

City of Glyndon

Minnesota



City Council:

Mayor Tracy Tollefson
Justin Schreiber
Bryant DeVries
Patrick McCoy
Steven Ring

Glyndon City Council Packet

April 10th, 2024, at 6:00 p.m.

City Hall Council Chambers



Agenda for Glyndon City Council
4/10/2024 – 7:00 a.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. **3/21/2024 – Capital Improvement Meeting Minutes**
 - b. **3/21/2024 – Glyndon Days/Parks/Public Relations Meeting Minutes**
 - c. **3/27/2024 – Council Meeting Minutes**
 - d. **Approve Resolution of Payments**
 - **Approve Hiring Carter DuBord as a New Glyndon Police Officer**
 - **Accept Donation Check of \$200 from Green Leaf Nursery for the Community Outreach Program**
 - **Accept Donation Check of \$500 from Randall’s Excavating for the Community Outreach Program**
 - **Accept Donation Check of \$500 from UC Hope for the Community Outreach Program**
 - **Accept \$1,500 Check from Liberty Business Systems for Printer Issues**
 - **Approve Wiring Estimate for the Generator at the Glyndon Fire Department for \$3,870 from JDP Electric**
 - **Approve Plumbing Proposal for a 50 Gallon Low Boy Water Heater for the Police Department for \$2,541 from Legacy Plumbing**
 - **Approve Change Order #2 from RL Larson Excavating, Inc. for the 2023 Street & Utility Improvements for Charleswood Addition**
 - **Approve Additional Charge of \$325.14 to Jason Brennan’s Recycling Center Labor Final Bill for Ez-Pour Fibre Foam**
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. **Tracy Tollefson, Mayor**
8. **Committee Reports**
 - a. **Ordinance Committee Meeting – Mayor Tollefson**

9. New Business

- a. **March 2024 Expense and Revenue Budget Sheets for Review** (*informational only*)
- b. **Discuss Community Center Rental Rates for Non-Residents** (*review fees*)
- c. **Checking to see if City Hall can be Closed Friday, July 5th for the 4th of July Holiday** (*which is Thursday*) and we would use a Vacation Day (*question for discussion*)

10. Time to Discuss the Additions to the Agenda (*only discuss if added and approved in #4 above*)

11. Old Business / Unfinished Business Updates

- a. **Rejection Letter for Grant Funding from the Competitive 2023 Local Road Improvement Program from the State of Minnesota Concerning Constructing 7th Street Southwest to County 17** (*informational only*)
- b. **Review Draft Copy of Ordinance #194 – A Nuisance Ordinance Regulating Health, Peace and Safety, Residential Off-Street Parking and the Storage of Junk, Trash, and Rubbish within the City of Glyndon, Minnesota** (*discuss and make changes if necessary – first reading will be April 24th*)
- c. **Review Draft Copy of Ordinance #166 – 2024 Fee Schedule – Adding Nuisance Fees and Penalties** (*decide on amounts*)

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 April 24th, 2024, at 6:00 p.m.

Glyndon City Council
3/21/2024 – 5:00 PM
Capital Improvement Meeting
City Hall Council Chambers

1. **Call to Order:** Mayor Tracy Tollefson called the meeting to order at 5:00 PM
2. **Roll Call:** Council Members Present: Bryant DeVries, Justin Schreiber, Patrick McCoy, Steven Ring; Police Chief Justin Vogel, Maintenance Superintendent Travis Braton, Fire Chief Bob Cuchna, and Clerk/Treasurer Wendy Affield.

As Per Sign in Sheet: Shaun Erickson
Virtual Attendees: None
Absent: None

3. **Capital Improvement Plan –**

a. Police Department – Chief Vogel – Chief Vogel informed Council he has made a conditional offer to an officer pending background check and psychological evaluation, if those two items come back good the Police Department should expect the new officer to start the middle of April. Chief Vogel stated the police vehicles are in good shape, they possibly would be looking to replace one in 2026 and the funds are already set aside for that purchase. Chief Vogel mentioned the body and squad cameras will be going live hopefully by April, also the yearly funding for these are set aside. Chief Vogel discussed how we will eventually need a new building so Council should start thinking about when and where the location should be; the remodel is going as planned in the current Police Department building which will help get by for the next few years, stating the current building was never meant to be a Police Department; the building started out as the Fire Hall then Maintenance, then moved on to City Hall and now lastly is the Police Department. Chief Vogel's suggestion to Council is, where do you want to put the growth, where do you want the potential of a new building within the next ten to fifteen (10-15) years. Chief Vogel did state he wants to continue with the remodel of the current building by updating and painting the outside; hopefully next year to have new signage outside to make it more appealing when people are driving by. Schreiber had a question for Chief Vogel regarding the prospect of the new Police Department building, would the new building need to be separate from the City Hall? Chief Vogel replied by explaining they could be in the same building but would need to have two (2) different secure access points within the building to prevent anyone just walking into the Police side of the building.

b. Maintenance Department – Travis Braton – Braton informed Council they need to finish up around the pond area in Southview this year explaining the only thing that would be left to do is to fill in the muskrat dens, smooth out the dirt and seed. Braton explained he would like to replace the forty (40) year old six-inch (6") water pump that currently works but has issues staying running for over 24 hours. Braton explained a newer model would help reduce the amount of manpower hours it takes to run back and forth to make sure it is still on. A new one should keep running for the 8-14 days and would shut off automatically. Braton stated he contacted Red River Coop to see about getting power where the water pump is located by the ponds. Braton informed the Council in the next one to two (1-2) years he would like to purchase a flatbed trailer with a four to six (4-6) foot working platform in the front, currently Braton is using his personal trailer and the dump trailer around the City. Mayor Tollefson asked what we would use it for. Braton explained it would be for hauling lawn mowers and tractors, stating right now we have to drive them out to the ponds and that takes a lot of time; if we need to get work done on any of our larger equipment it is roughly a four-hundred-dollar (\$400) fee one way for them to pick it up. Mayor

Tollefson asked Braton if he had ever looked at purchasing a used trailer? Braton's response was "he has not at this time". Braton explained he is trying to build up the equipment budget so within the next one to two (1- 2) years he would have the funds to purchase a flatbed trailer. Braton stated hopefully in the next two to three (2-3) years he would like to purchase a new maintenance vehicle being a three quarter to a one-ton truck with a service box and a crane to pull their own pumps, if need be, but would need the right personnel on staff to be able to do that. Braton feels the loader that was purchased in 2021-2022 is undersized and he is hoping in the next three to five (3-5) years to be able to purchase a larger one, adding a wing and pusher for the front to be able to use it also as a snowplow. Braton explained in the next four to five (4-5) years he would also like to invest in purchasing a mini excavator which would be ideal to assist in cleaning up ditches and breaking beaver damns out by the ponds; currently we rent an excavator two (2) times a year. Braton discussed at the moment building space for the maintenance department is at full capacity for storage wise. Braton explained eventually maybe ten to fifteen (10-15) years down the road the City Hall, Police Department, and Maintenance could all be in one building. Mayor Tollefson is wondering with a larger loader what could we do more in depth than what we are doing now? Braton explained the plow trucks we have are older like a 1987 and 1991; the loader we do have has a hard time pushing up the bigger logs at the burn pile and does not have enough power to lift them. Affield mentioned the City of Moorhead has their equipment on a schedule for replacement, they might have something in the years to come for sale. Mayor Tollefson stated if you look at the truck with the bucket attached, would we need something like this and how often would you use it? Braton stated the bucket is a crane and having the truck would allow the department to pull the pumps at the Lift Stations (4 pumps) and at the ponds (4 pumps) 2 times a year; pulling the pumps consists of checking the oil, meter (electricity draw down), the impeller on the bottom and making sure rags are not wrapped around them. Braton stated one of the pumps is around fifteen thousand dollars (\$15,000) to replace, if they had the truck with the lift, it would allow the department to replace the pumps on their own. Mayor Tollefson asked Braton how much are we charged for having the pumps serviced? Braton thinks it was around seventeen hundred dollars (\$1,700) for one lift station, and he is going to look into a contract for the four (4) lift stations with the eight (8) pumps. Affield asked if the crane on the truck would be removable at any point? Braton replied, the crane is electric and would be aluminum and stays in the truck. Affield then asked would it be driven around town all year? Braton stated, yes. Mayor Tollefson asked Affield if there was a list that shows all our vehicles and when they were purchased so Council has an idea of what is forthcoming. Braton stated he could compile the information Mayor Tollefson is looking for. Affield informed Tollefson we do have folders on hand of the vehicles which will make it easier to do the list. Braton explained he would like to get on a rotation like the Police Department does with their vehicles.

c. Fire Department – Bob Cuchna – Cuchna informed Council that last year the Fire Department had received a substantial amount of donations which rivaled the amount of money that was brought in by their operational budget; this allowed the Fire Department a few wild land items. Cuchna stated the generator is the only item still on the short-term improvement list; the company Cuchna was talking to about purchasing a generator was being very difficult to deal with so he will need to seek out a different company to purchase a generator through. Mayor Tollefson asked Council Member Ring if the purchase of the generator was something he was working on with Cuchna? Ring asked Cuchna if that was the same company that came out to the Fire Department? Cuchna explained the last time he reached out to the secretary was to let her know he cannot open the attachment; he never did hear back from them; now it has been a year since the last correspondence. Mayor Tollefson asked if purchasing a generator is still a main priority for the Fire Department? Cuchna responded by saying the one generator they do have is not working unless you start it by hand. Tollefson asked Cuchna so if you need a generator then what? Ring stated the Maintenance Department has a portable one if the generator does not work. Ring thought everything was all set up for the replacement of the generator, all that was left was to line up an electrician; Cuchna stated he never heard prices, types, or sizes for the generator. Tollefson feels if buying a generator is still a priority the Fire Committee and Chief Cuchna should reconnect? Ring stated

again that he thought everything was set to move forward in getting the generator installed. Cuchna stated they might have to reach out to the original company that was going to install the generator and felt the purchase of the generator should have been included in the 2024 budget. Tollefson stated in July is when the Council will be looking into the 2025 budget, so someone would want to get some numbers for a new generator to present or be approved by the City Council. Tollefson asked Ring if at the next meeting he would be able to have an update about the generator? Ring stated he will head over to the company next week. Cuchna informed Council in 2012 they took away the funds that were going towards the capital improvement for vehicles which was fine because the city was short funds at the time, so back then the Fire Department needed twenty-six thousand dollars (\$26,000) a year to buy vehicles about every eight (8) years; well now we are over fifty thousand dollars (\$50,000) and it would be about one point seven million (\$1.7) to replace all the vehicles the Fire Department has. Cuchna stated that some of the vehicles are cheaper, and some are more expensive; suggesting to Council there might be some Townships that would be interested in helping with donations to go toward new equipment. Cuchna's next priority would be the Fire Hall, he would like a little more space someday. Cuchna stated the last quote he got for a stock pumper tanker was five hundred sixty-five thousand dollars (\$565,000) which is just for a basic truck. Affield mentioned when Savageau was on the Council she talked about how the City would never have enough money to purchase a truck without a loan or bond of some sort which would have a yearly payment. Tollefson commented to Cuchna under priority 2 you noted the driveway. Cuchna stated the driveway is badly torn up. Tollefson asked Cuchna if he would just seal coat the driveway? Cuchna responded no; the driveway is beyond a seal coating. Ring stated the next Fire Committee Meeting is April 24th, would he be able to have available the items that are needed to be replaced and a plan for cost and priority to get things done. Mayor Tollefson believes all the department's needs are different in a sense that the fire truck might be a 1982 or 85 but how many miles a year is put on that vehicle verses the Police Department vehicles. Cuchna stated the Fire Department Association states to replace the water tanker truck every twenty (20) years because of updates in safety. Mayor Tollefson asked Cuchna if he has researched for any grant funding? Cuchna stated we have received grants in the past, the AFG (Assistance to Firefighters Grants) grant that is just for Firefighters. Ring asked if the League of Minnesota Cities has written any grants for the City? Cuchna stated in 2004 they received a grant for one of the fire trucks which was received from the Department of Defense; the 1998 was purchased at that time. Cuchna stated grants are hard to come by. Ring explained, hopefully by the beginning of May they should have an update on the priorities for the Fire Department's Capital Improvement plan; and possibly different scenarios for getting creative for funds.

d. City Hall – Wendy Affield - Affield informed Council she spoke with the man in charge of the STS (Sentence to Service) crew about replacing the carpet at the City Hall; the person in charge did confirm they could do that, stating the STS crew would need about three (3) weeks to do the replacement of the carpet; Affield asked him to remember the City Hall for a next year project. Affield stated the quote we received for material and labor was over fifteen thousand dollars (\$15,000) and if we had the STS crew install the new flooring we would be saving on the labor cost.

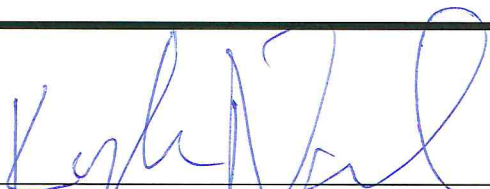
e. Capital Projects (\$31,186.37 from 2023)

4. Open Forum - None at this time

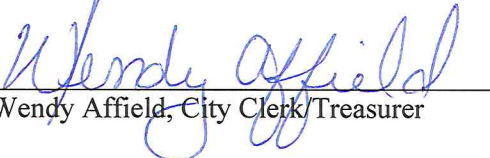
5. Adjournment – A motion was made by Justin Schreiber to adjourn the meeting at 5:40 PM, seconded by Steven Ring. All in favor.
Motion Carried.



Tracy Tollefson, Mayor



Kayla Nosal, Administrative Assistant



Wendy Affield, City Clerk/Treasurer

March 21, 2024, Capital Improvement Meeting Minutes

Glyndon City Council
3/21/2024 – 6:00 PM
Glyndon Days/ Parks/ Public Relations Meeting
City Hall Council Chambers

1. **Call to Order:** Mayor Tracy Tollefson called the meeting to order at 6:00 PM
2. **Roll Call:** Council Members Present: Steven Ring, Bryant DeVries, Justin Schreiber, and Patrick McCoy; Public Works Superintendent Travis Braton; and City Clerk/Treasurer Wendy Affield.

As Per Sign in Sheet: None

Virtual Attendees: None

Absent: Fire Chief Bob Cuchna and Police Chief Justin Vogel

3. **Glyndon Days – Grand Marshal Ideas** – Mayor Tollefson mentioned last year we had the Softball Team because they went to state and some other possible ideas are the Wrestling Team that went to state this year, Teacher of the Year, Coach of the Year, or the Robotics Team who are going to Nationals. Ring asked if there was someone prominent in the community that we could have. The weekly calendar was discussed looking at Tuesday where both the Nite to Unite and softball tournament are scheduled. Mayor Tollefson will check to see if the softball activity would like to change nights. Affield asked Council if they still would like face painting, caricature pictures and the balloon sculpting for the Saturday activities. Council feels all those items were a success so yes, they agreed to have them again this year. Ring questioned if the building is gone would we want to look at having some barn animals. Braton will look into the Trowbridge Zoo. Affield mentioned Heather checked last year on having ponies/horses come to Glyndon days and it was on the expensive side. Mayor Tollefson suggested doing Bubble Palooza or a cake walk for Glyndon days. Affield mentioned possibly doing a Lego contest at the Community Center. Braton asked instead of putting up so many small tents could we just have one (1) large tent or would that be too expensive. Affield believes the one year we did rent one it was around six hundred dollars (\$600). Affield stated. if we receive a nice amount of donations, we could look at renting a large food tent. Mayor Tollefson stated she had just reserved a large tent which is forty by sixty (40x60) and the price was about seventeen hundred and fifty dollars (\$1,750). Affield stated Chief Vogel talked with UC Hope a little bit about doing something nice for the kids one of the nights like maybe a youth dance. DeVries and Schreiber do not think a youth dance would have a very good turnout. Affield remembered UC Hope talking about maybe doing a movie in the park a few years back. Affield will visit with Bayer to see if they would like to donate the Dip-n-Dots again this year. Mayor Tollefson stated she could talk to Morty's Bar and The Hill Lounge to see if they are going to be doing any events. Mayor Tollefson stated the school will still be doing the 3 on 3 basketball tournament. UC Hope will be doing BINGO on Friday night, the vendor show will be on Saturday along with the bouncy houses and the car show. Nosal and Affield will line up the food trucks for Saturday. Council visited about the shake shop closing and questioning if Lupe's Tacos will be opening soon on Highway 10. Schreiber asked Braton to make sure the power is to the pole by the Community Center parking lot so the food trucks can hook up to it. Braton will get ahold of Xcel to check it out. Affield asked Mayor Tollefson if she could check with the DGF football team to see if they were going to want to do the Dunk Tank again this year. Mayor Tollefson said she would ask them. Braton brought up an issue with the DGF Dunk Tank regarding a cost to do it. Affield explained in the past it was free with the wristband, but the football team did it last year as a fund raiser, so they need to advertise better for that, explaining it is not part of the wristband activities. Mayor Tollefson asked if we will be having two (2) rummage sales this year. Affield stated yes, one in the spring and one in the fall.

a. **Monday, August 5th**

- **DGF Alumni Softball Game** – Maybe

b. **Tuesday, August 6th**

- **Nite To Unite & Community Picnic – Chief Vogel** - Affield informed Council the Purple Crush Waterslide, Bounce-n-Splash, Party Pad Bounce-n-Slide, and the lady who does the face painting have already been reserved for Tuesday, August 6th; Affield is going to try to get her booked for Saturday August 10th.
- **DGF Alumni Softball Game** – Maybe move to Monday? Tracy will ask Ron if the Alumni Softball Game would be willing to move to Monday August 5th.

c. **Wednesday, August 7th**

- **Morty's Bar & Grill Golf Scramble** – Morty's Bar?

d. **Thursday, August 8th**

- **City-Wide Rummage Sale** – Kayla Nosal
- **3 on 3 Basketball Tournament** – Mayor Tollefson
- **The Hill Lounge Golf Scramble** – The Hill Lounge?

e. **Friday, August 9th**

- **City-Wide Rummage Sale** – Kayla Nosal
- **Bingo & Free Will Donation Meal** – UC Hope, Police & Council
- **Movie Night?**

f. **Saturday, August 10th**

- **City-Wide Rummage Sale** – Kayla Nosal
- **Car Cruise/ Color Guard/ Parade** – Council
- **Bouncy Houses** – Wendy Affield, Council & Helpers
- **Vendor Show** – Kayla Nosal, Council, & Helpers
- **Food Trucks** – Wendy & Kayla
- **Activities** – UC Hope
- **Tollefson Car Show** – Tollefson Family
- **Bean Bag Tournament** – Morty's Bar?
- **Karaoke** – Morty's Bar?

4. **City Parks**

a. **Glyndon City Park** – Affield informed Council we have residents requesting the City build a pickleball court at one of the parks and is wondering if we can utilize the old basketball court in the City Park. A question was asked about the condition of the court, Braton stated it could use a seal coating. Affield mentioned she watched a video of how they took an old parking lot, filled the cracks, did a bunch of work, and turned it into a pickleball court. A question was asked how much would it cost to put in a pickleball court? Braton will look into the cost.

b. **Anstadt Park** – Affield mentioned they talked to Bayer last year about placing a gazebo and pollinator garden in that area wondering if they would want to help with the project. Braton stated he

spoke with someone over at Andy Lake Woodworks about building a gazebo or something to dress up Anstadt Park. Braton knows to stay out of the area that is supposed to be a road someday.

c. Skating Rink/ Sledding Hill Area – Nothing was discussed.

d. Johnson Park – Braton stated he is waiting for a bid to fix the Johnson Park sign and is currently dealing with kids who have decided to start tearing block off the retaining wall. Braton is talking about getting rid of the brick and mortar and possibly using a different type of landscaping material. Mayor Tollefson asked if you could eliminate all of that and put up a new sign that says Johnson Park? Braton stated that is what we are currently looking at, but utilizing the sign, using some big rocks that cannot be thrown, dirt and flowers. Ring asked how much money do we have in the budget for parks. Affield confirmed we have fifteen thousand dollars (\$15,000) from this year's budget, last year's budget was already used for the new playground equipment. Ring is wondering if we should put that into the Gazebo and pollinator garden. Affield and Braton believe Bayer would help with the gazebo and pollinator garden at Anstadt Park. Braton feels they can fix the sign with just using the "Parks Yearly Repairs" account in the budget. Mayor Tollefson asked Affield if taking the Johnson Park sign down and putting a new one up would be offensive to Dennis Johnson? Affield replied, she does not know. Braton stated he does need to put the flag back up at Johnson Park but is not trying to draw attention to the sign at the moment, Braton is hoping by this year we are able to do something about it. Braton mentioned the area at the City Park may need to be used for a retention pond if curb and gutters are installed on the north side of the tracks. Affield discussed the area of land by the depot that was purchased years ago by the landowner in that area so he would have enough room for the garage he installed, stating there is no recording of a deed that the land was purchased. Affield informed Council she had visited with Ken Norman, and he suggested the landowner would need to come to Council and then a quit claim deed would need to be prepared. Schreiber asked if there is one (1) year left on Lugo's lot? Affield believes it might be two (2) more years, this year and 2025 would be the third year for the special assessments that were added when the house was removed. Affield reminded Council it will take almost a year for the County to do the foreclosure process if they are not paid. Schreiber stated that area would be a nice place for a park so we should hold off on doing the pickleball court for a few years if possibly. DeVries stated, you do not want to build a pickleball court and then rip it up in a few years. Mayor Tollefson mentioned the Superintendent from the DGF School District stated probably within the next few years the softball complex is going to be built west of the football field and would there ever be a desire for the school to work with the city on the green space were they are currently located. Mayor Tollefson stated the area is prime real estate, could you imagine if you could have City Hall, Police Station, and Maintenance all in that space. Affield stated she had mentioned to Braton about painting the bathrooms and seating area from the green color to a navy blue to match the swing set; also, there is a big tree at the park that Braton might be able to use for his Christmas tree lighting festival.

e. Southview Park – Affield stated we are hoping to build a shelter area and parking lot in the near future. Braton stated Chief Vogel has been talking to Dillworth about a structure outside their depot, not sure at this time if they are going to tear it down or not. Schreiber asked if they could get a price to paint the basketball court. Affield commented it might be around \$3,000 to paint.

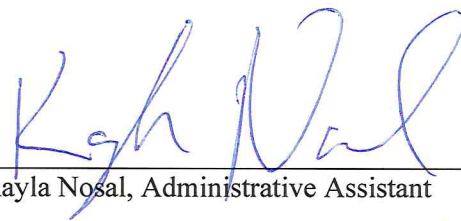
5. Public Relations -

6. Open Forum -

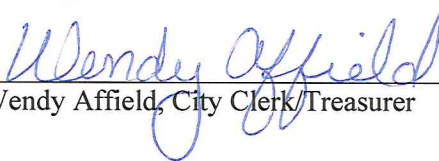
7. Adjournment – A motion was made by Steven Ring to adjourn the meeting at 6:30 pm, seconded by Bryant DeVries. All in favor.
Motion Carried.



Tracy Tollefson, Mayor



Kayla Nosal, Administrative Assistant



Wendy Affield, City Clerk/Treasurer

March 21, 2024, Glyndon Days/Parks/Public Relations Meeting Minutes

Glyndon City Council
Wednesday, March 27, 2024 – 6:00 PM
Regular Council Meeting
City Hall Council Chambers

1. Call to Order: Mayor Tracy Tollefson called the meeting to order at 6:00 pm.

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

As Per Sign in Sheet: Shaun Erickson

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. **3/13/2024 - Council Meeting Minutes**

b. **Approve Resolution of Payments**

- **Approve Gaming Application for UC Hope – Bingo on May 3rd, 2024, at the Glyndon Community Center**
- **Approve Hiring CraftTech (Tyler Guhlke) as our New IT Company**
- **Accept Donation Check of \$100 from Morty's Bar for the Community Outreach Program**
- **Accept Donation Check of \$100 from Oasis Convenience Store for the Community Outreach Program**

4. Any Additions to the Agenda – None at this time.

5. Motion to Approve the Agenda – Motion to approve the agenda was made by Justin Schreiber, seconded by Steven Ring. All in favor.
Motion Carried.

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

7. Public Hearing – Glyndon's Police Department is Implementing a Body Worn Camera System – Mayor Tollefson read: *“At this time, we will open the Public Hearing to give the public the opportunity to ask any questions concerning the policies and procedures related to the body worn cameras the Glyndon Police Department will be implementing”* - Chief Vogel stated on record the body worn camera system was publicized on the Glyndon Police Facebook page and the City of Glyndon page; on the Facebook post there were fifty-nine (59) likes and a person commented they were excited the Glyndon PD is implementing the body worn camera systems, these body worn cameras are an awesome tool to utilize and helpful to the community as a whole. Chief Vogel stated he needed to document the following information about having a Public Hearing and what input was made due to the Police Department being audited every few years. Chief Vogel then showed what the Axon body cameras look like and explained where they will be wearing them, either on their coat or vest. Schreiber asked when the Police Officers will start wearing the body cameras; Chief Vogel replied, it will be a trial run tonight to make sure the

video quality is good; then on April 2nd Axon will come to Glyndon to place the cameras in the squad vehicles. Chief Vogel stated after all devices have been installed the tasers, body cameras, and the squad cameras will all be connected, which means after April 2nd the Glyndon Police Department will be going live with all equipment. Ring asked if an officer were to pull a taser out, would it then activate the body camera? Chief Vogel replied yes, it would activate both the body camera and squad camera, or if another jurisdiction is on scene and have a Taser 7 or similar it will also activate our Police Officer's cameras as well.

8. Mayor/Department Reports

a. Justin Vogel, Police Chief – Chief Vogel informed Council they have been busy at the Police Department especially with the construction remodel, hoping it will be ready to sheetrock soon. Chief Vogel stated Coffee and Cards at the Community Center started up on Tuesday, a few people came out even with the bad weather and they are expecting more of a crowd on Thursday March 28th. Chief Vogel stated the Glyndon Police Department made a conditional offer for a potential officer, all that is left is to finish the background and complete the other items that are needed for him to qualify to become full-time.

b. Travis Braton, Maintenance Supervisor – Braton informed Council he did get his results for the Class "C" Water Certification test and received a passing score, he will then notify the State Duty Officer once he receives the certificate in the mail. He reached out to Ulteig Engineering to let them know we will no longer have to utilize their license. Braton stated the Recycling Center is coming along; he spoke with the contractor regarding an update, which the contractor informed him he will just need a couple more days of good weather for it to be completed. Braton mentioned there was a question about the metal colors; since the lean-to is being built onto a thirty (30) year old building the colors are not going to match perfectly because the old colors are a bit faded. We will get an electrical quote for putting in six (6) overhead light sockets and two (2) electrical boxes. Braton stated the maintenance crew will be pouring concrete themselves which Braton is hoping to get started with in early May beginning of June. Braton informed everyone we are in predischarge season for the lagoons, maintenance did a sample which came back good; so, when the ice recedes off the lagoons they will start the discharge process. He will be talking to Carlson about a more permanent pump set up at the lagoons and getting quotes to see if we want to move forward with installing a more permanent pump or to keep utilizing the six (6) inch pump. Braton stated he attended the annual Emerald Bore Ash training today, plans to look into some grants for the inventory of the ash trees in town and to identify if any of the trees have the disease or beetles; Braton explained he will talk with Ulteig about possibly getting an inventory in Glyndon to see how many ash trees there are; Braton stated he received a call about an elm tree in town and has verified it through Minnesota Department of Agriculture that the tree does have Dutch elm disease. The tree has been roughly dead for two (2) years; Braton stated after going through the City's Ordinances he would like to ask for Council's approval to send a letter to the homeowner since the tree is in a fenced yard on private property. The tree needs to be removed within twenty (20) days, if the tree has not been removed, he will then call three (3) companies and have them provide a quote to remove the tree and the bill will be sent to the homeowner. Affield informed Braton she will need the letter from the Department of Agriculture. Braton explained that Dutch elm disease is similar to bore ash disease, just a different beetle. Mayor Tollefson asked Braton if he would be sending this letter tomorrow or later this week? Braton replied yes as soon as he receives the Council's approval. A motion to approve a letter being sent to the homeowner of the tree with Dutch elm disease was made by Steven Ring, seconded by Patrick McCoy. All in Favor. Motion Carried.

c. Bob Cuchna, Fire Chief – Cuchna will talk about the generator later on in the meeting. Cuchna said he would like to work with the Building Inspector concerning the possible apartment building coming to town and needs to make sure it is up to code with a sprinkler system. Cuchna stated it is going

to be a huge project for a smaller fire department if something was to happen. Cuchna just wants to make sure he gets to go through the specifications. He mentioned one thing that is coming up with the legislative topic is that OSHA has proposed to make some rule making for Safety & Health Standards which is called Emergency Response, Cuchna stated the Government and OSHA still have to work out details so he will let Council know more later. Cuchna stated until May 2024 there is a chance for public comments and then it will move forward with the Government finalizing the Safety & Health Standard.

d. Wendy Affield, City Clerk – Affield mentioned our Recycling Attendee Jason Werk who operates the center on Saturdays, will be resigning at the end of June 2024; Affield will try to get somebody hired for a four (4) hour shift on Saturdays. Mayor Tollefson asked Affield if Tuesday & Thursdays are working out internally with the Maintenance and Police Department opening and closing the recycling center? Affield replied they are but on Saturdays the Police Department does not get in until later in the day so we would still need someone to open the center on Saturdays. Affield informed Council the audit will be starting next week, and she is still in the process of making sure they have everything they need to start. Affield stated all the departments received their new phone system today; Cuchna asked if for the voicemail to email option with the new phones has been activated yet? Affield replied it was supposed to, but she is not sure because no one was at the firehall when the phone was set up. She will get him the contact information for Arvig. Affield informed Council at the moment we only have two (2) people signed up for the Garage Sale and one of them is renting the Community Center.

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

9. Committee Reports

a. Ordinance Committee Meeting – Mayor Tollefson informed Council the committee met right before this meeting; we were reviewing Nuisance Ordinance #194, and the ordinance is now at a spot where we want to send it back to Ken Norman to review. Mayor Tollefson stated the committee went through and focused a lot on the definitions plus making sure the ordinance was very clear throughout; we also identified the different sections, what is a public nuisance, what is something that effects their health, peace & safety, and stuff concerning junk/rubbish/trash. We were also talking about the number of vehicles in a driveway, which is not in this ordinance because we did receive a lot of feedback on that. Mayor Tollefson explained the committee tried to take the feedback and apply it to the ordinance and now are trying to build the fines and penalties accordingly. We are hoping to have it back from Ken Norman by April 10th so it can be discussed at that meeting. Mayor Tollefson asked Council to please read through the ordinance thoroughly before the meeting on Wednesday, April 10th. The ordinance committee will have two more meetings prior to discussing it at the Council Meeting on April 10th. The first reading of Ordinance #194 will be held April 24th, the second reading will be May 8th with publication set for Monday, June 3rd, 2024. Schreiber stated this ordinance was sized down to just focus on the bigger issue areas around town and the committee listened to the feedback of the people at the meetings and tried to implement some of it into the ordinance knowing we cannot do all of it, but we did do some. Affield informed Council once this is completed, we will start working on the graffiti, noise and other things that were pulled out. Tollefson said the timing of the ordinance will also allow residents to utilize clean-up week as well.

10. New Business

a. Gateway to the Lakes Magazine Advertisement – Mayor Tollefson stated there is a sample of the advertisement in the agenda, giving people a little information about Glyndon; Affield did express the advertisement does need to be revised. Mayor Tollefson stated each year we do update the advertisement,

and last year we put a full-page ad in the magazine. A motion for the City of Glyndon to advertise with Gateway to the Lakes magazine was made by Steven Ring, seconded by Bryant DeVries. All in Favor. Motion Carried.

b. Discussion Concerning Removal of the Depot Located at 216 Partridge Avenue – Mayor Tollefson stated there is someone interested in the depot, plus has the resources to get the building moved; Ken Norman did get another opinion regarding how to handle the removal of the depot and overall, as long as the building/structure is sold for less than twenty-five thousand dollars (\$25,000) we do not need any other quotes, we can enter into an agreement with the person who is interested in removing it. Chief Vogel stated the individual is still interested in the building and currently working on a time frame, working around when road restrictions will come off; the individual will work on the timeframe with the company who will be moving the depot and retrieving the necessary permits needed to get the building moved if Council approves. Mayor Tollefson asked Chief Vogel if he thought the individual would be donating back to the city? Chief Vogel replied, there is a good possibility. A motion was made by Steven Ring, seconded by Justin Schreiber for the approval to allow this individual to remove the depot located at 216 Partridge Avenue. All in favor. Motion Carried.

c. Discussion Concerning Removal of a Tree located at 606 Eglon Avenue – Quote from Carr’s Tree Service and Fischer Tree Removal – Braton explained this tree is not associated with the one spoken about earlier, it is located on a boulevard, which makes it the City’s responsibility to remove. Braton explained the homeowner called last year with concerns, it is a very big cottonwood tree that is leaning towards his house and is hallow in the middle; at the time the homeowner called in last year the City had already used their forestry budget so we would like to take care of it as soon as possible this year. Braton stated there are three (3) quotes for removal, the prices range from three thousand seven hundred dollars to one thousand seven hundred and fifty dollars (\$3,700 to \$1,750) with Carr’s Tree Service being the lowest. Affield ask who would be removing the stump. Braton will rent a stump remover later this year because he has others around town that need to be removed also. A motion to approve the removal of a tree located at 606 Eglon Avenue was made by Steven Ring, seconded by Bryant DeVries. All in favor. Motion Carried.

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

12. Old Business / Unfinished Business Updates


a. Replacement/Installation of a new Generator at the Fire Department – Generator from Acme Tools for \$7,511.93 – Installation from Legacy Plumbing for \$764.00 also need an Electrical Bid – Ring informed Council he met with JDP Electric today and since the generator is going to be outside, we will need a battery and oil warmer installed. Ring explained if we lost power the generator should handle everything at the Fire Department except running of the washer, dryer, and oven; Ring stated JDP Electric said the easiest way would be to tear out what is there, purchase another electrical panel from Acme and JDP electric will rewire and clean everything up, so it is only the items needed hooked to the panel. Legacy Plumbing will retrieve the generator from Acme and install it. Ring stated either JDP Electric or Laney’s will service the generator. Mayor Tollefson asked what the timeline would be? Ring believes everything is in stock at Acme, and he estimated the total cost for the installation and purchase of the generator to be around twelve to fourteen thousand dollars (\$12,000 - \$14,000), which is the cheapest route without having to completely rewire the Fire Department. Cuchna then asked where the funds are going to be pulled from? Affield commented there are funds in the Fire Department’s escrow account that the city has put in over the years and there is the FM Ambulance funds that are put into their budget

for building repairs. Ring informed Council JDP Electric would be about two to four (2-4) weeks out before they can go to the Fire Department for electrical work on the generator. Braton asked if there was a location planned for the generator to be placed? Ring thought it would be put in the same spot. Braton then asked if there is a possibility for the generator to be placed on the corner of the building for snow removal purposes? Ring answered as long as the plumber does not have to go through any extra work and as long as the generator is on a stable platform, if not there is a pad we could purchase with the generator. Cuchna likes Braton's suggestion for the location of the generator. Braton stated there is an electrical panel/box and telephone pole in that location and he would like to see the generator placed just north of that so the Maintenance Department can come in to do their snow removal and the generator would be out of the way. Braton stated the maintenance crew can pour the concrete slab. Ring asked to have a spot ready and prepped for where the generator is going. Braton would like to be kept informed. Braton asked if the cost of seven hundred sixty-four dollars (\$764.00) from Legacy Plumbing is just to retrieve the generator. Ring explained it is for them to pick it up, bring it to town, put it in its spot, hook up the gas, and get everything ready for JDP Electric. A motion to approve the replacement/installation of a new generator at the Fire Department with a cap cost of fourteen thousand dollars (\$14,000) and if the cost becomes more it will need to be discussed at the next meeting was made by Justin Schreiber, seconded by Patrick McCoy. All in Favor.
Motion Carried.

13. Miscellaneous Announcements & Recognitions –

- a. **Clean-up Week** - Northside of the Tracks is Wednesday, May 1st.
- b. **Clean-up Week** - Southside of the Tracks is Wednesday, May 15th.

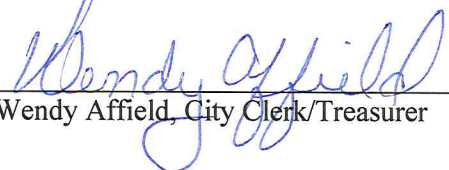
14. Adjournment – A motion was made by Steven Ring to adjourn the meeting at 6:35 pm, seconded by Bryant DeVries. All in favor.
Motion Carried.



Tracy Tollefson, Mayor



Kayla Nosal, Administrative Assistant



Wendy Affield, City Clerk/Treasurer

CITY OF GLYNDON

RESOLUTION RECORD

4/10/2024

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, April 10th, 2024

Vendor	Description	Code	Amount
702 Communications	Computer Server, Backups & IT Support	Coded Separate	\$606.50
Acme Tools	26KW LP Air Cooled Generator - Fire Dept	501-45000-401	\$8,440.92
AFLAC - ACH	Employee Extra Insurance	G 101-29000	\$111.48
Aramark	Community Center Mops & Mats	101-43000-210	\$98.96
Arvig	Telephone Bill for March	Coded Separate	
Braton, Travis	Cell Phone Reimbursement-Jan/Feb/Mar	Coded Separate	\$135.00
Clay County Union	Public Hearing Notification - Police	101-42000-200	\$48.00
Dollar General	Community Center/City Hall/Police Supplies	Coded Separate	\$99.65
Eide Bailly	2023 Audit Progress Billing (still more)	101-41000-301	\$21,150.00
Elan Financial Service	Credit Card Statement for Jan/Feb	Coded Separate	\$3,246.92
Fuch's Sanitation	City Contracts/Recycling for March	401-41000-384	\$14,555.44
Galls	Police Dept Uniform Supplies	101-42000-201	\$135.50
Glyndon Relief Association	Fire Relief Association Reimbursement	501-45000-124	\$28,208.79
Gopher State One Call	Locating Fee for March	101-41000-300	\$8.10
Grand Forks Fire Equipment	SCBA Waist Belt Extension - Fire Dept	501-45000-580	\$86.45
Guardian Ammunition, LLC	Police Dept Training Ammunition	101-42000-208	\$579.00
Half Past 5 Computer	Fix the Microphone for Zoom Meetings	101-41000-300	\$170.00
Hawkins	Azone Chemicals for Water Plant	201-44000-216	
Holiday Companies	Car Washes for Police Dept	101-42000-211	\$55.00
Hydronic Distribution Center	Part for Dehumidifier at Water Plant	201-44000-210	\$385.00
Jason Brenna Construction	Labor for Recycling Center	401-41000-401	\$7,973.88
League of MN Cities	Property/Casualty Coverage Premium	101-41000-622	\$52,708.00
Linde Gas & Equipment	Stargold C25 Arg-CO2 1/3 1/3 1/3	Coded Separate	\$102.01
Macs	Maintenance Dept - Community Center	101-47000-210	\$106.72
Menards	Maintenance Dept Supplies	101-47000-210	\$23.92
Minnesota Life Ins	City Life Insurance Premium/Extra	Coded Separate	\$71.70
Minnesota State Comm Tech	Firefighter 1 Class for Matthew Ober	501-45000-206	\$1,200.00
Minnesota State Comm Tech	Fire School for Matthew,Dillon & Hunter	501-45000-206	\$420.00
MinnKota Recycling	Recycling Charge for March	401-41000-384	\$17.52
Napa Central Auto Parts	Blue Water Pump - Sewer	301-44000-210	\$10.66
Norman Law Office	Attorney Fees for March	101-41000-304	
Nosal, Kayla	Mileage for March	101-41000-331	\$14.07
Nosal, Kayla	Kayla's Uniform Allowance 1/2 W 1/2 S	Coded Separate	\$108.50
Oasis	Fuel Statements - All Departments	Coded Separate	\$2,045.32
Omega Holsters, LLC	Police Dept Supplies for New Office	101-42000-208	\$423.00
Petro Serve	Fuel Statements - All Departments	Coded Separate	\$139.90
Premiem Waters, Inc.	Jugs of Water for Police Dept	101-42000-210	\$31.79
Railroad Management	Lease for 10" & 6" Sewer Pipeline - BNSF	301-44000-411	\$6,236.00

Red River Valley Co	ACH	Shelter House Lights/City Wide Lights	Coded Separate	\$1,056.23
RMB		Water Testing on 4/3/24	201-44000-300	\$57.48
Soli, Matthew		Cell Phone Reimbursement-Jan/Feb/Mar	Coded Separate	\$135.00
Verizon		Cell Phone Bill for March	Coded Separate	
Wegenast, Ty		Cell Phone Reimbursement-Jan/Feb/Mar	Coded Separate	\$135.00
Xcel Energy		Electric/Natural Gas for March	Coded Separate	
			TOTAL	\$151,137.41

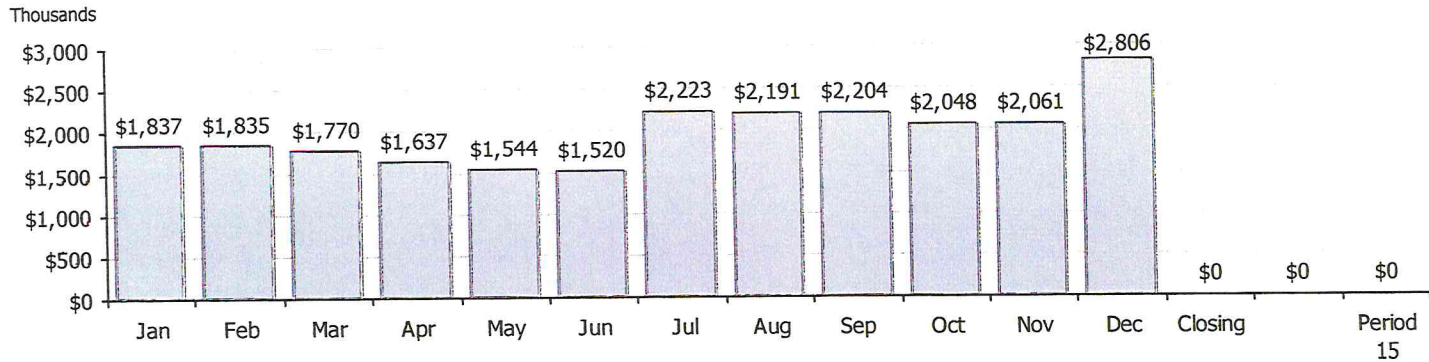
Charleswood Addition Invoices

RL Larson Excavating, Inc	Work from Dec to Apr - Charleswood	Bond Funds		
		601-69000-710		\$58,207.23

AS CERTIFIED BY WENDY AFFIELD CITY CLERK

GRAND TOTAL \$209,344.64

CITY OF GLYNDON
Check Reconciliation
Northwestern State
10100 CASH
December 2023



Account Summary

Beginning Balance o 12/1/2023	\$2,126,209.50
Receipts/Deposits	\$1,316,550.88
Payments (Checks and Withdrawals)	\$261,676.44
Ending Balance as of 12/31/2023	<u>\$3,181,083.94</u>

Cleared Statement	\$3,181,083.94
Difference	<u>\$0.00</u>

Cash Balance

Active 101-10100 GENERAL FUND	-\$43,193.83
Active 201-10100 WATER FUND	\$260,191.14
Active 301-10100 SEWER FUND	\$1,240,122.82
Active 401-10100 GARBAGE & RECYCLING FUND	\$244,821.68
Active 501-10100 FIRE & RESCUE FUND	\$168,966.37
Active 601-10100 PROJECTS FUND - BONDS	\$847,632.03
Active 602-10100 CAPITAL PROJECTS	\$31,277.09
Active 603-10100 TAX ABATEMENT NOTE FUND 2016A	\$1,010.78
Active 801-10100 MN DOT RD REPAIR-RECONST ASST	\$55,015.48
Cash Balance	\$2,805,843.56

Begining Balance	\$2,126,209.50
+ Total Deposits	\$1,333,475.31
- Checks Written	\$653,841.25
Check Book Balance	<u>\$2,805,843.56</u>
Difference	\$0.00



803 28th St SW
PO Box 7097
Fargo ND, 58106-7097
(701) 232-1991
Fax: 701 364-5483

License # ND 3308, MN CA03202

WIRING ESTIMATE

DATE: 4/4/2024
SUBMITTED TO: City of Glyndon Fire Department
PROJECT: 512 State St NE Glyndon, MN 56547
Steve 701-793-7379

We propose to wire the following items for the project listed above:

- **Generator**

Demo existing generator wiring/ old transfer switch and dispose as needed. Install owner provided automatic transfer switch/ panel, install wiring from ATS to owner installed generator, install circuit for battery warmer, oil warmer. Move existing circuits into new ATS per fire department's request on what they want backed up.

Note: Owner is to have mechanical room cleaned out and generator in place before JDP will start the electrical install.

- **Total** **\$3,870.00**

TOTAL BID INCLUDES MATERIALS, LABOR, TAXES AND INSPECTION FEES TO COMPLETE PROJECT AS OUTLINED.

A handwritten signature in black ink, appearing to read 'Brian Oknick', is written over a horizontal line.

Brian Oknick Project Manager

Prices stated herein are subject to change at any time at the discretion of JDP Electric because of material/ supply issues, market changes or other events beyond our control. Written notice of any changes will be conveyed to customer. The above specifications, conditions are satisfactory and are hereby accepted. If you wish to accept this proposal, please sign, date, and return it at your earliest convenience so the work can be scheduled.

Signature _____ Date _____

Legacy Plumbing, LLC
3522 4TH AVE S
Fargo, ND 58103



PROPOSAL

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

Job # 27471
Job Name GLYNDON POLICE DEPARTMENT
Proposal # P-27471-2
Technician Josh Seaburg
Issue Date Apr 03 2024

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

Service Location:
218 Parke Ave S
Glyndon, MN 56547

Your Price: \$2,541.00

Description	Qty	Price
WHI-020 - AO SMITH 50GAL ELECTRIC LOW BOY WATER HEATER [WHI-020]	1	\$2,541.00
	Your Price	\$2,541.00

[Review and Sign](#)

Proposal Notes:

RELOCATE AND INSTALL NEW WATER HEATER

- *DRAIN AND CAP OLD WATER HEATER
- *INSTALL NEW WATER HEATER ABOVE OFFICE IN GARAGE
- *INCLUDES WATER HEATER, DRAIN PAN, AND WATER PIPING TO WATER HEATER
- *WILL NEED AN ELECTRICIAN TO INSTALL NEW ELECTRICAL TO WATER HEATER
- *A LIFT WILL BE NEEDED TO GET WATER HEATER ON TOP OF THE OFFICE, WHICH THIS BID DOES NOT INCLUDE A RENTING ONE*

Customer Approval:

I accept this proposal and agree to the terms and conditions.

Change Order No.: 2	Project No.: 23.23279	Date: April 4, 2024
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Owner: City of Glyndon 36 3rd Street SE, P.O. Box 223 Glyndon, MN 56547	Contractor: RL Larson Excavating, Inc. 2255 12th St SE St. Cloud, MN 56304
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Description of Project:
 2023 Street & Utility Improvements - Charleswood Addition

Description of work included in contract:
 Underground Utility and Street Improvements

Changes ordered:

- Installation of 9 stool grate frames atop the rear yard catch basins
- Installation of 4 additional sheets of polystyrene Insulation
- Switched out the casting R-4342 for casting R-2561 on CB#1

Reason for changes ordered:

- Frames added to catch debris flowing into the catch basins
- Extra insulation added due to location
- Request from homeowner since it was in his yard and wanted small openings in grate.

Subject to the condition set forth below, and equitable adjustment is established as follows:

Original Contract Price.....	\$2,345,487.85
Current Contract Price (includes previous Change Orders).....	\$2,345,487.85
Amount of this Change Order.....	6,903.87
The new Contract Price including this Change Order will be.....	\$2,352,391.72

The Contract Time will be increased by 0 calendar day(s).

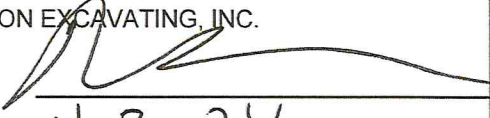
The foregoing is in accordance with your proposal dated July 26, 2023 and listed below:

A. The aforementioned change, and work affected thereby, is subject to contract stipulations and covenants.

B. The rights of the public agency are not prejudiced; and


C. The claims against the public agency which are incidental to or as a consequence of the aforementioned changes are satisfied.

We are sending you a copy of this Change Order for your acceptance.
 Please return to us a signed copy all bearing your dated signature.
 A copy will be returned to you after approval by all parties.

CITY OF GLYNDON By _____ Date _____	RL LARSON EXCAVATING, INC.  By _____ Date <u>4-3-24</u>
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APPROVED:

ULTEIG ENGINEERS

By  _____

Date 4/3/2024

CHANGE ORDER NO. 2 JUSTIFICATION

2023 UTILITY AND STREET IMPROVEMENTS - CHARLESWOOD ADDITION

Glyndon, Minnesota

Contractor: RL Larson Excavating, Inc.
2255 12th St SE
St. Cloud, MN 56304

Original Contract
Amount: \$ 2,345,487.85
Dated: July 26, 2023

No.	Item	Amount	Unit	Unit Price	Total
1	Pre-Cast Stool Grate	9	EA	\$ 710.00	\$ 6,390.00
2	Polystyrene Insulation	4	EA	\$ 80.00	\$ 320.00
3	Casting R-4342	-1	EA	\$ 400.08	\$ (400.08)
4	Casting R-2561	1	EA	\$ 593.95	\$ 593.95

Total Amount - Change Order No. 2:

6,903.87

March 2024

CITY OF GLYNDON
Expenditure Budget Worksheet 2

Account Descr	2024 Budget	2024 YTD Amt	2023 Amt	Comment
101 GENERAL FUND				
E 101-41000-100 Salaries	\$27,598.00	\$6,350.93	\$26,187.73	33.3% Clerk - 2/% 5yrs - 2% 10yrs
E 101-41000-101 Full-Time Hourly	\$8,625.00	\$1,792.85	\$7,402.39	10% Assist-Clean CH&PD-Elisha
E 101-41000-102 Full-Time Hourly/Overtime	\$200.00	\$5.34	\$47.07	10% Admin Assistant
E 101-41000-104 Council Members	\$16,800.00	\$3,000.00	\$14,550.00	150/meeting+12 Spec Mts
E 101-41000-105 Mayor	\$6,000.00	\$1,350.00	\$5,850.00	200/meeting+24 Spec Mts
E 101-41000-111 Other - EB Uses this Account	\$2,200.00	\$815.51	\$0.00	Election Judges & Meals
E 101-41000-121 PERA	\$3,900.00	\$783.25	\$3,268.75	Council 5% - Employee 7.5%
E 101-41000-122 FICA	\$5,050.00	\$1,062.23	\$4,540.93	All 7.65%
E 101-41000-130 Employer Paid Premium Health	\$0.00	\$19,527.84	\$0.00	Transfer Twice a Year July/Dec
E 101-41000-132 Employer Paid Benefit Payout	\$6,000.00	\$1,384.62	\$6,000.04	Wendy Cap at \$500.00 - Ins Reimbursement
E 101-41000-133 Employer Paid Vision Coverage	\$662.00	\$116.28	\$385.56	\$6.12 Eye Insurance (9)
E 101-41000-134 Employer Paid Life Insurance	\$540.00	\$125.00	\$445.00	\$25,000 Life Coverage (9) \$5.00
E 101-41000-135 Employer Paid Health Savings	\$0.00	\$6,400.08	\$0.00	Transfer Twice a Year July/Dec
E 101-41000-142 Unemployment Benefit Payments	\$0.00	\$0.00	\$7,450.88	Unemployment (Luke's)
E 101-41000-151 LOMC-Workers Comp Insurance	\$40,000.00	\$0.00	\$39,596.00	LOMC Workmans Comp (2018 Claim Off)
E 101-41000-200 Office Supplies	\$2,400.00	\$497.75	\$2,467.91	Office Supplies
E 101-41000-207 Computer Technology	\$3,300.00	\$572.59	\$3,002.54	702 IT Bill - Server-1/3 1/3 1/3
E 101-41000-208 General Training	\$2,000.00	\$275.00	\$2,025.28	Conferences/Educa Classes/Mileage
E 101-41000-210 Operating Supplies	\$2,500.00	\$405.44	\$2,480.71	Operating Supplies
E 101-41000-270 Abatement Expense	\$0.00	\$0.00	\$0.00	Prop/House Abatement Expenses
E 101-41000-300 Professional Services	\$20,000.00	\$7,223.01	\$17,838.55	Inspector,Drown,Web,Loffler,MetroCog Study
E 101-41000-301 Auditing/Accounting Services	\$28,300.00	\$0.00	\$26,065.00	Eide Bailey \$23,500/County Assessment fee \$4
E 101-41000-302 2-Year Tax Abatement Fee	\$12,000.00	\$0.00	\$11,575.87	Pay County for New Homes 2yr Abatement
E 101-41000-304 Legal Fees	\$16,000.00	\$1,027.50	\$9,903.50	Attorney/Norman/Pemberton
E 101-41000-305 Criminal Legal Fees-Moorhead	\$11,195.00	\$3,731.68	\$11,085.04	Prosecuting Attorneys
E 101-41000-307 Building Inspector 50% Fee	\$5,000.00	\$182.50	\$7,742.94	50% of Permits to Building Inspector
E 101-41000-308 Building State Surcharge	\$2,000.00	\$0.00	\$522.40	State Permit Surcharge Fee
E 101-41000-321 Telephone	\$2,200.00	\$507.04	\$2,169.59	Separated Each Dept 2022
E 101-41000-322 Postage	\$100.00	\$102.35	\$94.00	Box Fee/Misc Mailings
E 101-41000-331 Travel/Mileage Expense	\$1,000.00	\$53.94	\$1,016.34	Mileage to Bank, Post Office, Misc
E 101-41000-333 ARPA Funds from COVID-19	\$0.00	\$0.00	\$150,257.55	ARPA-Generator/Squad/Fire/Park/Vboss
E 101-41000-340 Advertising	\$11,100.00	\$0.00	\$1,105.00	Gateway Ad - Hwy 10 Sign
E 101-41000-351 Legal Notice Publication	\$1,200.00	\$0.00	\$967.00	Legal Notices/Public Hearings
E 101-41000-361 General Liability Insurance	\$100.00	\$100.00	\$100.00	CNA Surety-Utility Permit Renewal
E 101-41000-381 Xcel-Electric/Gas Bill	\$40,000.00	\$7,920.10	\$39,203.56	All General
E 101-41000-383 Red River Co-Op	\$11,000.00	\$1,821.01	\$10,294.02	All Departments/City
E 101-41000-401 Repairs/Maintenance Buildings	\$14,000.00	\$8,503.17	\$7,406.65	City/Maint/Police-No Fire/Water/Sewer/CC
E 101-41000-413 Office Equipment Rental	\$5,125.00	\$1,681.74	\$6,327.64	Copy Machine Lease - City Hall \$426.84
E 101-41000-433 Dues and Subscriptions	\$2,000.00	\$473.40	\$1,784.05	Dues & Subscriptions
E 101-41000-434 Awards and Indemnities	\$0.00	\$0.00	\$44.76	Former Council Recognition
E 101-41000-560 Furniture and Fixtures	\$700.00	\$0.00	\$680.73	Chairs CH

Account Descr	2024 Budget	2024 YTD Amt	2023 Amt	Comment
E 101-41000-610 Interest - EB	\$0.00	\$0.00	\$0.00	EB Uses
E 101-41000-622 LOMC General/Liability Ins.	\$54,000.00	\$0.00	\$51,669.00	Ins. Policies Bldgs/Vehicles
E 101-41000-623 LOMC Membership Dues/Training	\$3,500.00	\$0.00	\$2,751.49	Dues & New Council Training
E 101-41000-624 BANYON	\$1,300.00	\$1,036.67	\$1,144.66	Software Support
E 101-41000-630 City Specials Principal	\$4,816.00	\$0.00	\$4,816.00	Sp Ass - City Property
E 101-41000-631 City Specials Interest	\$2,600.00	\$0.00	\$2,408.00	Sp Ass Interest - City Property
E 101-41000-635 Miscellaneous Income/Expense	\$0.00	\$0.00	\$0.00	Misc Income/Expense
E 101-41000-637 Bank Fees/Penalties	\$280.00	\$10.00	\$250.00	Bank/Penalty Fees
E 101-41000-663 Transfer In/Out - EB	\$0.00	\$0.00	\$0.00	EB Uses
E 101-41000-665 Glyndon Days/Ice Cr Social	\$6,000.00	\$0.00	\$12,372.77	Glyndon Days/Ice Cream/Donations
E 101-42000-100 Salaries	\$103,440.00	\$23,870.40	\$96,616.00	Police Chief
E 101-42000-102 Full-Time Hourly/Overtime	\$211,461.00	\$47,985.67	\$175,741.52	Full-time Officers/TZD/Holiday(\$14,000)
E 101-42000-103 Part-Time Employees	\$14,000.00	\$1,865.58	\$10,276.24	Part-time Employees
E 101-42000-106 Stipend Pay	\$12,000.00	\$2,769.24	\$12,077.00	Was 5hrs/wk x \$46.45 (260 hrs) Capped @ \$1
E 101-42000-121 PERA	\$58,795.00	\$13,348.56	\$51,115.80	PERA 17.7%
E 101-42000-122 FICA	\$6,100.00	\$1,224.74	\$4,910.62	No SS for Full Time Officers-1.45%
E 101-42000-130 Employer Paid Premium Health	\$39,056.00	\$0.00	\$39,802.88	\$813.66 Health Ins (4) Police
E 101-42000-135 Employer Paid Health Savings	\$12,800.00	\$0.00	\$13,000.00	\$3200 Bremer HS (4) Police
E 101-42000-136 Employer Paid Dental Coverage	\$1,453.00	\$363.12	\$1,396.80	\$30.26 ea (4) Police
E 101-42000-170 Special Purch/Other Equip	\$13,000.00	\$352.27	\$12,397.53	Watch Guard/Radar/Guns/Body Cams/Taser
E 101-42000-200 Office Supplies	\$2,000.00	\$290.02	\$1,607.19	MISC Supplies
E 101-42000-201 Uniforms	\$5,000.00	\$301.46	\$4,052.78	\$600.00 per union contract
E 101-42000-207 Computer Technology	\$4,400.00	\$1,164.19	\$4,267.46	Computer Equipment
E 101-42000-208 General Training	\$8,000.00	\$2,592.73	\$6,432.42	Train/Ammo/Travel-RO
E 101-42000-210 Operating Supplies	\$7,000.00	\$836.23	\$5,939.60	Misc/Siren1600/PBT/Lidar/WG Cloud 1500
E 101-42000-211 Vehicle Repair/Maintenance	\$8,000.00	\$4,052.65	\$2,665.46	Wash/Repairs/Tires
E 101-42000-212 Motor Fuels	\$20,000.00	\$3,976.20	\$15,183.99	Gas
E 101-42000-300 Professional Services	\$8,600.00	\$1,414.50	\$5,470.17	702/BCA/Eval/Medical/Trains
E 101-42000-319 Cell Phone	\$2,000.00	\$494.88	\$1,975.52	Cell Phones (4)
E 101-42000-320 Air Cards Squad WIFI	\$2,500.00	\$585.15	\$2,340.60	Squad Wi Fi
E 101-42000-321 Telephone	\$1,880.00	\$471.06	\$1,876.26	Telephone - Office
E 101-42000-324 New World	\$24,000.00	\$5,409.75	\$23,595.51	RR Dispatch Services/Part Fire&Rescue
E 101-42000-413 Office Equipment Rental	\$1,200.00	\$300.00	\$1,200.00	Copy Machine Lease - \$100 @ month
E 101-42000-490 Community Outreach Donations	\$500.00	\$0.00	\$4,766.02	Picnic/ShopCop Donations-RO
E 101-42000-512 Misc Income/Expense	\$0.00	\$0.00	\$0.00	Auction Charges/Donation Purchases
E 101-42000-550 Motor Vehicles	\$0.00	\$0.00	\$24,469.95	Squad Purchase
E 101-42000-627 Police Dept Escrow - RO	\$13,500.00	\$10,348.50	\$13,500.00	Escrow Transfer-RO
E 101-43000-210 Operating Supplies	\$3,200.00	\$794.54	\$3,028.41	Mats/Mops/Misc at Community Center
E 101-43000-280 Community Center Enforcement	\$300.00	\$174.00	\$232.00	ASP Security Company
E 101-43000-321 Telephone	\$500.00	\$121.59	\$482.70	Telephone
E 101-43000-381 Xcel-Electric/Gas Bill	\$17,000.00	\$2,441.02	\$15,421.53	Community Center Elec/Gas
E 101-43000-401 Repairs/Maintenance Buildings	\$0.00	\$2,569.89	\$0.00	Use Escrow Funds if Needed
E 101-47000-200 Office Supplies	\$150.00	\$235.55	\$118.86	Maintenance Dept
E 101-47000-209 Safety Equipment/Training	\$1,000.00	\$0.00	\$0.00	Safety Equip/Training

Account Descr	2024 Budget	2024 YTD Amt	2023 Amt	Comment
E 101-47000-210 Operating Supplies	\$8,000.00	\$2,931.24	\$8,985.90	Merged 220/221
E 101-47000-211 Vehicle Repair/Maintenance	\$9,000.00	\$656.28	\$10,713.02	Repairs/Wash/Tires-1/2 1/4 1/4
E 101-47000-212 Motor Fuels	\$8,000.00	\$695.75	\$7,872.69	Mowers/Plow/Tractor
E 101-47000-216 Chemicals and Chem Products	\$3,000.00	\$0.00	\$471.64	Spraying weeds ourselves
E 101-47000-218 Mosquito Spraying - RO	\$1,026.00	\$0.00	\$48.99	Mosquito Spray/Aerial-RO
E 101-47000-219 Forestry - RO	\$7,000.00	\$0.00	\$2,565.00	Trees-RO
E 101-47000-224 Street Maintenance Materials	\$17,000.00	\$486.50	\$9,096.70	Class 5/Pot Hole Filler/Sweeping Streets
E 101-47000-225 Landscaping Materials	\$2,000.00	\$0.00	\$2,460.17	Flowers/Landscaping
E 101-47000-228 Street Seal Coating - RO	\$16,000.00	\$0.00	\$16,000.00	Seal Coat-RO
E 101-47000-300 Professional Services	\$5,200.00	\$239.00	\$2,726.47	Snow/Permits/Sign/Banners
E 101-47000-321 Telephone	\$770.00	\$222.49	\$709.56	Telephone - Office
E 101-47000-550 Motor Vehicles	\$100.00	\$101.25	\$0.00	Telephone - Office
E 101-47000-629 Maintenance Escrow - RO	\$13,500.00	\$0.00	\$0.00	Telephone - Office
E 101-47000-633 Parks - Yearly Repairs	\$6,000.00	\$231.66	\$15,004.24	Snow Pusher/Salt Sander
E 101-47000-636 Park Equipment - RO	\$15,000.00	\$0.00	\$4,267.75	Repair/Maintaining/Wood Chips/Removal
E 101-47000-651 Equipment Purchases	\$0.00	\$0.00	\$15,000.00	Replacing Equipment - RO
E 101-51000-601 Debt Srv Bond Principal - EB	\$0.00	\$0.00	\$0.00	L85 Bobcat Loader (\$89,598.32)
E 101-51000-611 Debt Srv Bond Interest	\$0.00	\$0.00	\$0.00	EB Uses
E 101-51000-671 Stockwood Sp Assessment Expen	\$4,500.00	\$0.00	\$0.00	EB Uses
101 GENERAL FUND	\$1,102,222.00	\$214,756.48	\$4,352.00	4 Lots Left/Need Road/Water & Sewer
201 WATER FUND			\$1,163,531.85	
E 201-44000-100 Salaries	\$66,068.00	\$15,228.53	\$58,197.71	33% Clerk 2% 5yr-2% 10yr/50% Supervisor
E 201-44000-101 Full-Time Hourly	\$73,176.00	\$16,608.53	\$47,198.23	50% Maint/45% Admin
E 201-44000-102 Full-Time Hourly/Overtime	\$1,500.00	\$24.05	\$211.78	Ty/New/Kayla
E 201-44000-106 Stipend Pay	\$0.00	\$0.00	\$1,249.39	No more Stipend
E 201-44000-121 PERA	\$10,816.00	\$2,389.60	\$7,735.55	PERA 7.5%
E 201-44000-122 FICA	\$11,033.00	\$2,437.54	\$8,175.08	FICA 7.65%
E 201-44000-130 Employer Paid Premium Health	\$19,528.00	\$0.00	\$11,098.88	\$813.66-1/2 water (4) Travis, Ty, New, Kayla
E 201-44000-135 Employer Paid Health Savings	\$8,000.00	\$0.00	\$5,062.50	HS Bremer \$3200 (5) 1/2 water
E 201-44000-136 Employer Paid Dental Coverage	\$882.00	\$90.78	\$305.55	\$30.26 x 4 - 1/2 Water
E 201-44000-200 Office Supplies	\$900.00	\$288.63	\$863.49	Billing Paper/Envelopes
E 201-44000-201 Uniforms	\$950.00	\$155.71	\$602.34	\$500 each-(3) 1/2 Water-W & K #200
E 201-44000-207 Computer Technology	\$3,300.00	\$482.34	\$3,099.60	702 IT Bill / Server-1/3 1/3 1/3
E 201-44000-208 General Training	\$2,500.00	\$1,006.86	\$501.50	Training/Mileage/Food/Motel
E 201-44000-209 Safety Equipment/Training	\$1,000.00	\$0.00	\$0.00	Safety Equip/Training
E 201-44000-210 Operating Supplies	\$10,000.00	\$4,529.67	\$9,126.79	Merged 220/221
E 201-44000-211 Vehicle Repair/Maintenance	\$3,200.00	\$115.56	\$4,404.68	Repairs/Wash/Tires 1/2 1/4 1/4
E 201-44000-212 Motor Fuels	\$5,000.00	\$729.75	\$3,034.36	Gas
E 201-44000-216 Chemicals and Chem Products	\$12,000.00	\$2,203.79	\$10,880.32	Hawkins/Hach
E 201-44000-300 Professional Services	\$30,000.00	\$27,569.96	\$49,952.46	Water Testing/Hydrant Repairs
E 201-44000-319 Cell Phone	\$970.00	\$195.08	\$622.61	Reimburse Employee\$45/Mifi \$120 yr
E 201-44000-322 Postage	\$2,300.00	\$342.40	\$2,251.85	Billing Stamps/Samples
E 201-44000-331 Travel/Mileage Expense	\$0.00	\$0.00	\$391.25	Training-Delete combined in 208
E 201-44000-381 Xcel-Electric/Gas Bill	\$12,000.00	\$1,921.18	\$9,179.74	Elec/Gas

Account Descr	2024 Budget	2024 YTD Amt	2023 Amt	Comment
E 201-44000-401 Repairs/Maintenance Buildings	\$5,000.00	\$646.06	\$727.79	WTP Isolation Valve in 2022
E 201-44000-402 Infrastructure Repairs	\$3,500.00	\$19.99	\$0.00	Hydrants/Parts
E 201-44000-403 Water & Yard Meters	\$8,000.00	\$2,340.00	\$12,375.49	New Meters/\$2500.00 Support
E 201-44000-405 Depreciation (GENERAL)	\$0.00	\$0.00	\$0.00	EB Uses
E 201-44000-411 Land Rental	\$710.00	\$0.00	\$645.43	BNSF Lease Under Tracks
E 201-44000-415 Generator Lease - Water Dept	\$0.00	\$0.00	\$6,543.89	Pd Off-Generator Water Treatment Plant
E 201-44000-417 Well Head Certificate	\$0.00	\$0.00	\$0.00	Every 10 Yrs 2015 (2025)
E 201-44000-550 Motor Vehicles	\$0.00	\$0.00	\$0.00	If Vehicle is Purchased 1/2 Water
E 201-44000-624 BANYON	\$1,300.00	\$1,036.67	\$1,144.67	Software Support
E 201-44000-635 Miscellaneous Income/Expense	\$0.00	\$0.00	\$0.00	EB
E 201-44000-640 Tower Const & Maintenance	\$4,000.00	\$0.00	\$0.00	Tower Maint - 2025 - RO
E 201-44000-663 Transfer In/Out - EB	\$0.00	\$0.00	\$0.00	EB Uses
E 201-58000-601 Debt Srv Bond Principal - EB	\$0.00	\$0.00	\$0.00	Pd Off - 2002 PFA Bond dw01
E 201-58000-611 Debt Srv Bond Interest	\$0.00	\$0.00	\$0.00	Pd Off - 2002 PFA Interest dw01
E 201-66000-611 Debt Srv Bond Interest	\$870.00	\$0.00	\$930.00	2018 PFA Looping Interest dw02
E 201-66000-690 Water Looping Project	\$6,000.00	\$435.00	\$6,000.00	2018 PFA Looping dw02
E 201-67000-601 Debt Srv Bond Principal - EB	\$44,221.00	\$44,221.00	\$0.00	2019A Parke Ave-Water Revenue Portion of Bo
E 201-68000-601 Debt Srv Bond Principal - EB	\$74,000.00	\$74,000.00	\$72,000.00	2021A Refund Principle WT
E 201-68000-606 Issuance Expenses for Bonds	\$0.00	\$0.00	\$0.00	2021A Drown/Fryberger Payment
E 201-68000-611 Debt Srv Bond Interest	\$12,181.00	\$6,090.50	\$12,649.00	2021A Refund Interest WT
201 WATER FUND	\$434,905.00	\$205,109.18	\$347,161.93	
301 SEWER FUND				
E 301-44000-100 Salaries	\$66,068.00	\$15,247.57	\$58,274.28	33% Clerk 2% 5yr-2% 10yr/50% Supervisor
E 301-44000-101 Full-Time Hourly	\$73,176.00	\$16,608.53	\$47,198.23	50% Maint/45% Admin
E 301-44000-102 Full-Time Hourly/Overtime	\$1,500.00	\$24.05	\$211.77	Ty/New/Kayla
E 301-44000-106 Stipend Pay	\$0.00	\$0.00	\$1,249.39	No Stipend Pay
E 301-44000-121 PERA	\$10,816.00	\$2,391.06	\$7,741.16	PERA 7.5%
E 301-44000-122 FICA	\$11,033.00	\$2,438.58	\$8,180.39	FICA 7.65%
E 301-44000-130 Employer Paid Premium Health	\$19,528.00	\$0.00	\$11,098.88	\$813.66-1/2 Sewer (4) Travis, Ty, New, Kayla
E 301-44000-135 Employer Paid Health Savings	\$8,000.00	\$0.00	\$5,062.50	HS Bremer \$3200-(5)1/2 Sewer
E 301-44000-136 Employer Paid Dental Coverage	\$882.00	\$90.78	\$305.55	\$30.26 mo x 4 - 1/2 Sewer
E 301-44000-200 Office Supplies	\$900.00	\$258.64	\$751.89	Billing Paper/Envelopes
E 301-44000-201 Uniforms	\$950.00	\$155.69	\$602.38	\$500ea-(3)1/2 Sewer-W & K \$200
E 301-44000-207 Computer Technology	\$3,300.00	\$482.34	\$3,099.61	702 IT Bill / Server 1/3 1/3 1/3
E 301-44000-208 General Training	\$2,500.00	\$0.00	\$759.40	New 2021 Training/Mileage/Food/Motel
E 301-44000-209 Safety Equipment/Training	\$1,000.00	\$0.00	\$0.00	Safety Equip/Training
E 301-44000-210 Operating Supplies	\$6,000.00	\$1,746.79	\$6,144.97	Merged 220/227
E 301-44000-211 Vehicle Repair/Maintenance	\$3,200.00	\$109.86	\$4,682.48	Repairs/Wash/Tires 1/2 1/4 1/4
E 301-44000-212 Motor Fuels	\$5,000.00	\$729.73	\$3,409.50	Gas
E 301-44000-216 Chemicals and Chem Products	\$4,000.00	\$0.00	\$2,922.18	BlueBook USA Invoices
E 301-44000-300 Professional Services	\$22,000.00	\$3,252.46	\$23,293.41	RMB Testing/Lift Station/Beavers
E 301-44000-319 Cell Phone	\$970.00	\$195.11	\$622.48	Reimburse Employees \$45.00/Miff \$120 yr
E 301-44000-322 Postage	\$2,300.00	\$342.40	\$2,187.00	Billing Stamps
E 301-44000-331 Travel/Mileage Expense	\$0.00	\$0.00	\$636.80	Training-Delete combined in 208

Account Descr	2024 Budget	2024 YTD Amt	2023 Amt	Comment
E 301-44000-381 Xcel-Electric/Gas Bill	\$6,500.00	\$763.02	\$4,023.30	Lift Stations - Xcel
E 301-44000-383 Red River Co-Op	\$5,500.00	\$459.69	\$3,734.59	Lift Stations - RRVC
E 301-44000-401 Repairs/Maintenance Buildings	\$2,500.00	\$0.00	\$650.00	Fencing at Ponds
E 301-44000-405 Depreciation (GENERAL)	\$0.00	\$0.00	\$0.00	EB Uses
E 301-44000-410 Rentals (GENERAL)	\$5,000.00	\$0.00	\$0.00	Equipment Rental/Ditching/Ponds
E 301-44000-411 Land Rental	\$11,700.00	\$4,415.89	\$10,572.38	BNSF Lease Underground
E 301-44000-510 Water Shed District-BRRWD	\$15,601.00	\$0.00	\$11,630.40	Project #51 & #82 - Ditch 68 & East Tributary
E 301-44000-550 Motor Vehicles	\$0.00	\$0.00	\$0.00	If Vehicle is Purchased - 1/2 Sewer
E 301-44000-624 BANYON	\$1,300.00	\$1,036.66	\$1,144.67	Software Support
E 301-44000-651 Equipment Purchases	\$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	EB Uses
E 301-56000-601 Debt Srv Bond Principal - EB	\$55,000.00	\$0.00	\$54,000.00	2010B PFA cw02
E 301-56000-611 Debt Srv Bond Interest	\$4,345.00	\$2,172.56	\$4,933.18	2010B PFA Interest cw02
E 301-67000-601 Debt Srv Bond Principal - EB	\$13,953.00	\$13,953.00	\$0.00	2019A Parke Ave-Sewer Revenue for Bond
301 SEWER FUND	\$364,522.00	\$66,874.41	\$279,122.77	
401 GARBAGE & RECYCLING FUND				
E 401-41000-103 Part-Time Employees	\$3,043.00	\$637.56	\$2,932.27	County Reimburses the City
E 401-41000-121 PERA	\$0.00	\$0.00	\$0.00	No - Does not make enough
E 401-41000-122 FICA	\$233.00	\$48.78	\$224.37	County Reimburses the City
E 401-41000-210 Operating Supplies	\$400.00	\$12.95	\$305.46	County Reimburses the City
E 401-41000-384 Refuse/Garbage Disposal	\$144,000.00	\$37,102.89	\$155,348.38	Garbage/Recycling//Compost/\$2.00 Decrease
E 401-41000-385 Clean Up Week	\$12,000.00	\$0.00	\$11,145.85	Clean-up Week
E 401-41000-386 Compost - City of Moorhead	\$4,200.00	\$0.00	\$3,234.90	City of Moorhead Compost Invoices
E 401-41000-387 Curbside Recycling	\$44,520.00	\$3,129.00	\$0.00	Curbside Recycling \$7.00 x 530 residents
E 401-41000-401 Repairs/Maintenance Buildings	\$7,649.00	\$88.98	\$21,101.26	Jason Brennen Labor-Recycling Building
E 401-41000-635 Miscellaneous Income/Expense	\$0.00	\$0.00	\$0.00	EB Uses
E 401-41000-651 Equipment Purchases	\$0.00	\$0.00	\$0.00	L85 Bobcat Loader (\$89,598.32)
401 GARBAGE & RECYCLING FUND	\$216,045.00	\$41,020.16	\$194,292.49	
501 FIRE & RESCUE FUND				
E 501-45000-110 Other Pay (GENERAL)	\$12,450.00	\$0.00	\$12,962.50	Fire & Rescue Payroll
E 501-45000-122 FICA	\$1,100.00	\$0.00	\$1,146.54	FICA 7.65%
E 501-45000-124 Fire Pension Contributions	\$26,225.28	\$0.00	\$23,437.87	Fire Relief Association 2023
E 501-45000-153 Charges for Standby Services	\$2,100.00	\$0.00	\$2,025.00	Race Park Hours
E 501-45000-200 Office Supplies	\$800.00	\$76.02	\$401.84	Fire
E 501-45000-201 Uniforms	\$10,150.00	\$0.00	\$9,508.77	Uniforms
E 501-45000-206 State Training (Refunded Cost)	\$2,500.00	\$150.00	\$5,926.00	Training Reimbursement-Brock
E 501-45000-208 General Training	\$1,800.00	\$0.00	\$1,734.28	Fire
E 501-45000-211 Vehicle Repair/Maintenance	\$7,500.00	\$223.65	\$5,923.45	Fire
E 501-45000-212 Motor Fuels	\$2,400.00	\$382.12	\$1,750.91	Fire
E 501-45000-300 Professional Services	\$1,900.00	\$0.00	\$2,021.81	SCBA Testing/Air Quality Materials
E 501-45000-321 Telephone	\$1,400.00	\$312.21	\$1,239.80	Fire
E 501-45000-323 Radio Units	\$1,500.00	\$0.00	\$1,679.90	ARMER Radio
E 501-45000-401 Repairs/Maintenance Buildings	\$6,250.00	\$8,440.92	\$2,486.58	Sanford Rent-\$500 @ month

Account Descr	2024 Budget	2024 YTD Amt	2023 Amt	Comment
E 501-45000-433 Dues and Subscriptions	\$1,400.00	\$792.50	\$1,668.00	Fire
E 501-45000-435 Books and Pamphlets	\$400.00	\$0.00	\$52.45	Fire
E 501-45000-580 Other Equipment	\$6,400.00	\$767.45	\$3,872.98	Fire
E 501-45000-626 Fire Dept Escrow - RO	\$0.00	\$0.00	\$0.00	Escrow Rollover
E 501-45000-635 Miscellaneous Income/Expense	\$0.00	\$2,850.08	\$9,178.73	Use Moland Township Donation
E 501-45000-638 Mutual Aid Reimbursement	\$0.00	\$0.00	\$7,925.00	Mutual Aid Help
E 501-46000-201 Uniforms	\$400.00	\$0.00	\$0.00	Rescue
E 501-46000-208 General Training	\$1,800.00	\$0.00	\$0.00	Rescue
E 501-46000-211 Vehicle Repair/Maintenance	\$1,600.00	\$44.98	\$0.00	Rescue
E 501-46000-212 Motor Fuels	\$1,100.00	\$86.02	\$1,084.83	Rescue
E 501-46000-580 Other Equipment	\$2,000.00	\$0.00	\$4,456.93	Rescue
501 FIRE & RESCUE FUND	\$93,175.28	\$14,125.95	\$100,484.17	
601 PROJECTS FUND - BONDS				
E 601-41000-635 Miscellaneous Income/Expense	\$0.00	\$0.00	\$0.00	EB Uses-418 2nd St Purchase
E 601-55500-601 Debt Srv Bond Principal - EB	\$62,000.00	\$0.00	\$60,339.24	Bayer/Monsanto TIF - 2025
E 601-61000-601 Debt Srv Bond Principal - EB	\$185,000.00	\$185,000.00	\$180,000.00	2014A Bond/Stkwd/2004 Bond/Equip/C Hall/St
E 601-61000-611 Debt Srv Bond Interest	\$11,250.00	\$5,625.00	\$13,950.00	2014A Interest/Northland Trust
E 601-65000-611 Debt Srv Bond Interest	\$80,169.00	\$40,084.38	\$81,568.76	2017A Interest Southview
E 601-65000-680 2017A Bond Southview Addition	\$145,000.00	\$145,000.00	\$140,000.00	2017A Southview Bond - Kelly Richards
E 601-67000-601 Debt Srv Bond Principal - EB	\$0.00	\$0.00	\$0.00	EB Uses
E 601-67000-611 Debt Srv Bond Interest	\$120,975.00	\$60,487.51	\$121,775.02	2019A Interest Parke Ave
E 601-67000-663 Transfer In/Out - EB	\$0.00	\$0.00	\$0.00	EB Uses
E 601-67000-700 2019A Parke Avenue Project	\$66,826.00	\$66,826.00	\$80,000.00	2019A Parke Ave-Water/Sewer Revenues for P
E 601-69000-601 Debt Srv Bond Principal - EB	\$0.00	\$0.00	\$0.00	
E 601-69000-606 Issuance Expenses for Bonds	\$0.00	\$0.00	\$9,250.00	
E 601-69000-611 Debt Srv Bond Interest	\$0.00	\$0.00	\$0.00	
E 601-69000-710 2023A Charleswood Project	\$0.00	\$44,911.00	\$1,644,798.13	2023A Charleswood Project
601 PROJECTS FUND - BONDS	\$671,220.00	\$547,933.89	\$2,331,681.15	
603 TAX ABATEMENT NOTE FUND 2016A				
E 603-63000-500 Capital Outlay (GENERAL)	\$0.00	\$0.00	\$25,573.75	Paid-2016A Bond Tax Abatement
603 TAX ABATEMENT NOTE FUND 2016A	\$0.00	\$0.00	\$25,573.75	
801 MN DOT RD REPAIR-RECONST ASST				
E 801-41000-664 Bridge/Street Repair - RO	\$10,000.00	\$83,087.15	\$0.00	MN DOT Aid-RO-Parke/Hwy 10
801 MN DOT RD REPAIR-RECONST ASST	\$10,000.00	\$83,087.15	\$0.00	
	\$2,892,089.28	\$1,172,907.22	\$4,441,848.11	

CITY OF GLYNDON

Revenue Budget WorksheetBDS/Current

March 2024

Account Descr	2024 Budget	2024 YTD Amt	2023 Amt	Comment
101 GENERAL FUND				
R 101-41000-31000 General Property Taxes	\$307,700.00	\$5,407.16	\$302,989.72	General Property Taxes/Levy
R 101-41000-31005 Stockwood Revenue	\$108,500.00	\$0.00	\$108,500.00	Stockwood Specials Pd/Selling Lots
R 101-41000-31020 Delinquent Taxes	\$5,000.00	\$1,764.24	\$5,725.83	Delinq Gen Prop Taxes
R 101-41000-32000 Tickets / Permits / License	\$700.00	\$85.00	\$965.00	Burning/ATV/Snowmobile/Parking Fines
R 101-41000-32110 Liquor License/Permit	\$4,600.00	\$0.00	\$5,210.00	Hill & Morty's Liquor License
R 101-41000-32210 Building Permits	\$12,000.00	\$110.00	\$11,395.45	50% Goes to Building Inspector
R 101-41000-32215 Building Permit State Surc	\$1,600.00	\$2.00	\$1,581.02	State Surcharge from Building Permits
R 101-41000-32240 Animal Licenses	\$300.00	\$102.00	\$342.00	Pet Tags/Danger Dog \$500
R 101-41000-32270 Abatement Revenue	\$35,664.55	\$0.00	\$0.00	Lugo Abatement/2022 Fuchs 418 Property
R 101-41000-32280 2-Year Tax Abatement Re	\$12,000.00	\$0.00	\$0.00	2-Year Tax Abatement Program\
R 101-41000-33400 State Grants & Aids	\$0.00	\$0.00	\$149,185.74	PERA Aid/Safety Aid/Am Rescue
R 101-41000-33401 Local Government Aid	\$454,449.00	\$0.00	\$416,738.00	LGA Funds
R 101-41000-34103 Zoning and Subdivision Fe	\$100.00	\$0.00	\$200.00	Any Land Changes - Plat/Zone/Split
R 101-41000-34700 Glyndon Day Donation/Cr	\$4,000.00	\$0.00	\$6,974.22	Glyndon Days Donations
R 101-41000-36200 Miscellaneous Revenues	\$50.00	\$2.75	\$46.97	Copies/Misc
R 101-41000-36210 Interest Earnings	\$2,000.00	\$0.00	\$12,633.38	Northwestern Bank
R 101-41000-36220 Other Rents and Royalties	\$550.00	\$0.00	\$550.00	Water Tower Lease-School
R 101-41000-36225 Franchise Fees	\$16,000.00	\$4,154.10	\$16,410.16	Xcel/Midco/RRVC
R 101-41000-39203 Transfer from Other Fund	\$0.00	\$0.00	\$0.00	Garbage Transfer/Restricted Savings Transfer
R 101-41000-46000 LOMC Insurance Dividend	\$0.00	\$0.00	\$1,929.00	Not Sure Each Year
R 101-41000-50000 Insurance Reimbursement	\$0.00	\$0.00	\$10,335.98	LOMC if we have a claim/Lakes Coop Hlth Ins Reim
R 101-41000-50102 Misc Income/Expense	\$150.00	\$0.00	-\$3,416.82	Petro Dividend Ck/Southview Parcel
R 101-42000-33400 State Grants & Aids	\$43,000.00	\$0.00	\$43,557.69	MN Police Aid Granted
R 101-42000-33416 Police Training Reimburse	\$5,000.00	\$0.00	\$4,040.79	Training Reimburse - RO
R 101-42000-35000 Fines-Clay County-Monthl	\$25,000.00	\$5,610.27	\$21,854.82	Merged 35104/35201
R 101-42000-35202 Reports/Permits	\$50.00	\$0.00	\$89.25	Copies of Reports
R 101-42000-39203 Transfer from Other Fund	\$0.00	\$0.00	\$0.00	
R 101-42000-45000 Donations	\$0.00	\$0.00	\$0.00	BNSF/Randall's 2022
R 101-42000-45100 Donations Community Out	\$500.00	\$0.00	\$4,766.02	Picnic/ShopCop-RO
R 101-42000-50100 Safe & Sober - TZD	\$3,000.00	\$452.58	\$3,130.93	TZD Reimbursement
R 101-42000-50102 Misc Income/Expense	\$0.00	\$0.00	\$0.00	Transfer to Restricted - Auction
R 101-43000-34001 Community Center Enforc	\$300.00	\$0.00	\$420.00	ASP of Moorhead is doing CC
R 101-43000-34101 Building Rental Revenue	\$2,500.00	\$600.00	\$3,780.00	Comm Center Private Rentals
R 101-43000-39203 Transfer from Other Fund	\$0.00	\$0.00	\$0.00	Comm Center
R 101-47000-32150 Mosquito Fee - RO	\$1,026.00	\$781.06	\$65.13	Mosquitoe fee-RO
R 101-47000-33610 County Grants/Aid for Hw	\$7,000.00	\$9,512.60	\$0.00	Clay Cty Street Repair Reimbursement
R 101-47000-35204 Forestry Fee - RO	\$7,524.00	\$1,464.01	\$2,572.70	Forestry fee-RO
R 101-47000-36200 Miscellaneous Revenues	\$0.00	\$0.00	\$0.00	Mowing Charges
R 101-47000-36201 Vehicle Insurance Rev	\$0.00	\$0.00	\$0.00	Pymt for Vehicle Damage
R 101-47000-39203 Transfer from Other Fund	\$0.00	\$0.00	\$0.00	Restricted Savings Purchase
R 101-47000-48000 Vehicle Escrow Maint Dept	\$0.00	\$0.00	\$0.00	

Account Descr	2024 Budget	2024 YTD Amt	2023 Amt	Comment
R 101-51000-31000 General Property Taxes	\$0.00	\$0.00	\$0.00	Stockwood moved to 101-41000-31005
101 GENERAL FUND	\$1,060,263.55	\$30,047.77	\$1,132,572.98	
201 WATER FUND				
R 201-44000-37000 PFA System Replacement	\$19,000.00	\$0.00	\$0.00	2018A PFA (UB) RO-from 201-44000-37100
R 201-44000-37100 Water Sales	\$260,000.00	\$77,507.74	\$269,315.65	Transfer to 2018 PFA / 2019A
R 201-44000-37150 Water Connect/Reconnect	\$100.00	\$0.00	\$0.00	Utility Bill
R 201-44000-37160 Water Penalty	\$1,500.00	\$532.12	\$1,745.24	Utility Bill
R 201-44000-37161 Water Looping (Service Fe	\$7,300.00	\$2,125.27	\$7,958.71	2018A PFA Water Looping
R 201-44000-39343 Water Sales Commercial	\$100.00	\$0.00	\$828.00	Bulk Water Sales
R 201-44000-50101 Water Meter Sales	\$3,000.00	\$0.00	\$2,865.00	New Meters Purchased
R 201-44000-50104 NSF Charge	\$100.00	\$45.00	\$105.20	Resident's NSF
R 201-44000-50600 Repair Reimbursements	\$0.00	\$635.18	\$0.00	Hydrant Repairs
R 201-44000-99999 Undistributed Receipts	\$0.00	-\$1,527.93	-\$10,789.89	-New House Credit/ If + Transfer to Water Sales
R 201-58000-37100 Water Sales	\$0.00	\$0.00	\$0.00	Pd Off-2002A Bond-from 201-44000-37100
R 201-67000-37100 Water Sales	\$44,221.00	\$0.00	\$22,807.00	2019A Parke Ave - from 201-44000-37100
R 201-68000-37163 Water Tower User Fee	\$81,000.00	\$23,521.13	\$100,085.51	2021A Refund Water Tower
201 WATER FUND	\$416,321.00	\$102,838.51	\$394,920.42	
301 SEWER FUND				
R 301-44000-34408 Other Sanitation Charges	\$34,500.00	\$9,056.14	\$34,150.80	Utility Pump Station Fee
R 301-44000-37200 Sewer Sales	\$211,000.00	\$58,995.19	\$207,905.55	2010B & 2019A Transfers Below
R 301-44000-37250 Sewer Connect/Reconnect	\$800.00	\$0.00	\$500.00	
R 301-44000-37260 Sewer Penalty	\$1,400.00	\$423.75	\$1,518.49	Utility Bill Sewer Penalty
R 301-44000-37261 Storm Water	\$42,500.00	\$11,109.51	\$43,203.91	Utility Bill Storm Water
R 301-44000-39203 Transfer from Other Fund	\$0.00	\$0.00	\$0.00	Restricted Savings Acct
R 301-53000-36100 Special Assessments	\$0.00	\$0.00	\$0.00	1998 Sewer Cty Coded S-550120
R 301-56000-36100 Special Assessments	\$41,549.00	\$524.18	\$37,961.96	Bond 2010B Cty Coded 55001-2012
R 301-56000-37200 Sewer Sales	\$17,796.00	\$0.00	\$17,384.00	Transfer to pay 2010B Bond - 301-44000-37200
R 301-67000-37200 Sewer Sales	\$13,953.00	\$0.00	\$14,478.00	Transfer to pay 2019A Bond - 301-44000-37200
301 SEWER FUND	\$363,498.00	\$80,108.77	\$357,102.71	
401 GARBAGE & RECYCLING FUND				
R 401-41000-33620 Other County Grants/Aid	\$22,000.00	\$0.00	\$24,759.55	Staff Wage/Recycle Reimburse
R 401-41000-34403 Clean-up Week Charges	\$12,000.00	\$3,241.70	\$11,929.70	Clean-up Week
R 401-41000-37310 Residential Garbage Char	\$96,000.00	\$27,119.75	\$107,881.00	Residential Garbage \$2.00 Decrease
R 401-41000-37311 Commercial Garbage Char	\$54,800.00	\$14,736.70	\$54,430.55	Commercial Garbage
R 401-41000-37315 Curbside Recycling	\$44,520.00	\$3,434.04	\$0.00	Curbside Recycling \$7.00 Increase
R 401-41000-39203 Transfer from Other Fund	\$0.00	\$0.00	\$0.00	Transfer to General Fund
401 GARBAGE & RECYCLING FUND	\$229,320.00	\$48,532.19	\$199,000.80	
501 FIRE & RESCUE FUND				
R 501-45000-31000 General Property Taxes	\$15,000.00	\$349.50	\$15,044.45	Fire Dept
R 501-45000-33100 General Grants & Aids	\$0.00	\$0.00	\$0.00	
R 501-45000-33300 Fire Relief Association Fun	\$23,000.00	\$0.00	\$23,437.87	Fire Pension 2021 Contribution

Account Descr	2024 Budget	2024 YTD Amt	2023 Amt	Comment
R 501-45000-33400 State Grants & Aids	\$0.00	\$28,208.79	\$0.00	SBR Reimbursement State
R 501-45000-34000 Charges for Services	\$5,000.00	\$800.00	\$15,362.20	Charges for Service
R 501-45000-34002 Charges for Standby Servi	\$2,100.00	\$0.00	\$2,075.00	Standby Services - Races
R 501-45000-34101 Building Rental Revenue	\$6,000.00	\$500.00	\$6,000.00	Sanford Building Rental - \$500 @ month
R 501-45000-34202 Mutual Aid Services	\$2,000.00	\$3,000.00	\$7,925.00	Helping Dept from other towns
R 501-45000-34205 State Training Reimburse	\$2,500.00	\$0.00	\$5,800.00	Training Reimbursement-Brock
R 501-45000-34207 Township Contract 1st Hal	\$14,420.00	\$0.00	\$14,140.00	June Payment
R 501-45000-34208 Township Contract 2nd H	\$14,420.00	\$7,070.00	\$7,070.00	December Payment
R 501-45000-39203 Transfer from Other Fund	\$0.00	\$0.00	\$0.00	Restricted Savings
R 501-45000-45000 Donations	\$0.00	\$0.00	\$10,000.00	Moland Township Donation
R 501-45000-50102 Misc Income/Expense	\$0.00	\$0.00	\$5.00	Materials Used on Calls
R 501-46000-31000 General Property Taxes	\$10,000.00	\$233.00	\$10,029.62	Rescue
R 501-46000-33400 State Grants & Aids	\$0.00	\$0.00	\$0.00	Rescue
R 501-46000-36230 Contributions and Donatio	\$0.00	\$0.00	\$0.00	ARPA Funds from County-RO
R 501-46000-50102 Misc Income/Expense	\$0.00	\$0.00	\$0.00	Rescue
501 FIRE & RESCUE FUND	\$94,440.00	\$40,161.29	\$116,889.14	
601 PROJECTS FUND - BONDS				
R 601-41000-50102 Misc Income/Expense	\$0.00	\$2.04	\$40.36	418 2nd Street Purchase back from County
R 601-55500-31050 Tax Increments	\$68,000.00	\$0.00	\$67,043.60	Monsanto TIF-Done 2025
R 601-61000-31000 General Property Taxes	\$148,600.00	\$0.00	\$158,720.05	2014A-Levy-Bond-Consolidated
R 601-61000-36100 Special Assessments	\$42,158.00	\$0.00	\$37,949.37	2014A-Lyndon,Lund,9 Reconst Coded 550161-16
R 601-65000-36700 Southview Addition 2017A	\$237,597.00	\$12,647.08	\$319,008.38	2017A Southview Addition
R 601-67000-31000 General Property Taxes	\$104,325.00	\$6,240.18	\$89,020.00	2019A-Levy-Parke Ave-Extra Muirray
R 601-67000-36100 Special Assessments	\$124,649.00	\$3,236.36	\$113,380.62	2019A-Parke Ave Assessments
R 601-67000-36210 Interest Earnings	\$0.00	\$0.00	\$0.00	2019A Parke Ave Interest
R 601-67000-36900 Parke Ave Project 2019A	\$0.00	\$0.00	\$0.00	
R 601-69000-36100 Special Assessments	\$0.00	\$0.00	\$0.00	
R 601-69000-50800 Transfer In/Out - EB	\$0.00	\$0.00	\$0.00	2023A Charleswood Project
601 PROJECTS FUND - BONDS	\$725,329.00	\$22,125.66	\$785,162.38	
602 CAPITAL PROJECTS				
R 602-64000-50900 Capital Projects	\$51,000.00	\$13,401.47	\$31,277.09	Funds from Utility Bill-\$3.00 added
602 CAPITAL PROJECTS	\$51,000.00	\$13,401.47	\$31,277.09	
603 TAX ABATEMENT NOTE FUND 2016A				
R 603-51000-50800 Transfer In/Out - EB	\$0.00	\$0.00	\$0.00	2023A-Charleswood Project
R 603-63000-31000 General Property Taxes	\$0.00	\$0.00	\$26,585.00	Paid-Levy 2016A-Tax Abatement
603 TAX ABATEMENT NOTE FUND 2016A	\$0.00	\$0.00	\$26,585.00	
801 MN DOT RD REPAIR-RECONST ASST				
R 801-41000-33400 State Grants & Aids	\$10,000.00	\$0.00	\$0.00	State Aid for Street Maintenance - RO
801 MN DOT RD REPAIR-RECONST ASST	\$10,000.00	\$0.00	\$0.00	

Account Descr	2024 Budget	2024 YTD Amt	2023 Amt	Comment
	\$2,950,171.55	\$337,215.66	\$3,043,510.52	

City of Glyndon

Minnesota

City Council:

Mayor Tracy Tollefson
Justin Schreiber
Bryant DeVries
Patric McCoy
Steven Ring



GLYNDON COMMUNITY CENTER RENTAL APPLICATION

Community Center is only reserved after an advance payment of the Rental Fee for all events.
Community Center is only reserved after an advance payment of 1/2 the total fee for Category I events

Name: _____

Address: _____ Phone: _____

Reason For Rental: _____

Date To Be Reserved: _____ Time(s): _____ to _____

Alcohol Present? Yes** No Number of Participants: _____ (Building capacity is 180)

****The hiring of ASP Security of Moorhead is required ANYTIME alcoholic beverages will be served or consumed in the Community Center for any event or activity. ****

****SERVING OF ALCOHOL MUST END NO LATER THAN 11:00 PM – BUILDING MUST BE CLEANED AND VACANT BY MIDNIGHT.****

CATEGORY I

	<u>RESIDENTS</u>	<u>NON-RESIDENTS</u>
Dances/Receptions	\$250 _____	\$400 _____
Non-profit Fundraisers	\$100 _____	\$200 _____
Damage Deposit	\$500 _____	\$500 _____
Refundable Cleaning Deposit	\$100 _____	\$100 _____

****ASP SECURITY Charge - (\$35/hr: minimum of 4 hours) \$140 +**

CATEGORY II

Small Event or Family Party - 4 hours	\$30 _____	\$60 _____
Small Event or Family Party - Over 4 hours	\$50 _____	\$100 _____
Refundable Cleaning Deposit	\$100 _____	\$200 _____

****ASP SECURITY Charge - (\$35/hr: minimum of 4 hours) \$140 +**

FOR OFFICE USE ONLY

Total: _____

Paid on: _____

Initials: _____

HOLD HARMLESS AGREEMENT

I understand that my use of the Community Center is voluntary and that I am using it for my benefit only. I agree that my use of the Community Center facility is undertaken at my own risk and that the City of Glyndon will not be liable for any claims, injuries, or damages of whatever nature incurred by me or members of my organization due to the negligence of members of my organization, or the negligence of third parties. On behalf of myself and the organization I represent, I expressly forever release and discharge the City, its agents or employees, from any such claims, injuries, or damages. I also agree to defend, indemnify, and hold harmless the City from any claims, injuries, or damages of whatever nature arising out of or connected with my use of the Community Center. I also agree to reimburse the City for damage, breakage, maintenance, and theft of equipment beyond the deposit figure if so warranted.

If alcohol is to be consumed, served, or sold at the event sponsored by me or members of my organization, I understand and agree that ASP Security of Moorhead must be hired to be present at the event. Failure to comply with this clause will result in the event being shut down and fines being levied. The consumption of Alcohol by parties under the age of 21 is not allowed in the Community Center. I.D.cards will be checked when warranted by the officer attending. Violations of this policy will be handled in a swift and serious manner and violators will be subject to arrest by the Glyndon Police Department. Alcoholic beverages are not allowed outside the Community Center Building, unless prior security arrangements have been made.

User Representative: _____ Date: _____

Please return this form via email submission or by mail to:

Address: **Glyndon City Hall**
C.C. Rental Application
PO Box 223
Glyndon, MN 56547

Email: **knosal@glyndonmn.com**

Address for Invitations: **Glyndon Community Center**
212 Partridge Ave SE
Glyndon, MN 56547

Approved by: _____ Date: _____
City Clerk/Administrative Assistant

Deposit Returned by: _____ Date: _____

Acknowledgement of receipt: _____

July 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Wendy Affield

From: Brewer, Rashmi (DOT) <rashmi.brewer@state.mn.us>
Sent: Monday, April 1, 2024 5:00 PM
To: Wendy Affield
Cc: Gannon, Nathan (DOT); Justin Sorum
Subject: 2023 Local Road Improvement Program, Project Selection
Attachments: 2023 LRIP Non-Selected D4 City of Glyndon.pdf

Dear Wendy,

Please respond to this message so that we know you have received it.

Thank you for submitting an application for the competitive 2023 Local Road Improvement Program (LRIP) solicitation. The purpose of this message is to inform you that your project has not been selected for LRIP grant funding. Details on this can be found in the attached letter. More information on future solicitations will be made available on the [LRIP - State Aid - MnDOT](#).

If you have any questions, please contact me at Rashmi.Brewer@state.mn.us.

Best regards,
Rashmi

Rashmi S. Brewer, P.E. (MN)
State Programs Engineer | State Aid for Local Transportation

Minnesota Department of Transportation
395 John Ireland Blvd, MS 500
St. Paul, MN 55155
Office: 651-366-3830
Rashmi.Brewer@state.mn.us

mndot.gov/stateaid

**CITY OF GLYNDON, MINNESOTA
COUNTY OF CLAY**

ORDINANCE NO. 194

A NUISANCE ORDINANCE REGULATING HEALTH, PEACE AND SAFETY, RESIDENTIAL OFF-STREET PARKING AND THE STORAGE OF JUNK, TRASH, AND RUBBISH WITHIN THE CITY OF GLYNDON, MINNESOTA

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

Ordinances No. 12 and 77 are hereby repealed and in their place and stead the following ordinance is adopted.

Section:

- 1-1-1. Definitions**
- 1-1-2. General Provisions**
- 1-1-3. Nuisance Penalties and Abatement**

1-1-1 DEFINITIONS - For purposes of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning:

Alley: A public right-of-way primarily designed to serve as secondary access to the side or rear of those properties whose principle frontage is on the street.

Article: A particular item or object, a piece of merchandise.

Carport: A canopy supported by posts either ornamental or solid and completely open on one or more sides.

Public Right-of-Way: The right of way (ROW) is the City owned space between private property lines in which public infrastructure facilities are located.

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

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

Derby Car: Means a motor vehicle designed or intended to be used in a Demolition Derby.

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

Dwelling: A building or portion thereof, designated exclusively for residential occupancy, including one-family, two-family, and multiple-family dwellings, but not including hotels, motels, or boarding houses.

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

Exterior Storage: The storage of goods, materials, equipment, manufactured products, and similar items not fully enclosed by a building.

Fence: A fence is defined for the purpose of this Ordinance as any partition, structure, wall, or gate erected as a dividing mark, barrier, or enclosure.

Garage, Private: An accessory building or accessory portion of the principal building which is intended for and used to store the private passenger vehicles and noncommercial trucks not exceeding twelve thousand (12,000) pounds gross weight of the family or families residing upon the premises, and which no business service or industry is carried on except for home occupations.

Inoperable Motor Vehicles: Shall include, without limitation, any vehicle, for which, for a period of at least seven (7) days for unregistered and thirty (30) days for currently registered, the engine, transmission, wheels, or other parts have been removed, or on which the engine, wheels, transmission, or other parts have been altered, damaged, or otherwise treated so that the vehicle is incapable of being driven under its own power. Any vehicle which does not display current license plates or have proof of current registration if license and registration are required by law for the vehicle to travel on public roads in the State of Minnesota.

Interested Party: Any owner of record, occupying tenant, or lien holder of record.

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

Last Known Address: The address shown on the records of Clay County, or a more recent address known to the Enforcement Officer. In the case of parties not listed in these records, the last known address shall be that address obtained by the Enforcement Officer after a reasonable search.

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

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

Parking Space, Off-Street: Parking your vehicle anywhere but on the streets. These are usually parking facilities like garages and lots. It can be both indoors and outdoors. It also includes private lots, garages, and driveways. Space for maneuvering incidental to parking or unparking shall not encroach upon any public way. Every off-street parking space shall be accessible from a public way.

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

Racecar: A vehicle designed and built for speed, performance, and competition. These cars are made for racing and are found at racetracks or racing circuits rather than on the street.

Recreational Motor Vehicle: Any vehicle propelled or drawn by a self-propelled vehicle used for recreational purposes, including but not limited to a snowmobile, trail bike or other all-terrain vehicle,

hovercraft, or motor vehicle licensed for highway operation which is being used for off-road recreational purposes.

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

Refuse, Trash and Rubbish: Shall include, without limitation, putrescible and non-putrescible and combustible and non-combustible waste, including paper, garbage, material resulting from the handling, processing, storage, preparation, serving, and consumption of food, vegetable or animal matter, offal (organs of a butchered animal), plant wastes such as tree trimmings or grass cuttings, ashes or incinerator residue, street cleanings, detached vehicle parts, furniture, or solid industrial and market waste. Shall include any and all forms of debris not herein otherwise classified.

State Defined Nuisance: Any nuisance so defined by applicable Minnesota Statutes or by the common law of the state is also a public nuisance under this chapter.

Structure: Anything which is built, constructed, or erected; an edifice or building of any kind; or any piece of work artificially built up and/or composed of parts joined together in some definite manner whether temporary or permanent in character. Among other things, structures including buildings, manufactured homes, walls, fences, towers, antennas, swimming pools, billboards, and poster panels.

Trailer: A wheeled vehicle that cannot move on its own – it needs to be pulled by a car, truck, or other vehicle.

Travel Trailer: Means a trailer, mounted on wheels that is designed to provide temporary living quarters during recreation, camping, or travel; does not require a special highway movement permit based on its size or weight when towed by a motor vehicle.

Yard Type:

1. **Front Yard:** The space extending between side lot lines from the front property line and the building setback line.
2. **Rear Yard:** A space extending between the rear line of the principal structure and the rear line of the lot and extending the full width of the lot.
3. **Side Yard:** A space between the building and the sideline of the lot extending from the lot line to the rear yard. In the case of through lots, side yards shall extend from the rear lines of the front yards required. In the case of corner lots with normal frontage, there will be only one side yard, adjacent to the interior lot. In the case of the corner lots with reversed frontage, the yards remaining after the full and half-depth front yards have been established shall be considered to be side yards. Width of required side yards shall be measured at right angles to a straight line joining the ends of front and rear lot lines on the same side of the lot. The inner side yard line of a required side yard shall be parallel to the straight line so established.

Vehicle: A thing used for transporting people or goods on a public roadway such as a car, truck, or SUV.

1-1-2 GENERAL PROVISIONS

- A. Public Nuisance Prohibited** – A person must not act, or fail to act, in a manner that is or causes a public nuisance.

B. Public Nuisances Defined

1. **Generally** – A public nuisance is a thing, act, occupation, condition, or use of property which shall continue for such length of time to:
 - a) Unreasonably annoy, injure, or endanger the safety, health, morals, comfort, or repose of any considerable number of members of the public; or
 - b) Interfere with, obstruct, or render dangerous for passage any public highway or right-of-way, or waters used by the public; or
 - c) Greatly offend the public morals or decency; or
 - d) In any way renders the public insecure in life or in the use of property.

2. **Public Nuisances Affecting Peace, Health, and Safety** – The following are hereby declared to be public nuisances affecting peace, health, and safety but shall not be construed to exclude other nuisances affecting peace, health, and safety coming within the definition of division (1-1-1) above:
 - a) Exposed accumulation of decayed or unwholesome food or vegetable matter; or
 - b) All diseased animals running at large; or
 - c) All residential ponds or pools of stagnant water; or
 - d) Carcasses of animals not buried or destroyed within twenty-four (24) hours after death; or
 - e) Accumulations of decaying animal or vegetable matter, trash, manure, refuse, rotting lumber, bedding, packing material, scrap metal, or other debris; or
 - f) Privy vaults and garbage cans which are not rodent-free or fly-tight or which are so maintained as to constitute a health hazard or to emit foul and disagreeable odors; or
 - g) The pollution of any public well or cistern, stream or lake, canal, or body of water by sewage, industrial waste, or other substances; or
 - h) Dense smoke, noxious fumes, gas and soot, or cinders, in unreasonable quantities; or
 - i) All fences, walls, shrubbery, or other obstructions more than thirty inches (30”) in height above established street grades within the triangular area formed at the intersection of any street right-of-way lines by a straight line drawn between said right-of-way lines at a distance along each line of twenty-five (25) feet from their point of intersection.

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

C. Nuisance Parking and Storage of Junk, Trash and Rubbish

1. **Declaration of nuisance.** The outside parking and storage on residentially zoned property of large numbers of vehicles, materials, supplies, or equipment not customarily used for residential purposes in violation of the requirements set forth below is declared to be a public nuisance because it:
 - a) Obstructs views on streets and private property; or
 - b) Creates cluttered and otherwise unsightly areas; or
 - c) Prevents the full use of residential streets for residential parking; or
 - d) Introduces commercial advertising signs into areas where commercial advertising signs are otherwise prohibited; or
 - e) Decreases adjoining landowners' and occupants' use and enjoyment of their property and neighborhood; or
 - f) Otherwise adversely affects property values and neighborhood patterns; or
 - g) All abandoned refrigerators, iceboxes, washers, or dryers from which the doors and other covers have not been removed or which are not equipped with a device for opening from the inside by pushing only.

2. Unlawful Parking and Storage

- a) A person must not place, store, or allow the placement or storage of ice fishing houses, campers, watercraft, trailers, vehicles, travel trailers, or non-permanent structures outside within the City's right of way.
- b) A person must not place, store, or allow the placement or storage of pipe, lumber, forms, steel, machinery, or similar materials, including all materials used in conjunction with a business, outside on residential property, unless shielded from public view by an opaque cover or fence.
- c) A person must not cause, undertake, permit, or allow the outside parking and storage of vehicles on residential property unless it complies with the following requirements:
 - i. Vehicles or trailers that are parked or stored outside in the front yard must be on a paved, concrete, or graveled parking surface or driveway area and must have current license and registration.
 - ii. A recreational motor vehicle, travel trailer or trailer that is parked or stored outside in the side or rear yard must not exceed two (2) in combination. The weeds and grass must be maintained under and around not to exceed eight (8) inches in height. Must have current license and registration.
 - iii. Vehicles, watercraft, and other articles stored outside on residential property must be owned by a person who resides on that property. Students who are away from school for periods of time but still claim the property as their legal residence will be considered residents on the property.
 - iv. Vehicles will not be allowed in the backyard unless under a carport or in an enclosed trailer or building.

3. Unlawful to Accumulate Junk, Refuse, Inoperable Vehicles, Trash, and Rubbish – It shall be a nuisance and an offense for any person to store or permit the storage of accumulation of junk, refuse, inoperable vehicles, trash, or rubbish on any private property within the city, except within a completely enclosed building.

4. Unlawful to Dismantle Automobiles or Machinery; *Exception* – It shall be a nuisance and an offense for any person to dismantle, cut up, remove parts from, or otherwise disassemble an automobile, whether or not the same be a junk automobile, abandoned vehicle, or otherwise, or any appliance or machinery, or store such parts, except in a completely enclosed building.

5. Unlawful to Store Building Materials or Demolition Materials; *Exception* – It shall be a nuisance and an offense for any person to store or permit the storage or accumulation of building materials or demolition materials on any private property, except in a completely enclosed building, or except when such materials are being used in the construction of a structure on the property in accordance with a valid building permit issued by the city, and unless that construction is completed within a reasonable period of time.

6. Unlawful to Park or Store a Racecar or Derby Car; *Exception* – A person must not place, store, or allow the placement or storage of racecars or derby cars unless within an enclosed trailer or a building.

7. Unlawful to Permit Dilapidated Fences – It shall be a nuisance and offense for any person to allow or permit a dilapidated fence on their property.

1-1-3 NUISANCE PENALTIES AND ABATEMENT

- A. Declaration of Policy** – The purpose of this subchapter is to protect the public health, safety, and welfare by enactment of provisions which:
1. Define Class I and Class II nuisances.
 2. Determine the responsibilities of owners and operators of dwellings and property for correction of nuisance conditions.
 3. Provide remedies to eliminate public nuisances.
 4. Provide for administration, enforcement, and penalties.
 5. Promote the stabilization and maintenance of neighborhoods.
 6. Unless otherwise specified in the City Code, the abatement processes in this subchapter are to be used to abate and resolve nuisance conditions within the city.
- B. Disclosure of Responsible Party** – Upon the request of the Enforcement Officer, the responsible party or owner shall disclose the name of any other responsible party or owner known to them. This shall include, but not be limited to, the person for whom they are acting, from whom they are leasing the property, to whom they are leasing the property, with whom they share joint ownership, or with whom they have any contact pertaining to the property.
- C. Order To Cease** – In the event that an Enforcement Officer observes a person creating or allowing a nuisance, the officer may order that the person cease and desist creating or allowing the nuisance.
- D. Service** – When service of an order or notice is required, any one or more of the following methods of service shall be adequate:
1. By personal service; or
 2. By certified mail, through the U.S. Postal Service; or
 3. By U.S. Mail, unless it is a written order which gives three (3) days or less for the completion of any act it requires; or
 4. If the appropriate party or address cannot be determined after reasonable effort, by posting a copy of the order in a conspicuous place on the property; or
 5. If a mailed order or notice is returned by the U.S. Postal Service, a good faith effort shall be made to determine the correct address, unless the order or notice orders abatement and that abatement has been completed.
- E. Administrative Penalties** – The City Council may, by resolution or ordinance, establish a schedule of administrative penalties for Class I and Class II nuisances. Administrative penalties shall be imposed in accordance with the fee/penalty schedule adopted by the City Council in ordinance #166, as that ordinance may be amended from time to time.
- F. Class I and Class II Nuisances**
1. **Class I Nuisances.** For purposes of this subchapter, the following public nuisances, when existing or allowed to exist in the city shall be designated as “Class I Nuisances.”
 - a) **Dangerous Structure.** A structure which is potentially hazardous to persons or property including, but not limited to:
 - 1) A structure which is in danger of partial or complete collapse; or
 - 2) A structure with any exterior parts which are broken, loose or in danger of falling; or
 - 3) A structure with any parts such as floors, porches, railings, stairs, ramps, balconies, decks or roofs which are accessible and which are either collapsed, in danger of collapsing or unable to support the weight of normally imposed loads.
 - b) **Fire Hazards.** Anything or condition on the property which, in the opinion of the Enforcement Officer, creates a fire hazard or which is a violation of the fire code.

- c) **Hazards.** Anything or conditions on the property which in the opinion of the Enforcement Officer, may contribute to injury of any person present on the property, which shall include but not be limited to, open holes, open foundations, open wells, dangerous trees or limbs, or abandoned appliances.
 - d) **Health Hazards.** Anything or condition on the property which, in the opinion of the Enforcement Officer, creates a health hazard or which is a violation of any health or sanitation law.
 - e) **Insects, Rodents, or Pest Harborage.** Conditions which are conducive to the presence, harborage, or breeding of insects, rodents, or other pests.
 - f) **Nuisance Building.** A vacant building or portion of a vacant building which has multiple housing codes or building code violations or has been ordered vacated by the city or city Building Inspector or which has a documented and confirmed history as a blighting influence on the community.
 - g) **Sight Triangle Obstructions.** A fence, wall, shrubbery, or other obstruction to vision above a height of thirty (30) inches from the established street grades within the triangular area formed at the intersection of any street right-of-way lines by a straight line drawn between said right-of-way lines at a distance along each line of twenty-five (25) feet from their point of intersection.
 - h) **Unsecured Unoccupied Buildings.** Unoccupied buildings or unoccupied portions of buildings which are unsecured. Owners may be required to replace coverings over broken or missing windows or doors with the appropriately sized windows or doors.
 - i) **Occupations or Commercial Activity.** Operated, maintained, or permitted in violation of City Code.
 - j) **Spoil Piles of Fill.** Excavations and/or construction debris existing for periods longer than seven (7) days unless otherwise approved by the city.
 - k) **Any Other Conditions.** Whereby a substance, matter, emission, or thing which creates a dangerous or unhealthy condition or which threatens the public peace, health, safety, or sanitary condition of the city or which is offensive or has a blighting influence on the community and which is found upon, being discharged, or flowing from any street, alley, highway, railroad right-of-way, vehicle, railroad car, water, excavation, building, erection, lot, grounds, or other property located within the city exists or is allowed to exist.
2. **Class II Nuisances.** For purposes of this subchapter, all other public nuisances, existing or allowed to exist in the city and not defined above as a “Class I Nuisance” shall be designated as a “Class II Nuisance.”

G. Abatement Procedure, Class I Nuisances – Unless the nuisance is as described under the Emergency Abatement Procedure section the city may abate “Class I Nuisances” by the procedure described below:

- 1. **Order.** The Enforcement Officer shall serve a written order upon the owner. The written order shall also be served upon any responsible party known to the officer and may be served upon any party known to have caused the nuisance. The written order shall contain the following:
 - a) A description of the property sufficient for identification; and

- b) A description and location of the nuisance and the remedial action required to abate the nuisance; and
 - c) A statement that the nuisance is to be abated within seven (7) days of the date of the order; and
 - d) A statement that the order may be appealed and a hearing before the City Committee or designee may be obtained by filing a written request with the city before the appeal deadline which shall be the abatement deadline designated in the order or seven (7) calendar days after the date of the order, whichever comes first; and
 - e) A statement that, if remedial action is not taken nor a request for a hearing filed with the city within the time specified, the city will abate the nuisance and charge all costs incurred therein against the owner of the property and if cost is unpaid by the owner or responsible party the costs will be charged against the property as a special assessment to be collected in the same manner as property taxes.
2. **Setting Hearing Date.** In the event that an appeal is filed, a notice shall be mailed to the owner and known responsible parties, stating the date, time, place, and subject of the hearing.
 3. **Notice of Hearing Date.** In the event that an appeal is filed, a notice shall be mailed to the owner and known responsible parties, stating the date, time, place, and subject of the hearing.
 4. **Designated Hearing Officer.** The City Committee or designated Hearing Officer shall convene a hearing at which time the property owner shall have an opportunity to present evidence and testimony to support the appeal of the abatement order. The Hearing Officer may receive evidence and testimony from the Enforcement Officer and other parties who wish to be heard. Upon receiving the evidence and testimony, the Hearing Officer shall make a written recommendation to the City Council which may confirm, modify, revoke, alter, or cancel the order of the Enforcement Officer. If the City Council determination requires abatement, the City Council shall, in the resolution, fix a time with which the nuisance must be abated and shall provide that, if the nuisance is not eliminated within the time specified, the city may abate the nuisance and assess the costs of the abatement to the property.
 5. **Abatement.** If the remedial action is not taken nor an appeal filed within the time specified, the city may abate the nuisance.
 6. **Assessment.** The city may assess charges against a property as a special assessment, pursuant to the provisions of M.S. Chapter 429, as it may be amended from time to time, for certification to the County Auditor and collection together with current taxes payable in the following year.
- H. Abatement Procedure, Class II Nuisances** – Unless the nuisance is as described under the Emergency Abatement Procedure section the city may abate “Class II Nuisances” by the procedure described below.
1. **Notice.**
 - a) In the event any condition that is defined as a “Class II Nuisance” by the City Code is found to exist, the city may cause to be served upon the owner of the property upon which the condition exists, by registered or certified mail or by personal service, a notice ordering such owner to remove the nuisance within seven (7) days from the date of the notice and stating that in the event the owner does not comply with such order, the necessary work may be performed or caused to be performed by the city at the expense of the owner, and that if the owner does not pay for such expense, the cost of the work will be assessed against the property benefitted. The notice may also be posted on the property for a period of seven (7) days, after which period, the city may perform any necessary work.

- b) The notice shall state that it is in effect for a period of twelve (12) months from the date of the notice and if the nuisance condition reoccurs within that twelve (12) month period the city shall abate the nuisance without further notification to the property owner.
2. **Performance of Work by City; Invoice.** If the owner of any property fails to comply with the notice, within the period allowed for compliance as stated in the notice, the city may cause to be performed such work as is ordered by such notice. The city shall prepare and maintain a record showing the cost of such work attributable to each separate lot and parcel and shall mail to the owner of each lot or parcel an invoice setting forth the charges for such work, which shall be immediately due and payable to the city.
 3. **Assessment.** The city may assess charges against a property as a special assessment, pursuant to the provisions of M.S. Chapter 429, as it may be amended from time to time, for certification to the County Auditor and collection together with current taxes payable in the following year.
- I. Emergency Abatement Procedure** – When the Enforcement Officer determines that a nuisance exists which constitutes an immediate danger or hazard which is not immediately abated will endanger the health and safety of the public, and there does not exist sufficient time to follow the Abatement Procedure, Class I Nuisances and Abatement Procedure, Class II Nuisances, the city may abate the nuisance by the procedure described below:
1. **Order.** The city shall order emergency abatement by an Administrative Order to be signed by an Enforcement Officer.
 2. **Notice of Abatement.**
 - a) Following an emergency abatement, a notice shall be mailed to the owner of the property and other responsible parties connected with the property that are known to the city. The notice shall contain:
 - 1) A description of the nuisance; and
 - 2) The action taken by the city; and
 - 3) The reasons for immediate action; and
 - 4) The costs incurred in abating the nuisance; and
 - 5) The date, time and place of a hearing.
 - b) Prior to the hearing, the City Committee who ordered the abatement shall provide the owner with an opportunity to meet and informally discuss the matter. The City Committee may make a recommendation to the City Council based on the information obtained at such a meeting.
 3. **Hearing.** If the matter is not resolved at the informal meeting, the City Committee or a designated Hearing Officer shall hear from the Enforcement Officer and any other parties who wish to be heard. After the hearing, the Hearing Officer shall make a recommendation to the City Council regarding payment of the costs of abatement. The City Council may adopt a resolution levying an assessment for all or a portion of the costs incurred by the city in abating the nuisance payable in a single payment or by equal annual installments as the City Council may provide.
- J. Penalty.**
1. **General.** Any person violating any provision of this chapter, for which no other penalty is provided, shall be subject to the penalty provisions of this ordinance. Any criminal or civil penalty imposed pursuant to this section may be imposed in addition to any costs incurred by the city for abatement.

2. **Sections 1-1-1 through 1-1-2.** Any person violating any provision of 1-1-1 through 1-1-2 shall be guilty of a misdemeanor and upon conviction thereof shall be punished by a fine and costs of prosecution or imprisonment not to exceed ninety (90) days, or both, in accordance with State Statute §609.03(3). In addition, any person found guilty of violating any provision of 1-1-1 through 1-1-2 shall be responsible civilly for all damages caused by such violation.
3. **Section 1-1-1 through 1-1-2.** Upon a finding of guilt upon a juvenile violating these sections, the penalty imposed shall be in accordance with Minnesota Statutes as it may be amended from time to time.
4. **Sections 1-1-1 through 1-1-2; Criminal Penalty or Civil Penalty.** Any person who violates any provision of this division or fails to comply with a lawful written order issued pursuant to 1-1-1 through 1-1-2, and/or a lawful order issued pursuant to 1-1-3, shall be guilty of a misdemeanor and subject to the penalty provisions of 1-1-3, or alternatively, may be charged with an Administrative Offense and subject to the civil penalty provisions of 1-1-3-F. Each day during which noncompliance or violation continues shall constitute a separate offense.

Passed by the City Council of the City of Glyndon, Minnesota, this _____ day of _____, 2024.

Tracy Tollefson, Mayor

ATTEST:

Wendy Affield, Clerk/Treasurer

Repeals Ordinance No. 12 and 77

1st Reading – April 24th, 2024

2nd Reading – May 8th, 2024

Published – June 3rd, 2024

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

Nuisance Fees

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

Fines

Administrative Offenses	\$250	1 st Offense
(except Violations of Chapter 94)	\$750	2 nd Offense
	\$1,500	3 rd Offense
Nuisance Violations	\$250	1 st Offense
(Administrative offense process)	\$750	2 nd Offense
	\$1,500	3 rd Offense

Police Department Fees

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

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

Capital Project

\$8.90 per Month per housing unit.

Water User Fees

RESOLUTION APPROVING CREATING UTILITY BILL USER FEE COLLECTIBLE BEGINNING JANUARY 2024 Resolution 2023-12. BE IT RESOLVED BY THE COUNCIL OF THE CITY OF GLYNDON, CLAY COUNTY, MINNESOTA, that the following sum of money be levied beginning January 2024, collective 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>	\$95.00	<u>\$1,140</u>
	538 Total Units		\$82,268 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) \$19.95 plus tax per Month for 2nd Tote
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

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. Date 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.

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 & June 2018
Revised January 2019
Revised January 2020 & May 2020 (Dangerous Dog & Noise Ordinance Fine)
Revised January 2021, February 2021, May 2021 & September 2021
Revised January 2022
Revised January 2023, September 2023 & December 2023
Revised April 2024