

City of Glyndon

Minnesota



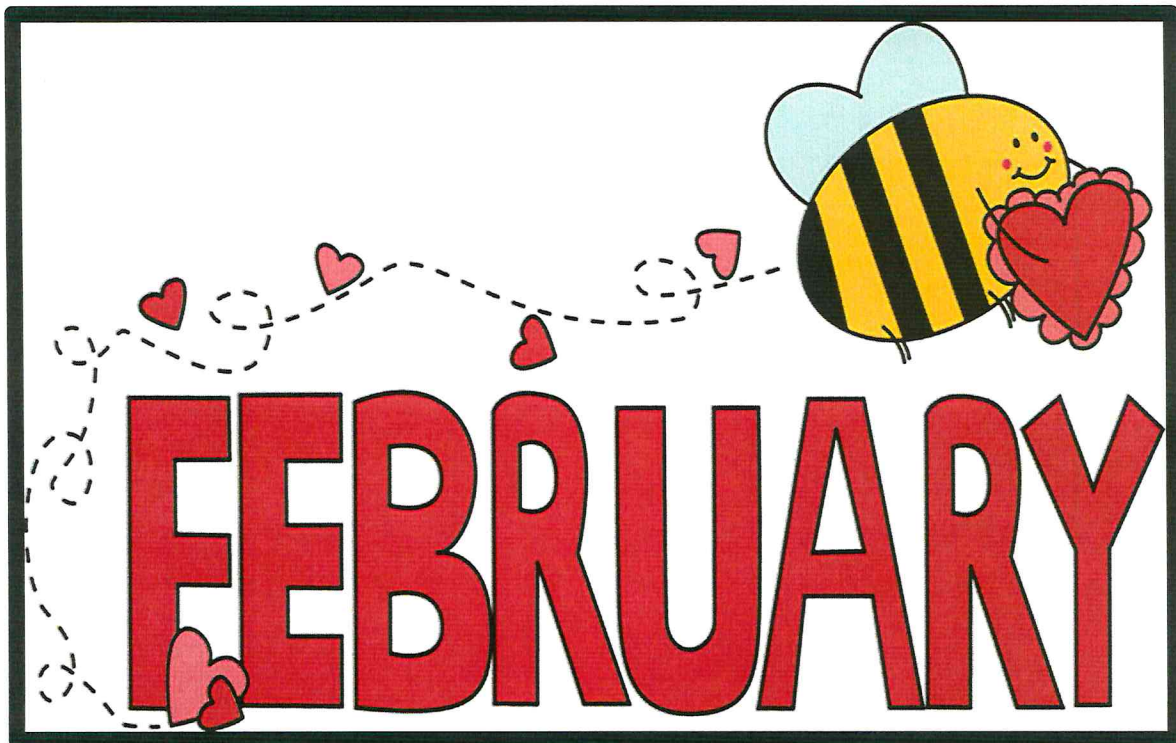
City Council:

Mayor Tracy Tollefson
Justin Schreiber
Bryant DeVries
Patrick McCoy
Steven Ring

Glyndon City Council Packet

February 28th, 2024, at 6:00 p.m.

City Hall Council Chambers



Agenda for Glyndon City Council
2/28/2024 – 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. 2/14/2024 – Council Meeting Minutes
 - b. **Approve Resolution of Payments**
 - **Approve Barnesville’s Rod & Gun Gaming Permit for April 21, 2024, at the DGF High School**
4. **Any Additions to the Agenda** (*urgent items only please*)
5. **Motion to Approve Agenda**
6. **Open Forum – Public Comments/Concerns** - **this is the time for the General Public to address the Council regarding a City Business item that is not on the agenda. Typically, decisions will not be made at this meeting but will be referred to staff for further research. The Open Forum shall not be used to make political statements, political endorsements or for any political campaign purposes.*
7. **Mayor/Department Reports**
 - a. **Justin Vogel, Police Chief**
 - b. **Travis Braton, Maintenance Supervisor**
 - c. **Bob Cuchna, Fire Chief**
 - d. **Wendy Affield, City Clerk**
 - e. **Kris Carlson, City Engineer**
 - f. **Tracy Tollefson, Mayor**
8. **Committee Reports**
9. **New Business**
 - a. **2023 Audit is set for the Week of April 1st** (*informational only*)
 - b. **Police Department Building Remodeling Estimates** (*need a motion if approved*)
 - c. **Proposal for Dry Tank Cleanout of the 18,000 Gallon Backwash Tank – Travis Braton** (*need a motion if approved*)
10. **Time to Discuss the Additions to the Agenda** (*only discuss if added and approved in #4 above*)
11. **Old Business / Unfinished Business Updates**
12. **Miscellaneous Announcements & Recognitions**
 - a. **CLEAN-UP WEEK** - North Side of the Tracks is Wednesday, May 1st
 - b. **CLEAN-UP WEEK** - South Side of the Tracks is Wednesday, May 15th
13. **Adjournment**

The next Council Meeting is Scheduled for Wednesday March 13th, 2024, at 7:00 a.m.

Glyndon City Council
2/14/2024 – 7:00 AM
Regular Council Meeting
City Hall Council Chambers

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

2. **Roll Call:** Council Members Present: Justin Schreiber, Patrick McCoy, Bryant DeVries, and Steven Ring; Police Chief Justin Vogel; Public Works Superintendent Travis Braton; and Administrative Assistant Kayla Nosal.

As Per Sign in Sheet: None
Virtual Attendees: None
Absent: Clerk/Treasurer Wendy Affield

3. **Motion to Approve Consent Agenda** – A motion to approve the consent agenda was made by Steven Ring, seconded by Bryant DeVries. All in favor.
Motion Carried.
 - a. **1/24/2024 - Council Meeting Minutes**
 - b. **Approve Resolution of Payments**
 - **Approve DGF Cub Scouts / Glyndon Lion’s Club Gaming Permit for March 17th, 2024, at the Glyndon Community Center**
 - **Approve Glyndon’s Rod & Gun Gaming Permit for August 14, 2024, at the Buffalo River Speedway (*Lund Boat*)**
 - **Glyndon Fire & Rescue Accepts \$7,500 in Donation Funds from the Fargo Force, Cross Insulation & Hometown Heros Committee**
 - **Glyndon Police Department Accepts \$5,161 in Donation Funds from the Fargo Force, Cross Insulation & Hometown Heroes Committee**

4. **Any Additions to the Agenda**
 - a. **Police Staffing** – Chief Vogel
 - b. **Building Maintenance for Police Department** – Chief Vogel

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

6. **Open Forum-Public Comments/Concerns** – Nothing at this time.

7. **Mayor/Department Reports**
 - a. **Justin Vogel, Police Chief** – Chief Vogel was recently assigned to DWI Court for Clay County. The County is trying to start a new program which will take a year to get up and running and Chief Vogel will be on the committee with around six other people from various job areas like a Judge and Attorneys. Mayor Tollefson asked what that includes? Vogel explained how Drug Court is an alternative path for individuals who receive their first or second DUI charge, it is an easier path than going the criminal way, there is still some responsibility and punishment while not jamming up the courts. Schreiber asked if the

Police Department had a new logo on their badge. Chief Vogel informed Council they do and it was designed by Officer Schock.

b. Travis Braton, Maintenance Supervisor – Braton stated Ty Wegenast passed his water test and is now dual licensed in both water and wastewater and in three (3) years he can take his C-Water test. Braton will be going in March to take his C-Water test at a Conference in St. Cloud. Braton will be moving his office back to the Water Treatment Plant and will be turning it into a multi-use breakroom/office. Braton stated they need to plan some safety training soon and need to have a MSDS sheet (Material Safety Data Sheet) in the maintenance shop. Braton has been working with Dilworth and Barnesville to try and schedule a once-a-month safety training program but the few agencies that have been looked at seem to be pretty expensive.

c. Bob Cuchna, Fire Chief – Not Present.

d. Wendy Affield, City Clerk – Not Present.

e. Tracy Tollefson, Mayor – Mayor Tollefson informed Council she has participated in a couple of committee meetings; DeVries and her had a Maintenance Committee meeting to touch base with Braton on a couple items they were looking at while moving forward this year. Mayor Tollefson and Schreiber have also met with Kayla and Wendy to check in on how they are doing at the City Hall. Tollefson and Schreiber met with Chief Vogel regarding staffing and touching base with what has been going on at the Police Department.

8. Committee Reports – Braton stated Curbside Recycling started on Monday and he visited with Fuchs Sanitation to see how everything went; Fuchs let him know things went well, and there were quite a few people that did not put them out, but they think it will take a little while for residents to get used to recycling. Question was asked what time does the recycling truck come around? Braton stated early, Nosal then commented that a resident came into City Hall and informed her the pick of the recycling tote was around six (6) a.m. Nosal informed Council there was a scheduled text that was sent out to the residents as a reminder of the recycling pick-up on Monday February 12th and she made another Facebook post. Mayor Tollefson asked how many people said, “I got my bin but do not want to recycle”. Braton stated they had maybe half a dozen that returned their tote, but they do know they are still going to get charged. Braton mentioned he needs to visit with Dave Olek on how much has been dumped at the Recycling Center since curbside has started.

9. New Business

a. Council Committee Meeting Schedule for 2024 – Mayor Tollefson mentioned if any of the committees need to change or cancel a meeting that would be fine, this is just a tentative calendar she made up. Mayor Tollefson also highlighted the budget meetings that Affield added.

b. January 2024 Expense and Revenue Budget Sheets for Review – These sheets are for review and if you have any questions, please contact Affield.

c. Should the City Plan a Spring City-Wide Rummage Sale for April 18th, 19th, and 20th – Mayor Tollefson was contacted by a resident requesting the City have a spring rummage sale also like the fall one we do around Glyndon Days. Mayor Tollefson explained this way if you have anything left over you do not want you could get rid of it during clean-up week. Nosal stated a resident has rented the Community Center to have a rummage sale on those days. City Hall will work on having a map and getting the word out for anyone who wants to sign up for the rummage sale. A motion was made to

approve the Spring City-Wide Rummage Sale for April 18th, 19th, and 20th was made by Steven Ring and seconded by Justin Schreiber. All in favor.
Motion Carried.

10. Time to Discuss Additions to the Agenda –

a. Police Staffing – Chief Vogel stated it is very hard to hire for staffing right now, we have 259 agencies on the POST Board looking to hire which is well over the number of kids going to school. A lot of agencies are already getting their teeth into the kids that are going to school or skills this summer by paying for their classes or offering them a job. Local agencies around us like Moorhead and Dillworth are starting to pay for the skills program which costs about seven thousand dollars (\$7,000). Chief Vogel informed Council the City of Moorhead Police Department is down ten (10) officers and are not getting any applicants. Moorhead just signed an agreement with Clay County to have them come fill shifts since they are down so many officers. Chief Vogel stated we tried over a year ago to fill a position for a fourth (4th) Patrol Officer but were not quite in the market salary wise but over this last year we are now in the salary area to hire. Chief Vogel stated when he came to Glyndon, he did not want this place to be a steppingstone for officers, but a career agency and we have accomplished that, this is the longest we have gone without hiring. The Police Department is now having people knocking at their door to work for the City of Glyndon and Chief Vogel takes a lot of pride in it, stating it would not be like this if it was not for all the help he has received from the Council. Chief Vogel would like to open the position for a fourth (4th) Patrol Officer, explaining he has been in talks with Affield concerning funds, and the money that we received from the State was going to tasers and body cameras, but he would like to reallocate it to go towards this position and would like the tasers and body camera funds to come out of his seizure money. If the position is opened now and we get a conditional offer within the next couple of weeks or month that would bring us to an April or May start date due to the psychological, physical, and full background investigation that needs to be completed so with those funds it would bring us close to the end of the year and after that we would have to budget for that position 2025. The reason he would like to add the fourth (4th) body is to solidify the department. If anything were to happen, like losing an officer, someone getting injured, or having to use family medical leave, we still have coverage. With this position and himself we would be looking at twenty-two (22) hour coverage during the week and twenty-four (24) hour coverage on the weekend. Council Member Ring asked if he was going to hire active or is he looking at doing an incentive to put someone through the program? Chief Vogel responded, he would like to hire someone who would be active and local. If the person is active and local then they would only be on the field training program for a month, which is learning our policy and procedures as to how we handle things in Glyndon. If we hired a new officer, it would take four to five (4-5) months on the field training program before they would be ready to go out on their own. Right now, everyone is doing sign on bonuses or incentives except for us and Barnesville. Chief Vogel mentioned talking with his officers and some people at the local training he attended, they say it is not working giving the incentives and bonuses because after a few months the officer has spent the money and are back to not being happy. Chief Vogel would rather take the money he has and put it towards the salary of a full-time officer so his other officers can use their vacation time. Mayor Tollefson added last year we talked about adding another officer, we advertised but did not get any qualified candidates, so we took some of those dollars and when we were going through the labor negotiation process, we invested in our current officers by moving them down on the pay scale to show they have value and are important. If you were to get someone that is experienced and already has boots on the ground and is doing the job that would be great. Schreiber asked if they would be sharing a vehicle. Chief Vogel stated they would. Chief Vogel explained to Council that this also gives us an opportunity to expand our horizon within the department and in the near future we can look at different initiatives that are out there for growth within the department, get different assignments for the officers. Mayor Tollefson reminded Council to keep in mind the salary and benefits of the new officer when doing next year's budget if Council supports it. She

mentioned the overview Chief Vogel gave her last week and is appreciative of all the support that he gives the school and community. Mayor Tollefson believes it will help with retention having another officer on during the day and will also help the officers not be overtaxed at their jobs. A motion to approve opening a position for a fourth (4th) Patrol Officer was made by Steven Ring, seconded by Patrick McCoy. All in favor.
Motion Carried.

b. Police Department Building Maintenance – Mayor Tollefson informed the rest of the Council that the Police Committee has discussed this topic with Chief Vogel. Chief Vogel mentioned to Council he has received quotes for adding a much-needed changing room for his officers, remove both bath bathrooms to make one big unisex bathroom with a shower. Prices have come in higher than expected and he will be working with Affield to discuss funds and where they can pull them from, so we can update the inside, then hoping next year to work on the outside of the Police Department like doing some painting and landscaping. The cost came in around thirty-six thousand dollars (\$36,000) to have done what needs to be done in the inside of the building; due to the building being chopped up so many times. Chief Vogel is wanting to reach out to the contractors to bring prices down. Chief Vogel will not be at the meeting on Wednesday, February 28th, 2024, but will have Affield updated on what needs to be presented. DeVries asked what kind of doors they plan on installing. Chief Vogel would like all solid doors that match throughout the building and is working with D & M Industries. DeVries will visit more with Chief Vogel concerning the doors.

11. Old Business/ Unfinished Business Updates

a. Calendar and Information Sheet for 2024 Curbside Recycling Tote Pick-Up – Mayor Tollefson stated it started on Monday and will run every other Monday.

12. Miscellaneous Announcements & Recognitions – Mayor Tollefson stated Nosal will be posting these following items on our social media sites.

- a. Clean-up Week – Northside of the Tracks is Wednesday, May 1st**
- b. Clean-up Week - Southside of the Tracks is Wednesday, May 15th**
- c. City Hall will be Closed Monday, February 19th for President’s Day**

13. Adjournment – Motion was made by Bryant DeVries to adjourn, seconded by Justin Schreiber. All in favor.
Motion Carried.

Tracy Tollefson, Mayor

Kayla Nosal, Administrative Assistant

Wendy Affield, City Clerk/Treasurer

February 14, 2024, Council Meeting Minutes

CITY OF GLYNDON

RESOLUTION RECORD

2/28/2024

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, February 28th, 2024		
Vendor	Description	Code	Amount
Acme Tools	Fire Dept Tools & Equipment	501-45000-580	\$201.98
Ameritas Life Ins/Vision	Vision Insurance for Employees	101-41000-133	\$47.28
Aramark	Community Center Mops & Mats	101-43000-210	\$96.46
Beam Dental Card ACH	Employee Dental & Extra Coverage	Coded Separate	\$242.08
Clay County Highway Dept	Parke Ave/Hwy 10 Intersection		\$83,087.15
Clay County Sheriff	1st Quarter of 2024 RRRDC	101-42000-324	\$4,552.25
Colonial Life Insurance	Employee Extra Insurance Premium	G 101-29000	\$63.04
D & S Construction of DL	Building Inspector Retainer for January	101-41000-300	\$500.00
Engstrom, Sondra	Sewing Patches on Police Uniforms	101-42000-300	\$198.50
Johnson's Auto Repair	2021 Police Squad Repairs & 2019 Squad	101-42000-211	\$3,474.83
Lakes Country Service ACH	Health Insurance for Employees - MEDICA	G 101-21706	\$6,509.28
Law Enforcement Labor	Police Union Dues for Ryan, Annie & Teryn	G 101-21707	\$211.50
Liberty Business Systems	City Hall & Police Copy Machine	Coded Separate	\$526.84
Linde Gas & Equipment	1/3 1/3 1/3 Supplies for Water/Sew/Maint	Coded Separate	\$617.32
Menards	Fire/city Hall/Maint Supplies	Coded Separate	\$211.47
Minnesota DMV	2023 Chev Tahoe Tabs	101-42000-210	\$15.25
MN Dept of Health/Water	1st Quarter Water Service Connection Fee	201-44000-300	\$1,010.00
MN Pollution Control	Wastewater Individual Annual Permit Fee	301-44000-300	\$1,450.00
MN State Community College	Fire Dept Training	501-45000-206	\$150.00
MN Rural Water Assoc	Travis Braton's C-Water Testing Exam	201-44000-208	\$275.00
Napa Auto	Maint / Fire Dept Supplies	Coded Separate	\$90.46
Norman Law Office	Legal Services for January 2024	101-41000-304	
Personal Touch	Travis & Kayla's Uniform Allowance	Coded Separate	\$116.50
RMB Environmental Lab	Water Testing on 2/20/24	201-44000-300	\$57.48
SSI Crestmark	US Solar Xcel Payment for January	Coded Separate	\$572.39
Twin City Garage Door (API)	Maintenance Dept Garage Door Repair	101-41000-401	\$1,875.00
USA BlueBook	Water Dept Supplies	201-44000-210	\$46.70
Valvoline	2023 Tahoe Oil Change - Police	101-42000-211	\$110.47
		TOTAL	\$106,309.23
AS CERTIFIED BY WENDY AFFIELD CITY CLERK		GRAND TOTAL	\$106,309.23

MINNESOTA LAWFUL GAMBLING
LG220 Application for Exempt Permit

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

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

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

Application Fee (non-refundable)

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

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

ORGANIZATION INFORMATION

Organization Name: Barnesville Road = Gun Previous Gambling Permit Number: X-32209-24

Minnesota Tax ID Number, if any: _____ Federal Employer ID Number (FEIN), if any: N/A

Mailing Address: P.O. Box 351

City: Barnesville State: MN Zip: 56514 County: Clay

Name of Chief Executive Officer (CEO): Joseph Westbrook

CEO Daytime Phone: 701-793-9791 CEO Email: westbrockj1@gmail.com
(permit will be emailed to this email address unless otherwise indicated below)

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

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

Fraternal Religious Veterans Other Nonprofit Organization

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

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

A current calendar year Certificate of Good Standing
 Don't have a copy? Obtain this certificate from:
 MN Secretary of State, Business Services Division
 60 Empire Drive, Suite 100
 St. Paul, MN 55103
 Secretary of State website, phone numbers:
www.sos.state.mn.us
 651-296-2803, or toll free 1-877-551-6767

IRS income tax exemption (501(c)) letter in your organization's name
 Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

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

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): DGF High School

Physical Address (do not use P.O. box): 513 Parke Ave S Glyndon, MN 56547

Check one:

City: Glyndon Zip: 56547 County: Clay

Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): 4-21-24

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

Bingo Paddlewheels Pull-Tabs Tipboards Raffle

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

Molson Contracting
 64 Park Ave
 Glendon MA 02547
 (781) 318-5700

Proposal

PROPOSAL NO. 2403	DATE 1/21/24
BID NO.	ARCHITECT
PHONE NO.	DATE OF PLANS
WORK TO BE PERFORMED AT: Police Station Park Ave, Glendon	

TO
City of Glendon - Police Dept

ADDRESS
Glendon MA 02547

We hereby propose to furnish the materials and perform the labor necessary for the completion of Change wall
framing, hanging doors, Remove 1' build up of floor
Frame new walls, Match existing to kitchen

Area below for additional description and/or drawings:

Does Not Include Electrical or Plumbing
 Remodel 2 Bathrooms To 1 w/ added shower.
 owner to pick - cut doors + plumbing fixtures.
 Contractor to provide labor, install, flooring, sheetrock,
 tape, texture, paint + trim.

\$11,500 =

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of Eleven thousand five hundred payment to be made
in two payments Dollars (\$ 11,500) with payments to be made as follows.
50% down
6500 @ completion

ACCEPTANCE OF PROPOSAL The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Signature Rob Wilson

Date _____

Signature _____

D&M INDUSTRIES, INC.
 4205 30th Avenue South
 Moorhead, MN 56560
 Phone: (218) 287-3100



QUOTE

Quote #: 518775
 Quote Date: 02/16/24
 Route: LOCA
 Sched:
 Printed
 Date: 02/19/24
 Time: 09:19 AM

Sold To : CAS015

CASH SALES
 4205 30TH AVE S
 MOORHEAD MN 56560

Ship To : 6253

GLYNDON POLICE DEPARTMENT
 218 PARKE AVE S
 GLYNDON MN 56547

Via: OUR TRUCK

Contact: JUSTIN VOGEL

Phone: (218) 443-4143

Type:	Your Order:	Terms:	Entd By:	In / Out:
WAREHOUSE	REMODEL	CASH	DOMH	23 / 23
Shipping Instructions		Contact Information		
Line #	Item Number / Description	Quantity	Price / Unit	Extended
0001.00	Item: *518775001.00 INT MACH SLAB 3/0X6/7-1/4 MAPLE, SC 1 3/4" FLUSH PS MAPLE , M2, LH, 1" RADIUS LATCHBOLT PREP	5.00	450.00 EA	2,250.00
0002.00	Item: *518775002.00 INT MACH SLAB 2/8X6/8, M2, LH 1" RADIUS LATCHBOLT PREP TAG: BATHROOM	1.00	450.00 EA	450.00
010	Item: *Q51877500001 SO INT DOOR 2868, 1 3/4", SC, FLUSH, MAPLE, NA, PREFIT, LYNDON, N/A, N/A,	1.00	EA	
0004.00	Item: *518775004.00 REDIFRAME 3/0X6/8, SET 31 4-3/4", BROWN, LH US26D STRIKE , STD CASING	5.00	150.00 EA	750.00
0005.00	Item: *518775005.00 REDIFRAME 2/8X6/8, SET 31 4-3/4", BROWN, LH US26D STRIKE , STD CASING , TAG: BATHROOM	1.00	150.00 EA	150.00
0006.00	Item: *518775006.00 REDIFRAME 4/8X6/8, SET 33 4-3/4", BROWN, NONE US26D STRIKE , STD CASING , TAG: FURNACE	1.00	150.00 EA	150.00
0007.00	Item: *Q51877500002 SO BIFOLD 2468, 1 3/8", HC, FLUSH, MAPLE, NA, VENDOR/MFG#: LYNDON, QUOTE # - ////	2.00	510.00 EA	1,020.00
0008.00	Item: 45BB3126D BB31 4-1/2" X 4-1/2" BALL BEARING HINGE SQUARE SATIN CHROME (626) THICKNESS: .134	18.00	5.00 EA	90.00

Quote prices valid until 03/17/24

*List of R.O. For Doors
 Rough Openings*

D&M INDUSTRIES, INC.
 4205 30th Avenue South
 Moorhead, MN 56560
 Phone: (218) 287-3100



QUOTE	
Quote # :	518775
Quote Date :	02/16/24
Route :	LOCA
Sched :	
	<u>Printed</u>
Date:	02/19/24
Time:	09:19 AM

Sold To : CAS015

CASH SALES
 4205 30TH AVE S
 MOORHEAD MN 56560

Ship To : 6253

GLYNDON POLICE DEPARTMENT
 218 PARKE AVE S
 GLYNDON MN 56547

Via: OUR TRUCK

Contact: JUSTIN VOGEL

Phone: (218) 443-4143

Type:	Your Order:	Terms:	Entd By:	In / Out:
WAREHOUSE	REMODEL	CASH	DOMH	23 / 23
Line #	Item Number / Description	Quantity	Price / Unit	Extended
0009.00	Item: W301D626 W301S PRIVACY DANE 30-204X30-148 626 SATIN CHROME (US26D)	1.00	55.00 EA	55.00
0010.00	Item: W501D626 W501P6D ENTRY DANE 30-195X30-148 626 (CLASSIC C) SATIN CHROME (US26D)	1.00	65.00 EA	65.00
0011.00	Item: W101D626 W101S PASSAGE DANE 30-204X30-148 626 SATIN CHROME (US26D)	3.00	50.00 EA	150.00
0012.00	Item: 3211T32D 575 WALL STOP US32D SATIN STAINLESS STEEL (630)	6.00	3.00 EA	18.00
0013.00	Item: 327A92 327A92 MAGNETIC CATCH	2.00	15.00 EA	30.00
0014.00	Item: F170ELA626 F170 DUMMY TRIM ELAN LEVER 626 SATIN CHROME (US26D)	2.00	25.00 EA	50.00
0015.00	Item: FC6 DELIVERY CHARGE	1.00	25.00 EA	25.00
				Merchandise..... 5,253.00
				Tax..... 413.68
				Quote Total..... 5,666.68

Net 30 days ADI. Accounts not fully paid within 30 days after date of invoice will be considered delinquent and interest shall be charged on the unpaid balance at a rate of 1-1/2%/month. Any and all legal fees incurred in the collection process of past due accounts will be the responsibility of the customer. All orders/invoices are subject to D&M's standard terms & conditions, listed at WeSellDoors.com/warranties. Any variance to standard terms must be agreed in writing. Warranty information is also at WeSellDoors.com/warranties.



ADDRESS

Justin Vogel
Glyndon Police Department
218 Parke Ave South
Glyndon, MN 56547 USA

Estimate 1852

DATE 02/06/2024

EXPIRATION DATE 03/04/2024

PROJECT NAME

Glyndon PD Remodel

DATE	ACTIVITY	QTY	RATE	AMOUNT
02/02/2024	99.1 - Svc Call Journeyman Labor	12	105.00	1,260.00
02/02/2024	99.1 - Svc Call Apprentice Labor	10	75.00	750.00
02/02/2024	99.5 - Svc Call Job Materials	1	363.99	363.99
02/02/2024	99.6 - Svc Call Inspection Fees	1	50.00	50.00

Thank you for choosing Superior Electric of Fargo, LLC!
We appreciate your business!

TOTAL \$2,423.99

Accepted By

Accepted Date



1533 10th ST N
FARGO, ND 58102
PHONE: 701-850-9064
merbes@superiorelectricfargo.com

PROJECT: Glyndon Police Department Remodel

Date: 2-5-2024

Proposal includes:

- **Demo of Bathrooms and rough in of new Bathroom and Shower room.**
- **Moving switches for evidence room.**
- **Adding switch to control light in changing room.**
- **Eliminate unused switches in 5 gang box to 3 gang box.**
- **Add TV receptacle behind it in breakroom.**
- **Demo Light and switch from garage sink area.**
- **Add Receptacle on locker wall near future sink location.**
- **Permitting and inspections.**

Proposal does not include

- **Light Fixtures for the restroom/ shower room.**
- **Additional receptacles not discussed.**
- **Patching any walls cut to rework or add electrical.**

Grand Total \$2423.99

Sincerely,

John Hendrickson

Accepted by Signature _____

Printed Name _____

Date Accepted _____

PO Number _____

Good for 30 days

Legacy Plumbing, LLC
 3955 40th Ave S
 Suite A
 Fargo, ND 58104



PROPOSAL

Presented to:
GLYNDON POLICE DEPARTMENT
 218 Parke Ave S
 Glyndon, MN 56547

Job # 27471
Job Name GLYNDON POLICE DEPARTMENT
Proposal # P-27471-1
Technician Cole Quenzer
Issue Date Feb 06 2024
 GLYNDON POLICE DEPARTMENT

Customer Contact:
 M: (218) 443-4143
 E: JVOGEL@GLYNDONMN.COM

Service Location:
 218 Parke Ave S
 Glyndon, MN 56547

Your Price: \$13,776.92

Description	Qty	Price
PRP-002 - PLUMBING DEMO/DISCONNECT *** SAVE ONE TOILET FOR REINSTALL LATER *** - DISCONNECT TOILETS, AND SINKS FOR MENS AND WOMENS BATHROOM - DISCONNECT KITCHENETTE SINK IN THE GARAGE AREA BEHIND THE NEW SHOWER CAVITY LOCATION - CAP WATER AND DRAIN LINES NEEDED SO REMAINING BATHROOM DEMO CAN BE PERFORMED BY CONTRACTOR	1	\$615.00
PRP-400 - UNDERGROUND PLUMBING ROUGH IN - BREAK OPEN CONCRETE TO ACCESS PIPING BELOW - INCLUDES CONCRETE REMOVAL AND DISPOSAL - RE ROUTE BATHROOM PLUMBING TO ACCOMODATE FOR NEW SHOWER, FLOOR DRAIN, URINAL, TOILET, AND LAV SINK - ACCESS FLOOR DRAIN LINE IN SHOP AREA TO ROUGH IN NEW UNDERGROUND DRAIN LINE FOR THE GARAGE UTILITY SINK - STUB UP NEW DRAIN LINES AND CAP - INCLUDES UNDERGROUND PLUMBING PERMIT AND INSPECTION - INCLUDES CONCRETE RE POUR ONCE COMPLETE	1	\$5,350.00
PRP-410 - ABOVE GROUND PLUMBING ROUGH IN - ROUGH IN NEW DRAIN, WASTE, AND VENTING FOR NEW BATHROOM PLUMBING - ROUGH IN NEW DRAIN, WASTE, AND VENTING FOR GARAGE UTILITY SINK - ROUGH IN NEW HOT AND COLD WATERLINES FOR THE NEW FIXTURES - INSTALL NEW ROOF JACK PLUMBING VENT IF NEEDED - STUB OUT WATER AND DRAIN LINES FOR NEW FIXTURES - INSTALL STERLING SHOWER AND SURROUND - ROUGH IN SHOWER HEAD AT 84" FROM FLOOR - ADD BACKING BOARDS FOR FUTURE GRAB BARS FOR TOILET - ADD BACKING BOARDS FOR WALL HUNG SINK - TEST WHEN COMPLETE - INCLUDES ABOVE GROUND PLUMBING PERMIT AND INSPECTION	1	\$4,850.00
PRP-300 - BATHROOM PLUMBING SET & FINISH *** WITH ALL FINISH CARPENTRY COMPLETE *** - INSTALL NEW HOT AND COLD SHUT OFF VALVES - ASSEMBLE AND INSTALL NEW PLUMBING FIXTURES - CONNECT WATER AND DRAIN LINES - TEST WHEN COMPLETE - INCLUDES FINAL PLUMBING PERMIT AND INSPECTION	1	\$1,375.00
MAT-100 - FIXTURE SELECTIONS *** PICTURES BELOW ***	1	\$2,086.92

Description**Qty****Price**

DIS-740 - 15% OFF REMODEL PROJECT COUPON

1

\$-500.00

- 15% OFF UP TO \$500 DOLLARS OFF

Retail Price

\$14,276.92

Discounts

(-500.00)

Your Price**\$13,776.92****Review and Sign****Proposal Notes:**

GLYNDON PLUMBING INSPECTOR - STEVEN (218)- 849-3618

Customer Approval: I accept this proposal and agree to the terms and conditions.**Contractor Warranties:***LEGACY REMODEL WARRANTY:*

Legacy Plumbing, LLC will warranty all labor and materials for 90 days from the date of completion of the new construction project. All fixtures that are provided by Legacy Plumbing, LLC will also be warrantied for 12 months. Any fixtures that are not provided by Legacy Plumbing, LLC will not be covered under this warranty. Any damage done to the plumbing system by misuse, neglect, or accidental damage, not caused by Legacy Plumbing, LLC, will not be covered under this warranty and services needed to repair the plumbing system will be charged out at our normal service rates.

Contract Terms:

* INCIDENTALS ARE NOT INCLUDED AND WILL BE REQUOTED/APPROVED IF THEY ARISE.

* LEGACY PLUMBING WILL COLLECT ON SITE AT THE COMPLETION OF EACH PORTION/PHASE/LINE ITEM WITH CASH, CHECK, CREDIT CARD, OR DEBIT CARD.

* LEGACY PLUMBING IS NOT RESPONSIBLE FOR ANY OTHER TRADES WORK THAT MAY BE NEEDED i.e. FLOORING, ELECTRICAL, DRYWALL, ETC.

* DUE TO WORLDWIDE AND LOCAL MANUFACTURING AND SHIPPING ISSUES, THERE MAY BE DELAYS IN YOUR PROJECT.

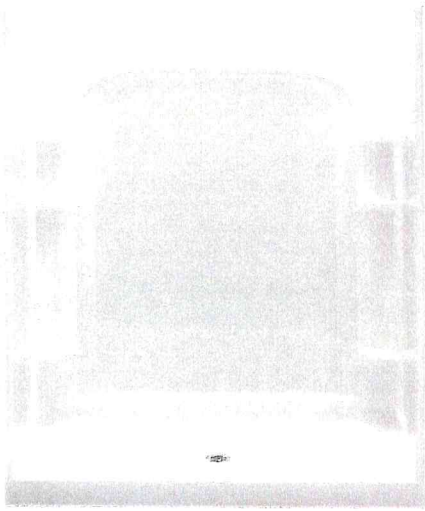
*LEGACY PLUMBING DOES NOT WARRANTY OWNER PROVIDED/RE-USED MATERIALS/FIXTURES

* PROPOSALS ARE VALID FOR 30 DAYS.

* FINANCING IS AVAILABLE - CALL 701-306-3375 FOR ADDITIONL DETAILS.

* DELAYS THAT REQUIRE ADDITIONAL TRIPS WILL BE CONSIDERED AN INCIDENTAL.

*PAYMENT IS DUE IN FULL ON OR BEFORE THE DUE DATE OF THE AGREED UPON WORK. ANY UNPAID AMOUNTS WILL ACCRUE INTEREST AT A RATE OF 1.5% INTEREST PER MONTH. 3.5% PROCESSING FEE WILL BE APPLIED TO ALL CREDIT CARD PAYMENTS.



Sterling 72230106-0

Ensemble 60" Vikrell Shower Module with Drain Center and Shaving Ledge

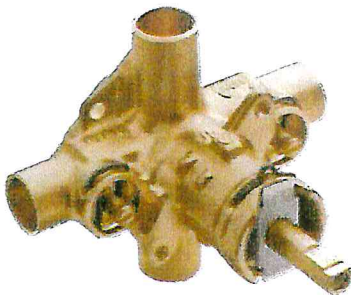
Qty: 1



Moen TL182

Chateau Single Handle Posi-Temp Shower Trim with Shower Head
- Less Rough In Valve

Qty: 1



Moen 2570

1/2 inch Sweat (Copper-to-Copper) Posi-Temp Pressure Balancing Rough-In Valve (With Stops)

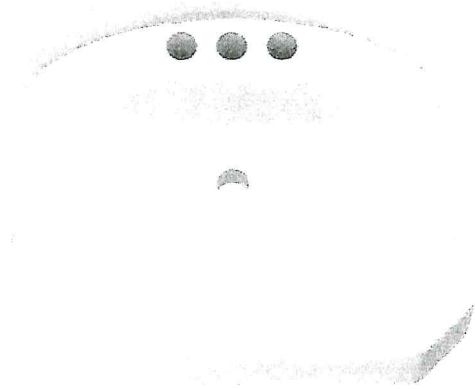
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Moen L4621

Single Handle Centerset Bathroom Faucet from the Chateau Collection (Valve Included)

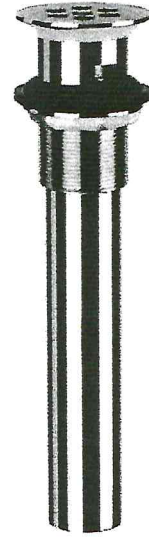
Qty: 1



PROFLO PF5514WH

20-5/8" Rectangular Vitreous China Wall Mounted Bathroom Sink with Overflow and 3 Faucet Holes at 4" Centers

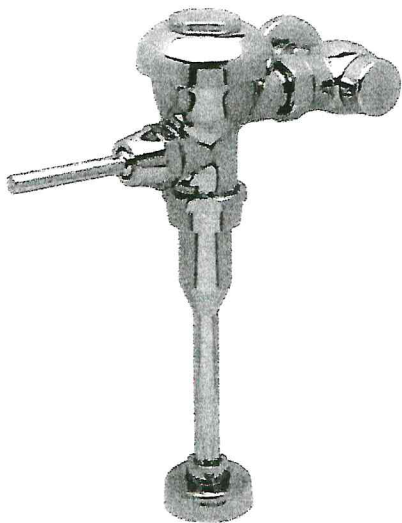
Qty: 1



Delta 33T260

1-1/4" Chrome Open Grid Strainer Assembly with Overflow Holes from the Commercial Series

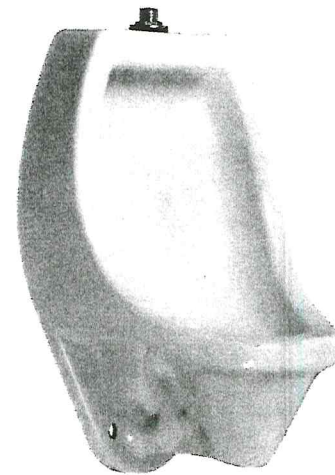
Qty: 1



Zurn Z6003AV-EWS

AquaVantage 0.5 GPF Manual Urinal Flushometer for 3/4" Top Spud

Qty: 1



PROFLO PF1815WH

0.5 GPF Top Spud Urinal - Less Flushometer

Qty: 1

February 9, 2024

Sent via Email Only

Mr. Travis Braton
Public Works Superintendent
City of Glyndon
36 - 3rd Street SE
Glyndon, MN 56547

**RE: 18,000-Gallon Backwash Tank
Glyndon, Minnesota**

Dear Mr. Braton:

KLM is pleased to submit this proposal for a Dry Tank Cleanout Evaluation of the above-referenced water storage tank.

KLM Engineering provides AMMP and AWS trained inspectors, certified in competent climbing, having experience and working knowledge of Occupational Safety and Health Standards (OSHA), American Water Works Association (AWWA), American Concrete Industry (ACI) and State Regulations.

KLM Engineering provides evaluation reports that are reviewed by an engineer who has authored the report and/or written under the engineer's direct supervision.

SCOPE OF WORK

Dry Tank Cleanout Evaluation

KLM will inspect the floor, the reservoir walls and any interior structure accessible without rigging the tank. All accessible exterior surfaces, including the roof, will also be inspected. KLM will measure and photograph all areas that need to be included in the evaluation report. KLM will also remove any sediment inside the tank, the sediment will remain onsite.

When the tank is empty, KLM will perform a cleanout of the interior of the tank. KLM will supply the chlorine and disinfect the tank in accordance with Method 2 or 3 of AWWA C652-11.

Exterior and Interior Evaluation

The exterior and interior evaluation is critical to determine whether the tank is a candidate for repairs or reconditioning. KLM inspectors will also check for structure deficiencies and OSHA compliance.

For each evaluation, KLM will provide a NACE Coatings Inspector that is properly trained and qualified to perform this type of evaluation. The exterior will be inspected from all areas accessible without rigging, unless otherwise written into this Agreement.

Interior and Exterior:

- Roof structure (size and style).
- Vents (size and style).
- Roof manways (size and style).
- Ventilation manways (size and style).
- Overflow weir and pipe (size and style).
- Support column (size and style).
- Capacity level and head range.
- Inlet/outlet pipe.
- Mud ring.
- Site dimensions.
- Safety considerations.
- Drains.
- Floor condition.
- Ladders, cages, platforms and handrails.
- Base conditions, including Flexcell and grout.
- Screens on vents and overflows.
- Overflow air breaks, splash pads and drainage.
- Safety devices.

OWNERS RESPONSIBILITIES

Dry Tank Cleanout

The Owner's personnel shall also be responsible for:

- For underground tanks, perform a soak test 24 hours prior to inspection if required by state statute.
- Verifying the tank is empty prior to arrival of KLM inspectors.
- Manning the shut off valve at all times.
- Opening and closing the inlet/outlet pipe.
- Assist to backflush and disinfect the reservoir.
- Provide a supply of water.
- Verify that cleanout and disinfection have been performed to Owner's satisfaction.
- Disposing of sediment and debris.
- Taking and testing water samples within 24 hours after cleanout of the tank has been completed.
- Providing copies of background information on tank, including maintenance records, construction drawings, previous evaluation reports and previous painting or reconditioning specifications. It is especially helpful if this information is collected prior to KLM's personnel beginning its evaluation.

DOCUMENTATION

KLM will provide the Owner with an evaluation report, which will provide the following benefits:

Dry Tank Cleanout Documentation

1. Clearly stating the actual condition of the reservoir.
2. Identify structure deficiencies and recommend repairs to bring the reservoir into compliance with ACI, AWWA, OSHA & State regulations.
3. Provide a schedule for performing recommended maintenance work.
4. Provide a Cost Estimate for all recommended structure repairs & coating replacement for budgetary purposes only.
5. Include color photographs identifying current conditions and any required repairs.
6. Recommend a timeline for future evaluations.

The evaluation report will be provided to the City in digital format (Pdf). After which, KLM will contact City to discuss the report and answer any questions.

FEES

Dry Tank Cleanout Inspection

The fee for the above-referenced scope of work is.....\$3,500.00

The fee for gasket installation on state-required wet access manway is \$100.00.

It is the responsibility of the Owner to make sure that the tank is prepared for the evaluation per the schedule agreed to in advance by both parties. In the event KLM arrives on site and the tank is not ready, a second day will be charged as additional time and materials.

KLM can replace the existing manway gasket(s) for \$500.00 per gasket. If the tank is not drained and ready for cleanout and evaluation, KLM may charge an hourly rate (based on our fee schedule) per each full hour of mobilization or delay in time.

TERMS AND CONDITIONS

KLM has attached our standard Terms and Conditions. The Terms and Conditions are part of this Agreement between the City of Glyndon and KLM Engineering, Inc. unless otherwise agreed to in writing by both parties.

ADDITIONAL INFORMATION

Additional information can be found at KLM’s website at: www.klmengineering.com

AGREEMENT

This proposal is valid for sixty (60) days from the date of this proposal. If the City of Glyndon finds the proposal acceptable, please sign and return it by mail, fax or email. By signing and returning this page only, you agree to the terms of the entire proposal document submitted. When KLM receives the signed proposal, we will contact the City to coordinate an evaluation date. Upon delivery of the report to the City, an invoice will be submitted according to the terms of this Agreement.

This Agreement, between Glyndon, Minnesota and KLM Engineering, Inc. is accepted by:

CITY OF GLYNDON
36 - 3rd Street SE
Glyndon, MN 56547

KLM ENGINEERING, INC.
1976 Wooddale Drive, Suite 4
Woodbury, MN 55125



Signature

Signature

Name

Dan Popehn

Name

Title

Director of Business Development

Title

Date

February 9, 2024

Date

We look forward to working with you.

Sincerely,

KLM ENGINEERING, INC.
Dan Popehn
Director of Business Development
1976 Wooddale Drive, Suite 4
Woodbury, MN 55125
Cell: 612-743-3102
Email: dpopehn@klmengineering.com

Attachment: KLM Terms and Conditions

Rev 2023.09.07



**KLM ENGINEERING, INC. (KLM)
TERMS AND CONDITIONS**

1. **AGREEMENT.** The agreement between the parties when entered by the parties shall include the applicable referenced agreement documents (i.e., KLM proposal/Agreement) and shall include these KLM Terms and Conditions (the “Agreement”). The Agreement may not be modified except by mutual agreement in writing.
2. **ADDITIONAL SERVICES.** Additional work or services shall not be performed without a KLM executed change order or purchase order outlining the scope of additional work or services.
3. **KLM CLIENT RESPONSIBILITIES.** The KLM Client shall fully disclose to KLM its knowledge of the condition of the project structure(s), its past and present contents and shall provide KLM with full information regarding the requirements for the project; shall designate an individual to act on the KLM Client’s behalf regarding the project; and provide safe access to and at the project site. When reasonably requested by KLM, the KLM Client shall furnish the services of other consultants including, but not limited to engineers and insurance representatives. The KLM Client shall test for pollution and hazardous materials when required by law or as requested by KLM. The KLM Client shall provide KLM with all necessary permits and other authorizations.
4. **SAFETY.** KLM shall be responsible for the safety of KLM personnel at the project site. The KLM Client or other persons shall be responsible for the safety of all other persons at the project site. The KLM Client shall inform KLM of any known or suspected hazardous materials or unsafe conditions at the project site. If, during the course of the KLM services, such materials, or conditions are discovered at the project site, KLM reserves the right to take measures to protect KLM personnel and equipment or to immediately terminate KLM services. The KLM Client agrees to be responsible for, and agrees to pay, any such additional protection costs. Upon such discovery by KLM, KLM agrees to use commercially reasonable efforts to notify the KLM Client in writing, of hazardous materials or unsafe conditions regarding the project site.
5. **HAZARDOUS MATERIALS.** Unless otherwise agreed to in the scope of work with the KLM Client, KLM has no responsibility for the discovery, presence, handling, removal or disposal of or exposure of persons to hazardous materials at the project site. To the full extent permitted by the law, the KLM Client shall defend, indemnify, and hold harmless KLM, its employees and representatives from all claims, including costs and attorney fees, arising out of the presence of hazardous materials or exposure to the same on the job site.
6. **SITE ACCESS AND RESTORATION.** The KLM Client will provide KLM and its representatives with safe and legal project site access. It is understood by the KLM Client that in the normal course of KLM providing its services and work, some nominal damage to the project site may occur. KLM agrees to take reasonable commercial precautions to minimize such damage, if any. Restoration of the project site, if any, is the responsibility of the KLM Client, unless otherwise agreed to in writing in the scope of work.
7. **KLM LIMITED WARRANTY AND DISCLAIMER.** KLM will perform services consistent with the standard of care and skill normally performed by other like firms in the industry and profession at the time of this service and in the geographic area of the project. **EXCEPT AS EXPRESSLY STATED IN THIS SECTION, THERE ARE NO WARRANTIES, EXPRESS OR IMPLIED, BY OPERATION OF LAW OR OTHERWISE, PERTAINING TO THE PRODUCTS AND SERVICES SOLD UNDER THIS AGREEMENT. KLM DISCLAIMS ANY IMPLIED**