

City of Glyndon

Minnesota



City Council:

Mayor Joe Olson
Shonna Severson
Bryant DeVries
Patrick McCoy
Steven Ring

Glyndon City Council Packet

April 22nd, 2026, at 6:00 pm

City Hall Council Chambers



CITY OF GLYNDON
REGULAR COUNCIL MEETING AGENDA
Wednesday – April 22nd, 2026, at 6:00 pm
City Hall Council Chambers

1. **Call to Order:** Mayor Joe Olson
2. **Roll Call**
3. **Motion to Approve Consent Agenda**
 - a. **4/8/2026 – 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**
7. **New Business**
 - a. **Accept Southview Addition’s Sealcoat Estimate from Asphalt Preservation Company for \$59,846.82** (*need a motion*)
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. **Department Reports**
 - a. **Justin Vogel, Police Chief**
 - b. **Jeff Berg, Maintenance Department**
 - c. **Jacob Cuchna, Fire Chief**
 - d. **Wendy Affield, Clerk/Treasurer**
 - e. **Justin Vogel, Administrator**
10. **Committee Reports**
 - **Glyndon Days**
 - **Fire Department**
11. **Time to Discuss the Additions to the Agenda** (*only discuss if added and approved in #4 above*)
12. **Miscellaneous Announcements & Recognitions**
 - **Clean-up Week** – North of 7th St will be on Tuesday, April 28th
 - **Clean-up Week** – South of 7th St will be on Wednesday, April 29th
13. **Adjournment**

The next Council Meeting is Scheduled for Wednesday, May 13th, 2026, at 7:00 a.m.

Glyndon City Council
Wednesday – April 8, 2026 – 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 a.m.
2. **Roll Call:** Council Members Present: Bryant DeVries, Shonna Severson, Patrick McCoy, and Steven Ring; Administrator/Police Chief Justin Vogel; Maintenance Forman Jeff Berg, City Clerk/Treasurer Wendy Affield, and Administrative Assistant Hanna Dufault.

As Per Sign in Sheet: None
Virtual Attendees: None
Absent: Fire Chief Jacob Cuchna
3. **Motion to Approve Consent Agenda** – A motion to approve the consent agenda was made by Steven Ring, seconded by Shonna Severson. All in favor.
Motion carried.
 - a. 3/25/2026 – Council Meeting Minutes
 - b. **Approve Resolution of Payments**
 - **Accept Dividend Check from Petro Serve for \$56.34**
 - **Mayor Olson requested an additional invoice be added to the Resolution of Payments from Axon Enterprises in the amount of \$4,374.33**
4. **Any Additions to the Agenda** – Nothing at this time.
5. **Motion to Approve Agenda** - A motion to approve the agenda was made by Bryant DeVries, seconded by Steven Ring. All in favor.
Motion carried.
6. **Old Business / Unfinished Business Updates** – Nothing at this time.
7. **New Business**
 - a. **Wheelage Tax Funds from Clay County** – 2021 was \$11,502.68 – 2022 was \$11,074.05 – 2023 was \$11,117.81 – 2024 was \$11,383.70 – 2025 was \$11,426.66 **Totaling \$56,504.90 for the City to use for Construction or Maintenance Projects on City Streets – These funds can only be carried over for a period of 7 years (informational only)** – Vogel states they are in the process of getting bids to sealcoat Southview and possibly another area if funds allow. It is undetermined whether these funds will be used for that project or saved for a later street project.
 - b. **March 2026 Expense and Revenue Budget Sheets for Review (informational only)**
8. **Open Forum – Public Comments/Concerns** – Nothing at this time.
9. **Department Reports**
 - a. **Justin Vogel, Police Chief** – Chief Vogel reported an officer will be returning to patrol next week, but they will still be down one officer until mid-summer. Next week, he will be attending the Chief’s Conference in St. Cloud. April is Autism Awareness Month, and Officer Schock designed new patches for the officers to wear throughout the month.
 - b. **Jeff Berg, Maintenance Department** – Berg reported that Bradey will be attending his water class in Park Rapids next week. They are finishing the garden plots so they will be ready for residents by May 1st. He is still working on the gas regulator at the Fire Hall. He is also ordering floor tiles for the Community Center kitchen to patch the area underneath the cabinet that will be removed. He located matching tiles, but they must be shipped in, and the shipping cost alone is nearly \$400.

He also received additional water bottles for another round of Lead & Copper water testing.

- c. **Jacob Cuchna, Fire Chief** – Absent – Nothing at this time.
- d. **Wendy Affield, Clerk/Treasurer** – Affield reported the City will be obtaining the Banyon Licensing Program to track all permits, including ATV, building, pet, and others. She noted the program should generate a monthly report for building permits that includes the State surcharges she is required to file. The goal is to have the system up within the next month. She also plans to update the Gateway to the Lakes article so Glyndon can be featured again this year, and she will be adding information about the Community Garden. She encouraged anyone with input to reach out to her. Kris Carlson met with staff to review the Floodproof Construction Permit process and how to proceed if new construction occurs in the Charleswood Development. Hanna will provide applicants with the appropriate packet when they come in for permits. Affield stated the auditors are still working through the materials she submitted, and she expects to have them present to Council sometime in May.
- e. **Justin Vogel, Administrator** – Vogel reported he worked with Kris Carlson this week to finalize the Flood Proof Construction Packet, and it is now ready for use. Anyone completing new construction in that area will be required to fill one out. A packet will be kept at City Hall if the State Auditors need to review anything. He also noted that he is discussing the ditch on 12th Avenue with Carlson. Fire Chief Jacob Cuchna and Bradey Berg now have official City email addresses. Vogel stated he would like to order polo shirts for all Council Members to wear during meetings and at events they attend, such as Day at the Capitol. He also brought forward the idea of reducing City Council meetings to once a month beginning in 2027, which would allow more time for committee meetings. This will be discussed and voted on at a later date, but he wanted to bring it up.

10. Committee Reports – Fire Committee is scheduled to meet prior to the next Council Meeting. Glyndon Days Committee will be meeting immediately following this meeting.

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

12. Miscellaneous Announcements & Recognitions

- **Clean-up Week** – North of 7th St will be on Tuesday, April 28th
- **Clean-up Week** – South of 7th St will be on Wednesday, April 29th

13. Adjournment – A motion was made by Steven Ring to adjourn the meeting at 7:10 a.m., seconded by Bryant DeVries. All in favor.
Motion carried.

Joe Olson, Mayor

Hanna Dufault, Administrative Assistant

Wendy Affield, Clerk/Treasurer

**CITY OF GLYNDON
RESOLUTION RECORD**

4/22/2026

RESOLUTION ALLOWING CLAIMS & ORDERING PAYMENT THEREOF

WHEREAS, THE CITY CLERK HAS AUDITED AND THE DEPARTMENTS HAVE APPROVED THE FOLLOWING CLAIMS AGAINST THE CITY OF GLYNDON, AND HAVE CERTIFIED THAT SUCH CLAIMS ARE PROPERLY PAYABLE BY THE SAID CITY, AND THAT THE SAID CITY CLERK HAS VERIFIED SUCH CLAIMS TO BE PAID AND HAS SATISFIED HERSELF THAT SUCH BILLS AND CLAIMS ARE PROPER CHARGES AGAINST THE CITY OF GLYNDON;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GLYNDON, MINNESOTA,

FUNDS:

Wednesday, April 22nd, 2026

Vendor	Description	Code	Amount
Affield, Wendy	Expense Sheet for March	101-41000-210	\$77.81
Ameritas Life Ins/Vision	Vision Insurance for Employees	101-41000-133	\$63.96
Beam Dental Card ACH	Employee Dental & Extra Coverage	Coded Separate	\$515.85
Clay County Sheriff	2nd Quarter of New World RRRDC - Police	101-42000-324	\$5,906.31
Curt's Lock and Key	Keys for Maintenance Dept	101-47000-210	\$22.26
D & S Construction of DL	Building Inspector Retainer for April	101-41000-300	\$500.00
David Drown & Associates	Professional Services - Job Description	101-41000-300	\$250.00
Galls	Police Dept Uniform	101-42000-201	\$107.74
Glacier Dust Control	Sdust Control on 7th & 12th Streets	101-47000-224	\$1,976.40
JDP Electric	Rewired Outlets at Water Plant	201-44000-220	\$519.00
Lakes Country Service ACH	Health Insurance for Employees - MEDICA	G 101-21706	\$10,362.26
Law Enforcement Labor	Union Dues for Ryan, Annie, Carter & Teryn	G 101-21707	\$292.00
Menards	Maintenance & City Hall Supplies	Coded Separate	\$233.62
MIDCO	Email Hosting Fee	101-41000-207	\$1.00
Minnesota Life Insurance	Life Insurance for Employees	Coded Separate	\$124.50
Premium Waters	City Hall/Police Dept Water Jugs-	Coded Separate	
Pro Sweep	City Streets Swept	101-47000-224	\$1,950.00
Pye-Barker	Fire Dept Service Work on Ext.	501-45000-300	\$1,398.90
RMB Enviromental	Sewer Testing on 4/2 & 4/7	301-44000-300	\$391.88
SSI Crestmark	US Solar Xcel Payment for March	Coded Separate	\$1,177.30
Vestis	Community Center Mops & Mats	101-43000-210	\$101.50

TOTAL

\$25,972.29

AS CERTIFIED BY WENDY AFFIELD CITY CLERK

GRAND TOTAL

\$25,972.29



Proposal for Crack Seal and Chip Seal

City of Glyndon, MN

Southview Addition

by

Asphalt Preservation Company, Inc.

March 24, 2026



Proposal for Crack Seal and Chip Seal

Name of project: Glyndon, MN – 2026 Bituminous Seal Coat & Crack Sealing

Proposed time frame for execution of the construction project: Project to be completed by 9/15/26

Work plan for work to be completed: Furnish and Apply Crack Seal & Seal Coat

Item	Estimated Quantity	Unit Price	Total
Chip Seal (CRS2P & FA 2)	17,597 SY	\$3.06	\$53,846.82
Crack Seal	2,000 LF	\$3.00	\$6,000.00
Grand Total			\$59,846.82

-Includes all materials and manpower to complete Crackseal and Chipseal

-Crackseal quantity is estimation only, actual will be based on field measurements

-Price does not include bonding or weed control measures

-Quote may be withdrawn if not accepted in 15 days

-To accept, kindly sign and return quote to rwhite@asphaltpresco.com



Proposal for Crack Seal and Chip Seal

Terms and Conditions

1. This contract (hereinafter referred to as the "Agreement") including the terms and conditions that follow, supersedes any prior understanding or written or oral agreement between the parties, and constitutes the entire agreement between the parties and any understanding or representation not contained herein is hereby expressly waived. It is expressly understood that no representative of the contractor has the power to modify the provisions hereof in any respect, that Contractor shall not be bound by, or liable to, Owner for any representation, promise or endorsement made by any agent or person in Contractor's employment to set forth in this Agreement, and no modification or amendment of this instrument shall be binding on the Contractor unless set forth in writing and signed by an authorized officer of the Contractor.
2. This Agreement shall be binding on and inure to the benefit of the parties hereto and their respective heirs, executors, administrators, legal representatives successors, and assigns, where permitted by this Agreement. Owner expressly agrees that this Agreement is binding upon it and is not subject to cancellation unless expressly agreed upon for any reason, as shown in the body of this Agreement, and that furthermore, notwithstanding the terms hereof, this Agreement shall not be binding upon Contractor until the credit of Owner is approved and accepted by Contractor.
3. Contractor shall not be liable for delays or damages occasioned by causes beyond his control, including but not limited to: the elements, labor strikes and other labor unrest, riots and other public disturbances, acts of God, accidents, material and supply shortages, and delays occasioned by suppliers not meeting shipping schedules.
4. If any provision is modified by statute or declared invalid, the remaining provisions shall nevertheless continue in full force and effect.
5. Any alteration or deviation from the specifications, including those directed by the Owner, construction lender and any public body, that involves extra cost (subcontract, labor, materials) will be executed only upon the parties entering into a written change order, which Contractor may or may not execute at its discretion. Owner hereby authorizes Contractor to make any such repairs and agrees to be responsible for the cost of any such repairs and agrees to be responsible for the cost of any such additional work and materials necessary to complete the Job as described herein.
6. Contractor will provide and pay for all labor and materials necessary to complete the Project. Contractor is released from this obligation for expenses incurred when the Owner is in arrears in making progress payments.
7. Contractor will maintain worker's disability compensation insurance for his employees and comprehensive coverage liability insurance policies. Owner to carry insurance against fire, tornado, hail, vandalism and other casualty losses.
8. Contractor may substitute materials without notice to the owner in order to allow work to proceed, provided that the substituted materials are of no lesser quality than those listed in the specifications.
9. Contractor shall not be responsible for underlying materials of the pavement.
10. The parties agree that in the event of breach of any warranty, either expressed or implied, the liability of the Contractor shall be limited to the labor costs of replacing the defective work. The Contractor shall not be liable for any other damages either direct or consequential. Notwithstanding anything else to the contrary, the Contractor shall have no liability or responsibility for any damage to the structure, its contents, floors, carpets and walkways that is caused by the condition of tracking materials (sealcoat, crack filler, tar, etc.), caused by others besides employees, regardless of whether such damage occurs or is worsened during the performance of the job.
11. Any warranty, express or implied, is void if contract is not paid in full.
12. If any payment under this Agreement is not made when due, the Contractor may suspend work on the job until such time as all payments due have been made. Any failure to make payment is subject to a claim enforced against the property in accordance with applicable lien laws.
13. In the event the amount of Contract is not paid within 30 days from completion, the account shall be in default. The acceptor of this Agreement agrees to indemnify and hold harmless the Contractor from any costs of expenses incurred in the collection of the defaulted account, or in any part thereof, including attorney's fees, court cost, etc., and further agrees that the defaulted account, or in part thereof, including attorney's fees, court cost, etc., and further agrees that the defaulted account will bear interest at the rate of 1-1/2% per month, not to exceed 18% per year and not to exceed the maximum rate permitted by law, on the unpaid balance.
14. Owner agrees to indemnify and hold harmless the Contractor and its agents, managers, directors, officers and employees from and against claims, damages, losses and expenses arising out of or resulting from the performance of this Agreement, including claims relating to damages caused by other tradesman and claims related to environmental laws and hazardous materials, except to the extent that such damage, loss or expense is due to the gross negligence or willful misconduct of the party seeking indemnity.
15. This contract shall become binding when signed by all parties and the authorized office of the Contractor. Owner agrees that upon cancellation before work is started, or before material is delivered on the job, to be liable for 15% of gross amount of contract for restocking fees. Owner is liable for the full amount of contract in the event they cancel contract after work has started.
16. If contract is completed except for the installation of the striping, then the Owner shall only have the right to hold 10% of the Contract price until that part of the work is completed.
17. Any notice required or permitted under this Agreement may be given certified or registered mail at the addresses contained in the Agreement.
18. Owner further agrees that the equity in this property is security in this Contract. This Contract shall become binding only upon written acceptance hereof by the Contractor or by an authorized Agent of the contractor, or upon commencement of the work.
19. This Contract constitutes the entire understanding of the parties, and no other understanding, collateral or otherwise, shall be binding unless in writing signed by both parties.
20. The proposal will expire within 90 days from date unless extended in writing by the company. After 90 days, we reserve the right to revise our price in accordance with costs in effect at that time.



Proposal for Crack Seal and Chip Seal

By their execution below, the parties hereto have agreed to all of the terms and conditions of this Agreement effective as of the last date of signature below, and each signatory represents that it has the full authority to enter into this Agreement and to bind her/his respective party to all of the terms and conditions herein.

Contractor:

Client:

Averre Marquis
President, Asphalt Preservation Company, Inc.

_City of Glyndon MN_____

Date: 03/23/2026

Signed: _____

Title: _____

Date: _____