City of Glyndon

Minnesota

City Council:

Mayor Joe Olson
Shonna Severson
Bryant DeVries
Patrick McCoy
Steven Ring

Glyndon City Council Packet

October 28th, 2026, at 6:00 pm

City Hall Council Chambers



CITY OF GLYNDON
REGULAR COUNCIL MEETING AGENDA
Wednesday – October 28, 2026, at 6:00 p.m.
City Hall Council Chambers

1. **Call to Order**: Mayor Joe Olson

2. **Roll Call**

3. **Motion to Approve Consent Agenda**
   a. **10/14/2026 – Council Meeting Minutes**
   b. **10/19/2026 – City Hall/Finance Committee Meeting Minutes**
   c. **Approve Resolution of Payments**

4. **Any Additions to the Agenda** *(urgent items only please)*

5. **Motion to Approve Agenda**

6. **New Business**
   a. **Schedule Night to Unite & Glyndon Days 2027 for August 3rd & 7th** *(need a motion)*
   b. **Approve a 4% Cost of Living in 2027 for all Employees** *(need a motion)*
   c. **Increase Vacation Carryover Hours from 225 to 250 for the 2026 Year and Moving Forward** *(need a motion)(will be changed in the Employee Policy Handbook)*
   d. **Change Maintenance Committee from Shonna Severson to Joe Olson** *(need a motion)*
   e. **Procurement Policy Discussion** *(informational only at this time)*

7. **Old Business / Unfinished Business Updates**
   a. **Discussion on Council Vacancy Process**
   b. **Discussion Concerning the Public Informational Meeting on Road Improvements** *(informational only)*

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. **Bob Cuchna, Interim Fire Chief**
      - **Approve $925 Cost for LP Gas Live Burn Training on 11/2/26** *(need a motion)*
   d. **Wendy Affield, Clerk/Treasurer**
      - **Discuss the Process for Doing Minutes for Committee Meetings**

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**
    - **Police Departments Halloween Trunk or Treat is on Saturday, October 31st from 11:00 am to 2:00 pm at the Glyndon Community Center**

13. **Adjournment**

The next Council Meeting is Scheduled for ***Monday****, November 9th, 2026, at 7:00 a.m.*

CITY OF GLYNDON
REGULAR COUNCIL MEETING
Wednesday – October 14, 2026, at 7:00 a.m.
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: Shonna Severson, Patrick McCoy and Steven Ring; Administrator/Police Chief Justin Vogel; Maintenance Forman Jeff Berg; Clerk/Treasurer Wendy Affield; City Engineers Brandon Reber and Josh Roehrich.

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

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. **9/23/2026 – Parks & Event Committee Meeting Minutes**
   b. **9/23/2026 – Council Meeting Minutes**
   c. **Approve Resolution of Payments**
      - **Accept League of Minnesota Cities Insurance Trust Worker's Compensation Program 2026 Dividend Check for $14,345**
      - **Accept Council Member Bryant DeVries's Letter of Resignation**
      - **Accept Justin Vogel's Resignation Letter from the City Administrator Position**
      - **Accept Jade Lysring's Letter of Resignation from Glyndon Fire**
      - **Accept Jacob Cuchna's Resignation Letter for Fire Chief**
      - **Appoint Bob Cuchna as Interim Fire Chief**
      - **Accept a $1,000 Donation Check from UC Hope to the Glyndon Fire & Rescue**

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. **New Business**
   a. **Approve the $9,694 Fire Truck Change Order from Midwest Fire** – Mayor Olson informed Council this change order is one of the end items that needs to be added to the fire truck build. The committee has reviewed this and approves the change. The additional hoses requested will be looked at for purchasing next year. A motion was made by Patrick McCoy, seconded by Shonna Severson to approve the change order for nine thousand six hundred and ninety-four dollars ($9,694). All in favor.
      Motion Carried.
   b. **Declaration of Vacancy – City Council Seat** – Mayor Olson discussed how the process

will happen since Bryant DeVries stepped down from his Council position. The filling of the vacancy will start after the November 3rd Election. Affield explained how first we will advertise for the vacancy, take applications, and have Council interview the candidates. Once Council has picked a candidate, they will be in that position from January to December of 2027. Since the vacancy is over two (2) years the City will need to have a Special Election to fill the position for the last three (3) years of the term.

c. **Approve Proposed Police Chief Employment Contract** – A motion was made by Patrick McCoy, seconded by Shonna Severson to approve the Police Chief Employment Contract. All in favor.
Motion Carried.

d. **Approve Resolution 2026-6 - A Resolution Supporting Pursuit of 2026 Local Road Improvement Program Funding From MnDOT for the Construction of 2nd Street East from Stockwood Avenue to US Highway 10** – Reber, the City Engineer explained that this is a Resolution stating we would like to submit this improvement for State funding and the County will issue one in support of the project as well. A motion was made by Steven Ring, seconded by Shonna Severson to approve Resolution 2026-6. All in favor.
Motion Carried.

e. **September 2026 Expense and Revenue Budget Sheets for Review** – Informational only, if you have questions, please contact Affield.

f. **Separate City Hall / Finance Committee from HR Committee – City Hall / Finance Committee will consist of Joe Olson and Steven Ring, and the HR Committee will consist of Joe Olson and Shonna Severson** – Mayor Olson explained how the HR Committee has been separated from the City Hall/Finance Committee. HR will consist of Mayor Olson and Shonna Severson, and the City/Hall Finance will consist of Mayor Olson and Steven Ring. A motion was made by Steven Ring, seconded by Patrick McCoy to make the committee changes. All in favor.
Motion Carried.

g. **Approve Quote from Maximum Roofing for $12,949 to Reroof the City Hall** – Affield discussed how the roof was leaking and water was coming in through the light fixture in the copy room. Berg also mentioned the nails that are popping up out of the shingles. A motion was made by Steven Ring, seconded by Shonna Severson to approve the roofing bid for twelve thousand nine hundred forty-nine dollars ($12,949) from Maximum Roofing. All in favor.
Motion Carried.

h. **Approve Quote from Foam Solution, Inc for $6,250 to Insulate the Recycling Center** – Berg explained how the Recycling Center is an addition onto the Maintenance shop and since the Maintenance shop has been fully insulated there is only the north and east wall left to do in the recycling portion. Affield stated the funds will be reimbursed back from the County with the funds we receive yearly. A motion was made by Patrick McCoy, seconded by Steven Ring to approve the insulation bid of six thousand two hundred-fifty dollars ($6,250) from Foam Solutions, Inc. All in favor.
Motion Carried.

i. **The City's Health Insurance Contribution for the 2027 Calendar Year will be for the Medica ECC Health Insurance Plan of $914.26 for all Full-time Employees, if you choose to keep the Medica Passport Plan you will have to pay the difference of $228.56 per month in 2027** – In the agenda packet Affield put in the sheet that shows the difference

between the two (2) insurance plans, Passport and ECC. Vogel visited with all employees to see if the ECC plan would work for them. The City will save around twenty thousand dollars ($20,000) in the budget with this switch. After visiting with the insurance rep, the City is able to keep both policies but if the employee wants to stay with the Passport plan, they will need to pay the two hundred twenty-eight dollars and fifty-six cent ($228.56) a month difference themselves. Chief Vogel reminded Council this will still need to be negotiated in the Police Union Contract. A motion was made by Steven Ring, seconded by Patrick McCoy to change the Health Insurance Contribution for 2027 to the Medica ECC Plan of nine hundred fourteen dollars and twenty-six cents ($914.26) per month per full-time eligible employee. All in favor.
Motion Carried.

j. **The City's Health Savings Reimbursement for the 2027 Calendar Year will be $3,500 – This amount will be capped for future years and is only available to Full-time Employees** – Affield explained how this amount usually increases by one hundred dollars ($100) a year and after the increase next year it will be three thousand five hundred dollars ($3,500) which is the deductible amount for the insurance plan. This amount will be capped in calendar year 2027. Vogel stated the insurance agent mentioned that the City is generous with this benefit compared to other cities. A motion was made by Shonna Severson, seconded by Patrick McCoy to increase and cap the health savings reimbursement in 2027 to three thousand five hundred dollars ($3,500) per year per full-time eligible employee. All in favor.
Motion Carried.

k. **Approve a Health Insurance Reimbursement Benefit for Employees who are covered under another Health Insurance Plan. Reimbursement shall be capped at $900 per month per eligible employee. Participation in this benefit shall be limited to no more than 50% of the City's eligible employees at any given time** – Mayor Olson asked to explain the fifty percent (50%). Affield explained how the City has to have at least fifty percent (50%) of the eligible employees under the health insurance plan. Affield mentioned how there are some employees that are covered under their spouse's plan and instead of being double covered the City would pay them a capped amount of nine hundred dollars ($900) per month for reimbursement to their health insurance benefit. Mayor Olson asked if this is something that is looked at each year. Affield stated, yes it can be. Ring asked some questions concerning the Passport and ECC plans. Affield and Vogel explained the savings the City will see in the budget next year and the year after. A motion was made by Shonna Severson, seconded by Steven Ring to reimburse the capped amount of nine hundred dollars ($900) per month to those employees that are covered under their spouse's insurance plan but not to exceed fifty percent (50%) of City employees. All in favor.
Motion Carried.

7. **Old Business / Unfinished Business Updates**

a. **Discussion Concerning the Public Hearing for Street Improvements on October 20, 2026** – Reber from Moore Engineering discussed the progress update, meeting prep, proposed phasing and cost estimates for the street improvement public meeting on the 20th of October. In the agenda you will see a map on the phasing and estimated costs for each project. When looking at the proposed project's summary sheet it shows what funding we will be trying to get to help pay for the projects. Reber stated, no funding is guaranteed but

they will explore every possible program out there to help get the costs down for the residents and the City. Rebar explained the phasing of the improvements by stating everything north of 7th Street is first generation old PVC watermain and was installed in the late seventies, early eighties. The PVC watermain would be eligible for replacement and if so you would want to install new water lines before replacing the roads. The engineers will add all the qualified projects to the state's drinking water project priority list to get scored and rated to see if they qualify for any loans or grant funds. These projects will all depend on funding because of the cost of the improvements. The waterlines south of 7th Street are to new to look for funding at this time. Rebar informed Council they need to look at it as "what can we do now to set us up for next year or years down the road". Glyndon does not qualify for Small Cities Development Funding as a City because of our income, however in other Cities we have had success where we do a local income survey for a specific area in town that may quality for the grant funds. The Planning Committee will meet after the meeting to discuss more in detail how the Public Hearing with residents will go. Rebar explained the public informational meeting will start with an open house, then they will do a presentation, and it will finish with another open house for any questions that may come up after the presentation to where people would rather talk one on one than to a big group. Mayor Olson and Steven Ring will help the engineers with the open house sections. This meeting is mainly to get feedback from residents on their concerns with the roads in town. We need to get the input first prior to giving a total number for the projects, it is better to be able to give a price per lot instead of the price of the whole project. It was discussed about urbanizing the roadway. Affield talked about the ditches in town and how she has had many calls over the years concerning the water standing in the ditches causing mosquitoes to hatch. If they had curb and gutter we would not have the issues we do with the ditches. Reber visited with the City's Financial Advisor, and he will be looking at different options for bonding. Ring asked about the phasing of the projects and when the Stockwood loop would be completed. Rebar stated 2nd Street SE would not be completed until after that road was installed otherwise you would be destroying it with the heavy machinery. Mayor Olson talked about a five (5) year road improvement plan. Rebar stated the Capital Improvement Plan will include all this information.

b. **Monthly Council Meetings – Stay with 2 or move to 1 –** Council agreed to stay at two (2) meetings a month in 2027. Affield will make the adjustment in the budget back to the two (2) meetings a month.

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 –** Nothing at this time.
   b. **Jeff Berg, Maintenance Department –** Hydrant flushing has been completed, branch pickup is this morning, and the Lead & Copper bottles have been given to residents for testing. Plow trucks will be ready for when the snow falls.
   c. **Bob Cuchna, Interim Fire Chief –** Mayor Olson and Council Member Ring will meet with Bob Cuchna in regard to starting the process of choosing a new Fire Chief.
   d. **Wendy Affield, Clerk/Treasurer –** Affield informed Council that Matt Dooley will be

working under Steven Shroeder to become the City of Glyndon's Building Inspector. He has some testing to do and has to have so many points before he can be on his own. Affield had a complaint from a resident concerning electric scooters and e-bikes so we will need to look at this issue stating most towns in the area are dealing with this topic. Chief Vogel mentioned that Minneapolis is trying to get an ordinance in place and he will visit with other cities that are moving forward with something because he would like to redo the golf cart, ATV's and snowmobile ordinance at the same time. Affield will do some budget adjustments with the health insurance updates Council made today.

10. **Committee Reports** – 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 7:44 am, seconded by Patrick McCoy. All in favor.
Motion Carried.

_____
Joe Olson, Mayor

_____
Wendy Affield, Clerk/Treasurer



Committee Meeting Minutes

Committee: City Hall/ Finance **Date:** October 19, 2026

Location: City Hall **Time:** 4:00 PM

Attendees:

- Joe Olson
- Steven Ring
- Wendy Affield

Topic:

- 2027 Budget

Meeting Notes:

The City Hall/Finance Committee discussed the budget, levy percentages, wages for 2028 and 2029, security systems and putting a Procurement Policy into place.

Prepared by Signature:

X_____
Wendy Affield, Clerk Treasurer

Council Member Signature:

X_____
City of Glyndon Council Member

CITY OF GLYNDON

RESOLUTION RECORD

10/28/2026

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, October 28th, 2026

Vendor	Description	Code	Amount
Adams Development	Pallet Rack Leg - Maintenance Dept	101-47000-210	$140.85
Ameritas Life/Vision **Pay Online**	Vision Insurance for Employees	101-41000-133	$63.96
Beam Dental Card **ACH**	Employee Dental & Extra Coverage	Coded Separate	$515.85
Clay County Sheriff	4th Quarter RRRDC - New World Fees	101-42000-324	$5,906.31
D & S Construction of DL	Building Inspector Retainer for September	101-41000-300	$100.00
Electric Pump	Southview Sanitation Lift Station	301-44000-300	$1,682.01
Ferguson	Pacer Flat Head Screws - Water Dept	201-44000-402	$36.00
Guardian Ammunition, LLC	Police Training Ammunition	101-42000-208	$1,351.00
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
Maximum Roofing, Inc.	City Hall Shingle Job	Coded Separate	$12,949.00
Menards	Maintenance Supplies	Coded Separate	$183.20
Minnesota Life Insurance - **Ck**	Life Insurance for Employees	Coded Separate	$125.00
MN State Community College	Firefighter II Training - Reggie & Lane	501-45000-206	$600.00
Property Insight, Inc	Interim Building Inspector Retainer for Sept	101-41000-300	$400.00
Pye-Barker Fire Extinguisher	Fire Dept - Extinguisher Recharge	501-45000-300	$116.00
RMB Enviromental	Water Testing on 10/22/2026	201-44000-300	$57.48
SSI Crestmark	US Solar Xcel Payment for September	Coded Separate	$1,550.32
Tactical Solutions	Certification of Radar & Laser Units - Police	101-42000-210	$188.00
Vestis	Community Center Mops & Mats	101-43000-210	$108.73
		TOTAL	**$36,727.97**
AS CERTIFIED BY WENDY AFFIELD CITY CLERK		**GRAND TOTAL**	**$36,727.97**

AUGUST 2027

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3 Night to Unite	4	5	6	7 Glyndon Days
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SunCatcherStudio.com

Requests for vacation must be received at least one (1) week in advance of the requested time off. This notice may be waived at the discretion of the supervisor and/or City Council. Vacation is encouraged to be used in one (1) week increments; however, it can be requested in increments as small as one hour, or up to the total amount of the accrued leave balance with approval by an employee's supervisor. All efforts will be exhausted to ensure proper staffing before vacation is approved. Vacation leave is to be used only by the employee who accumulated it. It cannot be transferred to another employee.

Employees may carry over two hundred ~~twenty-five (225)~~ fifty (250) hours by the end of the twenty-sixth (26) pay period of the year what an employee earns in a calendar year. All hours above two hundred ~~twenty-five (225)~~ fifty (250) will be forfeited at the end of the calendar year. No vacation will be allowed to accrue in excess of this amount without the approval of the City Council. Vacation leave cannot be converted into cash payments while still being employed. Any employee leaving municipal service in good standing shall be compensated for vacation leave accrued and unused to the date of separation; however, the amount of vacation the employee shall be entitled to shall be based on a pro rate formula of the actual days worked to total workdays per year times the employee's annual accrued vacation. Upon retirement or severance from the City of Glyndon, all employees in good standing will have their unused vacation time paid out.

Funeral Leave

In the event of death in the family of the employee, *(spouse, parents, child, brother, sister, stepchildren)* the employee shall be granted up to five (5) days leave with paid time to make the necessary funeral arrangements and attend the funeral. Up to three (3) days leave with paid time to make necessary funeral arrangements and attend the funeral of grandparents, grandchildren, step grandchildren, mother-in-law, father-in-law, and grandparents-in-law. Employees will be allowed a maximum of eight (8) hours of paid time per year to attend the funeral of an aunt or uncle. If you need more time off, you will have to use vacation or compensatory time.

Additional funeral leave may be granted due to unusual circumstances such as, but not limited to, excessive distance to travel, etc. at the discretion of the City Council. This paid leave will be deducted from the employee's vacation or sick leave balance.

Military Leave

State and Federal laws provide protections and benefits to City employees who are called to military service, whether in the reserves or on active duty. Such employees are entitled to a leave of absence without loss of pay or benefits for the time the employee is engaged in training or active service not exceeding a total of fifteen (15) days in any calendar year. City compensation is in addition to the military pay for these fifteen (15) days, as per MN Attorney General's Opinion.

The leave of absence is only in the event the employee returns to employment with the City as required upon being relieved from service or is prevented from returning by physical or mental disability or other cause not the fault of the employee or is required by the proper authority to continue in military or naval service beyond the fifteen (15) day paid leave of absence. Employees on extended unpaid military leave will receive fifteen (15) days' paid leave of absence in each calendar year, not to exceed five (5) years. Where possible, notice is to be provided to the City at least ten (10) working days in advance of the requested leave. A training notice, signed orders, or battle assembly schedule are examples of typical written notification to share with the City. If an employee has not yet used his/her fifteen (15) days of paid leave when called to active duty, any unused paid time will be allowed for the active-duty time, prior to the unpaid leave of absence.

Committees	Council Member (2026)	Council Member (2026)
Vice Mayor	Steven Ring	
City Hall / Finance	Joe Olson	Steven Ring
HR Committee	Joe Olson	Shonna Severson
Capital Improvement Committee	Joe Olson	-
Planning Committee	Joe Olson	Steven Ring
Police Department	Patrick McCoy	Shonna Severson
Maintenance Department	Patrick McCoy	Joe Olson
Fire/Rescue Department	Joe Olson	Steven Ring
Appeal Committee	Joe Olson	-
Parks & Events Committee	Patrick McCoy	Shonna Severson

CITY OF GLYNDON

Purchasing & Procurement Policy

PROPOSED CITYWIDE POLICY | October 2026 | For City Attorney and Council Review

1. Purpose and scope

Establish consistent purchasing controls for the Fire Department, Police Department, Maintenance Department, and City Hall. Purchases must serve an authorized City purpose, be properly documented, and comply with applicable Minnesota law.

2. Department purchasing authority

Department	Authorized Department Head / Routing
Fire	Fire Chief; Fire Committee
Police	Police Chief; Police Committee
Maintenance	Maintenance Department Head; Maintenance Committee
City Hall	Council-designated City Hall Department Head; City Hall Committee

Department Heads may authorize purchases of up to $1,000 within their approved budgets. Employees may make purchases only with prior authorization from their Department Head and under that head's spending authority. Employees have no independent purchasing authority.

3. Requests Exceeding $1,000

Before any non-emergency commitment over $1,000, the Department Head must email a formal written request or call the appropriate departmental committee describing the need, cost, vendor or quotes, and proposed funding source. The committee reviews the request and forwards its recommendation to the City Clerk. The City Clerk verifies sufficient available funds before the request is submitted to City Council. Council approval is required before ordering, signing, or authorizing the purchase.

4. Requests Exceeding $5,000

Before any non-emergency commitment over $5,000, the Department Head must email a formal written request or call the appropriate departmental committee describing the need, cost, vendor or quotes, and proposed funding source. The committee reviews the request and forwards its recommendation to the City Clerk. The City Clerk verifies sufficient available funds before the request is approved by committee.

5. Minnesota Purchasing Requirements

State procurement thresholds govern the method of procurement; they do not replace Glyndon's internal approval limits. Under Minnesota Statutes section 471.345, purchases of $25,000 or less may generally use open-market purchasing; purchases over $25,000 through $175,000 generally require sealed bids or direct negotiation with two quotations when possible; and purchases over $175,000 generally require advertised competitive sealed bids, subject to statutory exceptions. Cooperative purchasing requirements and applicable grant conditions must also be followed.

6. Emergency Spending Authority

The appropriate department committee or Mayor may authorize an emergency expenditure exceeding the routine limit only within authority lawfully delegated by the City Council. Department Heads also may act without advance approval when all of the emergency criteria below are met and delay would materially worsen the emergency.

6.1 Department Head Emergency Determination - All Conditions Required

1. Immediate threat. An actual, urgent threat to life, public safety, City property, or continuity of an essential City service exists.

2. Delay creates harm. Waiting for ordinary approval would likely cause significant injury, damage, or essential-service disruption.

3. Unforeseen event. The need arises from an unexpected incident, failure, or condition, not routine operations or poor planning.

4. Minimum necessary. Only the immediate goods, repairs, or services needed to stabilize the situation may be authorized; nonurgent follow-up work uses the normal process.

5. Approval cannot be timely obtained. Reasonable efforts to reach the Mayor or relevant committee were unsuccessful or the delay itself would create material harm.

6. Prompt records and notice. The Department Head records facts, costs, vendor, and why criteria were met; notifies the Mayor and City Clerk as soon as practicable; and submits the expense for the next Council Meeting.

6.2 Limits and Accountability

An emergency does not automatically waive state contracting law. Emergency contracting exceptions may be used only where legally available. The City Clerk reviews available funding as soon as practical. All emergency purchases must be reported to the Council at its next meeting. The department head may not use this authority to bypass normal approvals for a foreseeable purchase, a budget deadline, or a convenience purchase.

7. Controls and Records

Purchases may not be split to evade thresholds. Department heads retain responsibility for employee purchases. Quotes, invoices, receipts, written committee recommendations, Clerk funding verification, and Council approvals must be retained in City records. Conflicts of interest must be disclosed; contract amendments and change orders require applicable approval.

8. Conflict of Interest

Except as authorized in section 123B.195 or 471.88, a public officer who is authorized to take part in any manner in making any sale, lease, or contract in official capacity shall not voluntarily have a personal financial interest in that sale, lease, or contract or personally benefit financially therefrom. Every public officer who violates this provision is guilty of a gross misdemeanor.

9. Adoption

Effective upon adoption by the City Council, subject to City Attorney review of delegated purchasing and emergency authority.

Adopted by City Council: _____ Resolution No.: _____

References: Minn. Stat. § 471.345; League of Minnesota Cities municipal purchasing guidance.

LEAGUE of MINNESOTA CITIES

Ask LMC

What Is the Process for Filling a Council Vacancy?

Filling Vacancies

Q: What is the process for filling a council vacancy?

LMC: City council seats may become vacant for a variety of reasons, but once vacant, the seat must be filled as soon as possible. Here's an overview of the process:

- Upon notification of vacancy, the remaining council members must pass a resolution to declare the seat vacant.
- Once declared, the council must consider interested and qualified residents and appoint an eligible person to fill the vacancy. Cities may advertise the opening, require an application, or request letters of interest. However, appointments may also be made informally based on individuals the council already knows to be interested in the position. If the council (or a quorum or committee of the council) conducts the interviews, the Open Meeting Law applies.
- Most vacancies are filled by appointment until the next regular city election. A special election is required if the city has an ordinance mandating it, or if more than two years remain in the term and the vacancy occurs before the filing period opened for the next council election begins.

Learn more in the Filling a Council Vacancy online course in MemberLearn at lmc.org/council-vacancy-course. Model resolutions are available at lmc.org/specialelections.

MINNESOTA STATE

CUSTOMIZED TRAINING INCOME CONTRACT

THIS CONTRACT, and amendments and supplements thereto, is between the State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities, on behalf of Minnesota State Community and Technical College (hereinafter "Minnesota State"), and Glyndon Fire Department, located at 508 State St. NE, Glyndon, MN 56547 (hereafter "Purchaser") agree as follows:

1. **DUTIES OF MINNESOTA STATE. Minnesota State agrees to provide the following:**
   a. Title of Instruction/ Activity/ Service: LP Gas Live Burn
   b. Date(s) of Instruction/ Activity/ Service: November 2, 2026 from 7:00 pm - 10:00 pm
   c. Instructor/ Trainer/ Consultant: Ryan Letness & Jacob Cuchna
   d. Location: Glyndon Fire Department
   e. Maximum Participants: Twenty
   f. See Attached (If applicable): N/A

2. **DUTIES OF THE PURCHASER. The Purchaser agrees to provide:**
   N/A

3. **SITE OF INSTRUCTION/ ACTIVITY/ SERVICE:** Client shall make all the arrangements, including any payment, for the location to be used for the Instruction/ Activity/ Service.

4. **CONSIDERATION AND TERMS OF PAYMENT.**
   a. **COST.** Cost of Instruction/ Activity/ Service (total or per hour): $925.00
   Other Fees: None

   Notwithstanding the thirty (30) day notice period established in paragraph 7, in the event that the Purchaser desires to cancel or reschedule the Instruction/ Activity/ Service due to low enrollment, Purchaser shall give at least 30 days' notice in writing to the authorized agent for Minnesota State to cancel or reschedule. If the Instruction/ Activity/ Service is canceled as provided herein, Minnesota State shall be entitled to payment calculated according to paragraph 7. If the Instruction/ Activity/ Service is rescheduled as provided herein, payment shall be according to this paragraph 4.



Committee Meeting Minutes

Committee: City Hall/ Finance/ HR **Date:** October 19, 2026

Location: City Hall **Time:** 4:00 PM

Attendees:

- Joe Olson
- Steven Ring
- Wendy Affield

Topic:

- 2027 Budget

Meeting Notes:

The City Hall/Finance Committee discussed the budget, levy percentages, wages for 2028 and 2029, security systems and putting a Procurement Policy into place.

Prepared by Signature:

X_____
Wendy Affield, Clerk Treasurer

Council Member Signature:

X_____
City of Glyndon Council Member

Sample


GLYNDON
POLICE
TO PROTECT AND SERVE
GLYNDON
POLICE DEPARTMENT
GLYNDON
POLICE
TO PROTECT AND SERVE
HALLOWEEN
TRUNK
or
TREAT
TRUNK OR TREAT
COSTUMES ENCOURAGED!
FUN FOR THE WHOLE FAMILY!
SATURDAY
OCTOBER 31ST
11AM TO 2PM
GLYNDON
COMMUNITY
CENTER
JOIN US FOR GAMES, PRIZES,
FOOD, MAZE AND MORE!