

# City of Glyndon

Minnesota



City Council:

Mayor Tracy Tollefson  
Justin Schreiber  
Bryant DeVries  
Patrick McCoy  
Steven Ring

*Glyndon City Council Packet*

*May 8<sup>th</sup>, 2024, at 7:00 a.m.*

*City Hall Council Chambers*



**Agenda for Glyndon City Council**  
**5/8/2024 – 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. **4/24/2024 – Council Meeting Minutes**
  - b. **Approve Resolution of Payments**
    - **Accept Donation Check of \$1,000 from MN Chiefs of Police Foundation for the Glyndon Police Departments Community Outreach Program**
    - **Accept Donation Check of \$75 from Olson Pools & Spas for the Glyndon Fire Department**
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**
    - **MetroCog will be using the Council Chambers for their upcoming stakeholder meetings on Thursday, May 23rd**
  - e. **Tracy Tollefson, Mayor**
8. **Committee Reports**
9. **PUBLIC HEARING FOR TIF DISTRICT 1-4**

**Mayor Tollefson please read:** *“At this time, we will open the Public Hearing to give the public the opportunity to ask any questions concerning the Establishment of Tax Increment Financing District 1-4”*

  - a. **Summary of Development Agreement with Harvest Land Development**
  - b. **Tax Increment Financing Plan for TIF District 1-4**
10. **New Business**
  - a. **Approve Resolution 2024-3 A Resolution Approving the Establishment of Tax Increment Financing District No. 1-4 within Municipal Development District No. 1 and the Adoption of the Tax Increment Financing Plan Relating Thereto** (*need a*

*motion)*

- b. **April 2024 Expense and Revenue Budget Sheets for Review** *(informational only)*

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

**12. Old Business / Unfinished Business Updates**

- a. **2<sup>nd</sup> and Final Reading of Ordinance #195 – An Ordinance Creating and Enacting Cannabis Regulations** *(need a motion)*
- b. **2<sup>nd</sup> and Final Reading 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** *(need a motion)*
- c. **Depot Discussion** *(was tabled)*

**13. Miscellaneous Announcements & Recognitions**

- a. **Yard of the Week Recognition will start Monday, May 13th**

**14. Adjournment**

*The next Council Meeting is Scheduled for Wednesday May 22<sup>nd</sup>, 2024, at 6:00 p.m.*

**1. Call to Order:** Mayor Tracy Tollefson called the meeting to order at 6:04 pm.

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

**As Per Sign in Sheet:** Kent Fuchs, Joe Lancello, and Sherri Link

**Virtual Attendees:** Council Member Justin Schreiber and Patrick McCoy, Kayla Nosal, and Sam Johnson

**Absent:** None

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

a. **4/10/2024 - Council Meeting Minutes**

b. **Approve Resolution of Payments**

- **Approve 2024-2025 Maintenance Agreement for 12<sup>th</sup> Street SE Gravel Road from the Southcreek Entrance East to the Stop Sign** (*map included*)
- **Approve Downpayment of \$180 to Jeffrey Salverson for Balloon Twisting at Glyndon Days**
- **Approve Downpayment of \$2,777.80 to Game to Go for Inflatables and Activities for Glyndon Days**
- **Approve Dividend Check from Petro Serve USA for \$189.95**

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

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

**6. Open Forum-Public Comments/Concerns** – Mayor Tollefson wanted to visit about Dennis Fuchs Memorial, she explained about ten (10) days ago she received a call from Sherri Link with concern about the memorial at the Police Department and what had happened to it. Mayor Tollefson stated after hearing her concerns she then visited with Braton, Chief Vogel, and Affield to see where we are and what had happened and what communication breakdown had occurred on the Cities end with the Memorial at the Police Department. Mayor Tollefson expressed that she feels it is important everyone on the Council knows the details that lead to the current situation regarding the memorial. Mayor Tollefson stated that it is good for Kent Fuchs and Sherri Link to be here to share their thoughts and feelings on the situation of the matter, overall, the memorial that was located at the Police Department was being moved to the Fire Department because the memorial was thought to be in memory of deceased Volunteer Firefighters. Mayor Tollefson continued explaining that after the memorial was moved it caused concern and heartbreak for the family; after receiving the call from Sherri Link, she did some more research and then visited with Patsy Fuchs (Dennis Fuchs widow) to understand the meaning behind the memorial. The



memorial was built in memory of Dennis Fuchs by a gentleman who lived here in Glyndon named Jerry Green, he was a good friend of the Fuchs family and wanted to do something nice in memory of Dennis and over the years there was an additional plaque added with twelve (12) firemen's names on it. Patsy was not sure why the second plaque was placed there when the memorial was originally built for Dennis. Mayor Tollefson stated the names on the fireman plaque are not necessarily for passing away in the line of duty but were more longevity volunteers with the Fire Department. Mayor Tollefson expressed to Sherry Link and Kent Fuchs that there was no intention to hurt their dad's memory, the intent was that they thought the memorial belonged to the Fire Department. The City was going to speak with Patsy Fuchs prior to the change in location of the memorial but there was miscommunication between city workers, and it did not get done prior to the removal. Mayor Tollefson asked Sherri and Kent what can the City do to make the situation right? Kent stated as a family they would like the rest of the memorial taken down, meaning the bricks that surrounded the memorial, so his mother does not have to drive by the memorial everyday and see half of the remains still there. Kent spoke with Fire Chief Bob Cuchna about moving the memorial over to the fire hall. Sherri mentioned she spoke with Troy last night and he thinks there is about four to five (4-5) feet of concrete underneath the memorial, so if you try to move the rest, it will probably crumble. Kent informed Council he has his dad's plaque and will do something special with it, but the family would like their dad's name along with Jerry Green's added to the firemen's plaque since they both served on the department. They would also like the City to build a memorial at the Fire Hall so people can honor all the firemen who have done countless sacrifices for the City. Mayor Tollefson asked Cuchna if he would have criteria for knowing what names to put on the new memorial at the Fire Hall? Cuchna replied, we do not have one, but it has been brought up in the past. Mayor Tollefson stated McCoy, Ring and Cuchna can come up with some sort of criteria for those who should be added to the new memorial. Sherri said Troy and Jesse would possibly be interested in building a flower bed for the new memorial if the family would like it. Sherri asked if the material from the memorial was located in a place she could get to because she would like to make some steppingstones for her mother and sister. Braton stated he would drop off the stones and bricks that he has. Kent was appreciative for being invited tonight to the meeting. Mayor Tollefson thanked them for coming and being understanding about what had happened.

## **7. Mayor/ Department Reports -**

**a. Justin Vogel, Police Chief** – Tollefson asked Chief Vogel how things were coming on the remodel? Vogel replied everything is going great, we are thinking a couple more weeks before being completed.

**b. Travis Braton, Maintenance Supervisor** – Braton informed Council that Matt Soli will no longer be working for the City of Glyndon after Friday, April 26<sup>th</sup> and we will be advertising for that position or possibly be looking at a seasonal employee in the meantime. Braton stated cleanup week starts Wednesday, May 1<sup>st</sup>. STS (Sentence to Serve program) crew will be in town to help with stump grinding on Thursday, May 2<sup>nd</sup>. Braton stated he will be working on the concrete floor in the lean-to, and someone should be installing the garage door soon; electrical will be looked at tomorrow and gutters installed within the next two (2) weeks.

**c. Bob Cuchna, Fire Chief** – Cuchna stated a couple meetings ago he had brought up OSHA (Occupational Safety and Health Administration) reworking their fire brigade standard, which he has been doing some research on and sat in on a webinar through a company in New York. Cuchna explained some of the things that will need to be done for safety is looking like there will be a lot more paperwork and things that will need to be done that will cost more money. Cuchna stated the generator is installed and asked Braton if he spoke with the guys when they were done installing the generator. Braton replied the generator is up and running, the guys will be back out tomorrow to test the generator; someone must

read the manual to figure out how to set it up to test it weekly. Cuchna stated the generators normally run weekly or monthly asking if it can be part of the City's maintenance process. Mayor Tollefson asked Cuchna if there was anything at the Fire Hall that he would like to get rid of during clean up week? Cuchna replied there might be a couple items that would need to go to recycling; there are some signs in the back of the building but not sure who they belong too. She spoke with Braton wondering if the signs could be used during Glyndon Days. Cuchna said there is a big tank in the back that has a motor on it that may need to go to recycling. Mayor Tollefson asked Braton if the tank may be something he could use? Braton responded yes, we will probably take the tank and one of the trailers.

**d. Wendy Affield, City Clerk** – Nothing at this time.

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

## **8. Committee Reports**

**a. Fire / Rescue Committee** – Ring stated they had a meeting today and they are starting to put together a plan on how to fund purchasing new trucks and then a timeline for the new trucks. Ring stated eventually the fire trucks are going to have to be replaced, which is why we are starting to put a plan together on when we can replace them plus how to replace them. Ring explained the plan is to have everything ready by October in case we need to put any adjustments into the budget and at least get a plan to start moving forward.

**b. Maintenance Committee** – nothing at this time

## **9. New Business**

**a. Wheelage Tax Funds from Clay County – 2021 was \$11,502.68 – 2022 was \$11,074.05 – 2023 was \$11,117.81 Totaling \$33,694.54 for the City to use for Transportation Needs**

**b. Look at Purchasing a Refrigerator/Freezer Combo for the Community Center** – Mayor Tollefson asked if the fridge currently in the Community Center is not working? Affield responded right now there are two different ones in there, one is a fridge, and the other is a freezer and do not really match up and they are crooked with not a lot of room in the area. Affield stated we were thinking of moving the cupboards and counter and putting them on the other wall so it would become more accessible and organized. Mayor Tollefson asked Affield where would the funds come from to purchase a new fridge/freezer combo? Affield replied we have \$35,685.00 in our Community Center escrow account which are the funds she would use to purchase the fridge/freezer combo. Council Member DeVries asked Affield where would you get the counter space back from? Affield was thinking we could put the metal table up against the wall where the fridge and freezer are and get a different metal table that has doors on it, so you do not see everything that is stored on the bottom. DeVries stated before discussing anymore regarding this topic he would need to do a walk through of the kitchen at the Community Center. Mayor Tollefson stated we will be holding off on purchasing a new fridge/freezer combo for the Community Center. Affield explained the current appliances are filled with UC Hopes items, either we have them do something different because when someone rents the place, they should have access to both the fridge and freezer. Council decided to table this discussion.

**c. 1<sup>st</sup> Reading of Ordinance #195 – An Ordinance Creating and Enacting Cannabis Regulations** – Mayor Tollefson said the creating and enacting Cannabis Regulations is already coming across a lot of cities in Minnesota. Affield said Glyndon is one of the last ones to implement these regulations; City Attorney Ken Norman has reviewed and approved them. Affield said the regulations would be for public

property throughout the City of Glyndon. A motion to waive the complete reading and except this as the 1<sup>st</sup> reading of Ordinance #195 – An Ordinance creating and enacting Cannabis Regulations was made by Steven Ring and seconded by Bryant DeVries All in favor.  
Motion Carried.

Chief Vogel asked the Council what they would want to do for fines or fees for this ordinance? Mayor Tollefson would like him to research other towns and come up with a rough draft of fines or fees for the next Council Meeting.

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

**11. Old Business / Unfinished Business Updates**

**a. 1<sup>st</sup> Reading 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** – Mayor Tollefson stated we have been working on this for quite a while and have updated a few items and she thinks we have the ordinance where we want it. If you have any questions now is the time to ask them if not there will be another reading during the next meeting if you have any changes to Ordinance #194. Affield comments there is still time to make changes if need be. Ring had a question but will need to find it at a later date. Council mentioned the Public Hearing was at the Community Center last year. A motion to waive the complete reading and except this as the 1<sup>st</sup> reading of Ordinance #194 was made by Steven Ring and seconded by Bryant DeVries. All in favor.  
Motion Carried.

**b. Approve Changes to Ordinance #166 – An Ordinance Adopting the 2024 City of Glyndon’s Fee Schedule** - Affield explained this just needs a motion, no more extra readings, it is something we do yearly regarding reviewing the Glyndon’s Fee Schedule. Mayor Tollefson said this is the one where we have incorporated the nuisance fees and penalties into. Ring asked if this also included the fees of the Community Center rentals. Mayor Tollefson and Affield both responded with yes. A motion was made to approve changes to Ordinance #166 – An Ordinance adopting the 2024 City of Glyndon’s Fee Schedule was made by Steven Ring and seconded by Bryant DeVries. All in Favor.  
Motion Carried.

**c. Depot Discussion** – Mayor Tollefson said after listening to the Fuchs family, she is wondering if we need to do some research to see if there is any history behind the Depot before we remove it from its current location. She is wondering if anyone would object to looking further into the history behind the Depot that would prevent the city from removing the building. Mayor Tollefson asked Braton when he looked at an arial view of the Depot how long has the building been at the current location? Braton replied the building has been at the current location since at least 1991. Tollefson asked DeVries where the Depot was prior to that? DeVries stated he believed it was just across the road. Affield stated this Depot is not the original building, that one burnt down years ago. Braton asked when the current City Hall was put here. Affield replied the City Hall has been at its current location since 2006. Braton said he would have to look to see what was here before that. Affield said she looked back at some older city Council Minutes, in 2020 there was talk about redoing the parking lot and Mayor Johnson at the time made a comment about if we were to have Randalls scrape the parking lot they could just as well remove the Depot at the same time. Lofgren said he might have someone interested in the building. Mayor Tollefson said I am not saying do not remove the building, but she would love to see the history before we say we are going to move the depot out; I do not want to cause a situation like the one of the memorials. Mayor Tollefson asked Affield if we could give the task of digging into the history of the Depot to Nosal and come back to the City Council to present what history was found in about a month. A

motion to table the removal of the Depot building until we get more information was made by Steven Ring and seconded by Bryant DeVries. All in Favor.  
Motion Carried.

**d. Gateway to the Lakes Advertisement** – Tollefson stated the ad looks good. Affield said the second page is mainly things we had before with some updates and she redid the picture page from what we had last year.

**12. Miscellaneous Announcements & Recognitions –**

**a. Yard of the Week Recognition will start in the Middle of May**

**b. Clean-up Week - Northside of the Tracks is Wednesday, May 1<sup>st</sup>.**

**c. Clean-up Week - Southside of the Tracks is Wednesday, May 15<sup>th</sup>.**

**14. Adjournment** – A motion was made by Steven Ring to adjourn the meeting at 6:41 pm, seconded by Bryant DeVries. All in favor.  
Motion Carried.

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Tracy Tollefson, Mayor

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Kayla Nosal, Administrative Assistant

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Wendy Affield, City Clerk/Treasurer

April 24, 2024, Council Meeting Minutes



**CITY OF GLYNDON  
RESOLUTION RECORD**

5/18/2024

**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, May 8th, 2024**

Vendor	Description	Code	Amount
702 Communications	Final IT Bill from Them	101-41000-207	\$82.11
Acme Tools	Labor/Mileage for Generator - Fire Dept	501-45000-401	\$190.50
AFLAC - <b>ACH</b>	Employee Extra Insurance	G 101-29000	\$111.48
Arvig	Telephone Bill for April	Coded Separate	
Clay County Union	Public Hearing Notification - TIF 1-4	101-42000-200	
Craftech	IT Monthly for City Hall - 1/3 1/3 1/3	Coded Separate	\$195.07
Craftech	IT Monthly/Support for Police Dept	101-42000-300	\$904.00
Dinges Fire Company	Fire Dept Equipment	501-45000-580	\$410.17
Dollar General	Police Dept Supplies	101-42000-200	\$51.50
Elan Financial Service	Credit Card Statement for Feb/Mar	Coded Separate	\$5,579.49
Engstrom, Sondra	Patches on Police Uniforms	101-42000-300	\$61.50
Entenmann-Rovin Co.	Badges for Carter DuBord - Police	101-42000-170	\$270.50
Fuch's Sanitation	City Contracts/Recycling for April	401-41000-384	\$15,262.45
Gopher State One Call	Locating Fee for April	101-41000-300	\$25.65
Grand Forks Fire Equipment	Fire Dept Supplies	501-45000-201	\$57.00
Hawkins	Azone Chemicals for Water Plant	201-44000-216	\$1,124.30
High Tide Technologies	Annual Communications for Lift Stations	301-44000-300	\$660.00
Holiday Companies	Car Washes for Police Dept	101-42000-211	\$22.00
Home Heating	Police Dept Furnace Work	101-41000-401	\$694.36
League of MN Cities	Conference Fee for Mayor Tollefson	101-41000-208	\$275.00
Loffler	Security Monitor for City Hall - 3 Months	101-41000-300	\$83.85
Menards	Door for Recycling - Toilet Wand CH	Coded Separate	\$410.67
MidStates Wireless	Batteries for Fire Dept	501-45000-323	\$1,289.90
Minnesota Fire Service Certif	State Training for Fire Dept	501-45000-206	\$126.00
Minnesota Life Ins	City Life Insurance Premium/Extra	Coded Separate	
MinnKota Recycling	Recycling Charge for April	401-41000-384	
Moorhead Ace - Burggraf's	Keys for Police Dept - Carter	101-42000-200	\$36.52
Norman Law Office	Legal Services for April	101-41000-304	\$787.50
Nosal, Kayla	Mileage for April	101-41000-331	\$22.91
Oasis	Fuel Statements - All Departments	Coded Separate	
Petro Serve	Fuel Statements - All Departments	Coded Separate	
Premiem Waters, Inc.	Jugs of Water for Police Dept	101-42000-210	\$46.38
Red River Valley Co <b>ACH</b>	Shelter House Lights/City Wide Lights	Coded Separate	
RMB	Water Testing on	201-44000-300	
Runnings	Gate Supples for Ponds	Coded Separate	\$532.13
Simple Website Creations	1 Yr Web Hosting - glyndonmn.com	101-41000-207	\$249.88
Verizon	Cell Phone Bill for April	Coded Separate	
Vestis was Aramark	Community Center Mops & Mats	101-43000-210	\$98.96

Xcel Energy

Electric/Natural Gas for April

Coded Separate

**TOTAL** \$29,661.78

**Charleswood Addition Invoices**

**Bond Funds**

**AS CERTIFIED BY WENDY AFFIELD CITY CLERK**

**GRAND TOTAL** **\$29,661.78**

**MINNESOTA CHIEFS OF POLICE FOUNDATION**

803 Old Highway 8NW, Suite 1  
New Brighton, MN 55112

**WELLS FARGO BANK, N.A.**  
www.wellsfargo.com  
17-1/910

1266

04/03/2024

Details on Back.

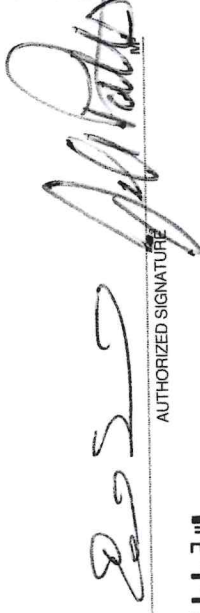
PAY TO THE ORDER OF Glyndon Police Department \$ \*\*1,000.00

One thousand and 00/100\*\*\*\*\* DOLLARS

Glyndon Police Department  
218 Parke Avenue  
Glyndon, MN 56547

MEMO

AUTHORIZED SIGNATURE



Security Features Included

⑈0000001266⑈ ⑆091000019⑆ 2880788443⑈

*Glyndon PD Outreach  
Donation*

65558

**Bell Bank**

bell.bank  
77-1052/913

4/19/2024

Security features. Details on back.

PAY TO THE ORDER OF

GLYNDON FIRE DEPARTMENT

Seventy-Five and 00/100\*\*\*\*\*

\$\*\*75.00

DOLLARS

GLYNDON FIRE DEPARTMENT

PO BOX 223

GLYNDON, MN 56547

MEMO THANK YOU!



AUTHORIZED SIGNATURE

*Stan Hudson*

⑈065558⑈ ⑆09131052⑆ ⑈004992⑈

Glyndon Fire Department:  
We would like to extend our deepest gratitude to each and every one of you for your unwavering dedication, courage, and selflessness in serving your community and the nearby community of Hawley. Your commitment to saving lives and ensuring the safety and well being of others is commendable, Your fireless efforts during the recent Hawley Elevator Fire inspires us all, and we are grateful that small towns stick together and support each other.

With Heartfelt Appreciation  
Olson Pools and Spas



## Wendy Affield

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**From:** Travis Braton  
**Sent:** Friday, May 3, 2024 8:13 AM  
**To:** Tracy Tollefson; Bryant DeVries  
**Subject:** MX Topics

Good Morning,

Per as we discussed in our last MX meeting i will send my topics for discussion the week prior to council meeting.

1. Fire Dept generator is installed and will be meeting with ACME to go over the unit Today Friday 5/3/2024 at 10 am.
2. The recycling garage door should have been installed Thursday or Friday week. I will call Everett on Monday if it is not installed.
3. We have been having issues with the blue water pump for transferring water at the ponds. We borrowed Dilworth's in the meantime to finish transferring water.
4. Cleanup week on the north side only had a few piles that didn't get picked up because they did not sort it out and just made a huge mess. both were in the north trailer court. I believe next year we need to talk to management and get the information directly to the customer rather than just management.
5. Stump grinding did not go as planned but we will finish today. the first unit i rented did not have sharp enough cutters. We needed up getting a bobcat attachment that went really well. Saved a ton of money doing it ourselves.
6. Southview pond will need to be discussed for the Harvest and Reuse of the water before i can add chemical to help with the algae. I got a call the other day asking what we are going to do about the algae after seeing how much was in there last year.
7. We will be flushing hydrants next week.

*Travis Braton*

Public Works Superintendent  
36 3<sup>rd</sup> St Se  
Glyndon MN, 56547

## Wendy Affield

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**From:** Daniel Farnsworth <farnsworth@fmmetrocog.org>  
**Sent:** Thursday, April 25, 2024 11:26 AM  
**To:** Wendy Affield  
**Cc:** Chelsea Levorsen; Stewart Crosby; Zakcq Lockrem; Olivia Halsne  
**Subject:** Heartland Trail Meetings

**Categories:** Blue category

Wendy,

Thanks for letting us utilize Glyndon's City Council room for our upcoming stakeholder meetings on Thursday May 23<sup>rd</sup>. Much appreciated. We believe Glyndon would be a nice central location for our attendees coming from around Clay County. One of the attendees we plan to invite is Mayor Tracy Tollefson.

We plan to have three meetings (separate groups for each meeting). We anticipate 10-12 people per meeting. Some might be joining remotely (thanks for letting us know about your remote capabilities). While the times haven't been finalized, tentative meeting times would be 11:30 am, 1:30 pm and 3:30 pm. Is there a particular time that your city hall closes for the day?

That's all I can think of for now. Thanks again! Please reach out if you have any questions or concerns.

Dan Farnsworth  
Transportation Planner

Fargo-Moorhead Metropolitan Council of Governments  
1 2<sup>nd</sup> Street North  
Case Plaza, Suite 232  
Fargo, North Dakota 58102  
Direct: 701-532-5106  
Metro COG: 701-532-5100  
[farnsworth@fmmetrocog.org](mailto:farnsworth@fmmetrocog.org)

**METROCOG**  
FM REGIONAL TRANSPORTATION PLANNING ORGANIZATION

**Summary of Development Agreement  
City of Glyndon  
Harvest Land Development**

**Developer Commitments**

1. Acquire parcels parcel 55.900.0351 from Craig Setter, along with acreage from parcel #55.900.0350 for the proposed development. (Developer currently owns parcel 55.900.0340)
2. Secure the required permit(s) from the City to commence construction in 2024, with the project being substantially completed by December 31, 2025.
3. The Developer will construct a total of forty-seven (47) unit apartment complex.
4. Upon completion of the project, the Developer will provide the City with paid invoices, equal to or exceeding \$785,500 that the project has incurred TIF eligible expenses. TIF eligible project costs, including, but not limited to, land acquisition, footings and foundations, site preparation, grading and earthwork, engineering, surveying, onsite utilities, storm water ponding, road, curb, gutter, driveway, sidewalk and streetscape improvements, landscaping, parking, and SAC/WAC connections.
5. The Developer will annually certify that the project is occupied by families meeting TIF income guidelines. Developer must pledge that at least 20% of units will be occupied or vacant awaiting occupancy of a qualified families/individuals, with incomes at or below 50% of median county income adjusted for family size. This will require the Developer to annually certify ten (10) units have met this requirement.
6. This certification of compliance must be filed with the City by February 1 of each year for preceding year and will be in effect for the duration of the TIF District.
7. Refrain from selling the development property and/or assigning its rights under this agreement to another party without the prior written approval of the City. Sale or assignment without the City's approval will be considered a default.
8. The Developer agrees to keep current on all payments of property taxes.
9. The Developer will not contest or challenge its market valuation during the duration of the development agreement.
10. The Developer will deposit with the City a total of \$10,000 for costs of establishing the TIF plan, terms of assistance, and for legal fees associated with the Development Agreement.
11. The Developer agrees to indemnify the City for the project.
12. Developer agrees to renegotiate these terms if the development is provided a grant through Minnesota Housing in support of this project.

### **City Commitments**

1. Establish a Housing TIF District, TIF District 1-4, for the parcels.
2. The City will provide tax increment financing assistance to the project on a “pay-as-you-go” basis. This pay-as-you-go assistance requires the Developer to pay all up-front project costs, with the City reimbursing a portion of the increment for those eligible project costs, including, but not limited to, land acquisition, footings and foundations, site preparation, grading and earthwork, engineering, surveying, onsite utilities, storm water ponding, road, curb, gutter, driveway, sidewalk and streetscape improvements, landscaping, parking, and SAC/WAC connections.
3. The City will reimburse the Developer 90% of the tax increments generated by the project, up to \$785,500 for a term of twenty (20) years, or whichever comes first.
4. Payments will be paid semi-annually on August 1 and February 1 of each year, commencing August 1, 2026, and continuing through February 1, 2046, or until payments total \$785,500.
5. The note shall bear an interest rate of 5%.



City of Glyndon, Minnesota  
TIF District 1-4  
Harvest Land Development

Housing TIF District

TIF PROJECTIONS

Valuations & Projected Increases

	Market Value	Tax Capacity	Est. TIF	2024 Tax Rate	Projected TIF Tax Rate	Original Rate
Estimated Original value	59,721	747	0	47.475%	47.475%	47.47%
Multifamily Development Added Value:	5,170,000	64,625	73,860	44.339%	44.339%	44.34%
Total Value upon Completion	5,229,721	65,372	73,860	20.466%	20.466%	20.47%
Assumed inflation rate:				2.010%	2.010%	2.01%
				0.000%	0.000%	0.00%
				114.290%	114.290%	114.290%

Projected Tax Increment

Payable Year	Original Tax Capacity	Projected Tax Capacity	Net Captured Tax Capacity	Less Fiscal Disparities	Retained Net Captured Tax Capacity	Projected Tax Rate	Adjustments			TOTAL NET REVENUES
							Gross Tax Increment	10.00% Admin. Retainage	0.36% Auditor's Deduction	
2024	747	747	-	-	-	114.29%	-	-	-	-
2025	747	747	63,878	-	63,878	114.29%	7,274	263	-	65,469
2026	747	64,625	64,625	-	64,625	114.29%	7,359	266	-	66,234
2027	747	65,372	64,625	-	64,625	114.29%	7,359	266	-	66,234
2028	747	65,372	64,625	-	64,625	114.29%	7,359	266	-	66,234
2029	747	65,372	64,625	-	64,625	114.29%	7,359	266	-	66,234
2030	747	65,372	64,625	-	64,625	114.29%	7,359	266	-	66,234
2031	747	65,372	64,625	-	64,625	114.29%	7,359	266	-	66,234
2032	747	65,372	64,625	-	64,625	114.29%	7,359	266	-	66,234
2033	747	65,372	64,625	-	64,625	114.29%	7,359	266	-	66,234
2034	747	65,372	64,625	-	64,625	114.29%	7,359	266	-	66,234
2035	747	65,372	64,625	-	64,625	114.29%	7,359	266	-	66,234
2036	747	65,372	64,625	-	64,625	114.29%	7,359	266	-	66,234
2037	747	65,372	64,625	-	64,625	114.29%	7,359	266	-	66,234
2038	747	65,372	64,625	-	64,625	114.29%	7,359	266	-	66,234
2039	747	65,372	64,625	-	64,625	114.29%	7,359	266	-	66,234
2040	747	65,372	64,625	-	64,625	114.29%	7,359	266	-	66,234
2041	747	65,372	64,625	-	64,625	114.29%	7,359	266	-	66,234
2042	747	65,372	64,625	-	64,625	114.29%	7,359	266	-	66,234
2043	747	65,372	64,625	-	64,625	114.29%	7,359	266	-	66,234
2044	747	65,372	64,625	-	64,625	114.29%	7,359	266	-	66,234
2045	747	65,372	64,625	-	64,625	114.29%	7,359	266	-	66,234
							1,476,341	147,103	5,315	1,323,923

~ Present Value @ 5% > 785,427

Interest 538,496

**Draft**

# **City of Glyndon, Minnesota**

Tax Increment Financing Plan for

## **Tax Increment Financing District No. 1-4**

(Harvest Land Apartments)

To be Adopted: May 8, 2024



**DDA**

David Drown Associates, Inc.  
Public Finance Advisors

Minneapolis Office:  
5029 Upton Avenue South  
Minneapolis, MN 55410  
612-920-3320 (phone); 612-605-2375 (fax)  
[www.daviddrown.com](http://www.daviddrown.com)

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# Tax Increment Financing Plan for Tax Increment Financing District No. 1-4

## Section 1 Definitions

The terms defined in this section have the meanings given herein, unless the context in which they are used indicates a different meaning:

"Authority" means the City Council of the City of Glyndon, Minnesota.

"City" means the City of Glyndon, Minnesota.

"County" means Clay County, Minnesota.

"County Board" means the County Board of Clay County.

"Developer" means any person undertaking construction or renovation of taxable property within the Project Area.

"Development District" means Municipal Development District No. 1 in the City.

"Development Program" means the Development Program for the Development District.

"Project Area" means the geographic area of the Development District.

"School District" means Independent School District No. 2164.

"State" means the State of Minnesota.

"TIF Act" means Minnesota Statutes, Sections 469.174 through 469.1794, both inclusive.

"TIF District" means Tax Increment Financing District No. 1-4.

"TIF Plan" means the tax increment financing plan for the TIF District (this document).

## Section 2 Statement of Need and Public Purpose

See the Development Program for Development District No. 1.

## Section 3 Statutory Authorization

The Authority is empowered under the provisions of the TIF Act to establish a tax increment financing district.

## Section 4 Statement of Objectives

The objectives of this tax increment financing plan are consistent with the objectives outlined in the Development Program. See the Development Program for Development Program No. 1.

## Section 5 Specific Development Expected to Occur in the TIF District

The developer is proposing to construct a 47-unit multi-family complex. The development will include a mix of one-to-three-bedroom units, detached garages, three story, elevator, out patio area, and much more.

For this initial project, the Authority intends to use increment to assist with site improvements. The assistance contemplated in this plan will be through the use of pay-as-you-go note(s).

## Section 6 Property to be Included in the TIF District

The TIF District includes the following parcel(s):

55.900.0340  
55.900.0351  
55.900.0350\*

\*Parcel to be split. Only the portion retained for the housing development will be included in the TIF district.



A map showing the location of the TIF District is shown in Exhibit 1 and the parcel identification numbers are included in Exhibit 2.

The area encompassed by the TIF District shall also encompass all street/highway rights-of-way, trail rights-of-way, and utility and drainage easements located upon or adjacent to said parcels.

**Section 7 Estimated Sources and Uses of Funds (Public Costs)**

The estimated costs of the proposed development in the TIF District which are eligible for reimbursement with tax increments of the TIF District and the projected sources of revenue available to fund these costs are summarized as follows:

**Estimated Project/Financing Costs** to be paid or financed with increment:

<b>Project/Capital Costs</b>	
Land Acquisition	\$ -
Site Improvements/Demolition	\$ 1,150,000
Utilities	\$ -
<b>Total</b>	<b>\$ 1,150,000</b>
<b>Finance Costs</b>	
Bond & Note Interest Expense	\$ 1,024,971
<b>Administrative Costs</b>	
Administration funded with TIF	\$ 240,483
<b>TOTAL USE OF FUNDS</b>	<b>\$ 2,415,454</b>

**Estimated Tax Increment Revenues**

Tax Increments (after OSA tax)	\$ 2,404,827
Investment Interest	\$ 10,627
<b>TOTAL SOURCE OF FUNDS</b>	<b>\$ 2,415,454</b>

**Estimated Amount of Bonds to be issued** \$ **1,390,483**

The Authority reserves the right to adjust the amount of Capital line items listed above or to incorporate additional eligible items, so long as the total Capital & Administrative costs are not increased (\$1,390,483). Adjusting financing costs, principal, or interest, will require a public hearing and formal TIF Plan modification process pursuant to Minnesota Statutes Section 469.175 Subd. 4. The Authority also reserves the right to fund any of the identified costs with any other legally available revenues but anticipates that such costs will be primarily financed with tax increments. Therefore, the total estimated costs to be financed with tax increments, including capital costs, administrative costs, and financing costs (interest) is \$2,415,454.

**Section 8 Estimated Impact on Other Taxing Jurisdictions**

Exhibit 4 shows the estimated impact on other taxing jurisdictions if the projected Retained Captured Net Tax Capacity of the TIF District were hypothetically available to the other jurisdictions. The Authority believes that there will be no adverse impact on other taxing jurisdictions during the life of the TIF District since the proposed development would not have occurred without the establishment of the TIF District and the provision of public assistance. A positive impact on other taxing jurisdictions will occur when the TIF District is decertified, the development therein becomes part of the general tax base.

The School District will benefit immediately from the proposed TIF district. The School District benefits since only a portion of the tax capacity rate is captured in the district and the operating referendum tax rate is not included in the increment calculation.

### **Section 9 Fiscal and economic implications**

M.S. Section 469.175 Subdivision (2) requires a specific description of the fiscal and economic implications of the proposed TIF District, a description of expected impact on future city borrowing, and an allocation of projected TIF revenue by taxing jurisdiction.

Authority Service Costs: New street and utility improvements within the subdivision are expected to be paid by the Authority utilizing tax increment financing. The Authority does not expect to levy taxes on existing property as tax increments are expected to be sufficient to cover the costs. The expected impact on general government and administration expenses will be minor as the project essentially provides for infill development within the Authority. The costs contemplated in this Plan are not large enough to impede the Authority's ability to issue General Obligation bonds in the future.

The Authority also reserves the right to assist development using pay-as-you-go assistance with tax increment. This type of assistance structure does not impact the Authority's General Obligation pledge. As such, this TIF District will not have an adverse impact on the Authority's current bond credit rating or capacity to borrow for future projects.

See Exhibit 4 for an allocation of total TIF collections to the City, County and School and summarized as follows: The City projects TIF collections will total \$2,404,827 (after subtracting the OSA deduction) over the 26-year life of the TIF District. Of this total, \$998,943 is attributable to the City's share of the tax levy; \$932,960 from the County's share of tax levy, and approximately \$430,634 from the School Districts share of tax levy.

### **Section 10 Property to be acquired in the TIF District**

The Authority reserves the right to directly acquire any or all of the parcels listed on Exhibit 2 of this plan. The Authority may also reimburse Developers for acquisition costs of any and all parcels within the TIF District.

### **Section 11 Estimated Amount of Bonded Indebtedness**

The Authority reserves the right to fund all Project costs permitted by law using internal funding, general obligation bonds, pay-as-you-go financing or any other financing mechanism authorized by law. The maximum amount of bonds to be funded with tax increment revenue from TIF District No. 1-4 is \$1,390,483. The bonds may be larger than this amount, but the increased amount will be funded with non-tax increment revenues.

Internal Loans, including a negative balance in the TIF fund, must be authorized by resolution of the entity advancing the loan before money is transferred, advanced, or spent. The resolution must include the terms and conditions for repayment of the loan to include, at a minimum, the principal amount of the loan, the interest rate, and the maximum term. The interest rate to be charged on internal loans shall not exceed 5% based upon the limit of the greater of the rates specified under Minnesota Statutes 270C.40 or 549.09 as of the date this Plan is approved.

### **Section 12 Designation of TIF District as a Housing District**

The Tax Increment District qualifies as a housing district. A housing district is a type of tax increment financing district which consists of a project intended for occupancy, in part, by persons or families of low and moderate income. Low and moderate income is defined by federal, state and sometimes local legislation. A housing district may contain and provide assistance to commercial, retail, or other nonresidential uses, as long as the square footage of these uses does not exceed 20% of the total square footage of buildings in the TIF District.

Housing districts are subject to various income limitations. For owner occupied residential property, 95% of the housing units must be initially purchased and occupied by individuals whose family income is less than or equal to the income requirements for qualified mortgage bond projects under Section 143(f) of the Internal Revenue Code. Generally, the initial occupants must have incomes of 100% or less of statewide median income for families of two or less, and 115% of statewide median income for families of three or more.

For residential rental property, the property must satisfy the income requirements for a qualified residential rental project as defined in Section 142(d) of the Internal Revenue Code. This requires that at least 40% of the units are rented to families with incomes at or below 60% of county median income, or 20% of the units rented to families with incomes at or below 50% of county median income, adjusted for family size. These requirements apply for the life of the District.

The Authority will assure housing development within the District meets the above criteria. The Authority reserves the right, however, to remove property from the TIF District to accommodate proposed housing development(s) which do not meet these criteria.

**Section 13 Original Net Tax Capacity**

The County Auditor will certify the Original Net Tax Capacity of the TIF District, which will be the total Net Tax Capacity of all property in the TIF District. For districts certified between January 1 and June 30, inclusive, this value is based on the previous assessment year. For districts certified between July 1 and December 31, inclusive, this value is based on the current assessment year.

The Market Value of all property within the TIF District as of January 1, 2023, for taxes payable in 2024 is estimated at \$59,721. Based on this information, the Original Net Tax Capacity of the TIF District would be estimated at \$747. However, as it is expected that the request for certification will be after July 1, 2024, the Original Net Tax Capacity will actually be based on estimated market value that exists on January 2, 2024, for taxes payable 2025. Figures used are for illustration purposes only.

Each year the County Auditor will certify the amount that the Original Net Tax Capacity has increased or decreased as a result of:

1. changes in the tax-exempt status of property.
2. reductions or enlargements of the geographic area of the TIF District.
3. changes due to stipulation agreements or abatements; or
4. changes in classification rates.

**Section 14 Original Local Tax Rate**

The County Auditor shall also certify the Original Local Tax Rate of the TIF District. This rate shall be the sum of all local tax rates that apply to property in the TIF District. This rate shall be for the same taxes payable year as the Original Net Tax Capacity.

In future years, the amount of tax increment generated by the TIF District will be calculated using the lesser of (a) the sum of the current local tax rates at that time or (b) the Original Local Tax Rate of the TIF District.

As noted in Section 13, the Authority intends to file the TIF District for certification after July 1, 2024, but before June 30, 2025; therefore, the Original Local Tax Rate will be the rate that applies for taxes payable in 2025, which is unknown at this time. The rates associated with taxes payable 2024 are included for estimation purposes only:

<u>Taxing Jurisdiction</u>	<u>Local Tax Rate</u>
City of Glyndon	47.475%
Clay County	44.339%
School District 2149	20.466%
Other Local Taxing Units	<u>2.010%</u>
<b>Total</b>	<b>114.290%</b>

The projected original local tax rate does not include the State of Minnesota property tax rate on commercial, industrial, and seasonal recreation property which is *not* captured as tax increment. The school tax rate that is applied to captured net tax capacity shall also be reduced by that portion attributed to the general operating levy.

*Note: Minnesota Statutes Section 469.177 Subd. 1a was amended in 2013 redefining what portion of the local school district tax capacity rate will be used in calculating tax increments. Specifically, this amendment now excludes that portion of the school rate attributable to the general education levy under Section 126C.13.*

### **Section 15 Projected Retained Captured Net Tax Capacity and Tax Increment**

Each year the County Auditor will determine the current net tax capacity of all property in the TIF District. To the extent that this total exceeds the Original Net Tax Capacity, the difference shall be known as the Captured Net Tax Capacity of the TIF District. It is the Authority's intention to retain 100% of the Captured Net Tax Capacity of the TIF District.

Exhibit 3 estimates the total amount of retained net captured tax capacity, gross tax increments, adjustments, and the net tax increment revenues which will be available annually and cumulatively over the life of the TIF District.

### **Section 16 Statutory Duration of the TIF District**

Housing districts may remain in existence through the end of the 25th year following receipt of the first tax increment, resulting in 26 TIF collections. The Authority expects to have the first collection year be 2026. The District is expected to remain in existence the maximum duration allowed by law (projected to be through 2051). Modifications of this plan (see Section 28) shall not extend these duration limits.

### **Section 17 Use of Tax Increments – Housing Districts**

Tax increments derived from a housing district must be used solely to finance the costs of housing projects defined in Section 12. The cost of public improvements directly related to the housing projects and the allocated administrative expenses of the Authority may be included in the cost of a housing project.

### **Section 18 Use of Tax Increments – General**

Each year the County Treasurer shall deduct an estimated 0.36% of the annual tax increment generated by the TIF District and pay such amount to the state general fund. Such amounts will be appropriated to the state auditor for the cost of financial reporting and auditing of tax increment financing information throughout the state. Exhibit 3 shows the projected deduction for this purpose over the anticipated life of the TIF District.

The Authority has determined that it will use 100% of the remaining tax increment generated by the TIF District for any of the following purposes:

1. pay for the estimated public costs of the TIF District (including administrative expenses, see Section 7) and Authority administrative costs associated with the TIF District (see Section 23).
2. pay principal and interest on tax increment bonds, notes or other financial obligations issued to finance the public costs of the TIF District.
3. accumulate a reserve securing the payment of tax increment bonds or other bonds issued to finance the public costs of the TIF District.
4. pay all or a portion of the County road costs as may be required by the County Board under M.S. Section 469.175, Subdivision 1a; or
5. return excess tax increments to the County Auditor for redistribution to the City, County, and School District in proportion to their local tax capacity rates.

Tax increments from property located in one County must be expended for the direct and primary benefit of a project located within that County, unless both County boards involved waive this requirement. Tax increments



shall not be used to circumvent levy limitations.

Tax increment shall not be used to finance the acquisition, construction, renovation, operation, or maintenance of a building to be used primarily and regularly for conducting the business of a municipality, County, school district, or any other local unit of government or the State or federal government, including social, recreational or conference facilities or a public park used as a commons area. Tax increments may be used to finance public parking facilities.

Tax increment may not be spent outside the TIF District on improvements, equipment, or other items whose primary purpose is decorative or aesthetic or if the materials used or design cost twice that of more commonly used equipment or improvements. This prohibition does not apply to improvements related to rehabilitating historic structures on national register or in a historic district listed on the national register.

If there exists any type of agreement or arrangement providing for the developer, or other beneficiary of assistance, to repay all or a portion of the assistance that was paid or financed with tax increments, such payments shall be subject to all of the restrictions imposed on the use of tax increments. Assistance includes sales of property at less than the cost of acquisition or fair market value, grants, ground, or other leases at less than fair market rent, interest rate subsidies, utility service connections, roads, or other similar assistance that would otherwise be paid for by the developer or beneficiary.

### **Section 19 “Green Acres”**

The TIF District may not include parcels that qualified as “green acres” in any of the five (5) years preceding the request for certification, unless 85% of development in the district is restricted to qualified manufacturing or distribution facilities directly related to production of tangible personal property and paying at least 90% of its employees over the age of 20 wages equal to or greater than 160% of the federal minimum wage; or the development in the district is a housing project.

Parcel #55.900.0350 is currently enrolled in the green acres program. A small portion of this acreage will be split to be used for the housing development and included in the housing district.

### **Section 20 4-Year Knock-Down Rule**

If after four years from certification of the TIF District no demolition, rehabilitation, renovation, or qualified improvement of an adjacent street has commenced on a parcel located within the TIF District, then that parcel shall be excluded from the TIF District, and the Original Net Tax Capacity shall be adjusted accordingly. Qualified improvements of a street are limited to construction or opening of a new street, relocation of a street, or substantial reconstruction or rebuilding of an existing street. The Authority must submit to the County Auditor, by February 1 of the fifth year, evidence that the required activity has taken place for each parcel in the TIF District.

If a parcel is excluded from the TIF District and the Authority or owner of the parcel subsequently commences any of the above activities, the Authority may certify to the County Auditor that such activity has commenced, and the parcel shall once again be included in the TIF District. The County Auditor must then certify the net tax capacity of the parcel, as most recently certified by the Commissioner of Revenue, and add such amount to the Original Net Tax Capacity of the District.

### **Section 21 Tax Increment Pooling – 5-year Rule**

At least 75% of the tax increments from the TIF District must be expended on activities within the district or to pay for bonds used to finance the estimated public costs of the TIF District. No more than 25% of the tax increments may be spent on costs outside of the TIF District, but within the boundaries of the Project Area. All administrative expenses are considered to have been spent outside of the TIF District. Tax increments are considered to have been spent within the TIF District if such amounts are:

1. actually, paid to a third party for activities performed within the TIF District within five years after certification of the district.
2. used to make payments or reimbursements to a third party under binding contracts for activities



performed within the TIF District, which were entered into within five years after certification of the district; or

3. used to pay bonds that were issued and sold to a third party, the proceeds of which are reasonably expected on the date of issuance to be spent within the later of the five-year period or a reasonable temporary period or are deposited in a reasonably required reserve or replacement fund.

Beginning with the sixth year following certification of the TIF District, at least 75% of the tax increments must be used to pay outstanding bonds or make contractual payments obligated within the first five years. When outstanding bonds have been defeased and sufficient money has been set aside to pay for such contractual obligations, the TIF District must be decertified.

The Authority does not anticipate that tax increments will be spent outside of the TIF District (except for allowable administrative expenses); however, the Authority does reserve the right to allow for tax increment pooling from the TIF District in the future.

### **Section 22 Excess Tax Increment**

On December 31st of each year, the Authority must determine the amount of excess increments for the TIF District. Excess increments may only be used to:

1. prepay any outstanding tax increment Bonds.
2. discharge the pledge of tax increments on any outstanding Bonds.
3. pay amounts into an escrow account dedicated to the payment of any outstanding Bonds; or

return excess tax increments to the County Auditor for redistribution to the City, County, and School District in proportion to their local tax capacity rates. The County Auditor must report to the Commissioner of Education the amount of any excess tax increment redistributed to the School District within 30 days of such redistribution.

### **Section 23 Limitation on Administrative Expenses**

Administrative expenses are defined as all costs of the Authority other than:

1. amounts paid for the purchase of land.
2. amounts paid for materials and services, including architectural and engineering services directly connected with the proposed development within the TIF District.
3. relocation benefits paid to, or services provided for, persons or businesses located within the Project Area; or
4. amounts used to pay interest on, fund a reserve for, or sell at a discount, tax increment bonds.

Administrative expenses include amounts paid for services provided by bond counsel, fiscal consultants, planning or economic development consultants, and actual costs incurred by the Authority in administering the TIF District. Tax increments may be used to pay administrative expenses of the TIF District up to the lesser of (a) 10% of the total estimated public costs authorized by the TIF Plan or (b) 10% of the total tax increment expenditures of the project.

### **Section 24 Prior Planned Improvements**

The Authority shall accompany its request for certification to the County Auditor with a listing of all properties within the TIF District for which building permits have been issued during the 18 months immediately preceding approval of the TIF Plan. The County Auditor shall increase the Original Net Tax Capacity of the TIF District by the net tax capacity of each improvement for which a building permit was issued.

No building permits have been issued within the last 18 months.

### **Section 25 Development Agreements**

If more than 25% of the acreage of a project (which contains a redevelopment district) is to be acquired by the Authority with proceeds from tax increment bonds then, prior to such acquisition, the Authority must enter into an agreement for the development of the property. Such agreement must provide recourse for the Authority should the development not be completed.

### **Section 26 Exempt from Business Subsidy Laws**

Minnesota Statutes 116J.991 requires an Authority providing a business with a subsidy worth \$25,000 to complete a subsidy approval process. Housing assistance, however, is exempt from the requirements.

### **Section 27 Assessment Agreements**

The Authority may, upon entering into a development agreement, also may enter into an assessment agreement with the Developer, which establishes a minimum market value of the land and improvements for each year during the life of the TIF District.

The assessment agreement shall be presented to the County or City Assessor who shall review the plans and specifications for the improvements to be constructed, review the market value previously assigned to the land, and so long as the minimum market value contained in the assessment agreement appears to be a reasonable estimate, shall certify the assessment agreement as reasonable. The assessment agreement shall be filed for record in the office of the County Recorder of each county where the property is located. Any modification or premature termination of this agreement must first be approved by the City, and if the project is valued below the minimum market value, also approved by the County and School District.

### **Section 28 Modifications of the Tax Increment Financing Plan**

Any reduction or enlargement in the geographic area of the Project Area or the TIF District; increase in the amount of bonded indebtedness to be incurred; increase in the amount of capitalized interest; increase in that portion of the Captured Net Tax Capacity to be retained by the City; increase in the total estimated public costs; or designation of additional property to be acquired by the City shall be approved only after satisfying all the necessary requirements for approval of the original TIF Plan. This paragraph does not apply if:

1. the only modification is elimination of parcels from the Project Area or the TIF District; and
2. the current net tax capacity of the parcels eliminated equals or exceeds the net tax capacity of those parcels in the TIF District's Original Net Tax Capacity, or the City agrees that the TIF District's Original Net Tax Capacity will be reduced by no more than the current net tax capacity of the parcels eliminated.

The City must notify the County Auditor of any modification that reduces or enlarges the geographic area of the Project Area or the TIF District. The geographic area of the TIF District may be reduced but not enlarged after five years following the date of certification.

### **Section 29 Certification and Administration of the Tax Increment Financing Plan**

Upon adoption of the TIF Plan, the City must submit a copy of such plan to the State Auditor's Office and the Department of Revenue. The City must also request that the County Auditor certify the Original Net Tax Capacity and Net Tax Capacity Rate of the TIF District. To assist the County Auditor in this process, the City must submit copies of the TIF Plan, the resolution establishing the TIF District and adopting the TIF Plan, and a listing of any prior planned improvements. The City must also send the County Assessor any assessment agreement establishing the minimum market value of land and improvements in the TIF District and shall request that the County Assessor review and certify this assessment agreement as reasonable.

The County will distribute to the City the amount of tax increment as it becomes available. The amount of tax increment in any year represents the applicable property taxes generated by the Retained Captured Net Tax Capacity of the TIF District. The amount of tax increment may change due to development anticipated by the TIF

Plan, other development, inflation of property values, or changes in property classification rates or formulas. In administering and implementing the TIF Plan, the following actions should occur on an annual basis:

1. Prior to July 1, the City shall notify the County Assessor of any new development that has occurred in the TIF District during the past year to ensure that the new value will be recorded in a timely manner.
2. If the County Auditor receives the request for certification of a new TIF District, or for modification of an existing TIF District, before July 1, the request shall be recognized in determining local tax rates for the current and subsequent levy years. Requests received on or after July 1 shall be used to determine local tax rates in subsequent years.
3. Each year the County Auditor shall certify the amount of the Original Net Tax Capacity of the TIF District. The amount certified shall reflect any changes that occur as a result of the following:
  - a) the value of property that changes from tax-exempt to taxable shall be added to the Original Net Tax Capacity of the TIF District. The reverse shall also apply.
  - b) the Original Net Tax Capacity may be modified by any approved enlargement or reduction of the TIF District.
  - c) if laws governing the classification of real property cause changes to the percentage of Estimated Market Value to be applied for property tax purposes, then the resulting increase or decrease in net tax capacity shall be applied proportionately to the Original Net Tax Capacity and the Retained Captured Net Tax Capacity of the TIF District.

The County Auditor shall notify the City of all changes made to the Original Net Tax Capacity of the TIF District.

### **Section 30 Financial Reporting and Disclosure Requirements**

The City is responsible for information and financial reporting on the activities of the TIF District. These responsibilities include:

1. Prepare and Publish an Annual Statement. No later than August 1 of each year, the City must prepare and publish an annual statement which includes at least the following information:
  - a. tax increment received and expended in that year.
  - b. original Net Tax Capacity
  - c. captured Net Tax Capacity
  - d. amount of outstanding bonded indebtedness
  - e. increments paid to other government bodies.
  - f. administrative costs
  - g. increments paid directly or indirectly outside of the district.
  - h. if a fiscal disparities contribution is computed under section 469.177, Subd. 3(a), the increase in property tax imposed on other properties in the municipality as a result of the fiscal disparities contribution in the manner prescribed by the commissioner of revenue.

A copy of the annual statement must also be provided to the State Auditor, county board and county auditor, and the municipality.

2. Prepare an Annual Report. (469.175 Subds. 5 and 6) The State Auditor enforces the provisions of the TIF Act and has full responsibility for financial and compliance auditing of the City's use of tax increment financing. The State Auditor's office provides detailed tax increment reporting forms for use in complying with annual reporting requirements. On or before August 1 of each year, the City



and/or the City must prepare a status and financial report for the TIF District and submit it to the state auditor, the county board, the county auditor, and the governing body of the municipality.

### Section 31 Findings and Need for Tax Increment Financing

In establishing the TIF District, the City makes the following findings:

1. The TIF District qualifies as a housing district;

See Section 12 of this document for the reasons and facts supporting this finding.

2. The proposed development, in the opinion of the City, would not reasonably be expected to occur solely through private investment within the reasonably foreseeable future, and the increased market value of the site that could reasonably be expected to occur without the use of tax increment would be less than the increase in market value estimated to result from the proposed development after subtracting the present value of the projected tax increments for the maximum duration of the TIF District permitted by the TIF Plan;

*In order for the developer to implement the project as proposed, TIF assistance is necessary to control certain development costs. Without assistance, the project would not be feasible.*

To summarize the basis for the City's findings, the City makes the following determinations:

- a) *The City's estimate of the amount by which the market value of the site will increase without the use of tax increment financing is **\$15,528** (for the reasons described above).*
- b) *If the proposed development to be assisted with tax increment occurs in the TIF District, the total increase in market value would be approximately **\$6,500,000**. The increase in market value would be due primarily to redevelopment of the site and new construction within the TIF District. (See Exhibit 3)*
- c) *The present value of tax increments from the TIF District for the maximum duration of the district permitted by the TIF Plan is estimated to **\$1,334,072** (See Exhibit 5)*
- d) *Even if some development other than the proposed development were to occur, the City finds that no alternative would occur that would produce a market value increase greater than **\$5,165,928** (the amount in clause b less the amount in clause c) without tax increment assistance.*
3. The TIF Plan conforms to the general plan for development or redevelopment of the City as a whole.

*The reasons and facts supporting this finding are that the housing developments proposed for the TIF District are generally consistent with the Authority's development plan and zoning ordinances and serves to promote the Authority's development objectives.*

3. The TIF Plan will afford maximum opportunity, consistent with the sound needs of the City as a whole, for the development of the Project Area by private enterprise.

*The reasons and facts supporting this finding are that the development activities are necessary so that development and redevelopment by private enterprise can occur within the Development District, as well as an increase to the tax base of the City, County, and School District, and the promotion of housing development within the City.*

# Exhibits

Map of Financing District and Project Area ..... Exhibit 1  
Parcels and Valuations..... Exhibit 2  
Tax Increment Projections ..... Exhibit 3  
Statement of Fiscal and Economic Impacts..... Exhibit 4  
Market Value Analysis..... Exhibit 5

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**City of Glyndon, Minnesota**

**Tax Increment Financing District No. 1-4**



The boundaries of Municipal Development District No. 1 are coterminous with City Limits

**Exhibit 1**



**City of Glyndon, Minnesota**  
**TIF District 1-4**  
**Harvest Land Development**

Housing TIF District

**Parcels and Valuations**

#	PIN #	Owner	2023/Pay 2024			
			Land	Building	Total M.V.	Tax Capacity
1	55.900.0340	Harvest Land Development	15,200	-	15,200	190
2	55.900.0351	Craig Setter	27,300	-	27,300	341
3	55.900.0350*	Lloyd Setter	17,221	-	17,221	215
		Total	59,721	-	59,721	747

\*Parcel #55.900.0350 will be split. Roughly 2 Acres will be split and replatted with the other two parcels as part of this TIF district

City of Glyndon, Minnesota  
 TIF District 1-4  
 Harvest Land Development

Housing TIF District

**TIF PROJECTIONS**

**Valuations & Projected Increases**

	Market Value	Tax Capacity	Est. TIF
Estimated Original value	59,721	747	0
Multifamily Development	6,500,000	81,250	92,860
Added Value:	-	-	-
<b>Total Value upon Completion</b>	<b>6,559,721</b>	<b>81,997</b>	<b>92,860</b>

Assumed inflation rate: 0.00%

**Tax Rate Assumptions:**

	2024 Tax Rate	Projected TIF Tax Rate	Original Rate
City	47.475%	47.475%	47.47%
County	44.339%	44.339%	44.34%
School	20.466%	20.466%	20.47%
Other	2.010%	2.010%	2.01%
State	0.000%	0.000%	0.00%
	<b>114.290%</b>	<b>114.290%</b>	<b>114.290%</b>

**Projected Tax Increment**

**Adjustments**

Payable Year	Original Tax Capacity	Projected Tax Capacity	Net Captured Tax Capacity	Less Fiscal Disparities	Retained Net Captured Tax Capacity	Projected Tax Rate	Gross Tax Increment	10.00% Admin. Retainage	0.36% State Auditor's Deduction	Other Additions or Subtractions	TOTAL NET REVENUES
2024	747	747	-	-	-	114.29%	-	-	-	-	-
2025	747	747	-	-	-	114.29%	-	-	-	-	-
2026	747	81,250	80,503	-	80,503	114.29%	92,007	9,168	331	-	82,508
2027	747	81,997	81,250	-	81,250	114.29%	92,860	9,253	334	-	83,273
2028	747	81,997	81,250	-	81,250	114.29%	92,860	9,253	334	-	83,273
2029	747	81,997	81,250	-	81,250	114.29%	92,860	9,253	334	-	83,273
2030	747	81,997	81,250	-	81,250	114.29%	92,860	9,253	334	-	83,273
2031	747	81,997	81,250	-	81,250	114.29%	92,860	9,253	334	-	83,273
2032	747	81,997	81,250	-	81,250	114.29%	92,860	9,253	334	-	83,273
2033	747	81,997	81,250	-	81,250	114.29%	92,860	9,253	334	-	83,273
2034	747	81,997	81,250	-	81,250	114.29%	92,860	9,253	334	-	83,273
2035	747	81,997	81,250	-	81,250	114.29%	92,860	9,253	334	-	83,273
2036	747	81,997	81,250	-	81,250	114.29%	92,860	9,253	334	-	83,273
2037	747	81,997	81,250	-	81,250	114.29%	92,860	9,253	334	-	83,273
2038	747	81,997	81,250	-	81,250	114.29%	92,860	9,253	334	-	83,273
2039	747	81,997	81,250	-	81,250	114.29%	92,860	9,253	334	-	83,273
2040	747	81,997	81,250	-	81,250	114.29%	92,860	9,253	334	-	83,273
2041	747	81,997	81,250	-	81,250	114.29%	92,860	9,253	334	-	83,273
2042	747	81,997	81,250	-	81,250	114.29%	92,860	9,253	334	-	83,273
2043	747	81,997	81,250	-	81,250	114.29%	92,860	9,253	334	-	83,273
2044	747	81,997	81,250	-	81,250	114.29%	92,860	9,253	334	-	83,273
2045	747	81,997	81,250	-	81,250	114.29%	92,860	9,253	334	-	83,273
2046	747	81,997	81,250	-	81,250	114.29%	92,860	9,253	334	-	83,273
2047	747	81,997	81,250	-	81,250	114.29%	92,860	9,253	334	-	83,273
2048	747	81,997	81,250	-	81,250	114.29%	92,860	9,253	334	-	83,273
2049	747	81,997	81,250	-	81,250	114.29%	92,860	9,253	334	-	83,273
2050	747	81,997	81,250	-	81,250	114.29%	92,860	9,253	334	-	83,273
2051	747	81,997	81,250	-	81,250	114.29%	92,860	9,253	334	-	83,273
							<b>2,413,516</b>	<b>240,483</b>	<b>8,689</b>	-	<b>2,164,344</b>

- Present Value @ 4% > 1,139,374

**City of Glyndon, Minnesota  
TIF District 1-4  
Harvest Land Development**

**STATEMENT OF FISCAL AND ECONOMIC IMPACTS**

Taxing Jurisdiction	Without TIF District		With TIF District					
	2023/Pay 2024 Taxable Net Tax Capacity <sup>(1)</sup>	Projected Local TIF Tax Rate	2023/Pay 2024 Taxable Net Tax Capacity <sup>(1)</sup>	Projected Captured Net Tax Capacity	Hypothetical Tax Generated By TIF	New Taxable Net Tax Capacity	Hypothetical Adjusted Local Tax Rate	Hypothetical Decrease in Tax Rate
City of Glyndon	1,822,785	47.475%	1,822,785	81,250	38,573	1,904,035	45.449%	2.026%
Clay County	94,006,559	44.339%	94,006,559	81,250	36,025	94,087,809	44.301%	0.038%
School District 2164	15,973,087	20.466%	15,973,087	81,250	16,629	16,054,337	20.362%	0.104%
Other <sup>(2)</sup>	--	2.010%	--	-	-	--	2.010%	--
<b>Totals</b>		<b>114.290%</b>			<b>91,227</b>		<b>112.122%</b>	<b>2.168%</b>

**Statement #1:** If all of the projected captured net tax capacity of the project were hypothetically immediately available to each taxing jurisdiction if TIF were not used, the tax capacities of each jurisdiction would be increased by the amounts shown above, and the local tax rates of each jurisdiction would be decreased by the amounts shown.

**Statement #2:** As the projected captured tax capacity of the project would not be available without the use of TIF, the tax capacities and tax rates of each jurisdiction will not be affected.

**Statement #3:** The estimated amount of tax increment (gross increment after State Auditor's deduction) generated over the life of the TIF District is estimated to be: \$ 2,404,827

**Statement #4:** The estimated amount of increment is attributed to the local tax levies and captured as a result of the creation of this TIF District for the following local units:

City of Glyndon	\$ 998,943
Clay County	\$ 932,960
School District 2164	\$ 430,634

**Statement #5:** The final Original Net Tax Capacity and Local Tax Rate of the TIF District will be based upon final data for values assessed in 2024 with taxes payable in 2025 as the Authority intends to request certification after July 1, 2024 and before June 30, 2025.

<sup>(1)</sup> Taxable net tax capacity = total net tax capacity less value captured in TIF Districts and powerline value.

<sup>(2)</sup> The impacts upon other taxing jurisdictions not included since they represent a small percentage of the total tax rate.

# City of Glyndon, Minnesota

TIF District 1-4

## MARKET VALUE ANALYSIS

Increased Market Value of Site	6,500,000
Less Present Value of TIF Revenues	<u>1,334,072</u>
	5,165,928
Reasonably expected increase w/out TIF*	<u>15,528</u>
<b>Net Value Increase</b>	<b>5,150,400</b>

### Present Value Calculation

Calculation Date	12/31/2024
Present Value Factor	5.00%

#	Year	Gross Tax Increment	Present Value
	2024	-	-
	2025	-	-
1	2026	92,007	87,626
2	2027	92,860	84,227
3	2028	92,860	80,216
4	2029	92,860	76,396
5	2030	92,860	72,759
6	2031	92,860	69,294
7	2032	92,860	65,994
8	2033	92,860	62,852
9	2034	92,860	59,859
10	2035	92,860	57,008
11	2036	92,860	54,294
12	2037	92,860	51,708
13	2038	92,860	49,246
14	2039	92,860	46,901
15	2040	92,860	44,667
16	2041	92,860	42,540
17	2042	92,860	40,515
18	2043	92,860	38,585
19	2044	92,860	36,748
20	2045	92,860	34,998
21	2046	92,860	33,332
22	2047	92,860	31,744
23	2048	92,860	30,233
24	2049	92,860	28,793
25	2050	92,860	27,422
26	2051	92,860	26,116
		<u>2,413,516</u>	<u>1,334,072</u>

\* Without the use of TIF, market value increases would be expected to be limited to inflation only. No development is expected without the use of TIF. Inflation is estimated at 1% per year for 26 years.

**EXTRACT OF MINUTES OF A MEETING OF THE  
CITY COUNCIL OF THE CITY  
OF GLYNDON, MINNESOTA**

**HELD: May 8, 2024**

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Glyndon, Clay County, Minnesota, was duly called and held on the 8th day of May 2024, at 7:00 a.m.

The following members of the Council were present:

and the following were absent:

Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

**RESOLUTION NO. 2024-3**

**RESOLUTION APPROVING THE ESTABLISHMENT OF TAX INCREMENT  
FINANCING DISTRICT NO. 1-4 WITHIN MUNICIPAL DEVELOPMENT DISTRICT  
NO. 1 AND THE ADOPTION OF THE TAX INCREMENT  
FINANCING PLAN RELATING THERETO**

**WHEREAS:**

A. It has been proposed that the City of Glyndon, Minnesota (the "City"), create Tax Increment Financing District No. 1-4 within Municipal Development District No. 1, and adopt a tax increment financing plan with respect thereto, under the provisions of Minnesota Statutes, Sections 469.174 to 469.1794 (the "Act"); and

B. The City of Glyndon has investigated the facts and has caused to be prepared a tax increment financing plan for Tax Increment Financing District No. 1-4; and

C. The City has performed all actions required by law to be performed prior to the creation of Tax Increment Financing District No. 1-4 within Municipal Development District No. 1 and the adoption of the tax increment financing plan relating thereto, including, but not limited to, notification of Clay County and Glyndon Public Schools (ISD #150) having taxing jurisdiction over the property to be included in Tax Increment Financing District No. 1-4, and the holding of a Public Hearing upon published and required notice as required by law.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Glyndon as follows:

1. Tax Increment Financing District No. 1-4 within Municipal Development District No. 1. The City hereby approves the establishment of Tax Increment Financing District No. 1-4 within Municipal Development District No. 1, the boundaries of which are fixed and determined as described in the Tax Increment Financing Plan.

2. Tax Increment Financing Plan. The Tax Increment Financing Plan is adopted as the tax increment financing plan for Tax Increment Financing District No. 1-4, and the City Council makes the following findings:

- (a) Tax Increment Financing District No. 1-4 is a housing district as defined in Minnesota Statutes, Section 469.174, Subd. 11.

The reasons and facts supporting this finding are detailed in section 12 of the TIF Plan.

- (b) The proposed development in the opinion of the City Council, would not occur solely through private investment within the reasonably foreseeable future & that the increased market value of the site that could reasonably be expected to occur without the use of tax increment financing would be less than the increase in the market value estimated to result from the proposed development after subtracting the present value of the projected tax increments for the maximum duration of the TIF District permitted by the TIF Plan.

The developer has indicated that in order to implement the project as proposed, TIF assistance is necessary to control certain development costs. Without assistance, the project would not be feasible.

A comparative analysis of estimated market values both with and without establishment of the TIF District and the use of tax increments has been performed. Such analysis indicates that:

1. the increase in estimated market value of the proposed development is \$6,500,000;
  2. the present value of expected tax increments collected over the maximum duration of the TIF District is \$1,334,072;
  3. the expected increased estimated market value of the site without the use of tax increment is \$15,528; and
  4. even if some development other than the proposed development were to occur, the Authority finds that no alternative would occur that would produce a market value increase greater than \$5,165,928 (the amount in number 1 less the amount in number 2).
- (c) The Tax Increment Financing Plan for Tax Increment Financing District No. 1-4 conforms to the general plan for development or redevelopment of the City of Glyndon as a whole.

The reasons and facts supporting this finding are that the housing developments proposed for the TIF District are generally consistent with the Authority's development plan and zoning ordinances and serves to promote the Authority's development objectives.

- (d) The Tax Increment Financing Plan will afford maximum opportunity, consistent with the sound needs of the City of Glyndon as a whole, for the development of the Project Area by private enterprise.

The reasons and facts supporting this finding are that the development activities are necessary so that development and redevelopment by private enterprise can occur within the Development District, as well as an increase to the tax base of the City, County, and the School District, and the promotion of housing development within the City.



3. Public Purpose. The adoption of the Tax Increment Financing Plan conforms in all respects to the requirements of the Act and will help fulfill a need to develop an area of the City which is already built up to provide employment opportunities to improve the tax base, and to improve the general economy of the State and thereby serves a public purpose.

4. Interfund Loan. The City has determined that it may pay for certain costs (the "Qualified Costs") in a principal amount equal to all Project costs listed in the TIF Budget, which costs may be financed on a temporary basis from the City's general fund or any other fund from which such advances may be legally made (the "Fund"). Under Minnesota Statutes, Section 469.178, Subd. 7, the City is authorized to advance or loan money from the Fund in order to finance the Qualified Costs. The City intends to reimburse itself for the payment of the Qualified Costs, plus interest thereon, from the tax increments derived from the TIF District in accordance with the following terms (which terms are referred to collectively as the "Interfund Loan"):

- (a) The City shall repay to the Fund from which Qualified Costs are initially paid, the principal amount together with interest at 5.00% per annum (which is not more than the greater of (i) the rate specified under Minnesota Statutes, Section 270C.40, or (ii) the rate specified under Minnesota Statutes, Section 549.09) from the date of the payment.
- (b) Principal and Interest on the Interfund Loan ("Payments") shall be paid twice a year after the date the tax increments from the TIF District are available and not otherwise pledged to and including the earlier of (a) the date the principal and accrued interest of the Interfund Loan is paid in full, or (b) the date of the last receipt of tax increment from the TIF District ("Payment Dates") which Payments will be made in the amount and only to the extent of available tax increments. Payments shall be applied first to accrued interest, and then to unpaid principal.
- (c) Payments on the Interfund Loan are payable solely from the tax increment generated in the preceding six (6) months with respect to the TIF District and remitted to the City by Clay County, all in accordance with Minnesota Statutes, Sections 469.174 to 469.1794, as amended. Payments on this Interfund Loan are subordinate to any outstanding or future bonds, notes, or contracts secured in whole or in part with tax increment and are on parity with any other outstanding or future interfund loans secured in whole or in part with tax increments.
- (d) The principal sum and all accrued interest payable under this Interfund Loan are pre-payable in whole or in part at any time by the City without premium or penalty. No partial prepayment shall affect the amount or timing of any other regular payment otherwise required to be made under this Interfund Loan.
- (e) The Interfund Loan is evidence of an internal borrowing by the City in accordance with Minnesota Statutes, Section 469.178, Subd. 7, and is a limited obligation payable solely from tax increment pledged to the payment hereof under this resolution. The Interfund Loan and the interest hereon shall not be deemed to constitute a general obligation of the State of Minnesota or any political subdivision thereof, including, without limitation, the city. Neither the State of Minnesota, nor any political subdivision thereof shall be obligated to pay the principal of or interest on the Interfund Loan or other costs incident hereto except out of tax increment, and neither the full faith and credit nor the taxing power of the State of Minnesota or any political subdivision thereof is pledged to the payment of the principal of or interest on the Interfund Loan or other costs incident hereto. The City shall have no obligation to pay any principal amount of the Interfund Loan or accrued interest thereon, which may remain unpaid after the termination of the TIF District.

- (f) The City may amend the terms of the Interfund Loan at any time by resolution of the City Council, including a determination to forgive the outstanding principal amount and accrued interest to the extent permissible under law.

5. Certification. The Auditor of Clay County is requested to certify the original net tax capacity of Tax Increment Financing District No. 1-4 as described in the Tax Increment Financing Plan, and to certify in each year thereafter the amount by which the original net tax capacity has increased or decreased in accordance with the Act; and the City Clerk is authorized and directed to forthwith transmit this request to the County Auditor in such form and content as the Auditor may specify, together with a list of all properties within Tax Increment District No. 1-4 for which building permits have been issued during the eighteen (18) months immediately preceding the adoption of this Resolution.

6. Filing. The City Clerk is further authorized and directed to file a copy of the amended Development Program and the Tax Increment Financing Plan with the Commissioner of Revenue and Office of the State Auditor.

The motion for the adoption of the foregoing resolution was duly seconded by member \_\_\_\_\_ and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA     )  
COUNTY OF CLAY         ) SS.  
CITY OF GLYNDON         )

I, the undersigned, being the duly qualified and acting Clerk of the City of Glyndon, Minnesota, **DO HEREBY CERTIFY** that, I have compared the attached and foregoing extract of minutes with the original thereof on file in my office, and that the same is a full, true and complete transcript of the minutes of a meeting of the City Council of said City, duly called and held on the date therein indicated, insofar as such minutes relate to the establishment of Tax Increment Financing District No. 1-4 within Municipal Development District No. 1 in the City.

WITNESS my hand this 8<sup>th</sup> day of May 2024.

\_\_\_\_\_  
Wendy Affield, City Clerk/Treasurer

April 2024

**CITY OF GLYNDON**  
**Expenditure Budget Worksheet 2**

Account Descr	2024		2023 Amt	Comment
	Budget	YTD Amt		
<b>101 GENERAL FUND</b>				
E 101-41000-100 Salaries	\$27,598.00	\$8,472.01	\$26,187.73	33.3% Clerk - 2/% 5yrs - 2% 10yrs
E 101-41000-101 Full-Time Hourly	\$8,625.00	\$2,372.85	\$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	\$4,500.00	\$14,550.00	150/meeting+12 Spec Mts
E 101-41000-105 Mayor	\$6,000.00	\$1,900.00	\$5,850.00	200/meeting+24 Spec Mts
E 101-41000-111 Other - EB Uses this Account	\$2,200.00	\$925.15	\$0.00	Election Judges & Meals
E 101-41000-121 PERA	\$3,900.00	\$1,073.31	\$3,268.75	Council 5% - Employee 7.5%
E 101-41000-122 FICA	\$5,050.00	\$1,461.04	\$4,540.93	All 7.65%
E 101-41000-130 Employer Paid Premium Health	\$0.00	\$26,037.12	\$0.00	Transfer Twice a Year July/Dec
E 101-41000-132 Employer Paid Benefit Payout	\$6,000.00	\$1,846.16	\$6,000.04	Wendy Cap at \$500.00 - Ins Reimbursement
E 101-41000-133 Employer Paid Vision Coverage	\$662.00	\$153.00	\$385.56	\$6.12 Eye Insurance (9)
E 101-41000-134 Employer Paid Life Insurance	\$540.00	\$165.00	\$445.00	\$25,000 Life Coverage (9) \$5.00
E 101-41000-135 Employer Paid Health Savings	\$0.00	\$8,533.44	\$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	\$1,030.36	\$2,467.91	Office Supplies
E 101-41000-207 Computer Technology	\$3,300.00	\$729.82	\$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	\$554.73	\$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	\$7,901.11	\$17,838.55	Inspector,Drown,Web,Loffler,MetroCog Study
E 101-41000-301 Auditing/Accounting Services	\$28,300.00	\$21,150.00	\$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	\$1,582.50	\$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	\$680.57	\$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	\$68.01	\$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	\$11,165.66	\$39,203.56	All General
E 101-41000-383 Red River Co-Op	\$11,000.00	\$3,485.83	\$10,294.02	All Departments/City
E 101-41000-401 Repairs/Maintenance Buildings	\$14,000.00	\$15,542.22	\$7,406.65	City/Maint/Police-No Fire/Water/Sewer/CC
E 101-41000-413 Office Equipment Rental	\$5,125.00	\$2,161.26	\$6,327.64	Copy Machine Lease - City Hall \$426.84
E 101-41000-433 Dues and Subscriptions	\$2,000.00	\$1,483.74	\$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	\$129.99	\$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	\$52,708.00	\$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	\$2,495.00	\$4,816.00	Sp Ass - City Property
E 101-41000-631 City Specials Interest	\$2,600.00	\$1,117.00	\$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	\$2,957.80	\$12,372.77	Glyndon Days/Ice Cream/Donations
E 101-42000-100 Salaries	\$103,440.00	\$31,827.20	\$96,616.00	Police Chief
E 101-42000-102 Full-Time Hourly/Overtime	\$211,461.00	\$62,983.34	\$175,741.52	Full-time Officers/TZD/Holiday(\$14,000)
E 101-42000-103 Part-Time Employees	\$14,000.00	\$2,507.50	\$10,276.24	Part-time Employees
E 101-42000-106 Stipend Pay	\$12,000.00	\$3,692.32	\$12,077.00	Was 5hrs/wk x \$46.45 (260 hrs) Capped @ \$1
E 101-42000-121 PERA	\$58,795.00	\$17,623.02	\$51,115.80	PERA 17.7%
E 101-42000-122 FICA	\$6,100.00	\$1,620.05	\$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	\$484.16	\$1,396.80	\$30.26 ea (4) Police
E 101-42000-170 Special Purch/Other Equip	\$13,000.00	\$469.14	\$12,397.53	Watch Guard/Radar/Guns/Body Cams/Taser
E 101-42000-200 Office Supplies	\$2,000.00	\$422.99	\$1,607.19	MISC Supplies
E 101-42000-201 Uniforms	\$5,000.00	\$427.12	\$4,052.78	\$600.00 per union contract
E 101-42000-207 Computer Technology	\$4,400.00	\$2,288.08	\$4,267.46	Computer Equipment
E 101-42000-208 General Training	\$8,000.00	\$4,095.51	\$6,432.42	Train/Ammo/Travel-RO
E 101-42000-210 Operating Supplies	\$7,000.00	\$893.63	\$5,939.60	Misc/Siren1600/PBT/Lidar/WG Cloud 1500
E 101-42000-211 Vehicle Repair/Maintenance	\$8,000.00	\$4,287.62	\$2,665.46	Wash/Repairs/Tires
E 101-42000-212 Motor Fuels	\$20,000.00	\$5,437.57	\$15,183.99	Gas
E 101-42000-300 Professional Services	\$8,600.00	\$2,022.00	\$5,470.17	702/BCA/Eval/Medical/Trans
E 101-42000-319 Cell Phone	\$2,000.00	\$854.54	\$1,975.52	Cell Phones (4)
E 101-42000-320 Air Cards Squad WiFi	\$2,500.00	\$780.20	\$2,340.60	Squad Wi Fi
E 101-42000-321 Telephone	\$1,880.00	\$628.72	\$1,876.26	Telephone - Office
E 101-42000-324 New World	\$24,000.00	\$9,962.00	\$23,595.51	RR Dispatch Services/Part Fire&Rescue
E 101-42000-413 Office Equipment Rental	\$1,200.00	\$400.00	\$1,200.00	Copy Machine Lease - \$100 @ month
E 101-42000-490 Community Outreach Donations	\$500.00	\$63.10	\$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	\$969.52	\$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	\$161.94	\$482.70	Telephone
E 101-43000-381 Xcel-Electric/Gas Bill	\$17,000.00	\$3,725.75	\$15,421.53	Community Center Elec/Gas
E 101-43000-401 Repairs/Maintenance Buildings	\$0.00	\$2,899.12	\$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	\$34.97	\$0.00	Safety Equip/Training



Account Descr	2024		2023 Amt	Comment
	Budget	YTD Amt		
E 101-47000-210 Operating Supplies	\$8,000.00	\$3,858.36	\$8,985.90	Merged 220/221
E 101-47000-211 Vehicle Repair/Maintenance	\$9,000.00	\$1,113.43	\$10,713.02	Repairs/Wash/Tires-1/2 1/4 1/4
E 101-47000-212 Motor Fuels	\$8,000.00	\$898.67	\$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	\$1,750.00	\$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	\$8.25	\$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	\$278.00	\$2,726.47	Snow/Permits/Sign/Banners
E 101-47000-321 Telephone	\$770.00	\$282.13	\$709.56	Telephone - Office
E 101-47000-550 Motor Vehicles	\$100.00	\$101.25	\$0.00	Tabs - some every other year 2024
E 101-47000-629 Maintenance Escrow - RO	\$13,500.00	\$0.00	\$15,004.24	Snow Pusher/Salt Sander
E 101-47000-633 Parks - Yearly Repairs	\$6,000.00	\$231.66	\$4,267.75	Repair/Maintaining/Wood Chips/Removal
E 101-47000-636 Park Equipment - RO	\$15,000.00	\$0.00	\$15,000.00	Replacing Equipment - RO
E 101-47000-651 Equipment Purchases	\$0.00	\$0.00	\$0.00	L85 Bobcat Loader (\$89,598.32)
E 101-51000-601 Debt Srv Bond Principal - EB	\$0.00	\$0.00	\$0.00	EB Uses
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	\$2,176.00	\$4,352.00	4 Lots Left/Need Road/Water & Sewer
101 GENERAL FUND	\$1,102,222.00	\$373,329.63	\$1,163,531.85	
201 WATER FUND				
E 201-44000-100 Salaries	\$66,068.00	\$20,308.81	\$58,197.71	33% Clerk 2% 5yr-2% 10yr/50% Supervisor
E 201-44000-101 Full-Time Hourly	\$73,176.00	\$22,270.53	\$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	\$3,195.28	\$7,735.55	PERA 7.5%
E 201-44000-122 FICA	\$11,033.00	\$3,259.38	\$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	\$121.04	\$305.55	\$30.26 x 4 - 1/2 Water
E 201-44000-200 Office Supplies	\$900.00	\$298.52	\$863.49	Billing Paper/Envelopes
E 201-44000-201 Uniforms	\$950.00	\$342.74	\$602.34	\$500 each-(3) 1/2 Water-W & K \$200
E 201-44000-207 Computer Technology	\$3,300.00	\$382.01	\$3,099.60	702 IT Bill / Server-1/3 1/3 1/3
E 201-44000-208 General Training	\$2,500.00	\$1,664.91	\$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	\$5,634.70	\$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	\$959.11	\$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	\$27,627.44	\$49,952.46	Water Testing/Hydrant Repairs
E 201-44000-319 Cell Phone	\$970.00	\$417.58	\$622.61	Reimburse Employees\$45/Mifi \$120 yr
E 201-44000-322 Postage	\$2,300.00	\$1,369.05	\$2,251.85	Billing Stamps/Samples
E 201-44000-331 Travel/Mileage Expense	\$0.00	\$44.66	\$391.25	Training-Delete combined in 208
E 201-44000-381 Xcel-Electric/Gas Bill	\$12,000.00	\$2,461.52	\$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	\$2,648.20	\$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	\$221,798.10	\$347,161.93	
301 SEWER FUND				
E 301-44000-100 Salaries	\$66,068.00	\$20,334.21	\$58,274.28	33% Clerk 2% 5yr-2% 10yr/50% Supervisor
E 301-44000-101 Full-Time Hourly	\$73,176.00	\$22,270.53	\$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	\$3,197.22	\$7,741.16	PERA 7.5%
E 301-44000-122 FICA	\$11,033.00	\$3,260.76	\$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	\$121.04	\$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	\$342.72	\$602.38	\$500ea-(3)1/2 Sewer-W & K \$200
E 301-44000-207 Computer Technology	\$3,300.00	\$382.01	\$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	\$2,727.61	\$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	\$959.08	\$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	\$4,483.48	\$23,293.41	RMB Testing/Lift Station/Beavers
E 301-44000-319 Cell Phone	\$970.00	\$417.62	\$622.48	Reimburse Employees \$45.00/Miff \$120 yr
E 301-44000-322 Postage	\$2,300.00	\$1,362.40	\$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		2023 Amt	2023 Amt	2023 Comment
	Budget	YTD Amt			
E 301-44000-381 Xcel-Electric/Gas Bill	\$6,500.00	\$478.05	\$4,023.30		Lift Stations - Xcel
E 301-44000-383 Red River Co-Op	\$5,500.00	\$899.23	\$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	\$10,651.89	\$10,572.38		BNSF Lease Underground
E 301-44000-510 Water Shed District-BRRWD	\$15,601.00	\$7,815.66	\$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	\$97,258.28	\$279,122.77		
401 GARBAGE & RECYCLING FUND					
E 401-41000-103 Part-Time Employees	\$3,043.00	\$811.44	\$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	\$62.08	\$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	\$48,546.85	\$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	\$6,258.00	\$0.00		Curbside Recycling \$7.00 x 530 residents
E 401-41000-401 Repairs/Maintenance Buildings	\$7,649.00	\$9,737.56	\$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	\$65,428.88	\$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	\$28,208.79	\$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	\$155.82	\$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	\$2,070.00	\$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	\$444.34	\$1,750.91		Fire
E 501-45000-300 Professional Services	\$1,900.00	\$535.81	\$2,021.81		SCBA Testing/Air Quality Materials
E 501-45000-321 Telephone	\$1,400.00	\$415.84	\$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	\$9,204.92	\$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	\$932.50	\$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	\$920.18	\$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	\$10,350.08	\$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	\$199.18	\$4,456.93	Rescue
<b>501 FIRE &amp; RESCUE FUND</b>	<b>\$93,175.28</b>	<b>\$53,792.11</b>	<b>\$100,484.17</b>	
<b>601 PROJECTS FUND - BONDS</b>				
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	\$104,018.23	\$1,644,798.13	2023A Charleswood Project
<b>601 PROJECTS FUND - BONDS</b>	<b>\$671,220.00</b>	<b>\$607,041.12</b>	<b>\$2,331,681.15</b>	
<b>603 TAX ABATEMENT NOTE FUND 2016A</b>				
E 603-63000-500 Capital Outlay (GENERAL)	\$0.00	\$0.00	\$25,573.75	Paid-2016A Bond Tax Abatement
<b>603 TAX ABATEMENT NOTE FUND 2016A</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$25,573.75</b>	
<b>801 MN DOT RD REPAIR-RECONST ASST</b>				
E 801-41000-664 Bridge/Street Repair - RO	\$10,000.00	\$9,512.60	\$0.00	MN DOT Aid-RO-Parke/Hwy 10
<b>801 MN DOT RD REPAIR-RECONST ASST</b>	<b>\$10,000.00</b>	<b>\$9,512.60</b>	<b>\$0.00</b>	
	<b>\$2,892,089.28</b>	<b>\$1,428,160.72</b>	<b>\$4,441,848.11</b>	

**CITY OF GLYNDON**  
**Revenue Budget Worksheet/BDS/Current**

April 2024

Account Descr	2024 Budget	2024 YTD Amt	2023 Amt	Comment
<b>101 GENERAL FUND</b>				
R 101-41000-31000	\$307,700.00	\$5,407.16	\$302,989.72	General Property Taxes/Levy
R 101-41000-31005	\$108,500.00	\$0.00	\$108,500.00	Stockwood Specials Pd/Selling Lots
R 101-41000-31020	\$5,000.00	\$1,764.24	\$5,725.83	Delinq Gen Prop Taxes
R 101-41000-32000	\$700.00	\$140.00	\$965.00	Burning/ATV/Snowmobile/Parking Fines
R 101-41000-32110	\$4,600.00	\$0.00	\$5,210.00	Hill & Morty's Liquor License
R 101-41000-32210	\$12,000.00	\$165.00	\$11,395.45	50% Goes to Building Inspector
R 101-41000-32215	\$1,600.00	\$3.00	\$1,581.02	State Surcharge from Building Permits
R 101-41000-32240	\$300.00	\$168.00	\$342.00	Pet Tags/Danger Dog \$500
R 101-41000-32270	\$35,664.55	\$0.00	\$0.00	Lugo Abatement/2022 Fuchs 418 Property
R 101-41000-32280	\$12,000.00	\$0.00	\$0.00	2-Year Tax Abatement Program\
R 101-41000-33400	\$0.00	\$0.00	\$149,185.74	PERA Aid/Safety Aid/Am Rescue
R 101-41000-33401	\$454,449.00	\$0.00	\$416,738.00	LGA Funds
R 101-41000-34103	\$100.00	\$0.00	\$200.00	Any Land Changes - Plat/Zone/Split
R 101-41000-34700	\$4,000.00	\$0.00	\$6,974.22	Glyndon Days Donations
R 101-41000-36200	\$50.00	\$3.75	\$46.97	Copies/Misc
R 101-41000-36210	\$2,000.00	\$0.00	\$12,633.38	Northwestern Bank
R 101-41000-36220	\$550.00	\$0.00	\$550.00	Water Tower Lease-School
R 101-41000-36225	\$16,000.00	\$4,223.27	\$16,410.16	Xcel/Midco/RRVC
R 101-41000-39203	\$0.00	\$0.00	\$0.00	Garbage Transfer/Restricted Savings Transfer
R 101-41000-46000	\$0.00	\$0.00	\$1,929.00	Not Sure Each Year
R 101-41000-50000	\$0.00	\$0.00	\$10,335.98	LOMC if we have a claim/Lakes Coop Hlth Ins Reim
R 101-41000-50102	\$150.00	\$0.00	-\$3,416.82	Petro Dividend Ck/Southview Parcel
R 101-42000-33400	\$43,000.00	\$0.00	\$43,557.69	MN Police Aid Granted
R 101-42000-33416	\$5,000.00	\$0.00	\$4,040.79	Training Reimburse - RO
R 101-42000-35000	\$25,000.00	\$7,356.57	\$21,854.82	Merged 35104/35201
R 101-42000-35202	\$50.00	\$7.50	\$89.25	Copies of Reports
R 101-42000-39203	\$0.00	\$0.00	\$0.00	
R 101-42000-45000	\$0.00	\$5,161.00	\$0.00	BNSF/Randall's 2022
R 101-42000-45100	\$500.00	\$1,400.00	\$4,766.02	Picnic/ShopCop-RO
R 101-42000-50100	\$3,000.00	\$452.58	\$3,130.93	TZD Reimbursement
R 101-42000-50102	\$0.00	\$0.00	\$0.00	Transfer to Restricted - Auction
R 101-43000-34001	\$300.00	\$0.00	\$420.00	ASP of Moorhead is doing CC
R 101-43000-34101	\$2,500.00	\$680.00	\$3,780.00	Comm Center Private Rentals
R 101-43000-39203	\$0.00	\$0.00	\$0.00	Comm Center
R 101-47000-32150	\$1,026.00	\$856.88	\$65.13	Mosquito fee-RO
R 101-47000-33610	\$7,000.00	\$9,512.60	\$0.00	Clay Cty Street Repair Reimbursement
R 101-47000-35204	\$7,524.00	\$1,991.75	\$2,572.70	Forestry fee-RO
R 101-47000-36200	\$0.00	\$0.00	\$0.00	Mowing Charges
R 101-47000-36201	\$0.00	\$0.00	\$0.00	Pymt for Vehicle Damage
R 101-47000-39203	\$0.00	\$0.00	\$0.00	Restricted Savings Purchase
R 101-47000-48000	\$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	\$39,293.30	\$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	\$100,458.92	\$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	\$620.13	\$1,745.24	Utility Bill
R 201-44000-37161 Water Looping (Service Fe	\$7,300.00	\$2,727.35	\$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	-\$2,754.70	-\$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	\$29,709.62	\$100,085.51	2021A Refund Water Tower
201 WATER FUND	\$416,321.00	\$131,441.50	\$394,920.42	
301 SEWER FUND				
R 301-44000-34408 Other Sanitation Charges	\$34,500.00	\$11,632.30	\$34,150.80	Utility Pump Station Fee
R 301-44000-37200 Sewer Sales	\$211,000.00	\$76,321.00	\$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	\$490.11	\$1,518.49	Utility Bill Sewer Penalty
R 301-44000-37261 Storm Water	\$42,500.00	\$14,562.68	\$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	\$103,530.27	\$357,102.71	
401 GARBAGE & RECYCLING FUND				
R 401-41000-33620 Other County Grants/Aid	\$22,000.00	\$6,569.57	\$24,759.55	Staff Wage/Recycle Reimburse
R 401-41000-34403 Clean-up Week Charges	\$12,000.00	\$4,160.67	\$11,929.70	Clean-up Week
R 401-41000-37310 Residential Garbage Char	\$96,000.00	\$34,897.05	\$107,881.00	Residential Garbage \$2.00 Decrease
R 401-41000-37311 Commercial Garbage Char	\$54,800.00	\$18,906.39	\$54,430.55	Commercial Garbage
R 401-41000-37315 Curbside Recycling	\$44,520.00	\$6,272.81	\$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	\$70,806.49	\$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	\$28,208.79	\$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	\$0.00	\$0.00	SBR Reimbursement State
R 501-45000-34000 Charges for Services	\$5,000.00	\$2,169.50	\$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	\$1,000.00	\$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
<b>501 FIRE &amp; RESCUE FUND</b>	<b>\$94,440.00</b>	<b>\$42,030.79</b>	<b>\$116,889.14</b>	
<b>601 PROJECTS FUND - BONDS</b>				
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 Murray
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	-\$104,018.93	\$0.00	2023A Charleswood Project
<b>601 PROJECTS FUND - BONDS</b>	<b>\$725,329.00</b>	<b>-\$81,893.27</b>	<b>\$785,162.38</b>	
<b>602 CAPITAL PROJECTS</b>				
R 602-64000-50900 Capital Projects	\$51,000.00	\$17,685.25	\$31,277.09	Funds from Utility Bill-\$3.00 added
<b>602 CAPITAL PROJECTS</b>	<b>\$51,000.00</b>	<b>\$17,685.25</b>	<b>\$31,277.09</b>	
<b>603 TAX ABATEMENT NOTE FUND 2016A</b>				
R 603-51000-50800 Transfer In/Out - EB	\$0.00	\$104,018.93	\$0.00	2023A-Charleswood Project
R 603-63000-31000 General Property Taxes	\$0.00	\$0.00	\$26,585.00	Paid-Levy 2016A-Tax Abatement
<b>603 TAX ABATEMENT NOTE FUND 2016A</b>	<b>\$0.00</b>	<b>\$104,018.93</b>	<b>\$26,585.00</b>	
<b>801 MN DOT RD REPAIR-RECONST ASST</b>				
R 801-41000-33400 State Grants & Aids	\$10,000.00	\$0.00	\$0.00	State Aid for Street Maintenance - RO
<b>801 MN DOT RD REPAIR-RECONST ASST</b>	<b>\$10,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	

Account Descr	2024 Budget	2024 YTD Amt	2023 Amt	Comment
	\$2,950,171.55	\$426,913.26	\$3,043,510.52	

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

**ORDINANCE NO. 195**

**AN ORDINANCE CREATING AND ENACTING CANNABIS REGULATIONS**

**THE CITY COUNCIL OF THE CITY OF GLYNDON HEREBY ORDAINS:**

**CANNABIS REGULATIONS**

Section 1	Purpose and intent
Section 2	Definitions
Section 3	Prohibition of cannabis use in public spaces
Section 4	Penalty

**Section 1: PURPOSE AND INTENT**

- a. The City recognizes that, based on the most reliable and up-to-date scientific evidence, the introduction of new legalized adult-use cannabis products presents a significant potential threat to the public health, safety, and welfare of the residents of Glyndon, and particularly to youth.
- b. The City has the opportunity to be proactive and make decisions that will mitigate this threat and reduce exposure of young people to cannabis and related products and improve compliance among cannabis users.

**Section 2: DEFINITIONS**

**PRIVATE PROPERTY:** means private residences, including curtilage and yard, not generally accessible by the public; unless a person is explicitly prohibited from consuming cannabis flower, cannabis products, lower-potency hemp edibles or hemp derived consumer products on the property by the owner of the property. Usage must be in accordance with Minn. Statutes §342.09, PERSONAL ADULT USE OF CANNABIS.

**PUBLIC PLACE:** means property that is generally open or accessible to the public, except those premises licensed by the State of Minnesota to permit on-site consumption.

**PUBLIC PROPERTY:** means property, real or personal, that is owned, managed, or controlled by the City, including, but not limited to: City buildings and all land therein, parking lots, parks, golf courses, pathways and trails, and city rights of way consisting of the traveled portion and abutting boulevard, sidewalks and trails, and any City personal property, such as motor vehicles, city equipment and the like.

**CANNABIS FLOWER, CANNABIS PRODUCTS, LOWER-POTENCY HEMP EDIBLES, AND HEMP DERIVED CONSUMER PRODUCTS:** shall have the meanings as defined in Minn. Stat. §342.01 (enacted under Minnesota Laws 2023).

**Section 3: PROHIBITION OF CANNABIS USE IN PUBLIC PLACES**

- a. It is unlawful to use cannabis flower, cannabis products, lower-potency hemp edibles and hemp derived consumer products in public places or public property in the City of Glyndon.
- b. Exceptions:
  - 1. Private property as defined in this chapter.
  - 2. The premises of an establishment or event licensed to permit on-site consumption of cannabis flower, cannabis products, lower-potency hemp edibles or hemp-derived consumer products.

**Section 4: PENALTY**

Any person violating any provision of this chapter shall, upon conviction thereof, be guilty of a misdemeanor and shall be punished by a fine as provided by law.

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This ordinance shall take effect and be in force from and after its passage and publication, and all other ordinances, resolutions, and acts and proceedings of the City and of the Council which are inconsistent with the terms of this ordinance are hereby amended or repealed to the extent necessary to give full force and effect to this ordinance.

**APPROVED AND ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2024 in the City of Glyndon, Minnesota.

MAYOR: \_\_\_\_\_  
Tracy Tollefson, Mayor

ATTEST: \_\_\_\_\_  
Wendy Affield, City Clerk/Treasurer

**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

1<sup>st</sup> Reading – April 24<sup>th</sup>, 2024

2<sup>nd</sup> Reading – May 8<sup>th</sup>, 2024

Published – June 3<sup>rd</sup>, 2024



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**Union Depot, Glyndon.** The depot served both the Great Northern and Northern Pacific Railways. It was destroyed by a suspicious fire in December 1888. The story starting on page 8 tells more about the Glyndon Fires. F. Jay Haynes Collection.