



Glyndon City Council Packet

August 27th, 2025, at 6:00 p.m.

City Hall Council Chambers



Agenda for Glyndon City Council
8/27/2025 – 6:00 p.m.
Regular Council Meeting
City Hall Council Chambers

1. **Call to Order:** Mayor Joe Olson
2. **Roll Call**
3. **Motion to Approve Consent Agenda**
 - a. 8/13/2025 – Council Meeting Minutes
 - b. Approve Resolution of Payments
4. **Any Additions to the Agenda** (*urgent items only please*)
5. **Motion to Approve Agenda**
6. **Old Business / Unfinished Business Updates**
 - a. **Township Service Agreement & Fire Apparatus Purchase Agreement Discussion** – *Jake Pender, Riverton Township*
 - b. **Cannabis Discussion**
 - c. **Budget Discussion**
 - **Utility Bill Discussion**
 - d. **Night to Unite / Glyndon Days Update**
7. **New Business**
 - a. **Community Center Rental Application and Fees**
 - b. **Discussion on Future Road Repairs**
8. **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.*
9. **Mayor/Department Reports**
 - a. **Justin Vogel, Police Chief**
 - b. **Jeff Berg, Maintenance Department**
 - c. **Bob Cuchna, Fire Chief**
 - d. **Wendy Affield, Clerk/Treasurer**
 - e. **Justin Vogel, Administrator**
10. **Committee Reports**
11. **Time to Discuss the Additions to the Agenda** (*only discuss if added and approved in #4 above*)
12. **Miscellaneous Announcements & Recognitions**
13. **Adjournment**

The next Council Meeting is Scheduled for Wednesday September 10th, 2025, at 7:00 a.m.

Glyndon City Council
Wednesday, August 13, 2025 – 7:00 a.m.
Regular Council Meeting
City hall Council Chambers

1. **Call to Order:** Mayor Joe Olson called the meeting to order at 7:00 am.
2. **Roll Call:** Council Members Present: Shonna Severson, Patrick McCoy, Steven Ring, Bryant DeVries; City Clerk/Treasurer Wendy Affield.

As Per Sign in Sheet: Colleen Murray from CAPLP

Virtual Attendees: None

Absent: Administrator/Police Chief Justin Vogel; Maintenance Foreman Jeff Berg; Fire Chief Bob Cuchna

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

a. **7/23/2025 – Council Meeting Minutes**

b. **Approve Resolution of Payments**

- **Accept Glyndon Days Donations from:**

- **\$500 Donation from Fuchs Sanitation**
- **\$200 Donation from McLaughlin Auctioneers, LLC**
- **\$300 Donation from Arrow Advisors**
- **\$500 Donation from SRD Towing**
- **\$500 Donation from Randall's Excavating**

4. **Any Additions to the Agenda** – Nothing at this time.

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

6. **New Business**

- a. **Lakes & Prairies Community Action Partnership (CAPLP)** - Colleen Murray is the Communications Director at CAPLP, a non-profit organization that serves Clay and Wilkin Counties. Their mission is to Eliminate Poverty, Empower Families, and Engage Communities. They are celebrating their sixtieth (60th) year of serving our communities. Colleen shared information about the work CAPLP is doing locally and included highlights from their 2024 Annual Report. They serve nearly 5,000 individuals in Clay and Wilkin Counties each year with one hundred and thirty-five (135) staff members. The need in our communities has increased by twenty (20) percent over the past year. CAPLP offers more than thirty (30) different programs and services. These programs include Head Start, home-based services for families in rural areas, childcare services, housing programs, childcare financial assistance, budgeting assistance programs, economic empowerment programs that help people save for their first home, and senior care programs. She also discussed a partnership planned for the summer of 2026 with an organization called Group Cares Foundation out of Loveland, Colorado. Group Cares organizes mission trips for youth from across the country to come to Clay County and perform home repairs for individuals who either cannot financially afford it or are physically unable to do the work themselves. They will be serving the Glyndon area and all of Clay County, and they are currently looking for homes in need. Repairs may include accessible ramps, deck repairs, indoor/outdoor painting, yard cleanup, and mobile home skirting. CAPLP will accept applications and assess whether each project falls

within their scope. They will also determine whether they can complete all applications and, if not, will prioritize which projects to take on. They typically do not turn many people away. Applications are being accepted now, and decisions will be made in the spring of 2026. CAPLP handles all fundraising to cover the cost of repairs, while the mission youth provide the labor. Every three (3) years, CAPLP conducts a full assessment of the community's highest needs. The most pressing needs identified are high-quality affordable childcare, living wage employment, affordable housing, and transportation. They continue to see population growth, especially in the metropolitan area, and poverty rates are rising alongside that growth. Colleen also attached a couple of flyers highlighting upcoming events.

- b. **Letter of Support for CAPLP and the Community Services Block Grant (CSBG)** - A motion to approve the Letter of Support for CAPLP and the Community Services Block Grant (CSBG) was made by Bryant DeVries, seconded by Shonna Severson. All in Favor.
Motion Carried.
 - c. **2026 Certified LGA Amount is \$455,622.00** (increase of \$779.00) (informational only)
 - d. **Township Yearly Fire Contract for 2026-2028** – Mayor Olson informed Council the yearly fee was decreased from seven thousand three hundred fifty-five dollars (\$7,355) to seven thousand dollars (\$7,000) to show we are trying to work with the Townships. This will be a three (3) year agreement with no two percent (2%) increase for the first three (3) years. A motion to approve the Township Yearly Fire Contract for 2026-2028 was made by Steven Ring, seconded by Bryant DeVries. All in Favor.
Motion Carried.
 - e. **July 2025 Expense and Revenue Budget Sheets for Review** (informational only)
 - f. **General Budget Discussion – Wendy Affield** – Affield explained to Council her portion of the budget has to do with the 101-41000 General, 401-41000 Garbage and Recycling, and 601 Bonds. The bond numbers come from Financial Advisor Jason Murray. Affield states the Finance Committee will discuss the budget on Wednesday, August 20th and then we will visit with Jason Murray about levy percentages and at the Council Meeting on August 27, 2025, we will discuss the full budget. Council Member Ring asked if there would be any conversation concerning the utility bill rates. Affield mentioned it will be discussed at the next meeting when Vogel is here, reminding Council the Auditors mentioned making some adjustments to increase the water and sewer funds. Affield let Council know the new paid leave is not in the budget, they will need to decide if they are going to pay the whole fee or half it with the employees.
7. **Open Forum – Public Comments/Concerns** – Nothing at this time.
8. **Mayor/Department Reports**
- a. **Justin Vogel, Police Chief** – Not Present.
 - b. **Jeff Berg, Maintenance Department** – Not Present.
 - c. **Bob Cuchna – Fire Chief** – Not Present.
 - d. **Wendy Affield, Clerk/Treasurer** – Affield states she is working on scheduling a post Glyndon Days meeting to debrief on how it went this year and decide who they want to book for next year.
 - e. **Justin Vogel, Administrator** – Not Present.
9. **Committee Reports** – Nothing at this time.
10. **Old Business / Unfinished Business Updates** – Nothing at this time.
11. **Time to Discuss the Additions to the Agenda** – Nothing at this time.

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

13. Adjournment – A motion was made by Steven Ring to adjourn the meeting at 7:17 am, seconded by Shonna Severson. All in Favor.
Motion Carried.

Joe Olson, Mayor

Hanna Dufault, Administrative Assistant

Wendy Affield, Clerk/Treasurer

August 13, 2025, Council Meeting Minutes

CITY OF GLYNDON

RESOLUTION RECORD

8/27/2025

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, August 27th, 2025

Vendor	Description	Code	Amount
Acme Tools	Maintenance Dept Supplies	101-47000-210	\$96.77
Ameritas Life Ins/Vision	Vision Insurance for Employees	101-41000-133	\$57.84
Andy Nudell	Generator for Main Lift Station	301-44000-	\$20,000.00
Anytime Mobile Truck Service	Fire Dept Truck Repairs	501-45000-580	\$234.68
ASP of Moorhead	Community Center Security for 8/16/25	101-43000-280	\$192.00
Beam Dental Card ACH	Employee Dental & Extra Coverage	Coded Separate	\$359.48
Core & Main	8 Iperl Meters & 16 Couplings - Water	201-44000-403	\$1,680.40
D & S Construction of DL	Building Inspector Retainer for August	101-41000-300	\$500.00
Ferguson Waterworks	2 - 18 x 4 Foam Pit Plg	101-47000-225	\$120.68
Hawkins	Azone Chemicals for Water Dept	201-44000-216	\$1,498.00
Horsemen Public Safety Design	Police Breast Cancer Awareness Patch	101-42000-201	\$191.00
Interstate Power Systems	Serviced Portable Generator	301-44000-300	\$674.16
Ken-Rich Ent, Inc	Glyndon Days Dippin Dots	101-41000-665	\$720.00
KFGO Radio	Glyndon Days Advertising	101-41000-665	\$350.00
Lakes Country Service ACH	Health Insurance for Employees - MEDICA	G 101-21706	\$9,233.62
Law Enforcement Labor	Union Dues for Ryan, Annie, Carter & Teryn	G 101-21707	\$292.00
League of MN Cities	Final Workmans Comp Premium	101-41000-151	\$2,489.00
Magnum Electric	Inspected Pump 2 Issue	201-44000-300	\$375.00
Menards	Erosion Blanket 8 x 112	101-47000-224	\$42.87
Minnesota Dept of Health	Quarterly Water Connection Fee	201-44000-300	\$1,010.00
Minnesota Fire Service Certi.	Retest for Hunter Fischer - Fire Dept	501-45000-208	\$75.00
Napa Auto Parts	Oil Filter Wrench - Maintenance	101-47000-210	\$19.59
O'Reilly Auto Parts	Maintenance Dept Supplies	101-47000-211	\$106.56
RMB	Water Testing on 7/15/25	201-44000-300	\$57.48
Runnings	Jaden Pants - Tore on our Equipment	101-47000-210	\$56.47
SSI Crestmark	US Solar Xcel Payment for July	Coded Separate	\$2,064.58
Titan Machinery	Case Tractor Filter	101-47000-211	\$411.30
Vector Disease Control	Aerial Application for Mosquitos	101-47000-218	\$3,109.50
Vestis	Community Center Mops	101-43000-210	\$54.04

TOTAL

\$46,072.02

AS CERTIFIED BY WENDY AFFIELD CITY CLERK

GRAND TOTAL

\$46,072.02

**CITY OF GLYNDON AND
GLYNDON VOLUNTEER FIRE DEPARTMENT
TOWNSHIP AGREEMENT FOR FIRE SERVICES**

THIS AGREEMENT is made and entered into this ____ day of _____, 2025, by and between the City of Glyndon, Minnesota, a Municipal Corporation (City) and the Township of _____, Clay County, Minnesota (Town).

RECITALS

The Town deems it advisable to have, for the benefit of the residents of the Town, the services of the City Fire Department.

The electors of the Town have, pursuant to law, provided a fund for furnishing such services.

The City is willing to provide first service to the Town upon the terms contained in this agreement.

The City has, by appropriate action, authorized its Mayor and Administrator to enter into a contract with the Town for the furnishing of such service.

NOW THEREFORE, the parties mutually agree as follows:

1. **Term** – The term of this agreement shall be for a period of three (3) years commencing on January 1, 2026, and terminating on December 31, 2028, unless otherwise terminated as provided in the agreement.
2. **Services to be Provided** – The City agrees to attend and serve at fires outside of the City and within the Town and will respond to such calls with suitable fire-fighting apparatus and equipment and will render all assistance possible for the protection of life and property. It is provided, however, that the failure to furnish the service, herein agreed upon, due to weather/disasters, road conditions, unavailable manpower, or the inaccessibility or unavailability of such apparatus and equipment in connection with the fighting of other fires or accidents, shall not be considered a breach of this agreement. It is specifically agreed between the parties that the decision of the Chief of the Glyndon Fire Department or other fire officer in charge, as to the provision of such services shall be final.
3. **Base Charges** – For the services to be provided under this agreement, the Town agrees to pay to the City, the sum of \$7,000.00, one-half thereof to be paid no later than July 1, of each year, and the remaining balance no later than November 31, of each year.
4. **Service Fee** – In addition to the Base Charge set forth in the preceding paragraph 3, the Town agrees to pay to the City the following service fee:

The sum of Four Hundred Dollars (\$400), for the first hour or any part thereof, and the sum of Four Hundred Dollars (\$400), for each additional hour or any part thereof, during which services are provided. The service fee may be changed at any time during this contract.

Such time shall be computed from the time the alarm is received by the City Fire Department, and continue until the fire department staff, apparatus and equipment used in answering the alarm shall have returned to the proper headquarters in the City, and such apparatus and equipment shall have been returned

to a state of readiness for further service. This service fee shall include any and all fire calls to the Town, whether to private or public property and shall also include all emergency, accident, rescue and false alarm calls into the Town. The Town further agrees to be liable for and agrees to either pay directly to or to reimburse the City Fire Department, by the Fire Department Officer in charge, and shall include but not be limited to, mutual aid and other fire departments, either public or private emergency vehicles, utilities equipment, and any heavy road or construction equipment, rescue equipment and the necessary manpower to operate such equipment, and materials used or damaged. Bills for service fees for any calls being responded to by the Glyndon Fire Department to the Town under this agreement shall be paid by the end of the calendar month, which said bills are presented by the City to the Town. Payment for all service fees shall be made to the Office of the City Clerk, Glyndon, Minnesota.

5. **Home Numbering System** – The Town has installed a home numbering system and agrees to maintain and update such system at its sole cost during the term of this agreement. Clay County shall assign all new numbers. All home fire numbers shall be visible from the roadway and shall be kept in good repair by the Town.
6. **Termination** – The parties acknowledge that it is in the best interest of the City and the Town that this agreement is in place for the entire term hereof. This agreement may only be terminated by the mutual consent of both parties in writing.
7. **Worker's Compensation Coverage** – The City of Glyndon shall provide and pay for all workers' compensation insurance premiums for the fire fighters provided under this agreement.

IN WITNESS WHEREOF, the parties have caused this instrument to be executed by the duly authorized officers of the City and the Town and the respective seals of the parties to be affixed hereto. This contract shall be executed in quadruplicate with each part to have a copy; two duly executed copies of the signed contract to be filed with the State Insurance Division and each copy shall be deemed an original for all purposes.

CITY OF GLYNDON, MINNESOTA

TOWNSHIP OF _____
(Clay County, Minnesota)

By: _____
Joe Olson, Mayor

By: _____
Chairman

By: _____
Justin Vogel, Administrator

By: _____
Township Clerk

Dated this ____ day of _____, 2025

Dated this ____ day of _____, 2025

CITY OF GLYNDON

Clay County, Minnesota

Purchase Agreement: Fire Apparatus Funding and Responsibilities

1. Purpose

This agreement outlines the financial commitment of the Township and the responsibilities of the City of Glyndon regarding the acquisition and operation of a pumper/tanker fire truck.

2. Financial Commitment

The Township agrees to contribute a total of thirteen thousand six hundred twenty dollars (\$13,620.00) toward the cost of the pumper/tanker fire truck, distributed evenly over a period of ten (10) years.

3. Payment Schedule

- The Township shall make annual payments of thirteen thousand six hundred twenty dollars (\$13,620.00).
- The first payment shall be due on or before February 1, 2027.
- Subsequent payments shall be due on or before February 1st of each year through February 1, 2036.

4. Responsibilities of the City of Glyndon

The City of Glyndon shall be solely responsible for the following:

- Maintenance: All routine and emergency maintenance, repairs, and upkeep of the pumper/tanker fire truck.
- Insurance: Procuring and maintaining adequate insurance coverage for the vehicle, including liability, collision, and comprehensive coverage.
- Ownership: The City of Glyndon shall retain full ownership of the pumper/tanker fire truck throughout and after the payment period.

5. Payment Method

Payments shall be made by check to the City of Glyndon.

6. Termination or Modification

Any changes to this agreement must be made in writing and agreed upon by both parties.

7. Signatures

Authorized Representative, Township

Township

Date

Authorized Representative, City of Glyndon

City of Glyndon

Date

City of Glyndon Utility Rates for 2026

	2023	2024	2025	2026	
				Residential	Commercial
Water	\$27.00	\$30.00	\$30.00	\$35.00	\$35.00
change	\$3.00	\$0.00	\$0.00	plus \$5.50/1,000 gal	plus \$6.50/1,000 gal
Sewer	\$18.00	\$18.00	\$18.00	\$25.00	\$25.00
change	\$0.00	\$0.00	\$0.00	plus \$5.50/1,000 gal	plus \$6.50/1,000 gal
Pump Station	\$5.00	\$5.00	\$5.00	\$5.00	\$10.00
change	\$0.00	\$0.00	\$0.00		
Storm Water	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00
change	\$0.00	\$0.00	\$0.00		
Curb Recycling	\$0.00	\$7.00	\$7.00	\$7.00	\$0.00
change	\$7.00	\$0.00	\$0.00		
Clean-up Week	\$1.90	\$1.90	\$1.90	\$2.40	-
change	\$0.00	\$0.00	\$0.00		
Garbage	\$19.95	\$17.95	\$19.77	\$19.77	varies w/dumpster size
change	-\$2.00	\$1.82	\$0.00		
Garbage Tax	\$1.95	\$1.75	\$1.93	\$1.93	17% State Sales Tax
tax change	-\$0.20	\$0.18	\$0.00	9.75% State Sales Tax	
Forestry	\$0.50	\$1.10	\$1.10	\$2.00	\$2.00
change	\$0.60	\$0.00	\$0.90		
Mosquito	\$1.05	\$0.15	\$0.15	\$0.15	\$0.15
change	-\$0.90	\$0.00	\$0.00		
Water Looping	\$1.25	\$1.25	\$1.25	\$1.25	\$1.25
change	\$0.00	\$0.00	\$0.00		
Water Tower	\$15.00	\$12.00	\$12.00	\$12.00	\$22.00
change	-\$3.00	\$0.00	\$0.00		
Capital Project	\$5.90	\$8.90	\$8.90	\$10.00	\$10.00
change	\$3.00	\$0.00	\$1.10		
MONTHLY BASE	\$105.50	\$113.00	\$115.00	\$129.50	varies w/garbage
change	\$7.50	\$2.00	\$14.50		

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

Residential Units w/apartments = XXX was 451 was 447

Commercial Units = 40

Trailer Park = 49

School Units = 1

541 Total



Glyndon Community Center Rental Application

Community Center is only reserved after an advance payment of the Rental Fee for all events.

Community Center is only reserved after an advance payment of ½ the total fee for Category I Events

Name: _____

Address: _____ Phone: _____

Reason For Rental: _____

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

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

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

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

CATEGORY I

RESIDENTS

NON-RESIDENTS

Dances/Receptions	\$250 _____	\$400 _____
Non-Profit Fundraisers	\$100 _____	\$200 _____
Damage Deposit	\$500 _____	\$500 _____
Refundable Cleaning Deposit	\$100 _____	\$200 _____

****ASP SECURITY Charge – (\$35/Hour – minimum of 4 Hours) \$140+ _____**

CATEGORY II

RESIDENTS

NON-RESIDENTS

Small Event or Family Party – 4 Hours	\$30 _____	\$100 _____
Small Event or Family Party – Over 4 Hours	\$50 _____	\$150 _____
Refundable Cleaning Deposit	\$100 _____	\$200 _____

****ASP SECURITY Charge – (\$35/Hour – minimum of 4 Hours) \$140+ _____**

Office Use Only

Rental Fee: _____ Date: _____ Cash _____ Check# _____ Card _____

Cleaning Deposit _____ Date: _____ Cash _____ Check# _____ Card _____

Initials for Rental Fee: _____ / _____ Initials for Cleaning Deposit: _____ / _____

HOLD HARMLESS AGREEMENT

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

Renter shall **NOT** make any alterations to the Community Center without consent of the City. Alterations include any items that shall be hung, glued, taped or in any other way affixed to the walls, ceiling, floor, or light fixtures.

If alcohol is to be consumed, served, or sold at the event sponsored by me or members of my organization, I understand and agree that ASP Security of Moorhead must be hired to be present at the event.

Failure to comply with this clause will result in the event being shut down and fines being levied. The consumption of Alcohol by parties under the age of 21 is not allowed in the Community Center. I.D.cards will be checked when warranted by the officer attending. Violations of this policy will be handled in a swift and serious manner and violators will be subject to arrest by the Glyndon Police Department. Alcoholic beverages are not allowed outside the Community Center Building, unless prior security arrangements have been made.

Applicant Signature: _____ **Date:** _____

Please return this form and payment to City Hall:

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

Or Email: **hdufault@glyndonmn.com**

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

Approved By: _____ **Date:** _____
Clerk/Treasurer or Administrative Assistant

Acknowledgment of Deposit Returned: _____

Deposit Returned By: _____ **Date:** _____