

**Glyndon City Council – 8/25/2021**  
Regular Budget Review Meeting – 5:00 P.M.  
Glyndon Council Chambers

1. **Call to Order:** Mayor Tracy Tollefson called the meeting to order at 5:00 p.m.
2. **Roll Call:** Council Members Present: Kimberly Savageau, Joe Olson, Justin Schreiber; City Clerk Wendy Affield; Police Chief Justin Vogel.

**Absent:** Council Member Dave Owings

**As Per Sign in Sheet:** None.

**Virtual Attendees:** None.

3. **Budget Discussion for 2022 Budget** – Affield led discussion by going through the Expenditure Worksheet provided in the packet.

**Expenditures** – The line items listed below are ones to see either a decrease or increase for 2022.

**General Fund:** Salaries: Using the STEP grid, includes 3% increase. Full-time Hourly: This line consists of 10% Admin. Asst./City Hall & PD Cleaning, was increased three hundred dollars (+\$300). Other: This line will be active next year for elections, shows twenty-four hundred dollars (+\$2,400). Employer Paid Health Insurance: Affield said this line may increase, she has not been given final numbers. LOMC Workmans Comp Insurance: This line will increase by five thousand dollars (+\$5,000). Computer Supplies: After Council discussion, this line will be decreased by five hundred dollars (-\$500). Operating Supplies: Council agreed to decrease this line by five hundred dollars (-\$500). Professional Services: After discussion, Council decreased this line by five thousand dollars (-\$5,000). Auditing/Accounting Services: This line is for contract fees paid to Eide Bailly and County Assessor and will increase by five hundred dollars (+\$500). 2-Year Tax Abatement Fee: This line was increased by eleven hundred dollars (+\$1,100). Legal Fees: Council agreed to decrease this line by ten thousand dollars (-\$10,000). Criminal Legal Fees: This line was increased by three hundred dollars (+\$300). Building Inspector 50% Fee: Increased by fifteen hundred dollars (+\$1,500).

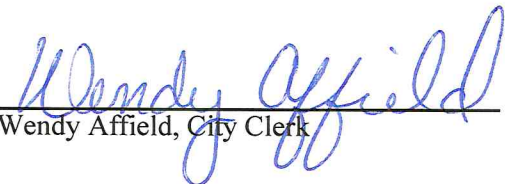
\*\*Council Member Owings joins meeting at 5:32 p.m.\*\*

Building State Surcharge: Affield explained these funds are fees owed to the state for building permits. This line increased by three hundred dollars (+\$300). Telephone: This line increased by one hundred dollars (+\$100). Travel/Mileage Expense: This line was decreased by one thousand dollars (-\$1,000). Legal Notice Publication: This line was decreased by five hundred dollars (-\$500). Xcel-Electric/Gas Bill: This line decreased by one thousand dollars (-\$1,000). Red River Co-op: Increased by five hundred dollars (+\$500). Repairs/Maintenance Building: This line was decreased by two thousand dollars (-\$2,000). Office Equipment Rental: This line increased by two hundred dollars (+\$200). Dues & Subscriptions: Was decreased by five hundred dollars (-\$500). Furniture & Fixtures: Decreased by one thousand dollars (-\$1,000). LOMC General/Liability Ins.: This line increased by one thousand dollars (+\$1,000). LOMC Membership Dues/Training: This line was decreased by two thousand dollars (-\$2,000). Bank Fees/Penalties: This line was decreased by one hundred dollars (-\$100). Glyndon Days: Owings stated he feels this budget line needs an increase for next year. Mayor Tollefson agreed. Owings suggested increasing by one thousand dollars (+\$1,000) as he feels the radio advertising was key to getting the word out. Council agreed.

5. **Open Forum** - *\*this is the time for the General Public to address the Council regarding this topic. The Open Forum shall not be used to make political statements, political endorsements or for any political campaign purposes.*

6. **Adjournment** – Meeting adjourned at 5:52 p.m.

  
\_\_\_\_\_  
Tracy Tollefson, Mayor

  
\_\_\_\_\_  
Wendy Affield, City Clerk

  
\_\_\_\_\_  
Heather Johnson, Administrative Assist.

August 25, 2021 Regular Budget Meeting Minutes