

City of Glyndon

Minnesota



City Council:

Mayor Tracy Tollefson
Justin Schreiber
Bryant DeVries
Patrick McCoy
Steven Ring

Glyndon City Council Packet

December 27th, 2023, at 6:00 p.m.

City Hall Council Chambers



**Agenda for Glyndon City Council
12/27/2023 – 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. **12/13/2023 – Budget Meeting Minutes**
 - b. **12/13/2023 – Truth in Taxation Hearing Minutes**
 - c. **12/13/2023 – Council Meeting Minutes**
 - d. **Approve Resolution of Payments**
 - **Approve Wendy Affield’s Vacation Payout of 62.41 hours @ \$35.75 (\$2,231.16)**
 - **Approve 1-Day Liquor Permit & Charitable Gaming Permit for Glyndon Rod & Gun Club’s Fishing Derby on January 27, 2024, at the Glyndon Community Center**
 - **Approve Hiring Matthew Soli for the Maintenance Worker Position**
4. **Any Additions to the Agenda** (*urgent items only please*)
5. **Motion to Approve Agenda**
6. **Mayor/Department Reports**
 - a. **Justin Vogel, Police Chief**
 - b. **Travis Braton, Public Works Supervisor**
 - c. **Bob Cuchna, Fire Chief**
 - d. **Wendy Affield, City Clerk**
 - **City Hall Closed Monday, January 1st for New Years Day**
 - e. **Tracy Tollefson, Mayor**
7. **Committee Reports**
8. **New Business**
 - a. **Received Dividend Check from the League of MN Cities for \$1,929** (*informational only*)
 - b. **Approve Resolution 2023-12 – A Resolution Adjusting the Water Tower Utility Bill User Fee from \$15 to \$12 a Month** (*need a motion*)
 - c. **Approve Changes to the Personnel Policy Handbook – Health Savings Amount from \$3,000 to \$3,200 – Added New Minnesota Earned Sick and Safe Time Section** (*need a motion*)
 - d. **Approve Changes to the 2024 Utility Rates – Reducing the Water Tower Fee to \$12.00 from \$15.00 and Increasing Capital Projects to \$8.90 from \$5.90** (*need a motion*)
 - e. **Approve Updating Ordinance #166 and Adopting it as the 2024 City of Glyndon’s Fee Schedule** (*need a motion*)
 - f. **Approve 2024 Budget** (*need a motion*)

9. Old Business / Unfinished Business Update

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.*

12. Miscellaneous Announcements & Recognitions

- **Holiday Lights Winners** – 1st Place located at 1012 Southcreek Ave, 2nd Place located at 1120 Southcreek Ave, and 3rd Place located at 11 9th St SE

13. Adjournment

The Next Council Meeting is Scheduled for January 10th, 2024, at 7:00 a.m.

Glyndon City Council 12/13/2023
 Budget Meeting – 5:00 p.m.
 Glyndon City Hall - Council Chambers

1. **Call to Order:** Mayor Tracy Tollefson

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

Attendees: None

Virtual Attendees: None

Absent: None

3. **Budget Discussion** – Affield started with the sheets that show the expense changes to the budget.

EXPENSES	ACCOUNT DESCRIPTION	INCREASE OR DECREASE
101-41000-101	Full-Time Hourly	Decreased - \$251
101-41000-134	Employer Paid Life Ins.	Increased - \$60
101-41000-200	Office Supplies	Increased - \$100
101-41000-210	Operating Supplies	Increased - \$100
101-41000-351	Legal Notice Publication	Decreased - \$100
101-41000-304	Legal Fees	Decreased - \$2,000
101-41000-381	Xcel-Electric/Gas Bill	Increased - \$1,000
101-41000-383	Red River Coop	Decreased - \$1,000
101-41000-413	Office Equipment Rental	Decreased - \$1,475
101-42000-130	Employer Paid Health Ins.	Increased - \$2,314.80
101-42000-135	Employer Paid Health Sav.	Increased - \$800
101-42000-136	Employer Paid Dental Ins.	Increased - \$56.20
101-43000-210	Operating Supplies	Increased - \$200
101-47000-218	Mosquito Spraying	Decreased - \$1,974
201-44000-101	Full-Time Hourly	Decreased - \$3,469
201-44000-130	Employer Paid Health Ins.	Increased - \$1,157
201-44000-135	Employer Paid Health Sav.	Increased - \$500
201-44000-200	Office Supplies	Increased - \$100
201-44000-211	Vehicle Repair/Maintenance	Increased - \$200
201-44000-381	Xcel-Electric/Gas Bill	Decreased - \$1,000
301-44000-101	Full-Time Hourly	Decreased - \$3,469
301-44000-130	Employer Paid Health Ins.	Increased - \$1,157
301-44000-135	Employer Paid Health Sav.	Increased - \$500
301-44000-200	Office Supplies	Increased - \$100
301-44000-211	Vehicle Repair/Maintenance	Increased - \$200
301-44000-381	Xcel-Electric/Gas Bill	Decreased - \$1,500
301-44000-383	Red River Coop	Decreased - \$500
401-41000-103	Part-Time Employees	Decreased - \$957
401-41000-122	FICA	Decreased - \$97
401-41000-210	Operating Supplies	Increased - \$100

401-41000-384	Refuse/Garbage Disposal	Decreased - \$13,000
401-41000-387	Curbside Recycling	Increased - \$44,520
501-45000-110	Other Pay (General)	Increased - \$450
501-45000-122	FICA	Increased - \$100
501-45000-124	Fire Pension Contributions	Increased - \$3,225.28
501-46000-212	Motor Fuels	Increased - \$200

Schreiber asked if next year is the time, we are looking to get the third maintenance worker. Affield stated, we were supposed to have them start last month but there was some issues, so we have to reinterview for the position. Affield mentioned we will be interviewing a gentleman tomorrow for the position and were looking at an hourly wage between twenty-two dollars to twenty-six (\$22.00-\$26.00) but we are finding out that not many people have their water or sewer license so they will be starting the wage in the middle of the pay scope. Affield discussed the new code she added and the refuse/garbage disposal numbers due to adding curb-side recycling in 2024. Schreiber asked if we have heard when the totes will be delivered. Braton believes they should be here sometime in January.

The next section to be discussed is the revenue changes. Affield explained once the levy percentage has been set, she will put a portion in the General Property Taxes account and then a portion in the General Property Tax 2019A Bond account to help build it up so when the 2025 payment is due, we have extra funds in it and should not have to increase the levy over ten percent (10%).

REVENUES	ACCOUNT DESCRIPTION	INCREASE OR DECREASE
101-41000-31000	General Property Taxes	Part of Levy
101-41000-32280	2-Year Tax Abatement Rev	Increased - \$12,000
101-42000-33400	State Grants & Aids	Increased - \$5,000
101-43000-34001	Community Center Enforce	Increased - \$160
101-47000-32150	Mosquito Fee	Decreased - \$1,974
101-47000-35204	Forestry Fee	Increased - \$524
201-44000-37100	Water Sales	Increased - \$30,000
201-44000-99999	Undistributed Receipts	Increased \$1,000
301-44000-37200	Sewer Sales	Increased - \$3,840
401-41000-37310	Residential Chg. for Garbage	Decreased - \$10,500
401-41000-37315	Curbside Recycling	Increased - \$44,520
501-45000-34000	Charges for Service	Increased - \$2,000
501-45000-34202	Mutual Aid Service	Increased - \$2,000
601-55500-31050	Tax Increments – Bayer TIF	Increased - \$1,000
601-67000-31000	General Property Tax-2019A	Part of Levy
602-64000-50900	Capital Projects	Increased - \$2,000

Affield informed Council she added account 101-41000-32280 – 2-Year Tax Abatement Revenue so when Lori Johnson from the County sends the property tax funds to the City this will be separated for easier coding. This year the City will be paying out over eleven thousand dollars (+\$11,000) for the 2-year tax abatement program. The County will reimburse the homeowner and then charge the City and the funds are supposed to come out of the levy funds. Affield stated the Auditors would like the City to build up their water fund balance more. Affield explained a little bit about the Bayer TIF payment, stating right now we have to pay them the amount we receive from the County minus a ten percent (10%) administration fee. We should be finished in 2025 with the Bayer TIF District and then certain funds will come to the City. Affield will go through this again before the meeting on the 27th which is when they will need to approve the budget for 2024. Mayor Tollefson asked Affield to refresh her memory on Fire/Rescue accounts 501-45000-635 and 501-45000-638. Affield explained how Moland Township

donated funds and we do not know from year to year if this will happen. When it comes to the Mutual Aid Reimbursement we also do not know if the Fire Department will help other towns out with fire calls, that is why those numbers are zero in the 2024 budget sheets. Affield had them look at the revenue funds for the money that was donated.

Schrieber asked if the City can lower the water tower charge on the utility bill since the new bond payment is lower. Affield will ask Jason Murray if it would be fine to do that now. Council discussed if the decrease is allowed those funds should be added to "Capital Projects". This will be a wash on the utility bill, the numbers will just be moved around so the money goes into different funds. Braton would like to be cognitive of the age of the water tower as the inside will need to be painted in a few years.

Affield informed Council when you look at the final surplus for the budget, she just wants to make sure everyone understands that in the revenue section there is around thirty-five thousand dollars (\$35,000) under abatement reimbursement, and we may not receive those funds in 2024 since we did not receive them this year. Braton visited with the County and the property owners would have the three (3) years before the land would go into tax forfeiture. Braton discussed if the north side of town got rid of their ditches the City would need to find a location for a pond which may replace the basketball court in the City Park. Mayor Tollefson asked if anyone has reached out to the property owners to see if the land can be purchased. Schreiber discussed how the land has not gone through probate, so no one knows who actually owns the property and stated Cecil Johnson had reached out years ago and they were not interested in selling it.

4. Budget Changes / Utility Bill Adjustments – Discussed above.

5. Open Forum -

6. Adjournment – A motion was made by Justin Schreiber, seconded by Steven Ring to adjourn the meeting at 5:27 pm. All in Favor.
Motion Carried.

Tracy Tollefson, Mayor

Wendy Affield, City Clerk

December 13, 2023, Budget Meeting Minutes

**Glyndon City Council
Truth In Taxation Public Hearing
Council Chambers
Wednesday, December 13th, 2023 @ 6:00 P.M.**

1. **Call to Order:** Mayor Tracy Tollefson
2. **Roll Call:** Council Members Present: Bryant DeVries, Justin Schreiber, Patrick McCoy, and Steven Ring; Police Chief Justin Vogel; Public Works Superintendent Travis Braton and City Clerk/Treasurer Wendy Affield.
3. **As Per Sign In Sheet:** None
Virtual Attendees: None
4. **Items Included in Packet** – Mayor Tollefson went through line by line what was included in the Agenda Packet.
 - a. **Bonds & Budget Requirements from David Drown & Associates**
 - b. **Letter to Lori Johnson on Proposed 8% Levy**
 - c. **2023 Tax Levy Amount Payable in 2024 (\$648,621.95) with Proposed Percentages for 1% to 8% Increase**
 - d. **Prior Years Levy Percentages – 2009 to 2022**
 - e. **2024 Proposed Preliminary Levy Percentages from other Cities in the Area**
 - f. **Breakdown of a Property Tax Statement**
 - g. **Expenditure/Revenue Budget Worksheet**
5. **Discussion** – Affield recommended staying at eight percent (8%) for the tax levy like it was last year, explaining how each year the new homes will come on the tax roll and will spread the amount out, so it does not seem as much of an increase. Schreiber talked about how different bonds will fall off and the possibility of new ones in the future. Affield mentioned a lot of roads need to be repaired. Affield explained how David Drown and Jason Murray set up the bond schedules stating that when one falls off it would be used for a different one like the 2019A Bond. Ring asked about the Charleswood Addition bond. Affield informed Council that will be paid by special assessments. Ring asked what would happen if 7th Street west was built. Affield stated it also would have to be special assessed to the landowners in that area. Schreiber stated the farmers and school would be assessed. Mayor Tollefson informed Council on December 8th, the application for state local road improvement funds was sent in for that road. Ring asked if a study was going to be done. Affield stated it was for the grant to help pay for the project if the landowners would like to move forward. Mayor Tollefson requested letters of support from the school district, the elevator owners, the City, all three bus contractors and from Governor Rob Kupec. Ring would like to know what the next step would be. Affield explained if we were to receive the grant we would want to visit with the landowners and see if they would be interested in developing that area. Tollefson stated safety and economic development were the top things discussed in the application to the state.

Affield asked Council to look at the bond sheets from David Drown and Associates concerning the 2019A Bond and the 2014A Bond where when the “levy for Stockwood” and “levy for balance” on the 2014A bond is paid off in 2024, those funds will need to go towards the 2019A Bond levy amount because it will jump from one hundred four thousand three hundred twenty-five dollars (\$104,325) to two hundred ninety-one thousand eight hundred fifty-five dollars (\$291,855). This is why Jason Murray is suggesting not to go lower on the tax levy percentage.

6. Open Forum – Nothing at this time.

7. Adjournment – A motion was made by Steven Ring, seconded by Justin Schreiber to adjourn the meeting at 6:06 pm. All in Favor.
Motion Carried.

Tracy Tollefson, Mayor

Wendy Affield, City Clerk

December 13, 2023 – Public Hearing Minutes – Truth In Taxation

Glyndon City Council
12/13/2023 – Following the Truth-n-Taxation Hearing
Regular Council Meeting
City Hall Council Chambers

1. Call to Order: Mayor Tracy Tollefson

2. Roll Call: Council Members Present: Bryant DeVries, Justin Schreiber, Patrick McCoy, and Steven Ring; Police Chief Justin Vogel; Public Works Superintendent Travis Braton and City Clerk/Treasurer Wendy Affield.

As Per Sign in Sheet: None

Virtual Attendees: None

Absent: None

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

a. 11/21/2023 – Council Meeting Minutes

b. Approve Resolution of Payments

- **Approve 4th Amendment License Agreement with F-M Ambulance Service Inc. – Extending Agreement to December 31, 2024**

4. Any Additions to the Agenda – Ivan’s Drywall Bid for Repairs at the Community Center – Travis Braton

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

6. Mayor/Department Reports –

a. Justin Vogel, Police Chief – Chief Vogel discussed the regional “Shop with a Cop” they will be participating in at Target on December 19th and the one with UC HOPE in Glyndon on December 21st at the Community Center with around twenty (20) kids participating. Chief Vogel mentioned below you will find the amount requested for body and squad cameras for the Police Department. He would like to go with Axon Enterprises bid for this which will be forty-four thousand eight hundred forty dollars and fifty cents (\$44,840.50). He would be using some seizure funds and would also like to use some of the safety funds received from the state. Schreiber asked if that was the fifty-seven thousand (\$57,000). Chief Vogel stated, yes. A motion was made by Steven Ring, seconded by Patrick McCoy to purchase new squad cameras and body cameras from Axon Enterprises. All in Favor.
Motion Carried.

b. Travis Braton, Public Works/Maintenance – Braton let Council know Ty Wegenast will be taking his water test January 9th through the 11th in St. Cloud. He put in ticket requests for the streetlights that are burnt out and will check late next week to see if any have been replaced. Red River Coop was in town to fix some, but the others need to be replaced by Xcel. The rink light was replaced so now it is LED instead of halogen. The inside of the warming house was sheeted, and a bench was built but now we

need to wait until the weather gets colder before we can open it for the season. The contract was signed today for the lien-to on the maintenance building and the materials have been paid for. Brennen is hoping to be here next week to install the poles and will come back after the holidays to finish the framing. Once spring comes the maintenance crew will finish the concrete inside the building. Braton explained to Council how he would like to purchase a Miller electric welder from Linde for four thousand two hundred ninety dollars (\$4,290) so they are able to repair equipment on their own instead of hiring it out. If purchased the funds to pay for it will be split three ways coming out of the operating supplies budget for water, sewer, and maintenance. Snow removal has been minimal this year, so they are cleaning up different areas in the shop. Bryant asked if the welder can be transported. Braton said yes. Affield asked if the cart was included in this price. Braton said yes. A motion was made by Steven Ring, seconded by Bryant DeVries to purchase the electric welder from Linde. All in Favor.
Motion Carried.

Braton let Council know he will be interviewing one candidate tomorrow for the Maintenance Worker Position and will let the committee know what happens. Bryant will review the application once Braton receives it.

c. Bob Cuchna, Fire Chief – Mayor Tollefson noted that the Glyndon Fire Department was grateful for the Tool Kit that was Donated by Stanley Black & Decker, the Fire Department was Nominated by Structural Materials.

d. Wendy Affield, City Clerk – Mayor Tollefson announced City Hall will be Closed Monday, December 25th for Christmas. Affield let Council know she will be attending a Region 1 Meeting in Ottertail on Friday, December 15th. Affield informed Council Kayla Nosal started on Monday and is working with the utility bill payments right now and seems to be catching on quickly. Next week we will be doing the billing process and then we will start working on coding invoices as they come in. Nosal is also working on the newsletter and seems to be enjoying the designing process.

e. Tracy Tollefson, Mayor – Mayor Tollefson will talk later under New Business.

7. Committee Reports – Nothing at this time

8. New Business –

a. Approve Resolution 2023-10- A Resolution Designating the Polling Place for Precinct One in the City of Glyndon – A motion was made by Justin Schreiber, seconded by Bryant DeVries to approve Resolution 2023-10. All in favor.
Motion Carried.

b. Approve Resolution 2023-11 – Resolution Approving 2023 Tax Levy, Collected in 2024 – A motion was made by Bryant DeVries, seconded by Steven Ring to set the tax levy at eight percent (8%) and approve Resolution 2023-11. All in Favor
Motion Carried.

c. Discuss Adding Christmas Eve as a Holiday (1/2 or Full Day) for Employees – Mayor Tollefson would like to know what other members think about offering Christmas Eve, either a half day or full day off for the employees. Schreiber explained how if Christmas Eve falls on a Saturday you would get the previous Friday off and if it falls on a Sunday you would get Monday off but since things are a little different this year and it is on Sunday, and we already get Monday off for Christmas we would receive half a day on Friday. Bryant wanted to know more about how this would work. Affield

mentioned last year Council allowed City Hall to be closed but we had to take vacation or comp time for that day. Council discussed the different options available and decided to go with a half day off for Christmas Eve. A motion was made by Steven Ring, seconded by Bryant DeVries to add half a day for Christmas Eve to the observed holidays for the employees starting this year, 2023. All in Favor.
Motion Carried.

d. Approve 2024 Regular Council Meeting Schedule – Council needs to decide which day they would like to have the second meeting in December since it falls on Christmas Day. A motion was made by Steven Ring, seconded by Justin Schreiber to approve the 2024 Regular Council Meeting schedule, and have the last meeting on December 18th at 7:00 am. All in Favor.
Motion Carried.

e. 2024 Payroll Schedule – Informational Only for Council.

f. November’s Expense/Revenue Budget Sheets – Mayor Tollefson asked Affield if there was anything she wanted to highlight on the budget sheets. Affield informed Council the health insurance and health savings was transferred to the other accounts.

9. Old Business/Unfinished Business Update

a. 2024 Utility Rates per Month Sheet – Affield mentioned she added this again just to make sure residents are aware of the changes if they read the minutes.

10. Time to Discuss Additions to the Agenda – Braton explained that Ivan’s Drywall gave a bid on replacing a section of the ceiling in the Community Center’s kitchen where there was a cold spot and now the ceiling needs to be fixed and painted. Braton is not sure if it is from boiling water on the stove over the years, but they will take down the lights, fix the drywall and paint the ceiling. The bid came in at one thousand nine hundred eighty-seven dollars (\$1,987) and will come out of the escrow account for Community Center Building Repairs. Affield stated there is thirty-six thousand one hundred fifteen dollars (\$36,115) in that account. A motion was made by Steven Ring, seconded by Justin Schreiber to use the escrow funds to repair the ceiling in the Community Center. All in Favor.
Motion Carried.

11. Open Forum – Public Comments/Concerns – Nothing at this time.

12. Miscellaneous Announcements & Recognitions – Nothing at this time.

13. Adjournment – A motion was made by Steven Ring, seconded by Justin Schreiber to adjourn the meeting at 6:34 pm. All in Favor.
Motion Carried.

Tracy Tollefson, Mayor

Wendy Affield, City Clerk/Treasurer

**CITY OF GLYNDON
RESOLUTION RECORD**

12/27/2023

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, December 27th, 2023

Vendor	Description	Code	Amount
Affield, Wendy	Mileage for 2023	Coded Separate	\$420.68
AlphaDog Custom Embroidery	Fire Dept Patches for Uniforms	501-45000-201	\$1,640.00
Ameritas Life Ins/Vision	Vision Insurance for Employees	101-41000-133	\$35.04
Aramark	Community Center Mops & Mats	101-43000-210	\$95.20
Axon	Body & Squad Camera Expense	101-42000-170	\$8,818.48
Beam Dental Card ACH	Employee Dental & Extra Coverage	Coded Separate	\$174.59
Braton, Travis	Clay County Demo Landfill Fee	401-41000-384	\$47.00
City of Moorhead	Yard Waste Charge for November	401-41000-386	\$489.18
Colonial Life Insurance	Employee Extra Insurance Premium	G 101-29000	\$63.04
Cuchna, Bob	Candy for Halloween Event	501-45000-435	\$52.45
D & S Construction of DL	Building Inspector Retainer for December	101-41000-300	\$500.00
Elan - ARPA Funds	Desk/Bookshelf/Storage Cab-Water/Sewer	101-41000-333	\$1,375.89
Elan - 2023 Budget	Fire/Police/City Hall/Maint/Outreach/W&S	Coded Separate	\$8,164.32
Emblem Enterprises, Inc	Patches for Police Dept	101-42000-201	\$528.00
Fryberger/Buchanan & Smith	2023A Bond Legal Services	601-69000-606	\$8,500.00
Fuchs Sanitation	2 TV's Disposed of	401-41000-384	\$40.00
Glyndon Relief Association	Fire Dept Dues - 23 @ \$10	501-45000-124	\$230.00
Grand Forks Fire Equipment	SCBA Flow Test Per NFPA Standards	501-45000-300	\$1,120.00
Great American Finance	City Hall & Police Copy Machine	Coded Separate	\$63.46
Hawkins	Azone Chemicals for Water Plant	201-44000-216	\$941.75
High Tide Technologies	Annual Communications Renewal	301-44000-300	\$2,184.00
JTF Trucking	1998 Ford Plow Truck Repairs	coded Separate	\$1,804.00
Lakes Country Service ACH	Health Insurance for Employees - MEDICA	G 101-21706	\$4,881.96
Law Enforcement Labor	Police Union Dues for Ryan, Annie & Teryn	G 101-21707	\$202.50
Macs	Bolts for Maintenance Dept	101-47000-210	\$3.00
Mettert, Annie	Training Reimbursement/Outreach	Coded Separate	\$178.46
MN State Fire Chiefs Association	Membership Renewal for 2024	501-45000-433	\$100.00
Napa Auto	Maintenance Vehicle Repairs	Coded Separate	\$83.71
Runnings	Uniform Allowance for Ty	Coded Separate	\$301.94
SSI Crestmark	US Solar Xcel Payment for November	Coded Separate	\$661.04
Swanston Equipment	Repairs to Bobcat L85 Loader	Coded Separate	\$1,754.49
Valvoline	2019 & 2022 Police Squad Oil Changes	101-42000-211	\$102.38
		TOTAL	\$45,556.56

GRAND TOTAL \$45,556.56

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 Date organized Tax exempt number

Address City State Zip Code

Name of person making application Business phone Home phone

Date(s) of event Type of organization
 Club Charitable Religious Other non-profit

Organization officer's name City State Zip Code

Organization officer's name City State Zip Code

Organization officer's name City State Zip Code

Organization officer's name City State Zip Code

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

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 or County approving the license

Fee Amount

Date Fee Paid

Date Approved

Permit Date

City or County E-mail Address

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**


CITY OF GLYNDON, MINNESOTA

2024 Charitable Gaming Permit for Raffles

Name of Organization Glyndon Rod & Gun
Type of Organization Fishing Derby
Mailing Address PO Box 152 City Glyndon State MN Zip 56547
Name of Officer Troy DeJong Daytime phone 701-238-1181
E-mail address _____ Date of Raffle Activity 1-27-24
Location Activity will be Conducted Glyndon Community Center
Estimated amount of proceeds \$ 1500.00

Minnesota State does not require a State permit when the combined total of ALL raffle prizes, (Donated and purchased) for this CALENDAR YEAR is less than \$1,500 or if the organization is a 501(c)(3) organization, the total value of ALL prizes donated and purchased for ONE event does not exceed \$5,000 (see Minnesota Statutes, section 349.166, Subd. 1(c)).

Minnesota State law states that persons under the age of 18 may not purchase a raffle ticket or certificate of participation. Persons under the age of 18 may not win a raffle prize.

 _____ Date 12-13-23
Signature of Requesting Organization Officer

Date approved by Glyndon City Council 12-27-23

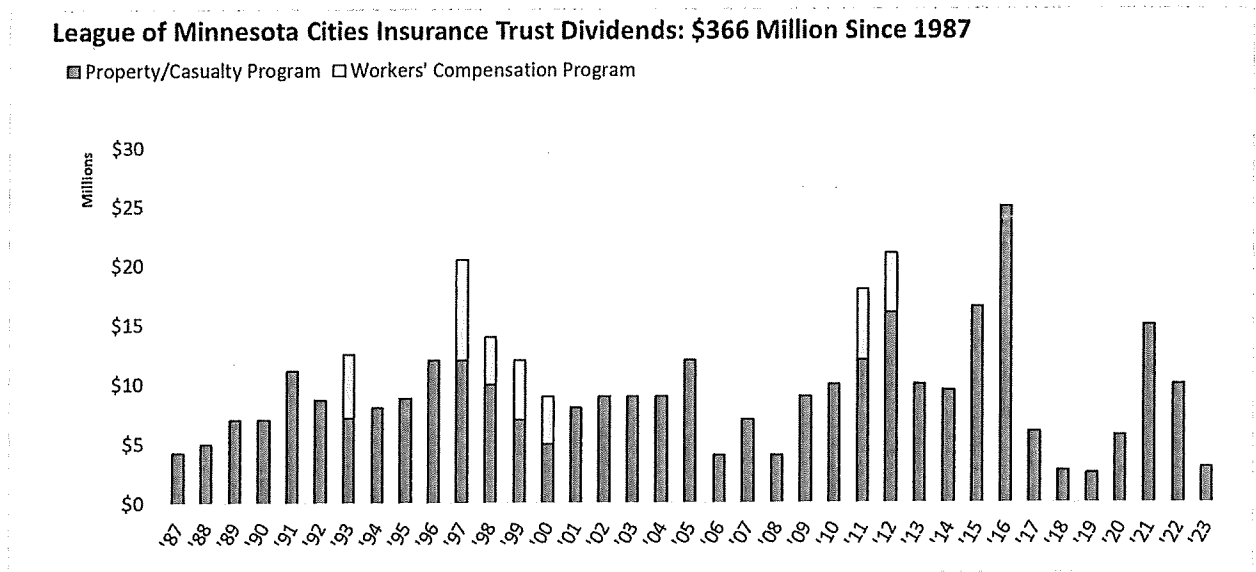
Wendy Affield, City Clerk/Treasurer

DIVIDEND ANNOUNCEMENT

DECEMBER 7, 2023

Dear Member,

We are pleased to enclose a check for your share of the \$3 million dividend being returned to members of the League of Minnesota Cities Insurance Trust’s property/casualty program. We encourage you to share this information with your city council or other governing body.



What is the dividend formula?

Also enclosed is your dividend history and an information sheet showing the data used to calculate your dividend. Your insurance agent will receive this information as well. Following are the key elements of the dividend formula.

- Dividends are distributed to cities and other entities that are members as of December 1 in the year the dividend is being returned. Former participants do not share in the dividend distributions.
- Each member’s share is proportionate to the difference between the member’s total premiums and total losses as of May 31 for the past 20 years.
- Individual losses are capped at the lesser of \$200,000 or 200% of the member’s annual premium for the year of the loss.

Why are we receiving a dividend, and should we expect a dividend every year?

Members should not include dividend returns in their yearly budget projections because the amount fluctuates year-to-year based on losses experienced by members, actuarial projections, investment results, legislative and coverage changes, reinsurance costs, and the Trust’s long-term strategic direction. The amount of a given year’s dividend has no bearing on the amount returned the following year, and it’s possible in some years no dividend will be returned.

(over)

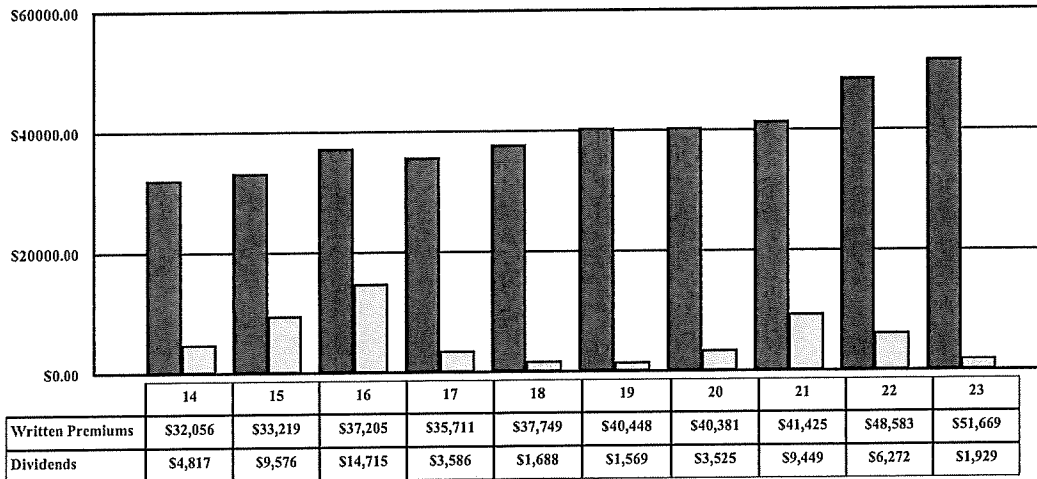
**LEAGUE OF MINNESOTA CITIES INSURANCE TRUST
PROPERTY/CASUALTY
2023 DIVIDEND CALCULATION
AT MAY 31, 2023**

First International Insurance
1730 30th Ave S,
Moorhead MN 565605265

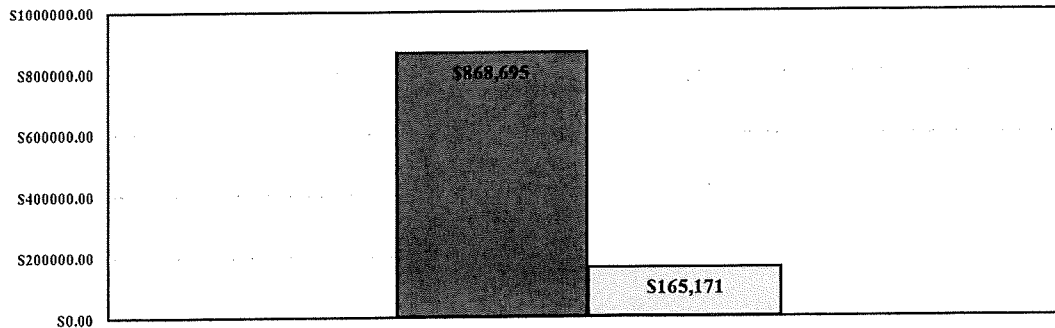
Glyndon
PO Box 223
Glyndon, MN 565470223

GROSS EARNED PREMIUM	\$641,178
ADJUSTED LOSSES	\$95,774
MEMBERS DIVIDEND PERCENTAGE	0.00064294000
DIVIDEND AMOUNT	\$1,929

Premium and Dividend History



Premiums and Dividends Since 1987



The "gross earned premium" figure is the member's total earned premiums as of May 31, 2023 for the past 20 years. This is the premium figure that's used in the dividend calculation.
The "2023 written premium" figure is the member's total premium for the member's most recent renewal prior to May 31, 2023 (for most members, only a portion of that 2023 written premium would be earned as of May 31, 2023).



145 UNIVERSITY AVE. WEST
ST. PAUL, MN 55103-2044
(651) 281-1200
WWW.LMC.ORG

NO. 190775



DATE AMOUNT

December 6, 2023 \$1,929.00

PAY *** One Thousand Nine Hundred Twenty Nine and 00/100 US Dollar

TO THE
ORDER
OF

City of Glyndon

PO Box 223
Glyndon, MN 56547-0223

⑆ 190775⑆ ⑆091000022⑆ 104755879665⑆

Check 190775	Date of check 12/6/2023	Vendor : 100301, City of Glyndon	Invoice number	Invoice date	Payment amount
			2023 PC Divide	12/6/2023	1,929.00
			Total		1,929.00

**CITY OF GLYNDON
CLAY COUNTY, MINNESOTA
December 27, 2023**

RESOLUTION 2023-12

**RESOLUTION ADJUSTING THE WATER TOWER UTILITY BILL
USER FEE FROM \$15.00 TO \$12.00 A MONTH**

REFUNDED THE 2014B BOND WHICH IS NOW NAMED THE 2021A BOND

WHEREAS, the City of Glyndon’s City Council decided to reduce the water tower utility bill user fee since the 2021A refunded bond has a lower yearly payment.

NOW THEREFORE BE IT RESOLVED that the following sum of money beginning January 2024, collectible until obligation of Bond 2021A is fulfilled as a User Fee collectable monthly through the City of Glyndon’s Utility Billing System:

	Units	Monthly	Total
Residential	447	\$12.00	\$64,368
Commercial	40	\$22.00	\$10,560
Mobile Home Park	50	\$12.00	\$7,200
School	<u>1</u>	<u>\$95.00</u>	<u>\$1,140</u>
Total Units	538		\$82,268

The motion for the adoption of the foregoing Resolution was made By **XXXXXXXX**, duly seconded by member **XXXXXXXXXX** and upon vote being taken thereon the following members voted in favor thereof: **Mayor Tracy Tollefson, Bryant Devries, Justin Schreiber, Patrick McCoy and Steven Ring.**

and the following voted against same: **None**

Whereupon said resolution was declared passed and adopted on this 27th day of December 2023.

Tracy Tollefson, Mayor

Attest:

Wendy Affield, City Clerk

City of Glyndon Personnel Policy Handbook

Purpose

The purpose of these policies is to establish a uniform and equitable system of personnel administration for employees of the City of Glyndon. These policies should not be construed as contract terms. The policies are not intended to cover every situation that might arise and can be amended at any time at the sole discretion of the City. These policies supersede all previous personnel policies.

Scope of Policy

Personnel Covered:

Except as otherwise specifically provided, this policy applies to all employees of the City except the following:

- Elected Officials;
- the City Attorney;
- members of City Boards, Commissions and Committees.

Definitions

Regularly Employed:

A regularly employed person is an individual whose employment is determined to be of an indefinite nature. The use of this term and classification does not grant permanent tenure to employment with the City of Glyndon nor does it preclude termination from employment due to violation of expected job conduct, unacceptable job performance, a financial setback to The City of Glyndon or a reorganization of the City structure. The City maintains a policy of "employment at will" under which an employee may be discharged without cause at anytime.

Temporarily Employed:

A temporarily employed person is an individual who has been employed for a short-term period or an uncertain length of time for which no obligation is made by the City for continued regular employment. Employment may last for less than a day to several months or more depending on the City's needs.

Full-Time Employment:

Full-time employment shall consist of work which averages 40 hours or more per work week. Full-time positions are entitled to health insurance, health savings plan, term life insurance, vision coverage, dental coverage, paid holidays, earned vacation, and sick leave in accordance with the benefit plans adopted by the City Council.

Part-Time Employment:

Part-time employment shall consist of work which averages less than 40 hours per work week. Part-time positions will not receive health insurance, health savings plan, term life insurance, vision coverage, dental coverage, paid holidays, or earn vacation or sick leave.

Exempt Employees:

An exempt employee is any employee not covered by the minimum wage and overtime provisions of the Fair Labor Standards Act of 1938 (FLSA). Employees who have management duties, exercise a high degree of independent judgment, or perform work requiring advanced knowledge and education are exempt employees.

Non-Exempt Employees:

A non-exempt employee position is subject to federal regulations involving hourly minimum wages and overtime provisions.

EEO Policy:

The City of Glyndon is committed to providing equal opportunity in all areas of employment, including but not limited to hiring, demotion, transfer, recruitment, selection, lay-off, disciplinary action, termination, compensation, and selection for training. The City of Glyndon will not discriminate against any employee or job applicant on the basis of race, color, creed, religion, national origin, ancestry, sex, sexual orientation, disability, age, marital status, status with regard to public assistance, or membership on a local human rights commission.

Appointments/Employee Selection Process:

Every appointment to municipal service made by the City Council shall be made on the basis of merit and fitness for the position. When required by law or by the Council, merit and fitness shall be determined by written, oral, or other examinations designed to evaluate ability of the candidate to discharge the position for which the examination was held.

Interviewing and Hiring Procedure:

- After a job vacancy is established (*either by termination or resignation of the previous employee or creation of a new position by the City Council*), the City Clerk shall prepare an advertisement for employment. Advertisements should include minimum qualifications, pay range, closing date/time, and instructions for submitting an application. Packets including an application form, release of information form, job descriptions and any other necessary information will be prepared by administrative staff.
- Applications are received at City Hall until the date and time designated for closing.
- A Council Member (*appointed by the City Council*) and the Department Head will choose the members of the Selection Committee (*must include at least one Council member and the Mayor*).
- The City Clerk oversees screening and interviewing of applicants, assists in preparation for interviews, verifies scoring, and assists the Committee in developing a consensus. The City Clerk does not score applicants.
- The Selection Committee screens applicants for minimum qualification requirements.
- Qualified applicants are reviewed and scored on the basis of training, experience and awarded veterans preference points as appropriate.
- The top-rated qualified applicants (number to be decided at time of ranking) are scheduled for oral interviews and testing, if deemed necessary.
- The Selection Committee will determine the applicant most suitable for the position and will make recommendation to the City Council for hiring.

Background Investigations:

A final applicant for a City position will be subject to a *limited* background check. The Glyndon Police Department is authorized to conduct a background check on applicants who are finalists for City employment. Before the background check is undertaken the finalist must give authorization to the

Police Department, in writing, to undertake the background check and to release information to the Selection Committee.

Disqualification of Applicant Due to Background Check:

No person shall be disqualified from employment with the City solely or in part because of prior conviction of a crime or crimes – unless the crime or crimes for which convicted directly relate to the position of employment sought. In determining if a conviction directly related to the position of public employment is sought, the hiring authority shall consider the requirements of Minnesota Statutes Chapter 364. Should the City reject the finalist's request for employment due, partially, or solely, to the applicant's prior conviction of a crime, the Personnel Administrator shall notify the finalist in writing of the following:

- the grounds and reasons for the denial;
- the applicable complaint and grievance procedure set forth in Minnesota Statutes Section 364.06;
- the earliest date the applicant may reapply for employment, and;
- that all competent evidence of rehabilitation will be considered upon reapplication.

Police Department Hiring Procedures

Police Officers:

A notice for acceptance of applications for the position of Full-Time Police Officer or Part-Time Police Officer will be placed on the City's website, the League of Minnesota Cities website and the POST Board website. The applicant must provide a complete application, resume, and cover letter by the deadline date set by the City Clerk.

Once the deadline for accepting applications has ended, the applications will be turned over to the Chief of Police for review. Due to the unique qualifications required to be a Police Officer and certain training certifications which would be an additional asset to the department, the Chief will review the applications and narrow the number to approximately five applicants. The Chief will conduct a preliminary interview with those five applicants and narrow the field down to approximately three applicants. Based on the application, the experience of the candidate and the interview with the applicant, the Chief will provide a recommendation to the City Council for approval. This same process will apply to both Full-Time and Part-Time Police Officers.

Part-Time Police Officer:

Part-Time Police Officers can be hired by the Chief of Police at the Chief's discretion as long as they meet the qualifications for the position of Police Officer.

Full-Time Police Officer:

It has been past practice that recommendations for the position of Full-Time Police Officer will be from the current pool of Part-Time Police Officers.

Police Background Package:

A background investigation must be completed on all Full-Time and Part-Time Officers who are being considered for employment. This will include, but not be limited to, Criminal Background Investigations, Medical Exam, Educational Review, Financial Review, Military Review, POST Review, Law Enforcement Skills Review, and Psychological Exam. The initial cost of the psychological exam for recommended officers will be paid by the City of Glyndon.

All Hires

Benefit Accrual:

Employees who qualify for vacation and sick leave and whose start date is between the first day and the fifteenth day of the month will accrue benefits from the beginning of that month. Employees who begin work after the sixteenth day of the month will accrue benefits beginning the first day of the following month. Employees who qualify for group insurance coverage shall become eligible for benefits on the first day of employment if they have had continuous health coverage or on the nearest first day of the month, but at least thirty (30) days after employment begins if they have not had medical coverage.

Benefit Eligibility:

Full-time regular employees are eligible for vacation, sick leave, and holiday pay as described herein, and are also eligible for group health insurance coverage. Full-time employees compensated on the basis of an annual salary must work a total of 40 hours per week in order to remain eligible for benefits. The 40-hour work week total may consist of vacation, sick leave, holiday, or compensatory time.

Continuation of Coverage:

Upon termination or retirement, employees covered by group health insurance will be allowed to continue COBRA coverage under the group plan for 18 to 36 months depending on the qualifying event, at their own expense. If the employee is receiving disability benefits or is qualified for retirement benefits from PERA, that employee will be allowed to continue coverage indefinitely, at their own expense.

Conduct as a City Employee:

In accepting City employment, employees become representatives of the City and are responsible for assisting and serving the citizens for whom they work. An employee's primary responsibility is to serve the residents of Glyndon. Employees should exhibit conduct that is ethical, professional, responsive, and of standards becoming of a City employee. To achieve this goal, employees must adhere to established policies, rules, and procedures and follow the instructions of their supervisors.

The following are job requirements for every position in the City of Glyndon. All employees are expected to:

- Perform assigned duties to the best of their ability at all times.
- Render prompt and courteous service to the public at all times.
- Read, understand, and comply with the rules and regulations as set forth in these Personnel Policies as well as those of their departments.
- Conduct themselves with decorum toward both residents and staff and respond to inquiries and information requests with patience and every possible courtesy.
- Report any and all unsafe conditions to the immediate supervisor.
- Maintain good attendance.

Smoking:

All City buildings, City owned property and vehicles, in their entirety, shall be designated as tobacco free, meaning that no person will smoke tobacco or other substances or use smokeless tobacco while in a City facility, vehicle/mower or on City owned property (parks, ponds).

Smoking of any kind, including pipes, cigars, and cigarettes, and the use of chewing tobacco is prohibited for employees while on duty. Employees 18 and over are allowed to smoke only during their breaks and lunch, and only in areas designated for that purpose or in their personal vehicle.

The use of electronic cigarettes, including the inhaling or exhaling of vapor from any electronic delivery device, as defined in the State of Minnesota Statute section 609.685, subdivision 1, is prohibited in the following locations:

1. Any building owned or operated by the state, home rule charter or statutory city, county, township, school district, or other political subdivision;
2. Any facility owned by Minnesota State Colleges and Universities and the University of Minnesota;
3. Any facility licensed by the commissioner of human services; or
4. Any facility licensed by the commissioner of health, but only if the facility is also subject to federal licensing requirements.

Amendment – November 2014

The City of Glyndon observes and supports the Minnesota Clean Indoor Air Act. All City buildings and vehicles, in their entirety shall be designated as tobacco free, meaning that smoking in any form (through the use of tobacco products (pipes, cigars and cigarettes) or “vaping” with e-cigarette is prohibited while in a City facility or vehicle.

Attendance and Absence:

The operations and standards of service in the City of Glyndon require that employees be at work unless valid reasons warrant absence. In order for a team to function efficiently and effectively, employees must be on the job. Attendance is an essential function of every City position.

Employees who are going to be absent from work are required to notify their supervisor as soon as possible in advance of the absence. In case of unexpected absence, employees should call their supervisor before the scheduled starting time. If the supervisor is not available at the time, the employee should leave a message that includes a telephone number where he/she can be reached and/or contact any other individual who was designated by the supervisor. Failure to use established reporting process will be grounds for disciplinary action. Departments may establish more specific reporting procedures.

The employee must call the supervisor on each day of an absence extending beyond one (1) day unless arrangements otherwise have been made with the supervisor. Employees who are absent for three (3) days or more and who do not report their absence in accordance with this policy will be considered to have voluntarily resigned not in good standing. The City may waive this rule if extenuating circumstances warranted such behavior. This policy does not preclude the City from administering discipline for unexcused absences of less than three (3) days.

Health Insurance:

The City will pay the full premium cost for the employee. Dependent or family coverage is the full responsibility of the employee. Effective April 1, 2013, all employees hired after this date if they choose not to enroll in the City’s insurance plan, shall not receive the premium refund of the premium that would have been paid by the City.

Health Savings Plan:

Glyndon’s current health insurance plan for full-time employees includes a \$3,200 Health Savings Plan (HSP). Monthly (during the second payroll of the month) the City will deposit \$266.67 into the Health Savings Plan. These benefits are reviewed annually by the City Council and are subject to change.

Vision Insurance: The City pays the full premium for single vision coverage for full-time employees.

Dental Insurance: The City pays the full premium for single dental coverage for full-time employees.

Compensation:

Full-time employees of the City will be compensated according to schedules adopted by the City Council. Unless approved by the Council, employees will not receive any amount from the City in addition to the pay authorized for the positions to which they have been appointed. Expense reimbursement or travel expenses may be authorized in addition to regular pay. Compensation for seasonal and temporary employees will be set by the City Council at the time of hire, or on an annual basis.

Time Reporting:

Full-time, non-exempt employees are expected to work 40 hours per workweek and will be paid according to the time reported on their time sheets. To comply with the provisions of the Federal and State Fair Labor Standards Acts, hours worked, and any leave time used by non-exempt employees are to be recorded daily and submitted to payroll on a biweekly basis. Each time reporting form must include the signature of the employee and immediate supervisor. Reporting false information on a time sheet may be cause for immediate termination.

Overtime/Compensatory Time:

The City of Glyndon has established this overtime policy to comply with applicable state and federal laws governing accrual and use of overtime. The City will determine whether each employee is designated as "exempt" or "non-exempt" from earning overtime. In general, employees in executive, administrative, and professional job classes are exempt; all others are non-exempt.

Non-Exempt (Overtime-Eligible) Employees:

All overtime-eligible employees will be compensated at the rate of time and one-half for all hours worked over 40 in one workweek. Vacation, sick leave, and paid holidays do not count toward "hours worked". Compensation will take the form of either time and one-half pay or compensatory time. Compensatory time is paid time off at the rate of one and one-half hours off for each hour of overtime worked.

The employee's supervisor must approve overtime hours in advance. An employee who works overtime without prior approval may be subject to disciplinary action.

Overtime earned will be paid at the rate of time and one-half on the next regularly scheduled payroll date, unless the employee indicates on his/her timesheet that the overtime earned is to be recorded as compensatory time in lieu of payment.

Exempt (Non-Overtime-Eligible) Employees:

Exempt employees are expected to work the hours necessary to meet the performance expectations outlined by their supervisors. Generally, to meet these expectations, and for reasons of public accountancy, an exempt employee will need to work 40 or more hours per week. Exempt employees do not receive extra pay for the hours worked over 40 in one workweek.

Exempt employees are paid on a salary basis. This means that they receive a predetermined amount of pay each pay period and are not paid by the hour. Their pay does not vary based on the quality or quantity of work performed, and they receive their full weekly salary for any week in which any work is performed.

A motion to allow and Grant Comp time as stated from The Minutes of the Glyndon City Council Meeting dated December 19, 2012, is as follows:

Overtime earned will be paid on the next regularly scheduled payroll date, unless the employee and the department head mutually agree in advance that the overtime will be banked as compensatory time in lieu of payment. Employees may request and use compensatory time off in the same manner as other leave requests. Supervisors shall normally grant such requests, even if another employee must be called in to cover the hours,

unless it causes an undue disruption in business operations. All compensatory time shall be marked as such on official timesheets, both when it is earned and taken. The Clerks-Treasurer's office maintains compensatory time records. Compensatory may be accumulated to a maximum of forty (40) hours. All compensatory time accrued will be paid when the employee leaves City employment at the rate the employee is earning at that time. and that it be incorporated into the City of Glyndon Employee Handbook was made by Dave Owings, seconded by Roger Wyland.
Motion Carried

The City of Glyndon will only make deductions from the weekly salary of an exempt employee in the following situations:

- The employee is in a position that does not earn vacation or personal leave and is absent for a day or more for personal reasons other than sickness or accident.
- The employee is in a position that earns sick leave, receives a short-term disability benefit or workers' compensation wage loss benefits and is absent for a full day due to sickness or disability, but he/she is either not yet qualified to use the paid leave or he/she has exhausted all of his/her paid leave.
- The employee is absent for a full workweek, and, for whatever reason, the absence is not charged to paid leave (for example, a situation where the employee has exhausted all of his/her paid leave or a situation where the employee does not earn paid leave).
- The very first workweek or the very last workweek of employment with the City in which the employee does not work a full week. In this case, the City will prorate the employee's salary based on the time actually worked.
- The employee is in a position that earns paid leave and is absent for a partial day due to personal reasons, illness, or injury, but:
 - Paid leave has not been requested or has been denied;
 - Paid leave is exhausted;
 - The employee has specifically requested unpaid leave;
- The employee is suspended without pay for a full day or more for disciplinary reasons for violations of any written policy that is applied to all employees.
- The employee takes unpaid leave under the FMLA.

The City of Glyndon may, for budgetary reasons, implement a voluntary or involuntary unpaid leave program and, under this program, make deductions from the weekly salary of an exempt employee. In this case, the employee will be treated as non-exempt for any workweek in which the budget-related deductions are made.

The City of Glyndon will not make deductions from pay due to exempt employees from being absent for jury duty or attendance as a witness but will require the employee to pay back to the City any amounts received by the employee as jury fees or witness fees.

If the City inadvertently makes an improper deduction to the weekly salary of an exempt employee, the City will reimburse the employee and make appropriate changes to comply in the future.

Term Life Insurance:

The City will pay the full premium cost for the employee to receive \$25,000 term life and accidental death and dismemberment policy.

Vacation:

Vacation is earned at the following rates for full-time employees: During the first year of full-time employment seven (7) days or fifty-six (56) hours of vacation are earned. Beginning the second year of full-time employment, twelve (12) days or ninety-six (96) hours of vacation will be earned. Beginning the third year, and each year thereafter, one additional day or eight (8) hours are added to the vacation earn rate until a maximum of 22 days or 176 hours per year is reached. The maximum vacation earned is reached in the 12th year of employment. The maximum vacation accrued is 225 hours.

Funeral Leave:

Funeral Leave in the amount of up to five (5) days will be allowed upon the death of spouse, child, parent, or sibling. Funeral leave in the amount of up to three (3) days will be allowed upon the death of mother-in-law, father-in-law, grandparent, or grandchild. Upon the death of an aunt or uncle, you may take one (1) day of funeral leave. If you need more time off, you will have to use vacation or compensatory time.

Sick Leave:

Full-time employees receive ten (10) days of sick leave in the first year, thereafter one (1) day of sick leave per month. The maximum sick leave accrued is 130 days.

Earned Sick and Safe Time:

Employees in Minnesota are entitled to earned sick and safe time, a form of paid leave. Employees must accrue at least one (1) hour of earned sick and safe time for every thirty (30) hours they work, up to at least forty-eight (48) hours in a year. A year for purposes of the employee's earned sick and safe time accrual is considered to be Pay Periods 1 to 26 of each year.

Accrued and unused hours carry over into future years, up to a maximum of eighty (80) hours accrued overall. When the 80-hour overall limit is reached, accrual immediately stops until usage occurs, at which time accrual restarts (until either the yearly or overall limit is reached). When the 48-hour yearly limit is reached, accrual does not restart until the following year. The year starts on pay period 1 and ends on pay period 26. The terms under which employees are permitted to use this leave are set forth below.

Employees will not be paid for any unused sick and safe leave upon termination of employment. If an employee separates from employment and is rehired within ninety (90) days, any earned and unused sick and safe leave that the employee had at the time of separation will be reinstated.

Employees must use at least 4 hours of sick leave per occurrence.

All employees begin accruing hours on the first day of work, regardless of whether they are full-time, part-time, or temporary workers.

Following ninety (90) calendar days of employment, sick and safe leave may be used for the following authorized purposes:

- Diagnosis, treatment, recuperation, or preventative care for a medical or mental health condition, illness, or injury.
- Legal action, counseling or other services for domestic abuse, sexual assault, or stalking; or

- Care of a covered family member who is sick (or needs diagnosis, treatment, or preventative care), or during emergency closure of their school or place of care (including for inclement weather)
- Scheduled work shift cancelled due to public health emergency by order of a public official
- Covered family members include immediate family and/or a member of the employee's household.

Employees may only use sick and safe leave for one of the authorized reasons listed above.

Employees using earned sick and safe leave for unauthorized purposes lose protection of the policy for that absence.

Retaliation by management against an employee's legitimate use of sick and safe leave is strictly prohibited by law.

No medical or other documentation will be required from the employee unless more than three consecutive absences occur, or clear evidence of illegitimate use exists. Employees who use sick or safe time leave for more than 3 consecutive absences may be required to provide reasonable certification of the need for leave including, for example, evidence of service or medical treatment provided by a professional.

In the case of an unforeseen need to take leave, for example, the illness of an employee or his or her family member or in the case of an emergency, notice should be given by the employee as soon as practicable (and, generally, before the start of the work shift).

If the need to use sick and safe leave is *foreseeable* (for example a scheduled doctor's appointment), employees must provide notice at least 7 days prior to the absence.

A request for sick and safe leave may be denied if the employee fails to provide proper notice.

Paid sick leave hours will be compensated at the employee's hourly rate of pay (with benefits), excluding tips, service charges, commissions, and overtime rates, where applicable.

Paid sick leave hours will not count as hours worked for the purposes of any overtime calculation.

Employees will be notified of their paid sick leave balances each month on their earnings statement including sick and safe time hours (or other qualifying leave) accrued and unused.

Other Leaves

Military Leave:

State and federal laws provide protection and benefits to City employees who are called to military service, whether in the reserves or on active duty. Such employees are entitled to a leave of absence without loss of pay, seniority status, efficiency rating, or benefits for the time the employee is engaged in training or active service not exceeding a total of 15 days in any calendar year.

The leave of absence is only in the event the employee returns to employment with the City as required upon being relieved from service or is prevented from returning by physical or mental disability or other cause not the fault of the employee or is required by the proper authority to continue in military or naval service beyond the fifteen (15) day paid leave of absence. Employees on extended unpaid military leave will receive fifteen (15) days paid leave of absence in each calendar year, not to exceed five (5) years.

Where possible, notice is to be provided to the City at least ten (10) working days in advance of the requested leave. If an employee has not yet used his/her fifteen (15) days of paid leave when called to active duty, any unused paid time will be allowed for the active-duty time, prior to the unpaid leave of absence.

Employees returning from military service will be reemployed in the job that they would have attained had they not been absent for military service and with the same seniority, status and pay, as well as other rights and benefits determined by seniority. Unpaid military leave will be considered hours worked for the purpose of vacation leave and sick leave accruals.

Eligibility for continuation of insurance coverage for employees on military leave beyond fifteen (15) days will follow the same procedures as for any employee on an unpaid leave of absence.

Jury Duty:

Regular Full-Time and Part-Time employees will be granted paid leaves of absence for required jury duty. Such employees will be required to turn over any compensation they receive for jury duty, minus mileage reimbursement, to the City in order to receive their regular wages for the period. Time spent on jury duty will not be counted as time worked in computing overtime.

Employees excused or released from jury duty during their regular working hours will report to their regular work duties as soon as reasonably possible or will take accrued vacation or compensatory time to make up the difference.

Employees are required to notify their supervisor as soon as possible after receiving notice to report for jury duty. The employee will be responsible for ensuring that a report of time spent on jury duty and pay form is completed by the Clerk of Court so the City will be able to determine the amount of compensation due for the period involved.

Temporary and seasonal employees are generally not eligible for compensation for absences due to jury duty but can take a leave without pay subject to department head approval. However, if a temporary or seasonal employee is classified as exempt, he/she will receive compensation for the jury duty time.

Court Appearances:

Employees will be paid their regular wage to testify in court for City-related business. Any compensation received for court appearances (e.g., subpoena fees) arising out of or in connection with City employment, minus mileage reimbursement, must be turned over to the City.

Job Related Injury or Illness:

All employees are required to report any job-related illnesses or injuries to their supervisor immediately (no matter how minor). If a supervisor is not available and the nature of injury or illness requires immediate treatment, the employee is to go to the nearest available medical facility for treatment and, as soon as possible, notify his/her supervisor of the action taken. In the case of a serious emergency, 911 should be called.

If the injury is not of an emergency nature, but requires medical attention, the employee will report it to the supervisor and make arrangements for a medical appointment.

Worker's compensation benefits and procedures to return to work will be applied according to applicable State and Federal laws.

Parenting Leave:

Employees who work twenty (20) hours or more per week and have been employed more than one year are entitled to take an unpaid leave of absence in connection with the birth or adoption of a child. The leave may not exceed six weeks and must begin within six (6) weeks after the birth or adoption of the child.

Employees are not required to use sick leave during Parenting Leave but may use sick leave at their option for any period of this leave for which they are unable to work due to medical reasons.

The employee is entitled to return to work in the same position and at the same rate of pay the employee was receiving prior to commencement of the leave. Group insurance coverage will remain in effect during the six (6) week Parenting Leave.

Administrative Leave:

Under special circumstances, an employee may be placed on an administrative leave pending the outcome of an internal or external investigation. The leave may be paid or unpaid, depending on the circumstances, as determined by the City with the approval of the City Council.

Victim or Witness Leave:

An employee who is subpoenaed or requested by the prosecutor to attend court for the purpose of giving testimony is entitled to reasonable time off from work to attend criminal proceedings related to the victim's case.

Elections/Voting Leave:

An employee selected to serve as an election judge pursuant to Minnesota law, will be allowed time off without pay for purposes of serving as an election judge, provided that the employee gives the City at least ten (10) days written notice.

All employees eligible to vote at a State general election, at an election to fill a vacancy in the office of United States Senator or Representative, or in a Presidential Primary, will be allowed time off with pay to vote during the morning of election day. Employees wanting to take advantage of such leave are required to work with their supervisors to avoid coverage issues.

Regular Leave without Pay:

The City Council may authorize leave without pay for up to thirty (30) days. Leave without pay for greater periods may be granted by the City Council to a maximum of one (1) year.

Normally employee benefits will not be earned by an employee while on leave without pay. However, the City's contribution toward health, vision, dental and life insurance may be continued, if approved by the City Council, for leaves of up to ninety (90) days when the leave is for medical reasons.

If an employee is on a regular leave without pay and is not working any hours, the employee will not accrue (or be paid for) holidays, sick leave, or vacation leave. Employees who are working reduced hours while on this type of leave will receive holiday pay on a prorated basis and will accrue sick leave and vacation leave based on actual hours worked.

Leave without pay hours will not count toward seniority and all accrued vacation leave and compensatory time must normally be used before an unpaid leave of absence will be approved.

To qualify for leave without pay, an employee need not have used all sick leave earned unless the leave is for medical reasons. (An employee absent for Parenting Leave is not required to use sick leave.) Leave without pay for purposes other than medical leave or work-related injuries will be at the convenience of the City.

Employees returning from a leave without pay for a reason other than a qualified Parenting Leave will be guaranteed return to the original position only for absences of thirty (30) calendar days or less.

Employees receiving leave without pay in excess of thirty (30) calendar days, for reasons other than qualified Parenting Leave, are not guaranteed return to their original position. If their original position or a position of similar or lesser status is available, it may be offered at the discretion of the City subject to approval of the City Council.

Severance Pay:

Retiring employees may apply 33% of their unused sick leave for severance pay upon retirement.

Use of Sick Leave:

Sick leave may also be used to take a child, parent, or spouse to the doctor, or to care for them at home.

Donation of Sick Leave:

Individuals may transfer sick leave or vacation hours to another City of Glyndon employee under the following conditions: The employee is suffering from or has a relative or household member suffering from a severe illness, injury, or condition, that has caused or is likely to cause the employee to take leave without pay or terminate employment. Sick leave or vacation leave may be donated or received only by permanent City employees who are not probationary, temporary, or otherwise limited in terms.

Holidays:

Holidays include New Year's Day, January 1; Martin Luther King's Birthday, the third Monday of January; Washington's and Lincoln's Birthday, the third Monday in February; Memorial Day, the Last Monday in May; Juneteenth, June 19; Independence Day, July 4; Labor Day, the first Monday in September; Veteran's Day, November 11; Thanksgiving Day, the fourth Thursday in November; The Friday following Thanksgiving Day, the fourth Friday in November; **Noon to 4:30 on Christmas Eve** and Christmas Day, December 25.

When a holiday falls on a Sunday, the following Monday will be the "observed" holiday and when a holiday falls on a Saturday, the preceding Friday will be the "observed" holiday for City operations/facilities that are closed on holidays.

Official holidays commence at the beginning of the first shift of the day on which the holiday is observed and continue for twenty-four (24) hours thereafter.

Full-time employees will receive pay for official holidays at their normal straight time rates, provided they are on paid status on the last scheduled day prior to the holiday and first scheduled day immediately after the holiday. Part-time employees will receive pro-rated holiday pay based on the number of hours normally scheduled. Any employee on a leave of absence without pay from the City is not eligible for holiday pay.

Premium pay of 1.5 times the regular hourly wage for employees required to work on a holiday will be for hours worked on the "actual" holiday as opposed to the "observed" holiday.

Employees wanting to observe holidays other than those officially observed by the City may request either vacation leave or unpaid leave for such time off.

Workweek:

The definition of workweek for the City of Glyndon shall be as follows: The workweek will begin on Monday at 12:00 a.m. and go on through Sunday at 11:59 p.m.

Hours of Work

Work Hours:

Work schedules for employees will be established by supervisors. The regular work week for employees is five eight-hour days in addition to a lunch period, Monday through Friday, except as otherwise approved by the City in accordance with the customs and needs of the individual departments.

Core Hours:

To ensure employee availability and accountability to the public the City serves, all full-time employees (exempt and non-exempt) are to be at work during the hours of 7:00 a.m. to 3:30 p.m. or 8:00 a.m. to 4:30 p.m., Monday through Friday unless away from the work site for a work-related activity or on approved leave.

Meal Breaks and Rest Periods:

A fifteen (15) minute paid break is allowed within each of the four (4) consecutive hours of work. An unpaid thirty (30) minute lunch period is provided when an employee works eight or more consecutive hours. Employees are expected to use these breaks as intended and will not be permitted to adjust work start time, end time or lunch time by saving these breaks.

Employees working in City buildings will normally take their break at the place provided for that purpose in each building. Employees working out-of-doors will normally take their break at the location of their work. Employees whose duties involve traveling throughout the City may stop along the assigned route at a restaurant or other public accommodation for their fifteen (15) minute break. Exceptions must be approved by the supervisor.

Departments with unique job or coverage requirements may have additional rules, issued by the supervisor and subject to approval of the City, on the use of meal breaks and rest periods.

Adverse Weather Conditions:

Inclement Weather: Glyndon City Departments shall remain open during periods of inclement weather. Glyndon values the safety of its employees and deems each individual employee to be in the best position to judge whether travel poses a risk to his/her own personal safety. Employees may choose not to report to work, or to leave work early, as weather conditions require, in the interest of their personal safety. If an employee judges it to be unsafe or potentially injurious to attempt to report to work or to remain at work during periods of inclement weather, such employee shall use compensatory time, vacation time, take unpaid time off, or work time may be made up in the pay period it was missed at the discretion of the Department Head.

Sworn Police Officers and Public Works Maintenance employees will generally be required to report to work regardless of conditions.

Performance Reviews:

An objective performance review system will be established for the purpose of periodically evaluating the performance of City employees. Department Heads will conduct performance reviews for the employees whom they supervise. The quality of an employee's past performance will be considered in personnel decisions such as promotions, transfers, demotions, terminations and, where applicable, salary adjustments.

Performance reviews will be discussed with the employees. Employees do not have the right to change or grieve their performance review but may submit a written response which will be attached to the performance review.

Performance reviews are to be scheduled on a regular basis, at least annually. The form, with all required signatures, will be retained as part of the employee's personnel file.

Signing of the performance review document by the employee acknowledges that the review has been discussed with the supervisor and does not necessarily constitute agreement. Failure to sign the document by the employee will not delay processing.

The City Council will conduct performance reviews for Department Heads.

Police Performance Reviews:

Performance Reviews for Full-Time Police Officers will be conducted annually on or near the anniversary date of their hiring. These reviews are not Merit Based and are conducted to provide the officer with a review of the quality of their performance. The objective of an annual performance review is to help the employee stay on the correct track with job tasks and responsibilities. The officer will be evaluated on several areas including but not limited to the following: Oral and Written Communication, Quality of Work, Safety, Dependability, Appearance, Technical Knowledge, and Field Performance.

The Full-Time Officer and the Chief will be provided with a performance review form to be filled out based on their perception of the performance. On a scheduled date the Chief and the Officer will meet and review their completed version of the performance review form. Once reviewed the Chief's review form will be signed by the employee and both copies will be placed in the Officers personnel file.

Call Back or Call Out:

Employees will receive two hours, or actual time worked of overtime pay or compensatory time, whichever is greater, when called out when they are scheduled to be on call or called back to work after completing a normal workday shift.

Sexual Harassment Prevention

General:

The City of Glyndon is committed to creating and maintaining a workplace free of harassment and discrimination. Such harassment is a violation of Title VII of the Civil Rights Act of 1964 and the Minnesota Human Rights Act.

In keeping with this commitment, the City maintains a strict policy prohibiting unlawful harassment, including sexual harassment. This policy prohibits harassment in any form, including verbal and physical harassment.

This policy statement is intended to make all employees sensitive to the matter of sexual harassment, to express the City's strong disapproval of unlawful sexual harassment, to advise employees against this behavior and to inform them of their rights and obligations. The most effective way to address any sexual harassment issue is to bring it to the attention of management.

Definitions:

To provide employees with a better understanding of what constitutes sexual harassment, the definition, based on Minnesota Statute § 363.01, subdivision 41, is provided: sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature, when:

- Submitting to the conduct is made either explicitly or implicitly a term or condition of an individual's employment; or

- Submitting to or rejecting the conduct is used as the basis for an employment decision affecting an individual's employment; or
- Such conduct has the purpose or result of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Examples of inappropriate conduct include but are not limited to unwanted physical contact; unwelcome sexual jokes or comments; sexually explicit posters or pinups; repeated and unwelcome requests for dates or sexual favors; sexual gestures or any indication, expressed or implied, that job security or any other condition of employment depends on submission to or rejection of unwelcome sexual requests or behavior. In summary, sexual harassment is the unwanted, unwelcome, and repeated action of an individual against another individual, using sexual overtones as a means of creating stress.

Expectations

The City of Glyndon recognizes the need to educate its employees on the subject of sexual harassment and stands committed to providing information and training. All employees are expected to treat each other and the general public with respect and to assist in fostering an environment that is free from unwanted harassment. Violations of this policy may result in discipline, including possible termination. Each situation will be evaluated on a case-by-case basis.

Employees who feel that they have been victims of sexual harassment, or employees who are aware of such harassment, should immediately report their concerns to any of the following:

1. Immediate Supervisor.
2. Mayor or City Council Member.

In addition to notifying one of the above persons and stating the nature of the harassment, the employee is also encouraged to take the following steps:

- Make it clear to the harasser that the conduct is unwelcome and document that conversation;
- Document the occurrences of harassment;
- Submit the documented complaints to your supervisor, City Clerk, Mayor, or any member of the Human Relations Committee. Employees are strongly encouraged to put the complaint in writing.
- Document any further harassment or reprisals that occur after the initial complaint is made.

The City urges that conduct which is viewed as offensive be reported immediately to allow for corrective action to be taken through education and immediate counseling, if appropriate.

Management has the obligation to provide an environment free of sexual harassment. The City is obligated to prevent and correct unlawful harassment in a manner which does not abridge the rights of the accused. To accomplish this task, the cooperation of all employees is required.

The City will take action to correct any and all reported harassment to the extent evidence is available to verify the alleged harassment and any related retaliation. All allegations will be investigated. Strict confidentiality is not possible in all cases of sexual harassment as the accused has the right to answer charges made against them; particularly if discipline is a possible outcome. Reasonable efforts will be made to respect the confidentiality of the individuals involved, to the extent possible.

Any employee who makes a false complaint or provides false information during an investigation may be subject to disciplinary action, up to and including termination.

Retaliation:

The City of Glyndon will not tolerate retaliation or intimidation directed towards anyone who makes a complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment. Any individual who retaliates against a person who testifies, assists, or participates in an investigation may be subject to disciplinary action up to and including termination.

Outside Employment:

The potential for conflicts of interest is lessened when individuals employed by the City of Glyndon regard the City as their primary employment responsibility. All outside employment is to be reported to the employee's immediate supervisor. If a potential conflict exists based on this policy or any other consideration, the supervisor will consult with the City Council. Any City employee accepting employment in an outside position that is determined by the City to be in conflict with the employee's City job will be required to resign from the outside employment or may be subject to discipline up to and including termination.

For the purpose of this policy, outside employment refers to any non-City employment or consulting work for which an employee receives compensation, except for compensation received in conjunction with military service or holding a political office or an appointment to a government board or commission that is compatible with City employment. The following is to be considered when determining if outside employment is acceptable:

- Outside employment must not interfere with a full-time employee's availability during the City's regular hours of operation or with a part-time employee's regular work schedule.
- Outside employment must not interfere with the employee's ability to fulfill the essential requirements of his/her position.
- The employee must not use City equipment, resources, or staff in the course of the outside employment.
- The employee must not violate any City personnel policies as a result of outside employment.
- The employee must not receive compensation from another individual or employer for services performed during hours for which he/she is also being compensated by the City. Work performed for others while on approved vacation or compensatory time is not a violation of policy unless that work creates the appearance of a conflict of interest.
- No employee will work for another employer, or for his/her own business, while using paid sick leave from the City for those same hours.
- Departments may establish more specific policies as appropriate, subject to the approval of the City Council.

City employees are not permitted to accept outside employment that creates either the appearance of or the potential for a conflict with the development, administration or implementation of policies, programs, services, or any other operational aspect of the City.

Organization:

The City will maintain job descriptions for each regular position. New positions will be developed as needed but must be approved by the City Council prior to the position being filled.

A job description is prepared for each position within the City. Each job description will include position title, department, supervisor's title, FLSA status (exempt or nonexempt), primary objective of the position, essential functions of the position, examples of performance criteria, minimum requirements, desirable training and experience, supervisory responsibilities (if any), and extent of supervisory direction or guidance provided to position. Good attendance and compliance with work rules and policies are essential functions of all City positions.

Prior to posting a vacant position the existing job description is reviewed by the City or designee and the hiring supervisor to ensure that the job description is an accurate reflection of the position and that the stated job qualifications do not present artificial barriers to employment.

A current job description is provided to each new employee. Supervisors are responsible for revising job descriptions as necessary to ensure that the position's duties and responsibilities are accurately reflected. All revisions are reviewed and must be approved by the City.

Discipline

General Policy:

Supervisors are responsible for maintaining compliance with City standards of employee conduct. The objective of this policy is to establish a standard disciplinary process for employees of the City of Glyndon. City employees will be subject to disciplinary action for failure to fulfill their duties and responsibilities at the level required, including observance of work rules and standards of conduct and applicable city policies.

No Contract Language Established:

This policy is not to be construed as contractual terms and is intended to serve only as a guide for employment discipline.

Process:

The City may elect to use progressive discipline with any employee. There may be circumstances that warrant deviation from the suggested order or where progressive discipline is not appropriate. Nothing in these personnel policies implies that any City employee has a property right to the job he/she performs.

Documentation of disciplinary action taken will be placed in the employee's personnel file with a copy provided to the employee.

The Following are Descriptions of the Types of Disciplinary Actions

Oral Reprimand:

This measure will be used where informal discussions with the employee's supervisor have not resolved the matter. All supervisors have the ability to issue oral reprimands without prior approval.

Oral reprimands are normally given for first infractions on minor offenses to clarify expectations and put the employee on notice that the performance or behavior needs to change, and what the change must be. The supervisor will document the oral reprimand including date(s) and a summary of discussion and corrective action needed.

Written Reprimand:

A written reprimand is more serious and may follow an oral reprimand when the problem is not corrected, or the behavior has not consistently improved in a reasonable period of time. Serious infractions may require skipping either the oral or written reprimand, or both. Written reprimands are issued by the supervisor.

A written reprimand will: (1) state what did happen; (2) state what should have happened; (3) identify the policy, directive or performance expectation that was not followed; (4) provide history, if any, on the issue; (5) state goals, including timetables, and expectations for the future; and (6) indicate consequences of recurrence.

Employees will be given a copy of the reprimand to sign acknowledging its receipt. Employees' signatures do not mean that they agree with the reprimand. Written reprimands will be placed in the employee's personnel file.

Suspension with or Without Pay:

The City may suspend an employee without pay for disciplinary reasons. Suspension without pay may be followed with immediate dismissal as deemed appropriate by the City Council, except in the case of veterans. Qualified veterans will not be suspended without pay in conjunction with a termination.

The employee will be notified in writing of the reason for the suspension either prior to the suspension or shortly thereafter. A copy of the letter of suspension will be placed in the employee's personnel file.

An employee may be suspended or placed on involuntary leave of absence pending an investigation of an allegation involving that employee. The leave may be with or without pay depending on a number of factors including the nature of the allegations. If the allegation is proven false after the investigation, the relevant written documents will be removed from the employee's personnel file and the employee will receive any compensation and benefits due had the suspension not taken place.

Demotion and/or Transfer:

An employee may be demoted or transferred if attempts at resolving an issue have failed and the City determines a demotion or transfer to be the best solution to the problem. The employee must be qualified for the position to which they are being demoted or transferred. The City Council must approve this action.

Salary:

An employee's salary increase may be withheld, or the salary may be decreased due to performance deficiencies.

Dismissal/Termination:

The City Council, with input from an employee's supervisor, may dismiss/terminate an employee for substandard work performance, serious misconduct, or behavior not in keeping with City standards. When circumstances require immediate action, the Human Relations Committee may dismiss/terminate an employee.

If the disciplinary action involves the removal of a qualified veteran, the appropriate hearing notice will be provided, and all rights will be afforded the veteran in accordance with Minnesota law.

Technology

Purpose:

The purpose of the City of Glyndon's computer and other electronic systems, including but not limited to, electronic mail (e-mail) and the internet, are to provide an efficient and effective means of internal and external communications and to improve work product. This policy addresses access and disclosure of information from such electronic systems. This policy serves as notice to employees, volunteers, and contractors of the City that all data, including any that is stored or printed as a document, is subject to audit and review. There should be no expectation of personal privacy in the use of the internet and e-mail systems when using the computers or services provided by the City.

Internet access and e-mail have been provided by the City of Glyndon to assist employees to carry out the business of the City effectively and efficiently. It is expected employees will use the internet and e-mail to improve their job knowledge; to access scientific, technical, and other information on topics which relevance to the City; and to communicate with their peers on matters of relevance to their work for the City. Employees are encouraged to develop skill in the usage of internet and e-mail and exercise discretion during use. Users are advised not to use the internet or e-mail systems for any purpose which would reflect negatively on the City or its employees.

It is unacceptable for a user to access, use, submit, publish, display, download, save or transmit on the network, or on any computer system, any information which:

1. Violates or infringes on the rights of any other person, including the right to privacy;
2. Contains defamatory, false, inaccurate, abusive, obscene, pornographic, profane, sexually oriented, threatening, racially offensive, or other biased, discriminatory or illegal material;
3. Violates City regulations prohibiting sexual harassment;
4. Encourages the use of controlled substances or uses the system for the purpose of criminal intent.

It is also unacceptable for a user to use the system to:

1. Conduct any non-approved business;
2. Solicit the performance of any activity that is prohibited by law;
3. Transmit material, information or software in violation of any state, local or federal law;
4. Conduct any political activity;
5. Conduct any non-City fund raising or public relations activities;
6. Download copyrighted materials to be used for any purpose outside of those authorized by the author or current copyright law;
7. Download music, video and related media files that have no job-related purpose;
8. Engage in any activity for personal gain or personal business transactions;
9. Make any unauthorized purchases.

The City reserves the right to monitor and/or log all network activity without notice; including all web-site communications and therefore users should have no expectation of privacy in the use of this system. E-mail messages may be City records depending upon their content and therefore are subject to Data Retention regulations and the Minnesota Government Data Practices Act. Confidential and sensitive information should not be communicated via e-mail.

Due to sensitive material and private citizen data pertaining to criminal investigation processes, all computers used by the Police Department will be monitored by the Chief of Police to ensure computers used by officers do not violate City policy. At no time will computers used by police officers be accessed off site or by unauthorized individuals. Police Department computers can only be audited in the presence of the Chief of Police.

Usage of computers, printers, and other peripheral equipment and/or software owned by the City of Glyndon should be restricted to job related tasks and City business. Caution **MUST BE EXERCISED AT ALL TIMES** to protect access to computers by unauthorized personnel. The City of Glyndon complies with all software copyrights and terms of all software licenses. City employees may not duplicate licensed software or related documentation. City-owned software may not be used in any manner not allowed by the licensing agreement. Personal software may be installed on City-owned equipment **ONLY** with **DOCUMENTED** permission from a supervisor.

Cellphone Use Policy

Objective:

This policy outlines the use of cellphones at work and the safe use of cellphones by employees while driving.

Policy:

Cellphones should be turned off or set to silent or vibrate mode during meetings, conferences and in any circumstance where incoming calls may be disruptive.

Personal cellphones

While at work, employees are expected to exercise discretion in using personal cellphones. Excessive personal calls during the workday can interfere with employee productivity and be distracting to others. Employees are encouraged to make any personal calls during nonwork time when possible and to ensure that friends and family members are aware of the City of Glyndon's policy. City of Glyndon will not be liable for the loss of personal cellphones brought into the workplace.

Company-provided cellphones

When job duties or business needs demand, the company may issue a business cellphone to an employee for work-related communications. Personal use of company-owned cellphones should not be used during normal working hours and can only be used outside of normal working hours. Employees in possession of company-owned cellphones are expected to protect the equipment from loss, damage, or theft. Upon resignation or termination of employment, or at any time on request, the employee may be asked to produce the phone for return or inspection.

Safety issues for cellphone use

All employees are expected to follow applicable local, state, and federal laws and regulations regarding the use of cellphones at all times. Employees whose job responsibilities include regular or occasional driving and who are issued a cellphone for business use are expected to refrain from using their phone while driving; use of a cellphone while driving is not required by the company. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are required to use hands-free operations or pull off to the side of the road and safely stop the vehicle before placing or accepting a call. Employees are encouraged to refrain from discussion of complicated or emotional matters and to keep their eyes on the road while driving at all times. Special care should be taken in situations where there is traffic or inclement weather, or the employee is driving in an unfamiliar area. Hands-free equipment will be provided with company-issued phones to facilitate the provisions of this policy. Reading or sending text messages while driving is strictly prohibited. Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions.

Video or audio recording devices

The use of camera or other video or audio recording-capable devices on company premises is prohibited without the express prior permission of senior management and of the person(s) subject to recording. Video or audio recording in restrooms is strictly prohibited.

Consequences for Violators:

Employees violating this policy will be subject to discipline, up to and including termination of employment.

Security:

All computers used for City business (including those PCs used at home or personally owned laptops) must have anti-virus software installed. Any computer with an Internet connection must also be secured by a firewall. Patches, service packs and upgrades need to be installed and applied regularly to all operating systems, equipment and applications.

Any suspected virus or corruption of data or back-up data should be reported immediately.

Passwords:

Access to personal computers should be password protected. Passwords should be updated regularly and stored in a secure manner.

Back-ups:

Regular back-up of data is required with back-up media being stored off-site. A log must be kept of all back-up media identifying the off-site location.

Safety:

The health and safety of each employee of the City and the prevention of occupational injuries and illnesses are of primary importance to the City. To the greatest degree possible, management will maintain an environment free from unnecessary hazards and will establish safety policies and procedures for each department. Adherence to these policies is the responsibility of each employee. Overall administration of this policy is the responsibility of each Supervisor.

Reporting Accidents and Illnesses:

Both Minnesota Worker's Compensation laws and the state and federal Occupational Safety and Health Acts require that all on the job injuries and illnesses be reported as soon as possible by the employee, or on behalf of the injured or ill employee, to his/her supervisor. The employee's immediate supervisor is required to complete a First Report of Injury and any other forms that may be necessary related to an injury or illness on the job.

Safety Equipment/Gear:

Where safety equipment is required by Federal, State, or local rules and regulations, it is a condition of employment that such equipment be worn by the employee.

Unsafe Behavior:

Supervisors are authorized to send an employee home immediately when the employee's behavior violates the City's personnel policies, department policies, or creates a potential health or safety issue for the employee or others.

Credit/Debit Card Use:

As per MN Statute 471.382, the Glyndon City Council may authorize use of a credit/debit card by any City official or employee otherwise authorized to make a purchase on behalf of the City. If a City official or employee makes or directs a purchase by credit/debit card in amounts not consistent with the City's Purchasing Policy, the official or employee is personally liable for the amount of the purchase. All purchases by credit/debit card must otherwise comply with all statutes, rules, and policies applicable to City purchases.

MN Stat 412.271 subd 2: Bills from credit/debit card companies do not contain the detail necessary to satisfy the requirement that claims presented to the City for payment must be in writing and itemized. Therefore, invoices and receipts for all items charged must be retained. A list of all credit card charges will be included with monthly expenditures for Council review and approval.

MN Stat Ch 475: Credit card use must also comply with laws concerning borrowing. Credit cards will not be used for carrying debt. The entire card balance shall be paid in full each month.

Employees authorized to use the City of Glyndon's credit/debit card(s) include the following positions: Mayor, City Council Members, City Clerk/Treasurer, Administrative Assistant Chief of Police, Police

Patrol Officers, Maintenance Supervisor, Water, Sewer, Parks Workers, Fire Chief, Rescue Squad Manager.

Employees authorized to use the City of Glyndon's fuel credit card(s) include the following employees or volunteers who are members of: Police Department, Fire & Rescue Department, Public Works Department, and Public Utilities Department. Purchases shall be for vehicle fuel, oil, and other items related to the operation of the vehicle for that department.

No employee will intentionally use a City credit/debit card for personal purchases. Each employee or Volunteer Fire or Rescue member will sign the sales slip and indicated the vehicle and/or department that the purchase applies to.

Supporting documents and/or invoices will be submitted to the City Clerk's Office to be reconciled with the credit card statement and attached to the claim for payment processing. Department Heads shall review all credit card purchases made on behalf of their department and recommend or deny approval for payment.

The City Clerk's Office shall keep a record of all persons issued a credit/debit card or having authorizations to use a City credit/debit card. Authorized persons will receive, sign, and file any acknowledgement form regarding credit card use.

Drug Free Workplace:

In accordance with Federal Law, the City of Glyndon has adopted the following policy on drugs in the workplace:

- a. Employees are expected and required to report to work on time and in appropriate mental and physical condition. It is the City's intent and obligation to provide a drug-free, safe and secure work environment.
- b. The unlawful manufacture, distribution, possession, or use of a controlled substance on City property or while conducting City business is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination, and may have legal consequences.
- c. The City recognizes drug abuse as a potential health, safety, and security problem. Employees needing help in dealing with such problems are encouraged to use their health insurance plans, as appropriate.
- d. Employees must, as a condition of employment, abide by the terms of this policy and must report any conviction under a criminal drug statute for violations occurring on or off work premises while conducting City business. A report of the conviction must be made within five (5) days after the conviction as required by the Drug-Free Workplace Act of 1988.

Effective Date:

This Employee Policy Handbook replaces previous employee policy handbooks for the City of Glyndon, Minnesota.

Amendments to Personnel Policy:

Subsequent amendments and changes to this policy may be made from time to time without prior notice by majority vote of the City Council.

Personnel Policy Handbook
City of Glyndon, Minnesota
Adopted June 2013

Revised June 2013
Revised November 2014
Revised January 2015
Revised April 2017
Revised December 2019
Revised June 2023
Revised December 2023

Verification that the stated employee for the City of Glyndon, Minnesota has received a copy of the Personnel Policy Handbook and has read the complete handbook.

I have received and read the Glyndon Personnel Policy Handbook and will abide by all rules and regulations of said policy handbook.

Print Name: _____ Date: _____

Signature: _____

City of Glyndon Utility Rates for 2024

	2021	2022	2023	2024 Residential	2024 Commercial
Water	\$26.00	\$26.00	\$27.00	\$30.00	\$30.00
change		\$0.00	\$1.00	plus \$5.00/1,000 gal	plus \$6.00/1,000 gal
Sewer	\$23.00	\$23.00	\$18.00	\$18.00	\$18.00
change		\$0.00	-\$5.00	plus \$5.00/1,000 gal	plus \$6.00/1,000 gal
Pump Station	\$5.00	\$5.00	\$5.00	\$5.00	\$10.00
change		\$0.00	\$0.00		
Storm Water	\$9.25	\$9.25	\$8.00	\$8.00	\$8.00
change		\$0.00	-\$1.25		
Curb Recycling	\$0.00	\$0.00	\$0.00	\$7.00	\$0.00
change		\$0.00	\$0.00		
Clean-up Week	\$1.50	\$1.50	\$1.90	\$1.90	\$1.90
change		\$0.00	\$0.40		
Garbage	\$19.59	\$19.95	\$19.95	\$17.95	varies w/dumpster size
change		\$0.36	\$0.00		
Garbage Tax	\$1.91	\$1.95	\$1.95	\$1.75	
tax change		\$0.04	\$0.00	9.75% State Sales Tax	17% State Sales Tax
Forestry	\$0.50	\$0.50	\$0.50	\$1.10	\$1.10
change		\$0.00	\$0.00		
Mosquito	\$2.50	\$2.10	\$1.05	\$0.15	\$0.50
change		-\$0.40	-\$1.05		
Water Looping	\$1.25	\$1.25	\$1.25	\$1.25	\$1.25
change		\$0.00	\$0.00		
Water Tower	\$15.00	\$15.00	\$15.00	\$12.00	\$22.00
change		\$0.00	\$0.00		
Capital Project	\$0.00	\$0.00	\$5.90	\$8.90	\$8.90
change			\$5.90		
MONTHLY BASE	\$105.50	\$105.50	\$105.50	\$113.00	varies w/garbage
change		\$0.00	\$0.00		

Unit refers to one water meter - Estimated water usage is 2,000 gallons per person per month.

Residential Units w/apartments = 447

Commercial Units = 40

Trailer Park Units = 50

School Units = 1

Approximately 538 Units

ORDINANCE #166

AN ORDINANCE ADOPTING THE **2024** CITY OF GLYNDON FEE SCHEDULE AND PROVIDING FOR THE ISSUANCE OF LICENSES, PERMITS AND COLLECTION OF FEES THEREOF; REPEALS ALL ORDINANCES, PARTS OF ORDINANCES AND PREVIOUS FEE SCHEDULES THAT CONFLICT THEREWITH.

The City of Glyndon City Council does ordain the following:

Section 1. Findings: Pursuant to Minnesota Statutes, §462.353, subd. 4, Glyndon City Ordinances and upon a review of a study conducted by City Staff, a fee schedule for city services and licensing is hereby adopted as follows:

2024 FEE SCHEDULE

Alcoholic Beverages

3.2 Beer Off-Sale	\$50.00/Year
3.2 Beer On-Sale	\$100.00/Year
3.2 Beer On-Sale Temporary	\$5.00/Day
Liquor On-Sale License	\$2,000.00/Year
Liquor Off-Sale License	\$100.00/Year
Liquor On-Sale Temporary	\$25.00/Day
Sunday On-Sale Liquor	\$200.00/Year
Wine On-Sale	\$300.00/Year

Planning and Zoning Fees

Building Permit	see 2020 MN State Building Codes
Variance Application	\$200.00
Conditional Use Permit	\$200.00
Rezoning Application	\$200.00
Plan Review Fee	25% of the Building Permit Fee
Vacation (<i>right of way easements</i>)	\$200.00
Major Subdivision Preliminary	\$100.00
Major Subdivision Final	\$250.00
Minor Subdivision	\$100.00
Minor Subdivision within Extraterritorial Boundary	\$100.00
Final Plat	\$500.00
Single Parcel Split (<i>Twin-home</i>)	\$100.00 - \$100.00 for the first split. Multiple splits which are adjacent and on The same survey - \$25.00 per additional Split.
Recording Fee at Clay County Courthouse	\$46.00 (<i>Subject to change</i>)

Flat Rate Permit Fees

Re-roofing	\$25.00 + State surcharge
Re-siding	City of Glyndon Permit Fee Schedule <i>(Plus, State surcharge)</i>
Windows replacement	City of Glyndon Permit Fee Schedule <i>(Plus, State surcharge)</i>
Manufactured Homes <i>(Moved into the courts)</i>	\$35.00
Moving Permits <i>(To be obtained by a licensed mover)</i>	\$15.00
Demolition Permits	\$15.00
Wood Burning Appliances	\$15.00
Building Sprinkler System <i>(To be obtained by the installer)</i>	\$75.00
Sound Amplification Permit	\$25.00
Pet License <i>(annual)</i>	\$6.00
Dangerous Dog License <i>(annual)</i>	\$500.00 <i>(Additional to Pet License)</i>
Charge for Lost Animal Rescued	\$25.00 <i>(Cage at Police Department)</i>
Burning Permit	\$5.00
Fax Service	\$2.00 first page, \$1.00 additional page
Copy Service	\$.15 per page <i>(Black & White)</i>
Copy Service	\$.30 per page <i>(Color)</i>

Nuisance Fees

10-day Failure to Register Fee <i>(Pets)</i>	\$25.00
Clean-up – Disposal Fees	Actual Cost
Clean-up – Hourly Rate per Worker <i>(1-hour increments)</i>	\$45.00
Mowing – Hourly Rate	\$75.00 <i>(One Hour Minimum)</i>
Towing Fees	Actual Cost
Noise Nuisance Fee	\$150.00

Police Department Fees

Accident Reports	\$7.50
Recreational Vehicle Permits	\$10.00/per year <i>(After application is approved)</i>
Gun Permit	No Charge <i>(After application is approved)</i>

Government Data

All public government data is available for viewing at no charge at City Hall during normal business hours, Monday through Friday 8:00 a.m. to 4:30 p.m. The City has an established fee for making copies of requested data. Data requests for more than 100 pages may result in charges for staff time in addition to the cost of the actual copies. If the data request is maintained electronically and the data takes less than one hour to complete, that data will be released free of charge.

Bulk Water Sales

\$25.00 Hook up Fee
\$15.00 per 1000 gallons of water

Utility Fees

Sewer Rate \$18.00 per Month per housing unit
Sewer Usage \$5.00 per 1000 gallons – Commercial \$6.00
Water Rate \$30.00 per Month per housing unit
Water Usage \$5.00 per 1000 gallons – Commercial \$6.00

Water Service Reconnection Fee
(After disconnection for non-payment) \$50.00

Water Service Reconnect after hours
(After disconnection for non-payment) \$100.00

Sewer Access Charge \$100.00 at time of connection (changed 9-22-21)
Water Access Charge (Meter & MXU) \$275.00 at time of connection
New Construction Water Access Charge \$265.00 at time of connection (changed 9-22-21)
(2 Meters & Dual MXU)

2nd Water Meter (Yard Meter) \$275.00 Homeowner is responsible for
Acquiring plumbing permit and having
Meter plumbed in
2nd Water Meter (Yard Meter) \$5.00 Minimum monthly fee for the months
Of May, June, July, August, September and
October regardless if meter is not in use.

Storm Water \$8.00 per Month (Runoff Equivalent Factor)

Mosquito Control \$.15 per Month per housing unit
Forestry \$1.10 per Month per housing unit
Pump Station \$5.00 per Month per housing unit
Water Looping \$1.25 per Month per housing unit

Water User Fees

RESOLUTION APPROVING CREATING UTILITY BILL USER FEE COLLECTIBLE BEGINNING JANUARY 2015 Resolution 2014-6.
BE IT RESOLVED BY THE COUNCIL OF THE CITY OF GLYNDON, CLAY COUNTY, MINNESOTA, that the following sum of
money be levied beginning January 2015, collective until Obligation of Bond 2014B is fulfilled as a User Fee collectable
monthly through the City of Glyndon’s Utility Billing System:

	UNITS	MONTHLY	YEARLY	ALL UNITS TOTAL
RESIDENTIAL	365	\$15.00	\$180.00	\$65,700.00
COMMERCIAL	29	\$25.00	\$300.00	\$8,700.00
MOBILE HOME PARK	2	\$570.00	\$6,840.00	\$13,680.00
SCHOOL	1	\$95.00	\$1,140.00	\$1,140.00
	397 Total Units			\$89,220.00 Total

Garbage Rates

Curbside Recycling	\$7.00 per Month per housing unit (Limit 1 – 96-gallon tote every other Wednesday)
Compost	\$0.00 per Month per housing unit
Clean-up Week	\$1.90 per Month per housing unit

Residential Garbage

	\$17.95 plus tax per Month (Limit 1 - 64-gallon tote per week)
Rate Group 12	\$17.23 plus tax per month

Commercial Garbage

Rate Group 20	\$31.23 plus tax per Month
Rate Group 21	\$43.59 plus tax per Month
Rate Group 22	\$51.88 plus tax per Month
Rate Group 23	\$56.69 plus tax per Month
Rate Group 24	\$62.24 plus tax per Month
Rate Group 25	\$228.41 plus tax per Month
Rate Group 26	\$108.52 plus tax per Month
Rate Group 27	\$141.92 plus tax per Month
Rate Group 28	\$206.79 plus tax per Month
Rate Group 29	\$299.56 plus tax per Month
Rate Group 30	\$573.99 plus tax per Month
Rate Group 31	\$998.98 plus tax per Month
Rate Group 32	\$133.24 plus tax per Month
Rate Group 33	\$193.19 plus tax per Month

GARBAGE RATES ARE SUBJECT TO CHANGE SHOULD STATE, COUNTY OR LOCAL FEES INCREASE

Capital Project

\$8.90 per Month per housing unit.

Community Center Fees – Residents of Glyndon

Damage Deposit	\$500.00
Dances/Receptions (<i>Residents</i>)	\$250.00
Law Enforcement Charge	\$140.00 minimum charge 4 hours \$35.00 per hour after 4 hours
Small Family Events or Parties	\$30.00 less than 4 hours
Small Family Events or Parties	\$50.00 for over 4 hours
Cleaning Deposit (<i>Refundable</i>)	\$100.00
Fund Raiser / Non-profit	\$100.00
Meetings	\$30.00
Local Non-Profit Organizations	FREE

Community Center Fees – Nonresidents of Glyndon

Damage Deposit	\$500.00
Dances/Receptions (<i>Nonresidents</i>)	\$400.00
Law Enforcement Charge	\$140.00 minimum charge 4 hours \$35.00 per hour after 4 hours
Small Family Events or Parties	\$60.00 less than 4 hours
Small Family Events or Parties	\$100.00 for over 4 hours
Cleaning Deposit (<i>Refundable</i>)	\$200.00
Non-Profit Organization (<i>Fund Raisers</i>)	\$200.00

See Glyndon Community Center Rental Application

Section 2. Effective Date of Ordinance:

This Ordinance shall be effective as of January 1st, 2024.

Adopted this 27th day of December 2023.

Tracy Tollefson, Mayor

Attest:

Wendy Affield, City Clerk/Treasurer

Revised January 2018
Revised June 2018
Revised January 2019
Revised January 2020
Revised May 2020 (Dangerous Dog & Noise Ordinance Fine)
Revised January 2021
Revised February 2021
Revised May 2021
Revised September 22, 2021
Revised January 2022
Revised January 2023
Revised September 2023
Revised December 2023

EXPENSES			Amount Changed	Increase	Decrease	12/27/23 Budget Changes
Department	Account Description		Amount Changed	Increase	Decrease	Reason for Adjustment
General						
101-41000-381	Xcel Electric/Gas Bills		From \$38,000 to \$40,000	\$2,000.00	-	Over on Budget
Sewer						
301-44000-300	Professional Services		From \$20,000 to \$22,000	\$2,000.00	-	Over on Budget
Garbage/Recycle						
401-41000-401	Repairs/Maintenance Building		From 0 to \$7,649	\$7,649.00	-	Labor for Recycling Addition
REVENUES						
Department	Account Description		Amount Changed	Increase	Decrease	12/27/23 Budget Changes
General						
101-41000-31000	General Property Taxes		From \$307,700 to \$326,000	\$18,300.00	-	Part of 2024 Levy Amount
Water						
201-68000-37163	Water Tower User Fee		From \$100,000 to \$81,000	-	\$19,000.00	\$3.00 Decrease on Utility Rates
201-44000-99999	Undistributed Receipts		From \$7000 to 0	-	\$7,000.00	New Residential Credit Offset
Sewer						
301-44000-37200	Sewer Sales		From \$215,000 to \$211,000	-	\$4,000.00	Lower on Budget
Bonds						
601-67000-31000	General Property Taxes - 2019A Bond		From \$104,325 to \$134,325	\$30,000.00	-	Part of 2024 Levy Amount
Capital Projects						
602-64000-50900	Capital Projects		From \$32,000 to \$51,000	\$19,000.00	-	\$3.00 Increase on Utility Rates

CITY OF GLYNDON
Expenditure Budget Worksheet 2 - 2024

Account Descr	2024 Budget	2023 Budget	2023 YTD Amt	2022 Amt	Comment
101 GENERAL FUND					
E 101-41000-100 Salaries	\$27,598.00	\$24,790.00	\$24,492.37	\$23,113.48	33.3% Clerk - 2/0% 5yrs - 2% 10yrs
E 101-41000-101 Full-Time Hourly	\$8,625.00	\$8,550.00	\$7,005.00	\$7,051.36	10% Assist-Clean CH&PD-Elisha
E 101-41000-102 Full-Time Hourly/Overtime	\$200.00	\$200.00	\$47.07	\$31.38	10% Admin Assistant
E 101-41000-104 Council Members	\$16,800.00	\$16,800.00	\$13,900.00	\$14,550.00	150/meeting+12 Spec Mts
E 101-41000-105 Mayor	\$6,000.00	\$6,000.00	\$5,600.00	\$5,700.00	200/meeting+24 Spec Mts
E 101-41000-111 Other - EB Uses this Account	\$2,200.00	\$0.00	\$0.00	\$2,110.28	Election Judges & Meals
E 101-41000-121 PERA	\$3,900.00	\$3,750.00	\$3,076.93	\$3,074.82	Council 5% - Employee 7.5%
E 101-41000-122 FICA	\$5,050.00	\$4,860.00	\$4,294.30	\$4,798.54	All 7.65%
E 101-41000-130 Employer Paid Premium Health	\$0.00	\$0.00	\$0.00	\$0.00	Transfer Twice a Year July/Dec
E 101-41000-132 Employer Paid Benefit Payout	\$6,000.00	\$6,000.00	\$5,769.27	\$5,999.76	Wendy Cap at \$500.00 - Ins Reimbursement
E 101-41000-133 Employer Paid Vision Coverage	\$662.00	\$627.00	\$354.96	\$367.20	\$6.12 Eye Insurance (9)
E 101-41000-134 Employer Paid Life Insurance	\$540.00	\$510.00	\$445.00	\$500.60	\$25,000 Life Coverage (9) \$5.00
E 101-41000-135 Employer Paid Health Savings	\$0.00	\$0.00	\$0.00	\$0.00	Transfer Twice a Year July/Dec
E 101-41000-142 Unemployment Benefit Payments	\$0.00	\$0.00	\$7,450.88	\$3,494.90	Unemployment (Luke's)
E 101-41000-151 LOMC-Workers Comp Insurance	\$40,000.00	\$45,000.00	\$39,596.00	\$47,700.00	LOMC Workmans Comp (2018 Claim Off)
E 101-41000-200 Office Supplies	\$2,400.00	\$2,100.00	\$2,371.84	\$1,910.39	Office Supplies
E 101-41000-207 Computer Technology	\$3,300.00	\$2,900.00	\$2,844.25	\$1,667.07	702 IT Bill - Server-1/3 1/3 1/3
E 101-41000-208 General Training	\$2,000.00	\$2,000.00	\$1,776.33	\$1,804.77	Conferences/Educa Classes/Mileage
E 101-41000-210 Operating Supplies	\$2,500.00	\$2,400.00	\$2,459.07	\$1,811.11	Operating Supplies
E 101-41000-270 Abatement Expense	\$0.00	\$0.00	\$0.00	\$55,506.05	Prop/House Abatement Expenses
E 101-41000-300 Professional Services	\$20,000.00	\$17,000.00	\$17,086.55	\$13,868.11	Inspector,Drown,Web,Loffler,MetroCog Study
E 101-41000-301 Auditing/Accounting Services	\$28,300.00	\$24,100.00	\$26,065.00	\$23,589.00	Eide Bailey \$23,500/County Assessment fee \$4,
E 101-41000-302 2-Year Tax Abatement Fee	\$12,000.00	\$10,000.00	\$11,575.87	\$7,857.78	Pay County for New Homes 2yr Abatement
E 101-41000-304 Legal Fees	\$16,000.00	\$25,000.00	\$9,903.50	\$12,105.00	Attorney/Norman/Pemberton
E 101-41000-305 Criminal Legal Fees-Moorhead	\$11,195.00	\$11,195.00	\$11,085.04	\$10,758.36	Prosecuting Attorneys
E 101-41000-307 Building Inspector 50% Fee	\$5,000.00	\$5,000.00	\$7,742.94	\$5,752.35	50% of Permits to Building Inspector
E 101-41000-308 Building State Surcharge	\$2,000.00	\$2,000.00	\$522.40	\$4,652.47	State Permit Surcharge Fee
E 101-41000-321 Telephone	\$2,200.00	\$2,800.00	\$2,169.59	\$2,589.43	Separated Each Dept 2022
E 101-41000-322 Postage	\$100.00	\$100.00	\$94.00	\$84.00	Box Fee/Misc Mailings
E 101-41000-331 Travel/Mileage Expense	\$1,000.00	\$1,000.00	\$844.61	\$841.78	Mileage to Bank, Post Office, Misc
E 101-41000-333 ARPA Funds from COVID-19	\$0.00	\$0.00	\$148,667.50	\$0.00	ARPA-Generator/Squad/Fire/Park/Vboss
E 101-41000-340 Advertising	\$11,100.00	\$11,000.00	\$1,100.00	\$1,031.31	Gateway Ad - Hwy 10 Sign
E 101-41000-351 Legal Notice Publication	\$1,200.00	\$1,600.00	\$967.00	\$913.00	Legal Notices/Public Hearings
E 101-41000-361 General Liability Insurance	\$100.00	\$100.00	\$100.00	\$100.00	CNA Surety-Utility Permit Renewal
E 101-41000-381 Xcel-Electric/Gas Bill	\$40,000.00	\$34,000.00	\$39,033.65	\$32,107.96	All General
E 101-41000-383 Red River Co-Op	\$11,000.00	\$12,000.00	\$9,456.77	\$10,535.65	All Departments/City
E 101-41000-401 Repairs/Maintenance Buildings	\$14,000.00	\$14,000.00	\$5,636.47	\$6,287.23	City/Maint/Police-No Fire/Water/Sewer/CC
E 101-41000-413 Office Equipment Rental	\$5,125.00	\$6,400.00	\$5,814.18	\$5,983.40	Copy Machine Lease - City Hall \$426.84
E 101-41000-433 Dues and Subscriptions	\$2,000.00	\$1,900.00	\$1,784.05	\$1,885.77	Dues & Subscriptions

Account Descr	2024 Budget	2023 Budget	2023 YTD Amt	2022 Amt	Comment
E 101-41000-434 Awards and Indemnities	\$0.00	\$0.00	\$44.76	\$202.80	Former Council Recognition
E 101-41000-560 Furniture and Fixtures	\$700.00	\$700.00	\$541.58	\$561.86	Chairs CH
E 101-41000-610 Interest - EB	\$0.00	\$0.00	\$0.00	\$0.00	EB Uses
E 101-41000-622 LOMC General/Liability Ins.	\$54,000.00	\$52,000.00	\$51,669.00	\$48,583.00	Ins. Policies Bldgs/Vehicles
E 101-41000-623 LOMC Membership Dues/Trainin	\$3,500.00	\$3,500.00	\$2,751.49	\$2,713.04	Dues & New Council Training
E 101-41000-624 BANYON	\$1,300.00	\$1,300.00	\$1,144.66	\$1,144.66	Software Support
E 101-41000-630 City Specials Principal	\$4,816.00	\$4,500.00	\$4,816.00	\$4,648.00	Sp Ass - City Property
E 101-41000-631 City Specials Interest	\$2,600.00	\$2,800.00	\$2,408.00	\$2,576.00	Sp Ass Interest - City Property
E 101-41000-635 Miscellaneous Income/Expense	\$0.00	\$0.00	\$0.00	-\$748.00	Misc Income/Expense
E 101-41000-637 Bank Fees/Penalties	\$280.00	\$320.00	\$180.00	\$313.18	Bank/Penalty Fees
E 101-41000-663 Transfer In/Out - EB	\$0.00	\$0.00	\$0.00	\$0.00	EB Uses
E 101-41000-665 Glyndon Days/Ice Cr Social	\$6,000.00	\$6,000.00	\$12,372.77	\$9,262.00	Glyndon Days/Ice Cream/Donations
E 101-42000-100 Salaries	\$103,440.00	\$96,616.00	\$92,900.00	\$90,168.00	Police Chief
E 101-42000-102 Full-Time Hourly/Overtime	\$211,461.00	\$209,610.00	\$168,599.57	\$165,247.60	Full-time Officers/TZD/Holiday(\$14,000)
E 101-42000-103 Part-Time Employees	\$14,000.00	\$14,000.00	\$9,987.04	\$10,465.83	Part-time Employees
E 101-42000-106 Stipend Pay	\$12,000.00	\$12,077.00	\$11,612.50	\$11,271.00	Was 5hrs/wk x \$46.45 (260 hrs) Capped @ \$12
E 101-42000-121 PERA	\$58,795.00	\$58,000.00	\$49,090.03	\$47,988.49	PERA 17.7%
E 101-42000-122 FICA	\$6,100.00	\$6,100.00	\$4,724.31	\$4,667.57	No SS for Full Time Officers-1.45%
E 101-42000-130 Employer Paid Premium Health	\$39,056.00	\$41,334.00	\$39,802.88	\$35,844.96	\$813.66 Health Ins (4) Police
E 101-42000-135 Employer Paid Health Savings	\$12,800.00	\$13,500.00	\$13,000.00	\$12,000.00	\$3200 Bremer HS (4) Police
E 101-42000-136 Employer Paid Dental Coverage	\$1,453.00	\$1,575.00	\$1,280.40	\$0.00	\$30.26 ea (4) Police
E 101-42000-170 Special Purch/Other Equip	\$13,000.00	\$13,000.00	\$3,579.05	\$10,315.48	Watch Guard/Radar/Guns/Body Cams/Taser
E 101-42000-200 Office Supplies	\$2,000.00	\$2,500.00	\$525.30	\$888.55	MISC Supplies
E 101-42000-201 Uniforms	\$5,000.00	\$5,000.00	\$3,492.04	\$3,025.24	\$600.00 per union contract
E 101-42000-207 Computer Technology	\$4,400.00	\$4,400.00	\$1,989.95	\$0.00	Computer Equipment
E 101-42000-208 General Training	\$8,000.00	\$8,000.00	\$5,781.82	\$5,624.93	Train/Ammo/Travel-RO
E 101-42000-210 Operating Supplies	\$7,000.00	\$7,000.00	\$5,923.61	\$6,303.05	Misc/Siren1600/PBT/Lidar/WG Cloud 1500
E 101-42000-211 Vehicle Repair/Maintenance	\$8,000.00	\$8,000.00	\$2,563.08	\$7,110.80	Wash/Repairs/Tires
E 101-42000-212 Motor Fuels	\$20,000.00	\$20,000.00	\$15,183.99	\$16,387.58	Gas
E 101-42000-300 Professional Services	\$8,600.00	\$8,600.00	\$5,470.17	\$4,580.19	702/BCA/Eval/Medical/Trans
E 101-42000-319 Cell Phone	\$2,000.00	\$2,000.00	\$1,975.52	\$2,479.16	Cell Phones (4)
E 101-42000-320 Air Cards Squad WIFI	\$2,500.00	\$2,500.00	\$2,340.60	\$2,071.98	Squad Wi Fi
E 101-42000-321 Telephone	\$1,880.00	\$1,850.00	\$1,876.26	\$1,859.71	Telephone - Office
E 101-42000-324 New World	\$24,000.00	\$24,000.00	\$23,595.51	\$20,170.52	RR Dispatch Services/Part Fire&Rescue
E 101-42000-413 Office Equipment Rental	\$1,200.00	\$1,200.00	\$1,100.00	\$1,200.00	Copy Machine Lease - \$100 @ month
E 101-42000-490 Community Outreach Donations	\$500.00	\$500.00	\$3,056.40	\$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
E 101-43000-210 Operating Supplies	\$3,200.00	\$3,500.00	\$2,900.33	\$4,013.21	Mats/Mops/Misc at Community Center
E 101-43000-280 Community Center Enforcement	\$300.00	\$300.00	\$232.00	\$232.00	ASP Security Company
E 101-43000-321 Telephone	\$500.00	\$500.00	\$482.70	\$0.00	Telephone

Account Descr	2024 Budget	2023 Budget	2023 YTD Amt	2022 Amt	Comment
E 101-43000-381 Xcel-Electric/Gas Bill	\$17,000.00	\$13,000.00	\$15,067.48	\$12,789.19	Community Center Elec/Gas
E 101-43000-401 Repairs/Maintenance Buildings	\$0.00	\$0.00	\$430.00	\$624.00	Use Escrow Funds if Needed
E 101-47000-200 Office Supplies	\$150.00	\$150.00	\$99.87	\$22.89	Maintenance Dept
E 101-47000-209 Safety Equipment/Training	\$1,000.00	\$0.00	\$0.00	\$0.00	Safety Equip/Training
E 101-47000-210 Operating Supplies	\$8,000.00	\$9,000.00	\$7,552.90	\$9,883.11	Merged 220/221
E 101-47000-211 Vehicle Repair/Maintenance	\$9,000.00	\$6,000.00	\$9,192.59	\$18,153.68	Repairs/Wash/Tires-1/2 1/4 1/4
E 101-47000-212 Motor Fuels	\$8,000.00	\$5,600.00	\$7,872.69	\$6,240.69	Mowers/Plow/Tractor
E 101-47000-216 Chemicals and Chem Products	\$3,000.00	\$4,200.00	\$471.64	\$1,206.71	Spraying weeds ourselves
E 101-47000-218 Mosquito Spraying - RO	\$1,026.00	\$7,000.00	\$48.99	\$2,811.00	Mosquito Spray/Aerial-RO
E 101-47000-219 Forestry - RO	\$7,000.00	\$2,600.00	\$2,565.00	\$3,600.00	Trees-RO
E 101-47000-224 Street Maintenance Materials	\$17,000.00	\$14,000.00	\$9,096.70	\$15,181.98	Class 5/Pot Hole Filler/Sweeping Streets
E 101-47000-225 Landscaping Materials	\$2,000.00	\$2,000.00	\$2,487.57	\$1,964.05	Flowers/Landscaping
E 101-47000-228 Street Seal Coating - RO	\$16,000.00	\$16,000.00	\$0.00	\$63,042.00	Seal Coat-RO
E 101-47000-300 Professional Services	\$5,200.00	\$5,200.00	\$2,627.00	\$17,813.25	Snow/Permits/Sign/Banners
E 101-47000-321 Telephone	\$770.00	\$870.00	\$709.56	\$742.30	Telephone - Office
E 101-47000-550 Motor Vehicles	\$100.00	\$0.00	\$0.00	\$96.25	Tabs - some every other year 2024
E 101-47000-629 Maintenance Escrow - RO	\$13,500.00	\$13,500.00	\$15,004.24	\$0.00	Snow Pusher/Salt Sander
E 101-47000-633 Parks - Yearly Repairs	\$6,000.00	\$6,000.00	\$4,267.75	\$3,873.61	Repair/Maintaining/Wood Chips/Removal
E 101-47000-636 Park Equipment - RO	\$15,000.00	\$15,000.00	\$28,167.03	\$11,640.00	Replacing Equipment - RO
E 101-47000-651 Equipment Purchases	\$0.00	\$0.00	\$0.00	\$49,934.00	L85 Bobcat Loader (\$89,598.32)
E 101-51000-601 Debt Srv Bond Principal - EB	\$0.00	\$0.00	\$0.00	\$24,000.00	EB Uses
E 101-51000-611 Debt Srv Bond Interest	\$0.00	\$0.00	\$0.00	\$1,418.00	EB Uses
E 101-51000-671 Stockwood Sp Assessment Expe	\$4,500.00	\$4,500.00	\$4,352.00	\$4,352.00	4 Lots Left/Need Road/Water & Sewer
101 GENERAL FUND	\$1,102,222.00	\$1,110,584.00	\$1,104,608.67	\$1,153,656.64	
201 WATER FUND					
E 201-44000-100 Salaries	\$66,068.00	\$57,700.00	\$55,120.35	\$53,802.83	33% Clerk 2% 5yr-2% 10yr/50% Supervisor
E 201-44000-101 Full-Time Hourly	\$73,176.00	\$57,000.00	\$45,095.06	\$53,557.76	50% Maint/45% Admin
E 201-44000-102 Full-Time Hourly/Overtime	\$1,500.00	\$1,500.00	\$211.78	\$284.73	Ty/New/Kayla
E 201-44000-106 Stipend Pay	\$0.00	\$4,120.00	\$1,249.39	\$3,838.90	No more Stipend
E 201-44000-121 PERA	\$10,816.00	\$8,400.00	\$7,347.01	\$7,468.63	PERA 7.5%
E 201-44000-122 FICA	\$11,033.00	\$9,300.00	\$7,778.76	\$8,528.91	FICA 7.65%
E 201-44000-130 Employer Paid Premium Health	\$19,528.00	\$13,778.00	\$11,098.88	\$13,215.47	\$813.66-1/2 water (4) Travis, Ty, New, Kayla
E 201-44000-135 Employer Paid Health Savings	\$8,000.00	\$6,000.00	\$5,062.50	\$5,875.00	HS Bremer \$3200 (5) 1/2 water
E 201-44000-136 Employer Paid Dental Coverage	\$882.00	\$525.00	\$291.00	\$0.00	\$30.26 x 4 - 1/2 Water
E 201-44000-200 Office Supplies	\$900.00	\$600.00	\$863.49	\$753.47	Billing Paper/Envelopes
E 201-44000-201 Uniforms	\$950.00	\$500.00	\$379.22	\$520.89	\$500 each-(3) 1/2 Water-W & K \$200
E 201-44000-207 Computer Technology	\$3,300.00	\$2,900.00	\$2,941.31	\$1,649.04	702 IT Bill / Server-1/3 1/3 1/3
E 201-44000-208 General Training	\$2,500.00	\$1,000.00	\$169.50	\$0.00	Training/Mileage/Food/Motel
E 201-44000-209 Safety Equipment/Training	\$1,000.00	\$0.00	\$0.00	\$0.00	Safety Equip/Training
E 201-44000-210 Operating Supplies	\$10,000.00	\$10,000.00	\$7,696.79	\$10,843.05	Merged 220/221
E 201-44000-211 Vehicle Repair/Maintenance	\$3,200.00	\$3,000.00	\$2,967.96	\$0.00	Repairs/Wash/Tires 1/2 1/4 1/4

Account Descr	2024 Budget	2023 Budget	2023 YTD Amt	2022 Amt	Comment
E 201-44000-212 Motor Fuels	\$5,000.00	\$5,000.00	\$3,034.36	\$4,679.98	Gas
E 201-44000-216 Chemicals and Chem Products	\$12,000.00	\$12,000.00	\$9,938.57	\$10,846.35	Hawkings/Hach
E 201-44000-300 Professional Services	\$30,000.00	\$30,000.00	\$49,952.46	\$85,721.23	Water Testing/Hydrant Repairs
E 201-44000-319 Cell Phone	\$970.00	\$700.00	\$622.61	\$751.19	Reimburse Employees \$45/Mifi \$120 yr
E 201-44000-322 Postage	\$2,300.00	\$2,300.00	\$1,954.85	\$2,145.95	Billing Stamps/Samples
E 201-44000-331 Travel/Mileage Expense	\$0.00	\$1,000.00	\$391.25	\$0.00	Training-Delete combined in 208
E 201-44000-381 Xcel-Electric/Gas Bill	\$12,000.00	\$13,000.00	\$9,179.74	\$11,717.18	Elec/Gas
E 201-44000-401 Repairs/Maintenance Buildings	\$5,000.00	\$4,000.00	\$727.79	\$11,549.96	WTP Isolation Valve in 2022
E 201-44000-402 Infrastructure Repairs	\$3,500.00	\$0.00	\$0.00	\$0.00	Hydrants/Parts
E 201-44000-403 Water & Yard Meters	\$8,000.00	\$8,000.00	\$12,375.49	\$11,651.17	New Meters/\$2500.00 Support
E 201-44000-405 Depreciation (GENERAL)	\$0.00	\$0.00	\$0.00	\$116,868.00	EB Uses
E 201-44000-411 Land Rental	\$710.00	\$646.00	\$645.43	\$586.75	BNSF Lease Under Tracks
E 201-44000-415 Generator Lease - Water Dept	\$0.00	\$6,543.89	\$6,543.89	\$563.89	Pd Off-Generator Water Treatment Plant
E 201-44000-417 Well Head Certificate	\$0.00	\$0.00	\$0.00	\$0.00	Every 10 Yrs 2015 (2025)
E 201-44000-550 Motor Vehicles	\$0.00	\$0.00	\$0.00	\$0.00	If Vehicle is Purchased 1/2 Water
E 201-44000-624 BANYON	\$1,300.00	\$1,300.00	\$1,144.67	\$1,144.67	Software Support
E 201-44000-635 Miscellaneous Income/Expense	\$0.00	\$0.00	\$0.00	\$0.00	EB
E 201-44000-640 Tower Const & Maintenance	\$4,000.00	\$4,000.00	\$0.00	\$3,500.00	Tower Maint - 2025 - RO
E 201-44000-663 Transfer In/Out - EB	\$0.00	\$0.00	\$0.00	\$0.00	EB Uses
E 201-58000-601 Debt Srv Bond Principal - EB	\$0.00	\$0.00	\$0.00	-\$0.22	Pd Off - 2002 PFA Bond dw01
E 201-58000-611 Debt Srv Bond Interest	\$0.00	\$0.00	\$0.00	\$1,286.88	Pd Off - 2002 PFA Interest dw01
E 201-66000-611 Debt Srv Bond Interest	\$870.00	\$930.00	\$930.00	\$990.00	2018 PFA Looping Interest dw02
E 201-66000-690 Water Looping Project	\$6,000.00	\$6,000.00	\$6,000.00	\$0.00	2018 PFA Looping dw02
E 201-67000-601 Debt Srv Bond Principal - EB	\$44,221.00	\$0.00	\$0.00	\$0.00	2019A Parke Ave-Water Revenue Portion of Bon
E 201-68000-601 Debt Srv Bond Principal - EB	\$74,000.00	\$72,000.00	\$72,000.00	\$0.00	2021A Refund Principle WT
E 201-68000-606 Issuance Expenses for Bonds	\$0.00	\$0.00	\$0.00	\$5,000.00	2021A Drown/Fryberger Payment
E 201-68000-611 Debt Srv Bond Interest	\$12,181.00	\$16,323.00	\$12,649.00	\$17,054.88	2021A Refund Interest WT
201 WATER FUND	\$434,905.00	\$360,065.89	\$336,363.11	\$446,396.54	
301 SEWER FUND					
E 301-44000-100 Salaries	\$66,068.00	\$57,700.00	\$55,191.83	\$53,872.25	33% Clerk 2% 5yr-2% 10yr/50% Supervisor
E 301-44000-101 Full-Time Hourly	\$73,176.00	\$57,000.00	\$45,095.06	\$53,557.75	50% Maint/45% Admin
E 301-44000-102 Full-Time Hourly/Overtime	\$1,500.00	\$1,500.00	\$211.77	\$284.73	Ty/New/Kayla
E 301-44000-106 Stipend Pay	\$0.00	\$4,120.00	\$1,249.39	\$3,838.90	No Stipend Pay
E 301-44000-121 PERA	\$10,816.00	\$8,400.00	\$7,352.23	\$7,474.34	PERA 7.5%
E 301-44000-122 FICA	\$11,033.00	\$9,300.00	\$7,783.70	\$8,533.44	FICA 7.65%
E 301-44000-130 Employer Paid Premium Health	\$19,528.00	\$13,778.00	\$11,098.88	\$13,215.46	\$813.66-1/2 Sewer (4) Travis, Ty, New, Kayla
E 301-44000-135 Employer Paid Health Savings	\$8,000.00	\$6,000.00	\$5,062.50	\$5,875.00	HS Bremer \$3200-(5)1/2 Sewer
E 301-44000-136 Employer Paid Dental Coverage	\$882.00	\$525.00	\$291.00	\$0.00	\$30.26 mo x 4 - 1/2 Sewer
E 301-44000-200 Office Supplies	\$900.00	\$500.00	\$751.89	\$431.76	Billing Paper/Envelopes
E 301-44000-201 Uniforms	\$950.00	\$500.00	\$379.26	\$520.91	\$500ea-(3)1/2 Sewer-W & K \$200
E 301-44000-207 Computer Technology	\$3,300.00	\$2,900.00	\$2,941.32	\$1,649.08	702 IT Bill / Server 1/3 1/3 1/3

Account Descr	2024 Budget	2023 Budget	2023 YTD Amt	2022 Amt	2022 Comment
E 301-44000-208 General Training	\$2,500.00	\$1,000.00	\$759.40	\$0.00	New 2021 Training/Mileage/Food/Motel
E 301-44000-209 Safety Equip/Training	\$1,000.00	\$0.00	\$0.00	\$0.00	Safety Equip/Training
E 301-44000-210 Operating Supplies	\$6,000.00	\$6,000.00	\$4,714.97	\$5,622.88	Merged 220/227
E 301-44000-211 Vehicle Repair/Maintenance	\$3,200.00	\$3,000.00	\$3,245.74	\$0.00	Repairs/Wash/Tires 1/2 1/4 1/4
E 301-44000-212 Motor Fuels	\$5,000.00	\$5,000.00	\$3,409.50	\$4,680.12	Gas
E 301-44000-216 Chemicals and Chem Products	\$4,000.00	\$3,800.00	\$2,922.18	\$1,264.88	BlueBook USA Invoices
E 301-44000-300 Professional Services	\$22,000.00	\$20,000.00	\$21,109.41	\$52,300.45	RMB Testing/Lift Station/Beavers
E 301-44000-319 Cell Phone	\$970.00	\$700.00	\$622.48	\$751.31	Reimburse Employees\$45.00/Mifi \$120 yr
E 301-44000-322 Postage	\$2,300.00	\$2,200.00	\$1,890.00	\$2,030.00	Billing Stamps
E 301-44000-331 Travel/Mileage Expense	\$0.00	\$900.00	\$636.80	\$0.00	Training-Delete combined in 208
E 301-44000-381 Xcel-Electric/Gas Bill	\$6,500.00	\$10,000.00	\$3,886.22	\$7,745.74	Lift Stations - Xcel
E 301-44000-383 Red River Co-Op	\$5,500.00	\$6,000.00	\$3,519.96	\$4,685.37	Lift Stations - RRVC
E 301-44000-401 Repairs/Maintenance Buildings	\$2,500.00	\$0.00	\$650.00	\$0.00	Fencing at Ponds
E 301-44000-405 Depreciation (GENERAL)	\$0.00	\$0.00	\$0.00	\$71,623.00	EB Uses
E 301-44000-410 Rentals (GENERAL)	\$5,000.00	\$0.00	\$0.00	\$0.00	Equipment Rental/Ditching/Ponds
E 301-44000-411 Land Rental	\$11,700.00	\$10,711.00	\$10,572.38	\$9,736.48	BNSF Lease Underground
E 301-44000-510 Water Shed District-BRRWD	\$15,601.00	\$11,601.00	\$11,630.40	\$4,030.42	Project #51 & #82 - Ditch 68 & East Tributary
E 301-44000-550 Motor Vehicles	\$0.00	\$0.00	\$0.00	\$0.00	If Vehicle is Purchased - 1/2 Sewer
E 301-44000-624 BANYON	\$1,300.00	\$1,300.00	\$1,144.67	\$1,144.67	Software Support
E 301-44000-651 Equipment Purchases	\$0.00	\$0.00	\$0.00	\$0.00	L85 Bobcat Loader (89,598.32)
E 301-44000-663 Transfer In/Out - EB	\$0.00	\$0.00	\$0.00	\$0.00	EB Uses
E 301-56000-601 Debt Srv Bond Principal - EB	\$55,000.00	\$54,000.00	\$54,000.00	\$0.00	2010B PFA cw02
E 301-56000-611 Debt Srv Bond Interest	\$4,345.00	\$4,933.00	\$4,933.18	\$5,309.24	2010B PFA Interest cw02
E 301-67000-601 Debt Srv Bond Principal - EB	\$13,953.00	\$0.00	\$0.00	\$0.00	2019A Parke Ave-Sewer Revenue for Bond
301 SEWER FUND	\$364,522.00	\$303,368.00	\$267,056.12	\$320,178.18	
401 GARBAGE & RECYCLING FUND					
E 401-41000-103 Part-Time Employees	\$3,043.00	\$4,350.00	\$2,876.55	\$3,829.54	County Reimburses the City
E 401-41000-121 PERA	\$0.00	\$330.00	\$0.00	\$0.00	No - Does not make enough
E 401-41000-122 FICA	\$233.00	\$335.00	\$220.10	\$292.90	County Reimburses the City
E 401-41000-210 Operating Supplies	\$400.00	\$300.00	\$305.46	\$42.25	County Reimburses the City
E 401-41000-384 Refuse/Garbage Disposal	\$144,000.00	\$157,000.00	\$155,261.38	\$155,050.21	Garbage/Recycling//Compost/\$2.00 Decrease
E 401-41000-385 Clean Up Week	\$12,000.00	\$13,000.00	\$11,145.85	\$11,703.70	Clean-up Week
E 401-41000-386 Compost - City of Moorhead	\$4,200.00	\$4,200.00	\$2,745.72	\$4,118.58	City of Moorhead Compost Invoices
E 401-41000-387 Curbside Recycling	\$44,520.00	\$0.00	\$0.00	\$0.00	Curbside Recycling \$7.00 x 530 residents
E 401-41000-401 Repairs/Maintenance Buildings	\$7,649.00	\$0.00	\$21,101.26	\$0.00	Jason Brennen Labor-Recycling Building
E 401-41000-635 Miscellaneous Income/Expense	\$0.00	\$0.00	\$0.00	\$2,388.00	EB Uses
E 401-41000-651 Equipment Purchases	\$0.00	\$0.00	\$0.00	\$6,171.53	L85 Bobcat Loader (\$89,598.32)
401 GARBAGE & RECYCLING FUND	\$216,045.00	\$179,515.00	\$193,656.32	\$183,596.71	
501 FIRE & RESCUE FUND					
E 501-45000-110 Other Pay (GENERAL)	\$12,450.00	\$12,450.00	\$12,962.50	\$11,007.50	Fire & Rescue Payroll

Account Descr	2024 Budget	2023 Budget	2023 YTD Amt	2022 Amt	Comment
E 501-45000-122 FICA	\$1,100.00	\$1,100.00	\$1,146.54	\$949.97	FICA 7.65%
E 501-45000-124 Fire Pension Contributions	\$26,225.28	\$21,200.00	\$23,437.87	\$22,516.90	Fire Relief Association 2023
E 501-45000-153 Charges for Standby Services	\$2,100.00	\$2,160.00	\$2,025.00	\$1,410.00	Race Park Hours
E 501-45000-200 Office Supplies	\$800.00	\$1,000.00	\$202.59	\$254.40	Fire
E 501-45000-201 Uniforms	\$10,150.00	\$10,150.00	\$9,508.77	\$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	\$1,734.28	\$1,000.00	Fire
E 501-45000-211 Vehicle Repair/Maintenance	\$7,500.00	\$7,000.00	\$5,923.45	\$3,229.80	Fire
E 501-45000-212 Motor Fuels	\$2,400.00	\$1,600.00	\$1,750.91	\$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	\$1,239.80	\$1,259.54	Fire
E 501-45000-323 Radio Units	\$1,500.00	\$1,000.00	\$1,679.90	\$0.00	ARMER Radio
E 501-45000-401 Repairs/Maintenance Buildings	\$6,250.00	\$6,000.00	\$2,231.59	\$13,060.86	Sanford Rent-\$500 @ month
E 501-45000-433 Dues and Subscriptions	\$1,400.00	\$1,875.00	\$1,568.00	\$1,143.50	Fire
E 501-45000-435 Books and Pamphlets	\$400.00	\$400.00	\$52.45	\$0.00	Fire
E 501-45000-580 Other Equipment	\$6,400.00	\$6,400.00	\$3,872.98	\$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	\$7,538.73	\$0.00	Use Moland Township Donation
E 501-45000-638 Mutual Aid Reimbursement	\$0.00	\$0.00	\$7,925.00	\$900.00	Mutual Aid Help
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	\$1,100.00	\$900.00	\$1,084.83	\$1,041.52	Rescue
E 501-46000-580 Other Equipment	\$2,000.00	\$2,000.00	\$3,517.06	\$2,483.91	Rescue
501 FIRE & RESCUE FUND	\$93,175.28	\$86,935.00	\$96,230.06	\$85,270.10	
601 PROJECTS FUND - BONDS					
E 601-41000-635 Miscellaneous Income/Expense	\$0.00	\$0.00	\$0.00	\$0.00	EB Uses-418 2nd St Purchase
E 601-55500-601 Debt Srv Bond Principal - EB	\$62,000.00	\$50,000.00	\$60,339.24	\$49,160.92	Bayer/Monsanto TIF - 2025
E 601-61000-601 Debt Srv Bond Principal - EB	\$185,000.00	\$180,000.00	\$180,000.00	\$195,000.00	2014A Bond/StkWd/2004 Bond/Equip/C Hall/St
E 601-61000-611 Debt Srv Bond Interest	\$11,250.00	\$16,650.00	\$13,950.00	\$19,087.50	2014A Interest/Northland Trust
E 601-65000-611 Debt Srv Bond Interest	\$80,169.00	\$82,969.00	\$81,568.76	\$84,863.76	2017A Interest Southview
E 601-65000-680 2017A Bond Southview Addition	\$145,000.00	\$140,000.00	\$140,000.00	\$140,000.00	2017A Southview Bond - Kelly Richards
E 601-67000-601 Debt Srv Bond Principal - EB	\$0.00	\$0.00	\$0.00	\$70,000.00	EB Uses
E 601-67000-611 Debt Srv Bond Interest	\$120,975.00	\$122,575.00	\$121,775.02	\$123,275.02	2019A Interest Parke Ave
E 601-67000-663 Transfer In/Out - EB	\$0.00	\$0.00	\$0.00	\$0.00	EB Uses
E 601-67000-700 2019A Parke Avenue Project	\$66,826.00	\$80,000.00	\$80,000.00	\$58,183.84	2019A Parke Ave-Water/Sewer Revenues for Pa
E 601-69000-601 Debt Srv Bond Principal - EB	\$0.00	\$0.00	\$0.00	\$0.00	
E 601-69000-606 Issuance Expenses for Bonds	\$0.00	\$0.00	\$750.00	\$0.00	
E 601-69000-611 Debt Srv Bond Interest	\$0.00	\$0.00	\$0.00	\$0.00	
E 601-69000-710 2023A Charleswood Project	\$0.00	\$0.00	\$1,321,500.17	\$0.00	2023A Charleswood Project
601 PROJECTS FUND - BONDS	\$671,220.00	\$672,194.00	\$1,999,883.19	\$739,571.04	

Account Descr	2024 Budget	2023 Budget	2023 YTD Amt	2022 Amt	Comment
603 TAX ABATEMENT NOTE FUND 2016A					
E 603-63000-500 Capital Outlay (GENERAL)	\$0.00	\$26,585.00	\$25,573.75	-\$0.50	Paid-2016A Bond Tax Abatement
603 TAX ABATEMENT NOTE FUND 2016A	\$0.00	\$26,585.00	\$25,573.75	-\$0.50	
801 MN DOT RD REPAIR-RECONST ASST					
E 801-41000-664 Bridge/Street Repair - RO	\$10,000.00	\$10,000.00	\$0.00	\$20,185.50	MN DOT Aid-RO-Parke/Hwy 10
801 MN DOT RD REPAIR-RECONST ASST	\$10,000.00	\$10,000.00	\$0.00	\$20,185.50	
	\$2,892,089.28	\$2,749,246.89	\$4,023,371.22	\$2,948,854.21	

2,950,171.55 Revenues 2024

- 2,892,089.28 Expenses 2024

58,082.27

Surplus

(35,664.55 Abatement Revenue for
202 Eglon Ave - may not
get this in 2024)

CITY OF GLYNDON
Revenue Budget Worksheet 2 - 2024

Account Descr	2024 Budget	2023 Budget	2023 YTD Amt	2023 Amt	2024 Amt	Comment
101 GENERAL FUND						
R 101-41000-31000	\$307,700.00	\$307,700.00	\$302,989.72	\$301,187.79	\$301,187.79	General Property Taxes/Levy
R 101-41000-31005	\$108,500.00	\$108,500.00	\$108,500.00	\$112,909.59	\$112,909.59	Stockwood Specials Pd/Selling Lots
R 101-41000-31020	\$5,000.00	\$5,000.00	\$5,725.83	\$9,743.38	\$9,743.38	Delinq Gen Prop Taxes
R 101-41000-32000	\$700.00	\$700.00	\$850.00	\$1,055.00	\$1,055.00	Burning/ATV/Snowmobile/Parking Fines
R 101-41000-32110	\$4,600.00	\$4,600.00	\$2,605.00	\$5,210.00	\$5,210.00	Hill & Morty's Liquor License
R 101-41000-32210	\$12,000.00	\$12,000.00	\$11,135.95	\$14,148.72	\$14,148.72	50% Goes to Building Inspector
R 101-41000-32215	\$1,600.00	\$1,600.00	\$1,566.02	\$1,713.18	\$1,713.18	State Surcharge from Building Permits
R 101-41000-32240	\$300.00	\$400.00	\$288.00	\$518.00	\$518.00	Pet Tags/Danger Dog \$500
R 101-41000-32270	\$35,664.55	\$35,664.55	\$0.00	\$25,000.00	\$25,000.00	Lugo Abatement/2022 Fuchs 418 Property
R 101-41000-32280	\$12,000.00	\$0.00	\$0.00	\$0.00	\$0.00	2-Year Tax Abatement Program\
R 101-41000-33400	\$0.00	\$0.00	\$57,664.93	\$75,235.00	\$75,235.00	PERA Aid/Safety Aid/Am Rescue
R 101-41000-33401	\$454,449.00	\$416,738.00	\$416,738.00	\$412,432.00	\$412,432.00	LGA Funds
R 101-41000-34103	\$100.00	\$200.00	\$200.00	\$0.00	\$0.00	Any Land Changes - Plat/Zone/Split
R 101-41000-34700	\$4,000.00	\$1,500.00	\$7,574.00	\$3,262.00	\$3,262.00	Glyndon Days Donations
R 101-41000-36200	\$50.00	\$75.00	\$42.97	\$73.81	\$73.81	Copies/Misc
R 101-41000-36210	\$2,000.00	\$300.00	\$4,635.89	\$1,246.87	\$1,246.87	Northwestern Bank
R 101-41000-36220	\$550.00	\$550.00	\$550.00	\$1,650.00	\$1,650.00	Water Tower Lease-School
R 101-41000-36225	\$16,000.00	\$16,000.00	\$16,349.86	\$15,909.07	\$15,909.07	Xcel/Midco/RRVC
R 101-41000-39203	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Garbage Transfer/Restricted Savings Transfer
R 101-41000-46000	\$0.00	\$0.00	\$0.00	\$6,272.00	\$6,272.00	Not Sure Each Year
R 101-41000-50000	\$150.00	\$150.00	\$10,335.98	\$0.00	\$0.00	LOMC if we have a claim/Lakes Coop Hlth Ins R
R 101-41000-50102	\$43,000.00	\$34,000.00	-\$3,416.82	\$8,427.30	\$8,427.30	Petro Dividend Ck/Southview Parcel
R 101-42000-33400	\$5,000.00	\$5,000.00	\$43,557.69	\$38,396.33	\$38,396.33	MN Police Aid Granted
R 101-42000-33416	\$25,000.00	\$25,000.00	\$4,040.79	\$4,059.27	\$4,059.27	Training Reimburse - RO
R 101-42000-35000	\$50.00	\$50.00	\$21,854.82	\$24,378.06	\$24,378.06	Merged 35104/35201
R 101-42000-35202	\$0.00	\$0.00	\$81.75	\$60.00	\$60.00	Copies of Reports
R 101-42000-39203	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-42000-45000	\$0.00	\$0.00	\$0.00	\$16,933.00	\$16,933.00	BNSF/Randall's 2022
R 101-42000-45100	\$500.00	\$500.00	\$4,293.00	\$5,867.19	\$5,867.19	Picnic/ShopCop-RO
R 101-42000-50100	\$3,000.00	\$3,000.00	\$3,130.93	\$1,409.65	\$1,409.65	TZD Reimbursement
R 101-42000-50102	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Transfer to Restricted - Auction
R 101-43000-34001	\$300.00	\$300.00	\$410.00	\$0.00	\$0.00	ASP of Moorhead is doing CC
R 101-43000-34101	\$2,500.00	\$2,000.00	\$3,180.00	\$3,090.00	\$3,090.00	Comm Center Private Rentals
R 101-43000-39203	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Comm Center
R 101-47000-32150	\$1,026.00	\$7,000.00	\$7,211.02	\$13,554.14	\$13,554.14	Mosquito fee-RO
R 101-47000-33610	\$7,000.00	\$5,000.00	\$7,887.66	\$7,607.00	\$7,607.00	Clay Cty Street Repair Reimbursement
R 101-47000-35204	\$7,524.00	\$2,600.00	\$2,640.28	\$2,594.00	\$2,594.00	Forestry fee-RO
R 101-47000-36200	\$0.00	\$0.00	\$0.00	\$75.00	\$75.00	Mowing Charges
R 101-47000-36201	\$0.00	\$0.00	\$0.00	\$1,577.55	\$1,577.55	Pymt for Vehicle Damage
R 101-47000-39203	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Restricted Savings Purchase
R 101-47000-48000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

Account Descr	2024 Budget	2023 Budget	2023 YTD Amt	2022 Amt	Comment
101 GENERAL FUND					
R 101-51000-31000 General Property Taxes	\$0.00	\$0.00	\$0.00	\$26,149.00	Stockwood moved to 101-41000-31005
	\$1,060,263.55	\$996,127.55	\$1,042,623.27	\$1,141,743.90	
201 WATER FUND					
R 201-44000-37000 PFA System Replacement Fund	\$19,000.00	\$18,000.00	\$18,000.00	\$0.00	2018A PFA (UB) RO-from 201-44000-37100
R 201-44000-37100 Water Sales	\$260,000.00	\$240,000.00	\$266,618.91	\$220,531.90	Transfer to 2018 PFA / 2019A
R 201-44000-37150 Water Connect/Reconnect Fee	\$100.00	\$100.00	\$0.00	\$100.00	Utility Bill
R 201-44000-37160 Water Penalty	\$1,500.00	\$1,500.00	\$1,716.65	\$1,575.24	Utility Bill
R 201-44000-37161 Water Looping (Service Fee)	\$7,300.00	\$7,300.00	\$7,903.47	\$7,802.40	2018A PFA Water Looping
R 201-44000-39343 Water Sales Commercial	\$100.00	\$0.00	\$828.00	\$85.00	Bulk Water Sales
R 201-44000-50101 Water Meter Sales	\$3,000.00	\$3,000.00	\$2,590.00	\$3,710.00	New Meters Purchased
R 201-44000-50104 NSF Charge	\$100.00	\$100.00	\$105.20	\$124.80	Resident's NSF
R 201-44000-99999 Undistributed Receipts	\$0.00	\$6,000.00	-\$8,979.96	-\$0.37	-New House Credit/ If + Transfer to Water Sale
R 201-58000-37100 Water Sales	\$0.00	\$0.00	\$0.00	\$55,358.00	Pd Off-2002A Bond-from 201-44000-37100
R 201-67000-37100 Water Sales	\$44,221.00	\$22,807.00	\$22,807.00	\$0.00	2019A Parke Ave - from 201-44000-37100
R 201-68000-37163 Water Tower User Fee	\$81,000.00	\$100,000.00	\$99,402.60	\$100,044.16	2021A Refund Water Tower
201 WATER FUND	\$416,321.00	\$398,807.00	\$410,991.87	\$389,331.13	
301 SEWER FUND					
R 301-44000-34408 Other Sanitation Charges	\$34,500.00	\$34,500.00	\$33,929.82	\$34,245.52	Utility Pump Station Fee
R 301-44000-37200 Sewer Sales	\$211,000.00	\$211,160.00	\$206,598.41	\$232,308.65	2010B & 2019A Transfers Below
R 301-44000-37250 Sewer Connect/Reconnect Fee	\$800.00	\$1,500.00	\$400.00	\$1,300.00	
R 301-44000-37260 Sewer Penalty	\$1,400.00	\$1,400.00	\$1,496.80	\$1,462.07	Utility Bill Sewer Penalty
R 301-44000-37261 Storm Water	\$42,500.00	\$40,540.00	\$42,897.80	\$48,157.68	Utility Bill Storm Water
R 301-44000-39203 Transfer from Other Fund	\$0.00	\$0.00	\$0.00	\$0.00	Restricted Savings Acct
R 301-53000-36100 Special Assessments	\$0.00	\$0.00	\$0.00	\$0.00	1998 Sewer Cty Coded S-550120
R 301-56000-36100 Special Assessments	\$41,549.00	\$41,549.00	\$37,961.96	\$30,724.73	Bond 2010B Cty Coded 55001-2012
R 301-56000-37200 Sewer Sales	\$17,796.00	\$17,384.00	\$17,384.00	\$17,972.00	Transfer to pay 2010B Bond - 301-44000-3720
R 301-67000-37200 Sewer Sales	\$13,953.00	\$14,478.00	\$14,478.00	\$15,003.00	Transfer to pay 2019A Bond - 301-44000-3720
301 SEWER FUND	\$363,498.00	\$362,511.00	\$355,146.79	\$381,173.65	
401 GARBAGE & RECYCLING FUND					
R 401-41000-33620 Other County Grants/Aid	\$22,000.00	\$22,000.00	\$24,759.55	\$23,534.50	Staff Wage/Recycle Reimburse
R 401-41000-34403 Clean-up Week Charges	\$12,000.00	\$13,000.00	\$11,845.74	\$9,598.54	Clean-up Week
R 401-41000-37310 Residential Garbage Charge	\$96,000.00	\$106,500.00	\$107,180.72	\$106,824.04	Residential Garbage \$2.00 Decrease
R 401-41000-37311 Commercial Garbage Charge	\$54,800.00	\$54,800.00	\$54,256.17	\$54,871.61	Commercial Garbage
R 401-41000-37315 Curbside Recycling	\$44,520.00	\$0.00	\$0.00	\$0.00	Curbside Recycling \$7.00 Increase
R 401-41000-39203 Transfer from Other Fund	\$0.00	\$0.00	\$0.00	\$0.00	Transfer to General Fund
401 GARBAGE & RECYCLING FUND	\$229,320.00	\$196,300.00	\$198,042.18	\$194,828.69	
501 FIRE & RESCUE FUND					
R 501-45000-31000 General Property Taxes	\$15,000.00	\$15,000.00	\$15,044.45	\$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 2021 Contribution
R 501-45000-33400 State Grants & Aids	\$0.00	\$0.00	\$0.00	\$0.00	SBR Reimbursement State

Account Descr	2024 Budget	2023 Budget	2023 YTD Amt	2022 Amt	2022 Comment
R 501-45000-34000 Charges for Services	\$5,000.00	\$4,000.00	\$15,362.20	\$4,315.00	Charges for Service
R 501-45000-34002 Charges for Standby Services	\$2,100.00	\$2,160.00	\$2,075.00	\$2,160.00	Standby Services - Races
R 501-45000-34101 Building Rental Revenue	\$6,000.00	\$6,000.00	\$5,500.00	\$5,500.00	Sanford Building Rental - \$500 @ month
R 501-45000-34202 Mutual Aid Services	\$2,000.00	\$0.00	\$7,925.00	\$2,100.00	Helping Dept from other towns
R 501-45000-34205 State Training Reimbursement	\$2,500.00	\$2,500.00	\$5,800.00	\$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	\$3,535.00	\$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	Moland Township 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	\$10,029.62	\$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	\$94,440.00	\$89,140.00	\$112,854.14	\$91,630.57	
601 PROJECTS FUND - BONDS					
R 601-41000-50102 Misc Income/Expense	\$0.00	\$0.00	\$40.36	\$42,490.47	418 2nd Street Purchase back from County
R 601-55500-31050 Tax Increments	\$68,000.00	\$54,500.00	\$67,043.60	\$54,623.24	Monsanto TIF-Done 2025
R 601-61000-31000 General Property Taxes	\$148,600.00	\$152,200.00	\$158,720.05	\$206,519.05	2014A-Levy-Bond-Consolidated
R 601-61000-36100 Special Assessments	\$42,158.00	\$42,158.00	\$37,949.37	\$34,968.81	2014A-Lyndon,Lund,9 Reconst Coded 550161-
R 601-65000-36700 Southview Addition 2017A	\$237,597.00	\$237,597.00	\$319,008.38	\$250,734.73	2017A Southview Addition
R 601-67000-31000 General Property Taxes	\$104,325.00	\$89,020.00	\$89,020.00	\$0.00	2019A-Levy-Parke Ave-Extra Murray
R 601-67000-36100 Special Assessments	\$124,649.00	\$124,649.00	\$113,380.62	\$180,111.26	2019A-Parke Ave Assessments
R 601-67000-36210 Interest Earnings	\$0.00	\$0.00	\$0.00	\$69.93	2019A Parke Ave Interest
R 601-67000-36900 Parke Ave Project 2019A	\$0.00	\$0.00	\$0.00	\$0.00	
R 601-69000-36100 Special Assessments	\$0.00	\$0.00	\$0.00	\$0.00	
R 601-69000-50800 Transfer In/Out - EB	\$0.00	\$0.00	-\$1,322,232.31	\$0.00	2023A Charleswood Project
601 PROJECTS FUND - BONDS	\$725,329.00	\$700,124.00	-\$537,069.93	\$769,517.49	
602 CAPITAL PROJECTS					
R 602-64000-50900 Capital Projects	\$51,000.00	\$39,931.20	\$31,016.79	\$0.00	Funds from Utility Bill-\$3.00 added
602 CAPITAL PROJECTS	\$51,000.00	\$39,931.20	\$31,016.79	\$0.00	
603 TAX ABATEMENT NOTE FUND 2016A					
R 603-51000-50800 Transfer In/Out - EB	\$0.00	\$0.00	\$1,322,232.31	\$0.00	2023A-Charleswood Project
R 603-63000-31000 General Property Taxes	\$0.00	\$26,585.00	\$26,585.00	-\$1.00	Paid-Levy 2016A-Tax Abatement
603 TAX ABATEMENT NOTE FUND 2016A	\$0.00	\$26,585.00	\$1,348,817.31	-\$1.00	
801 MN DOT RD REPAIR-RECONST ASST					
R 801-41000-33400 State Grants & Aids	\$10,000.00	\$10,000.00	\$0.00	\$0.00	State Aid for Street Maintenance - RO
801 MN DOT RD REPAIR-RECONST ASST	\$10,000.00	\$10,000.00	\$0.00	\$0.00	
	\$2,950,171.55	\$2,819,525.75	\$2,962,422.42	\$2,968,224.43	