

**Glyndon City Council - 5/3/2023**  
**Special Meeting – 6:00 P.M.**  
Approving Hire for Public Works Superintendent  
City Hall Council Chambers

1. **Open Public Hearing:** Mayor Tracy Tollefson called the meeting to order at 6:00 p.m.
2. **Roll Call:** Council Members Present: Justin Schreiber, Bryant DeVries, Steven Ring; City Clerk Wendy Affield.

**Absent:** Council Member Patrick McCoy

**Virtual Attendees:** None


**As Per Sign in Sheet:** None

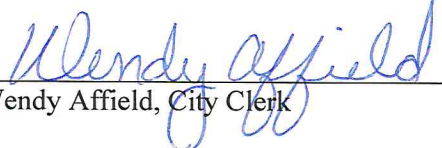
3. **Recommendation/Discussion from the Hiring Committee** – Mayor Tollefson referred to the attached job description in the agenda packet, and they ended up receiving four total candidates for the position. She said after reviewing all qualifications the committee selected two for final consideration. The interviews were conducted by Affield, herself, Engineer Kris Carlson, and Bryant DeVries. She said the committee is recommending Travis Braton for the position of Public Works Superintendent. Mayor Tollefson said the committee researched the going rate for hourly wages for this type of employment, and where the exiting Superintendent was at. She said this wage will not include the stipend pay and instead will be rolled into one salary package. After some negotiation, the committee feels comfortable at the agreed upon salary. She said the background check is nearing completion, and Affield said Police Chief Justin Vogel has said the results are good. Mayor Tollefson said if Braton is approved for hire, they are hoping to set his first day as Monday, May 15<sup>th</sup>, 2023. She said Braton came on site yesterday to get a small tour of the City, and to get acclimated with some of the City’s priorities. Braton previously worked for the Water Department in Barnesville, MN, and is very excited about working with Council and working for the City. DeVries said he thinks Braton is a very good choice, likes his energy and feels he is ready for the task. Affield said it sounds like Braton would like to have the hours of 8:00 a.m. to 4:30 p.m., as well as Wegenast, with the exception of storms and other situations like that. Mayor Tollefson said the committee did compromise on a one-hour call back system, as Braton lives in Barnesville. Affield said Braton has already looked into our ponds and is asking questions on the discharge process. Schreiber asked if Braton already has his water certification? Affield said yes, and he is about to change classifications soon, from D to C.

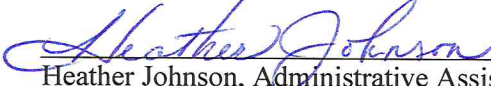
4. **Approve Hiring Travis Braton for the Public Works Superintendent – Full-Time Exempt Position at a Salary of \$71,864.00 with 2 Weeks Vacation and 2 Weeks Sick Time** – Mayor Tollefson said this includes all call-back time and all hours worked, except for flextime for meetings. A motion to approve the hiring of Travis Braton to be the new Public Works Superintendent was made by Steven Ring, seconded by Bryant DeVries. All in favor.  
Motion Carried.

5. **Open Forum** – None.

6. **Adjourn the Special Meeting** – A motion to adjourn the Special Meeting at 6:06 p.m. was made by Justin Schreiber, seconded by Steven Ring. All in favor.  
Motion Carried.

  
Tracy Tollefson, Mayor

  
Wendy Affield, City Clerk

  
Heather Johnson, Administrative Assist.

May 3, 2023 Special Meeting Minutes – Hiring of Public Works Superintendent