 City: Glyndon Zip: 56547 County: Clay
 Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): 12-9-2023

Check each type of gambling activity that your organization will conduct:

- Bingo Paddlewheels Pull-Tabs Tipboards Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

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

CITY APPROVAL
for a gambling premises
located within city limits

The application is acknowledged with no waiting period.

The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).

The application is denied.

Print City Name: Glyndon

Signature of City Personnel: _____

Title: City Clerk Date: 10-18-23

The city or county must sign before submitting application to the Gambling Control Board.

COUNTY APPROVAL
for a gambling premises
located in a township

The application is acknowledged with no waiting period.

The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.

The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)
On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

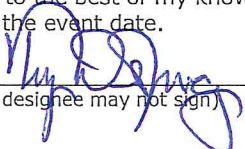
Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: Troy DeTong  Date: 9-18-23

(Signature must be CEO's signature; designee may not sign)

Print Name: _____

REQUIREMENTS

Complete a separate application for:

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:
A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

_____ a copy of your proof of nonprofit status; and

_____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions?
Call the Licensing Section of the Gambling Control Board at 651-539-1900.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

This form will be made available in alternative format (i.e. large print, braille) upon request.