

City of Glyndon

Minnesota



City Council:

Mayor Joe Olson
Shonna Severson
Bryant DeVries
Patrick McCoy
Steven Ring

Glyndon City Council Packet

May 27th, 2026, at 6:00 pm

City Hall Council Chambers



CITY OF GLYNDON
REGULAR COUNCIL MEETING AGENDA
Wednesday – May 27, 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. **5/13/2026 – Council Meeting Minutes**
 - b. **5/13/2026 – Parks & Events Committee Meeting Minutes**
 - c. **Approve Resolution of Payments**
 - **Approve Hunter Leach’s Application to become a Volunteer for the City of Glyndon’s Fire and Rescue Department**
4. **Any Additions to the Agenda** (*urgent items only please*)
5. **Motion to Approve Agenda**
6. **Old Business / Unfinished Business Updates**
 - a. **Glyndon Days Sign-up Sheet for Council & Employees** (*please pick a time slot*)
7. **New Business**
 - a. **2025 Audit Review from Eide Bailly**
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**
 - **Parks & Events Committee Meeting on 5/13/26**
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, June 10th, 2026, at 7:00 a.m.

Glyndon City Council
Wednesday – May 13, 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, 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. **4/22/2026 – Council Meeting Minutes**
 - b. **4/28/2026 – Fire/Rescue Committee Meeting Minutes**
 - c. **Approve Resolutions of Payments**
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 Patrick McCoy. All in favor.
Motion carried.
6. **Old Business / Unfinished Business Updates** – Nothing at this time.
7. **New Business**
 - a. **Approve Hiring Two Seasonal Maintenance Workers – Kaden Cullen & Carter Argall.** A motion was made by Shonna Severson to approve the hiring of two (2) Seasonal Maintenance workers – Kaden Cullen & Carter Argall, seconded by Bryant DeVries. All in favor.
Motion carried.
 - b. **Approve Hiring Matthew Nicholas for the Recycling Center Saturday Attendee & Community Center Weekend Worker.** A motion was made by Steven Ring to approve the hiring of Matthew Nicholas for the Recycling Center Saturday Attendee & Community Center Weekend worker, seconded by Patrick McCoy. All in favor.
Motion carried.
 - c. **Approve Increasing Election Judge Wages to \$16.00 an Hour and Head Judge Wages to \$17.00 an Hour.** A motion was made by Shonna Severson to approve increasing Election Judge wages to \$16.00 an hour and Head Judge wages to \$17.00 an hour, seconded by Bryant DeVries. All in favor.
Motion carried.
 - d. **Approve Resolutions 2026-3 – A Resolution Appointing Election Judges for the 2026 Primary Election.** A motion was made by Steven Ring to approve Resolutions 2026-3 – A Resolution Appointing Election Judges for the 2026 Primary Election, seconded by Bryant DeVries. All in favor.
Motion carried.
 - e. **Approve Memorandum of Understanding Between the City of Moorhead and the Glyndon Police Department Relating to the use of the Moorhead Pound as an Approved Animal Impound Facility.** Vogel stated this is the equivalent to what they had with the FM Animal

Hospital. A motion was made by Patrick McCoy to approve the Memorandum of Understanding between the City of Moorhead and the Glyndon Police Department relating to the use of the Moorhead Pound as an approved animal impound facility, seconded by Shonna Severson. All in favor.

Motion carried.

f. **April 2026 Expense and Revenue Budget Sheets for Review** (*information only*)

g. **Discussion Concerning the Minnesota State Flag.** Council members discussed the potential reinstatement of the former Minnesota State Flag outside City Hall. Several Council Members reported receiving comments from residents requesting the former flag be displayed again. Following discussion, the Council unanimously agreed to reinstate the former Minnesota State Flag outside City Hall. A motion was made by Steven Ring to fly the former Minnesota State Flag, seconded by Bryant DeVries. All in favor.

Motion carried.

h. **Discussion Concerning Changes to Burning Permit Process and Fees.** Vogel informed Council the Fire Committee had met and discussed revising the current burn permit period from seven (7) days to a calendar-year basis. Under the proposed change, the permit fee would increase from five dollars (\$5.00) per week to twenty-five dollars (\$25.00) annually. Permit holders would be responsible for ensuring that conditions are safe for burning and for contacting dispatch prior to burning. A motion was made by Patrick McCoy to change the burning permit process and fees, seconded by Bryant DeVries. All in favor.

Motion carried.

i. **Glyndon Days Sign-up Sheet for Council & Employees** – The Glyndon Days Committee will be meeting following the Council Meeting. Included in the agenda packet is a sign-up sheet for the Council, employees and volunteers that we will need for Night to Unite and Glyndon Days activities. Please review and contact Affield when you are ready to sign up.

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

9. **Department Reports**

a. **Justin Vogel, Police Chief** – Chief Vogel states the department has been consistently busy. He expects to be back to full staff at the end of June when an officer returns from FMLA.

b. **Jeff Berg, Maintenance Department** – Berg reported crack sealing in Southview had been completed in preparation for sealcoating. Pothole repairs are currently underway. Sewer cleaning was being conducted this week from Southview to Lyndon Ave. He is measuring out for dust control. Branch pickup began today. Berg also reported that he has been working on the mini splits at the Community Center and has encountered difficulty locating replacement parts for the units. He is obtaining bids for replacements, which are estimated at approximately five thousand eight hundred dollars (\$5,800) each, while installation of a new furnace with central air is estimated at approximately eighteen thousand dollars (\$18,000). Berg stated, with summer coming we will want to make sure the air conditioning works.

c. **Jacob Cuchna, Fire Chief** – Absent – Nothing at this time.

d. **Wendy Affield, Clerk/Treasurer** – Affield is in the process of doing payroll this week. She has been working on the pollinator garden. Auditors should be here at the end of May.

e. **Justin Vogel, Administrator** – Vogel attended an Administrators' conference in Brainerd last week and stated it was informative and beneficial. Vogel apologized to Council reporting he and Mayor Olson attended a groundbreaking ceremony for the Glyndon Assisted Living Center the day prior, explaining the decision was made only a few hours in advance following a meeting with the Developers. He is hoping they will be able to do more advertising of the center with full Council. The project is looking to be completed in the spring of 2027 with thirty-six (36) rooms available.

10. **Committee Reports** – The Fire & Rescue Committee met and reviewed the updated Fire Department policies and standards. Vogel stated department head meetings will be scheduled soon to begin discussions on the 2027 budget. The Council also received polos to wear at the night Council Meetings and community events while representing the City. Vogel informed Council we have four (4) homes

being built in town. Planning committee will be having a meeting soon to discuss future road plans within the City over the next 3-5 years.

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

12. Miscellaneous Announcements & Recognitions

- City Hall will be Closed Monday, May 25th for Memorial Day
- Mayor Olson asked how clean-up week went having it back-to-back days? Berg informed Council it went very well, and he is hoping to keep doing it every year.

13. Adjournment – A motion was made by Steven Ring to adjourn the meeting at 7:25 a.m., seconded by Shonna Severson. All in favor.
Motion carried.

Joe Olson, Mayor

Hanna Dufault, Administrative Assistant

Wendy Affield, Clerk/Treasurer

May 13, 2026, Council Meeting Minutes



Committee Meeting Minutes

Committee: Parks / Events

Date: May 13, 2026

Location: City Hall

Time: 7:30 am

Attendees:

- Justin Vogel
- Shonna Severson
- Wendy Affield
- Hanna Dufault
- Jeff Berg

Topic:

- Night to Unite / Glyndon Days
- Parks

Meeting Notes:

The Committee visited about the events scheduled for Night to Unite on Tuesday, August 4th from 5:00 pm to 8:00 pm which includes the Community Picnic, Ice Cream Social, Games to Go, Face Painting, Caricature Pictures and the Bubble Bonanza Foam Dance Party. The next activity for Glyndon Days will be on Saturday, August 8th starting with the Parade at 10:00 am followed by the fun activities for the kids at 11:00 am. The activities include Games to Go, Balloon Sculpting, Caricature Pictures, Face Painting, Sand Art, Ball Toss, Dippin Dots, Vendor & Craft Show and lots of good food with our many Food

Trucks and concessions. The Committee also discussed options for Grand Marshal, donation list, selling buttons again and emphasizing how we will need volunteers to help make this a successful event. The last item on the agenda is concerning adding 2 picnic tables to the Southview Park area and replacing the bobble riding toys at the City Park.

Prepared by Signature:

X _____
Justin Vogel, Administrator

Council Member Signature:

X _____
City of Glyndon Council

**CITY OF GLYNDON
RESOLUTION RECORD**

5/27/2026

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, May 27th, 2026

Vendor	Description	Code	Amount
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
CHS Dakota Plains	Chemicals for Parks	101-47000-216	
Curt's Lock and Key	Keys for Recycling Center	401-41000-210	\$29.68
D & S Construction of DL	Building Inspector Retainer for May	101-41000-300	\$500.00
FM Printing	Police Dept Forms	101-42000-210	\$186.10
Hawkins	Azone - Chemicals for Water Plant	201-44000-216	\$2,378.71
Lakes Area Jetting	Sewer Cleaning South of 12th - Jetting	301-44000-300	\$7,130.00
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	\$324.38
MIDCO	Email Hosting Fee	101-41000-207	\$1.00
Midwest Fire	Fire Dept Chassis	501-45000-550	\$123,069.00
Minnesota Fire Service Cert	Fire Dept Training for Hunter Fischer	501-45000-206	\$131.00
Minnesota Life Insurance	Life Insurance for Employees	Coded Separate	\$124.50
Northern Engine & Supply	Loader Hydraulic Fittings - Maintenance	101-47000-211	\$126.82
Premium Waters	City Hall/Police Dept Water Jugs-	Coded Separate	
RMB Enviromental	Water Testing on 5/18	201-44000-300	\$57.48
Runnings	Maintenance Dept Supplies	101-47000-210	\$149.98
Simple Website Creation	Alter Jotforms On Website	101-41000-207	\$24.50
SpeedDee Oil Change	Police Dept Oil Changes	101-42000-211	\$192.62
SSI Crestmark	US Solar Xcel Payment for April	Coded Separate	\$1,473.74
The Title Team	O & E Report for Pond on 7th St	101-41000-300	\$125.00
Vestis	Community Center Mops & Mats	101-43000-210	\$101.50

TOTAL

\$147,360.08

AS CERTIFIED BY WENDY AFFIELD CITY CLERK

GRAND TOTAL

\$147,360.08

City Workers Needed

Tuesday, August 4th – 5:00 pm to 8:00 pm

- Set-up Process – Everyone –**
- Shuck Corn – 4 – **Police – Maintenance –**
- Night to Unite Community Picnic – Serve Corn - **Council**
- Night to Unite Ice Cream Buffet – 3 – **Wendy – Annie -**
- Selling Glyndon Days Buttons & Taking Pictures – 1 -
- 2 Water Slides & 2 Regular Inflatables - 0
- Face Painting – 5:00 to 6:30 – 1 – (line controller)
- Face Painting – 6:30 to 8:00 – 1 – (line controller)
- Caricature Pictures – 0
- Bubble Bonanza Foam Dance Party – 2 -
- Clean-up Process – Everyone – Fire Dept**

Saturday, August 8th – (10:00 Parade) – 11:00 am to 2:00 pm

- Set-up Process - Everyone**
- Color Guard/Parade – **Council**
- Food & Craft Vendor Setup (*short time*) (12x12 space) – 2 – **Wendy &**
- Selling Wrist Bands & Glyndon Days Buttons from 10:30 to 12:00 – 2 –
- Selling Wrist Bands & Glyndon Days Buttons from 12:00 to 1:30 – 2 –
- Games to Go Inflatables - 0
- Balloon Twisting – 0
- Caricature Pictures – 0
- Face Painting – 11:00 to 12:30 – 1 - (*line controller*)
- Face Painting – 12:30 to 2:00 – 1 - (*line controller*)
- Ball Toss Game (*Gatorade*) – 11:00 to 12:30 – 1 -
- Ball Toss Game (*Gatorade*) – 12:30 to 2:00 – 1 -
- Sand Art – 11:00 to 12:30 – 2 –
- Sand Art – 12:30 to 2:00 – 2 –
- Dippin Dots – 11:00 to 12:30 – 2 –
- Dippin Dots – 12:30 to 2:00 – 2 –
- Take Pictures – 1 – **Wendy**
- Clean-up Process – Everyone – Fire Dept**

City Workers

- Joe Olson
- Bryant DeVries
- Shonna Severson
- Patrick McCoy
- Steven Ring
- Wendy Affield
- Hanna Dufault ?
- Kaden Cullen
- Carter Argall

- Jeff Berg
- Brady Berg
- Ty Wegenast
- Justin Vogel
- Annie Mettert
- Ryan Schock
- Teryn Amaya
- Carter DuBord
- Lisa Johnk
- Jacob Cuchna - Fire

- Fire
- Fire
- Fire
- Fire
- Fire

Volunteers

- Will Dufault ?
- Georgia Dufault
- Claire Affield ?





City of Glyndon, Minnesota

Executive Summary – December 31, 2025





Audit Results

Audit Opinion

- The City received a “clean” audit opinion
 - Unmodified opinion – financial statements are prepared using accounting principles prescribed or permitted by the Minnesota Office of the State Auditor
 - Financial statements do not contain material misstatements and are fairly presented
- Opinion is merely the auditor’s professional opinion, based on audit work, on whether the financial statements were prepared in accordance with accounting principles prescribed or permitted by the Minnesota Office of the State Auditor, free from material misstatement, and fairly presented





Audit Findings

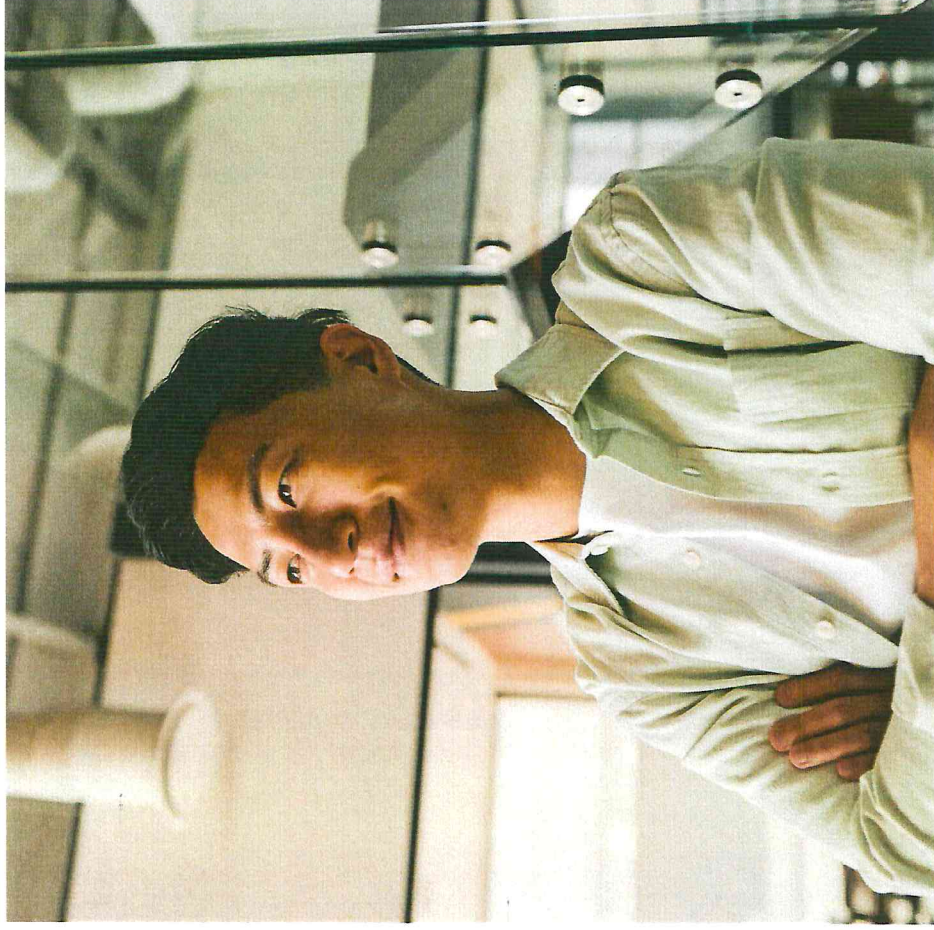
Findings

Financial Statements:

- Segregation of Duties
- Material Journal Entries
- Preparation of Financial Statements

Minnesota Legal Compliance:

- None Reported

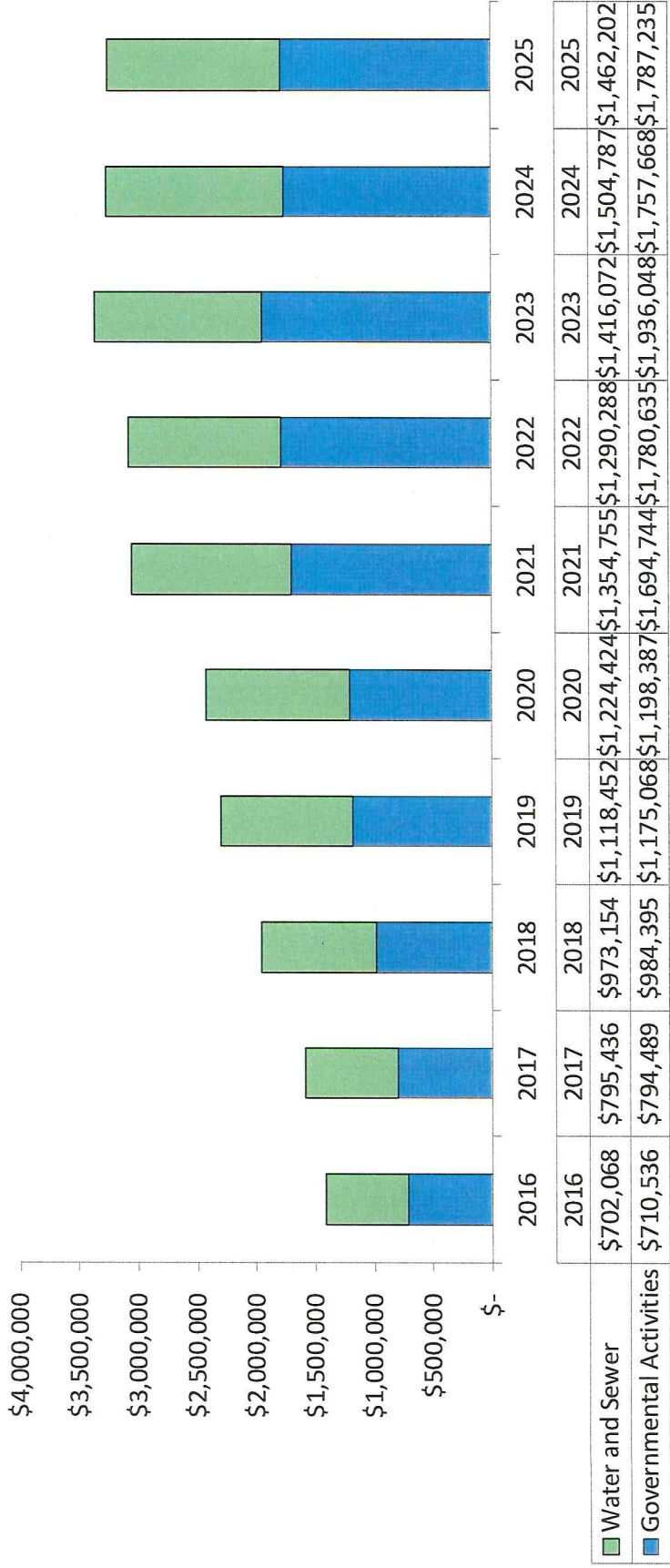




Cash and Investments

Cash and Investments

Balances of the City for the past ten years:





General Fund

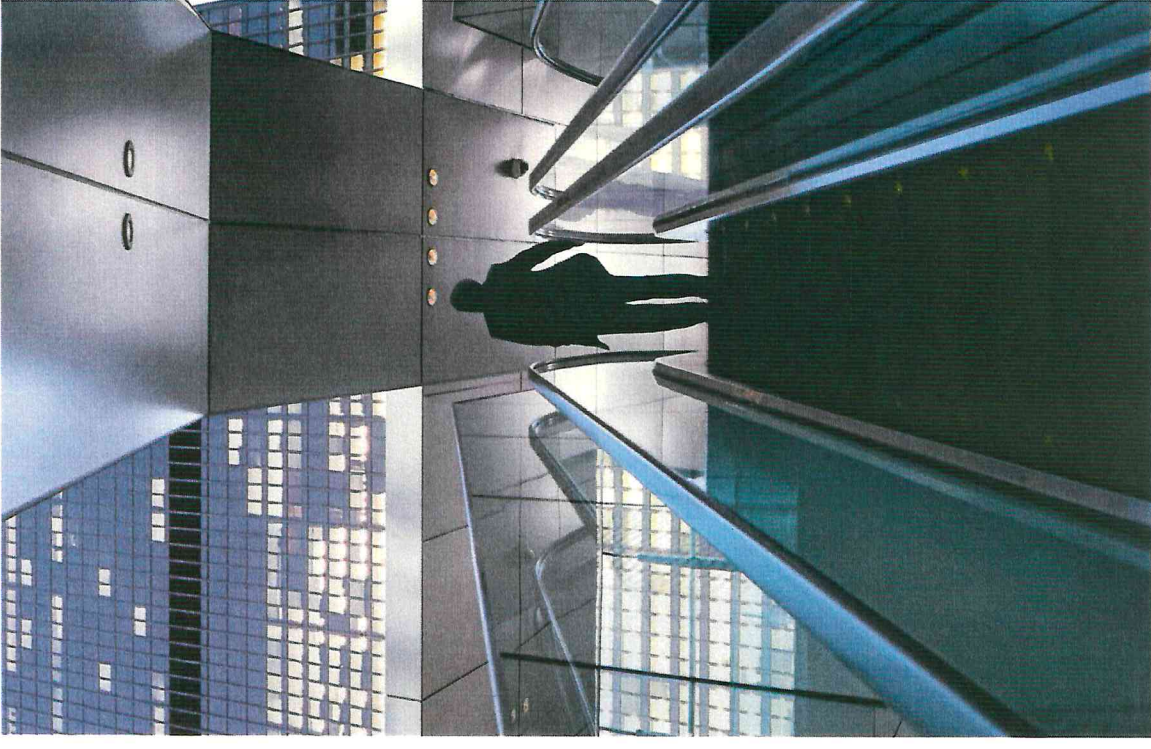
Budget to Actual

	Original and Final Budget	Actual	Variance With Final Budget
Receipts			
Property taxes	\$ 484,500	\$ 474,576	\$ (9,924)
Licenses and permits	17,200	14,905	(2,295)
Intergovernmental	602,807	677,021	74,214
Charges for services	241,600	249,474	7,874
Interest earnings	4,000	6,695	2,695
Fines and forfeitures	25,000	16,727	(8,273)
Other	93,084	100,149	7,065
Total receipts	<u>1,468,191</u>	<u>1,539,547</u>	<u>71,356</u>
			4.9%
			Positive
Disbursements			
General government	407,859	377,710	30,149
Public safety	821,090	778,872	42,218
Streets and parks	115,500	56,744	58,756
Sanitation	218,959	229,993	(11,034)
Culture and recreation	19,000	30,703	(11,703)
Capital outlay	1,000	4,698	(3,698)
Total disbursements	<u>1,583,408</u>	<u>1,478,720</u>	<u>104,688</u>
			6.6%
			Positive
Net Change in Fund Balance	<u>\$ (115,217)</u>	<u>60,827</u>	<u>\$ 176,044</u>
Fund Balance, Beginning of Year		953,649	
Fund Balance, End of Year		<u>\$ 1,014,476</u>	



A Positive Fund Balance

- 1** Contributes to a favorable bond rating
- 2** Produces investment income and provides a source of working capital to meet cash flow needs.
- 3** Offers a cushion for unexpected expenditures or revenue shortfalls.



Recommendations Regarding Fund Balances

State of Minnesota Office of the State Auditor (OSA): at year-end, local governments

maintain an unrestricted fund balance in their general fund

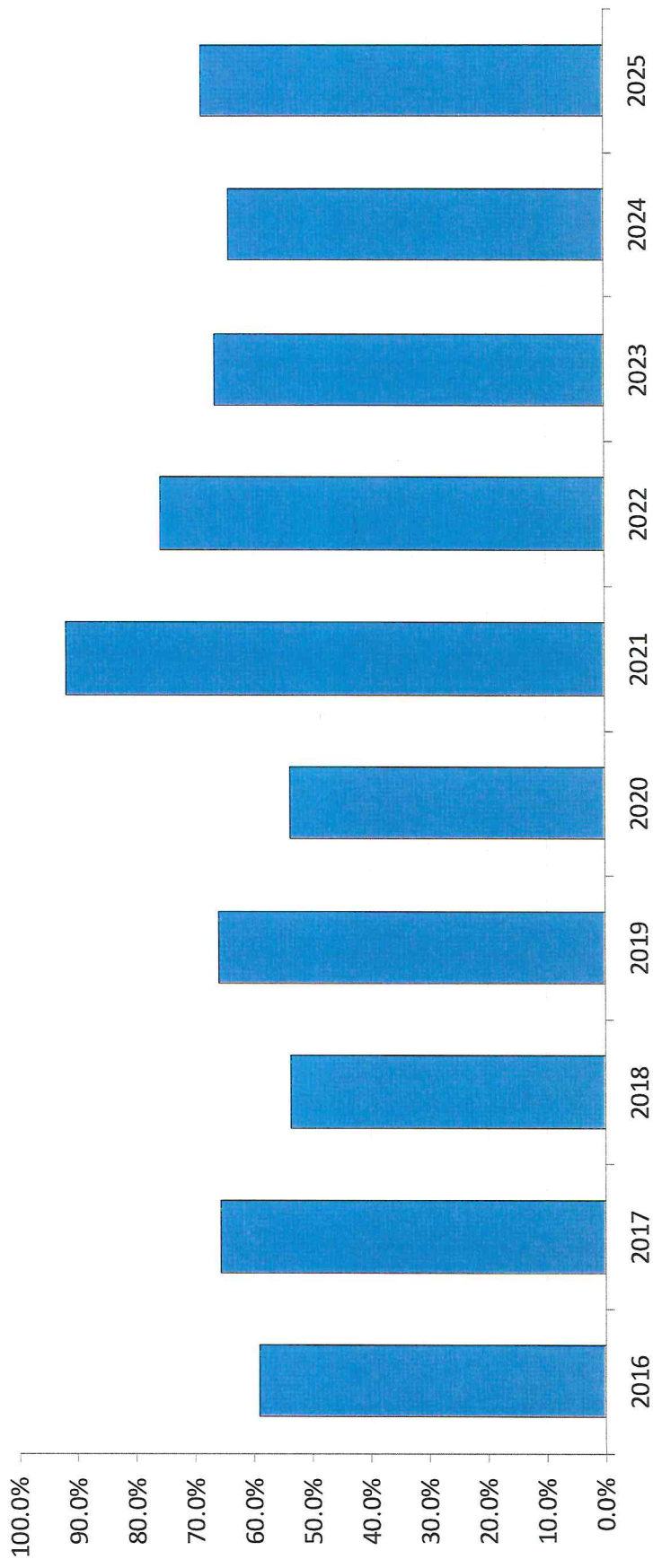
- Special Revenue Funds: approximately 35-50% of fund operating funds
- No less than 5 months of operating expenditures

Government Finance Officers Association (GFOA): at year-end, local governments maintain an unrestricted fund balance of no less than 5-15% of operating expenses.

The two recommendations above are assuming the local government reports on a full accrual method of accounting. Because the City uses the cash basis method of accounting, interpretations may not be the same.

Unrestricted Fund Balance

The City's unrestricted fund balance as a percentage of disbursements in the General Fund for the last 10 years.

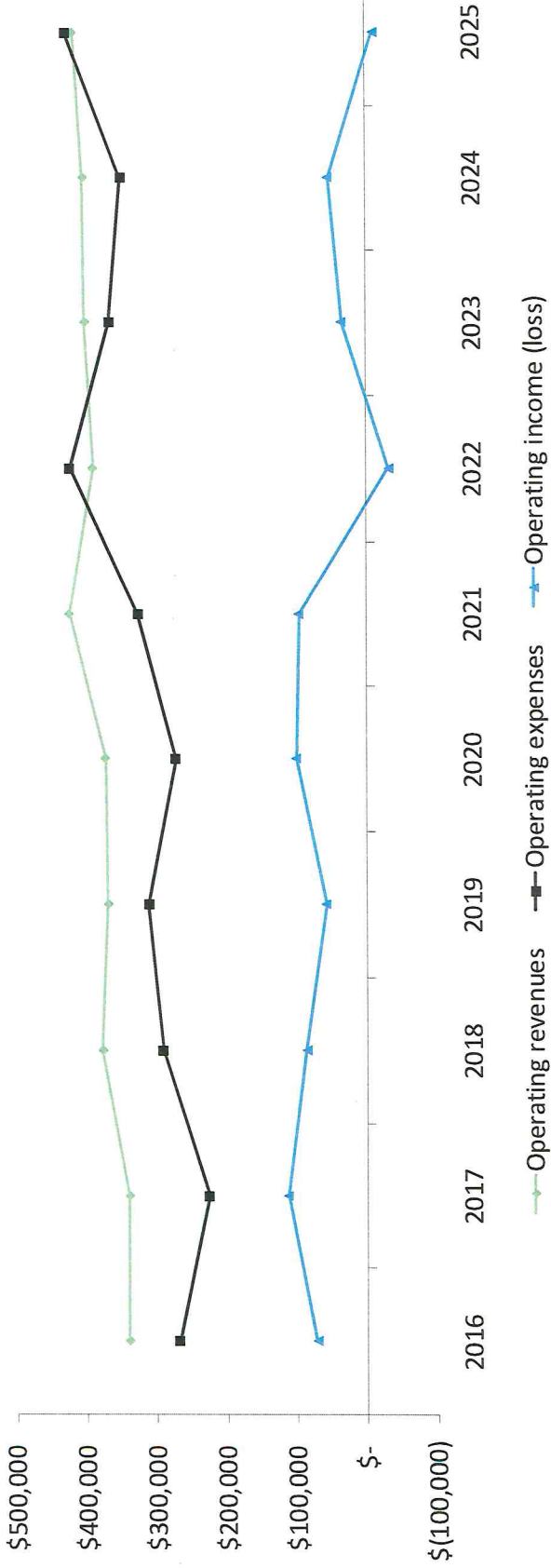




Other Funds

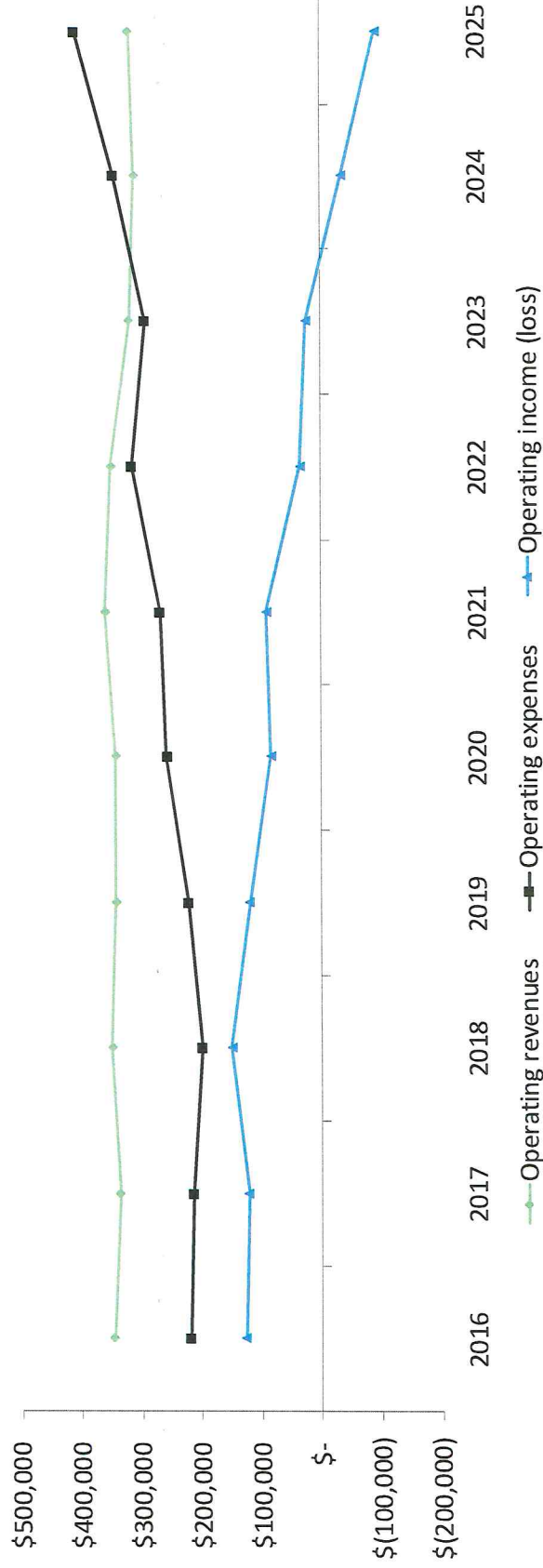
Operating Revenues, Expenses, and Income Water Fund

The operating revenues (green), operating expenses (black), and operating income (blue) for the water, sewer, and garbage funds are presented below. In 9 out of the last 10 years, operating revenues have been sufficient to cover the operating expenses of the water system with 2022 being the exception.



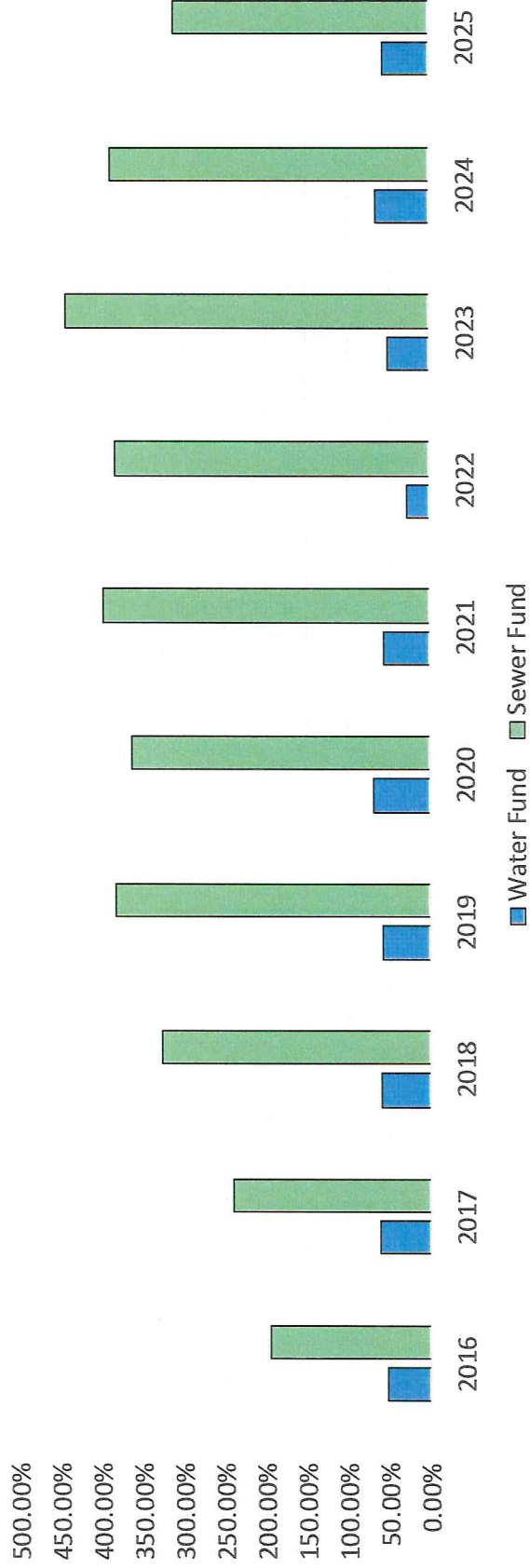
Operating Revenues, Expenses, and Income Sewer Fund

The operating revenues (green), operating expenses (black), and operating income (blue) for the water, sewer, and garbage funds are presented below. In 8 out of the last 10 years, operating revenues have been sufficient to cover the operating expenses of the sewer system with 2024 and 2025 being the exceptions.



Cash Vs. Operating Expenses + Debt Service Water and Sewer Funds

The below graph shows the ratio of total cash to the annual operating expenses (less depreciation) plus the annual debt service for Water and Sewer funds. A healthy cash balance allows these two funds to continue cover current operations and debt repayments.





Questions?

This presentation is presented with the understanding that the information contained does not constitute legal, accounting or other professional advice. It is not intended to be responsive to any individual situation or concerns, as the contents of this presentation are intended for general information purposes only. Viewers are urged not to act upon the information contained in this presentation without first consulting competent legal, accounting or other professional advice regarding implications of a particular factual situation. Questions and additional information can be submitted to your Eide Bailly representative, or to the presenter of this session.



Thank You!

eidebailly.com