

**Glyndon City Council**  
**10/11/2023 – 7:00 A.M.**  
**Regular Council Meeting**  
**Council Chambers**

1. **Call to Order:** Mayor Tracy Tollefson called the meeting to order at 7:00 a.m.
2. **Roll Call:** Council Members Present: Bryant DeVries, Patrick McCoy, Steven Ring; Police Chief Justin Vogel; Public Works Superintendent Travis Braton; City Engineer Kris Carlson; City Clerk/Treasurer Wendy Affield.

**As Per Sign in Sheet:** Robin Christianson.

**Virtual Attendees:** Council Member Justin Schreiber

**Absent:** None

3. **Motion to Approve Consent Agenda** – A motion to approve the consent agenda was made by Patrick McCoy, seconded by Steven Ring. All in favor.  
Motion Carried.

a. **9/27/2023 – Council Meeting Minutes**

b. **Approve Resolution of Payments**

- **Accept Fire & Rescue Donation Check from Joseph Parise for \$100**

4. **Any Additions to the Agenda** – None.

5. **Motion to Approve the Agenda** – A motion to approve the agenda was made by Steven Ring, seconded by Patrick McCoy. All in favor.  
Motion Carried.

**6. Department Reports – Committee Reports -**

a. **Justin Vogel, Police Chief** – Chief Vogel informed Council he is pricing out body cameras and looking to replace the squad cameras. He is getting quotes from both Getac and Axon. The Police Department is combining with UC Hope for this year’s Halloween Party that will be on October 31, 2023, from 6 to 8 pm at the Glyndon Community Center. They will have games, prizes, food, and pumpkin decorating, come out and enjoy the night. Chief Vogel is pleased to say he is fully staffed again, and he will be taking some time off in the next few weeks.

b. **Travis Braton, Public Works/Maintenance** – Braton discussed the street patch they did on Andrews Ave and stated it will be sealed next summer. The equipment for Johnson Park has been dropped off and they will be starting installation today. Braton explained they have removed the large rock in the parking lot at Johnson park and installed Class 5 so they are ADA compliant. Braton informed Council an offer for the Maintenance position was made and hopefully he will find out today whether they will accept the position.

c. **Bob Cuchna, Fire Chief** – Not present.

d. **Wendy Affield, City Clerk** – Discuss Extra Hours Worked (*hour for hour on each timesheet paid out*) and Vacation Time Overage (*end of year – only overage paid out*) – Affield

explained to Council she is trying to work an extra two (2) hours a day to keep things caught up in the office and would like approval to be paid out hour for hour on each pay check for that time and at the end of the 2023 year be paid out the vacation hours she will be over just to get her under the 225 hour year end limit. Mayor Tollefson asked what the goal was to get someone hired for the Administrative Assistant position. Affield mentioned Chief Vogel, herself and Braton reviewed applications yesterday and they have four (4) candidates right now that would be considered for an interview, but the job listing does not close until October 12, 2023. Affield informed Council she would like Chief Justin Vogel and Public Works Supervisor Travis Braton to be included in the hiring process since they also will be working closely with the person in this position. Mayor Tollefson offered to also be on the hiring board. Affield suggested a few dates to do the interviews and would like Mayor Tollefson to let her know what works best. Patrick McCoy made a motion to pay Affield her extra hours worked since her assistant has left and to pay out any vacation hours over 225 at the end of the year, seconded by Bryant DeVries. All in favor.

Motion Carried.

**e. Tracy Tollefson, Mayor** – Mayor Tollefson said she has no updates at this time.

**7. Committee Reports** – Affield recommended setting up another Nuisance Ordinance Committee Meeting. Mayor Tollefson and Council Member Schreiber will let Affield know what days work best for them. McCoy was wondering if it would be a good idea to separate the ordinance and pass certain things that are more important now and then work on the rest at a later date. Chief Vogel stated, we did separate it and after our last committee meeting things are looking pretty good. Chief Vogel feels since winter is close, they would really only be looking at making sure the city's rights-of-way is open for snow removal and then in the spring look more at everything else. Affield mentioned there are some ordinances already in place for snow removal.

**8. Old Business/Unfinished Business Update** – Nothing at this time.

**9. New Business**

**a. CAPLP – Rural Transportation Program for Clay County Seniors – Robin Christianson** – Robin Christianson introduced herself and explained they are a transportation program that serves all of Clay County, Wilkin County and some programs extend out further into North Dakota. A lot of their programming is aimed at antipoverty programming and helping low-income households. One of the programs is called “Rural Routes” which is a busing program to pick up individuals and take them shopping or to their appointments. The goal is to make sure everyone sixty (60) years or older has a ride into Fargo/Moorhead or Detroit Lakes for a variety of services, programs, things like that. There is a cost, but it is a sliding fee anywhere from ten dollars (\$10) to twenty-five dollars (\$25) a ride and they just want to be able to let the individuals who are sixty (60) or older still live within their local communities but also access those needed services that may not be available in their local community. Christianson stated word of mouth has been their biggest champion but feels trying some different ways is also beneficial, that is why she is here today. Christianson gave Affield some brochures and magnets to have available if anyone needs this service. Mayor Tollefson asked if they go anywhere other than the Highway 10 corridor. Christianson explained they try to stay flexible so everyone can get to the location they need, and they are picked up at their door. DeVries asked how many buses are available. Christianson stated one (1) at this time, it fits twelve (12) passengers, and is handicap assessable.

**b. September's Expense and Revenue Sheets for Review (informational only)** – Mayor Tollefson informed Council if they have any questions, please contact Affield. Affield will transfer the health insurance stuff at the end of the year.

Affield asked City Engineer Kris Carlson if he had anything he would like to discuss with Council. Carlson informed Council the large pile that was located in Charleswood has been spread out, the utilities are almost installed and once they are attached to city services, they will button up the project for the winter and finish it next summer.

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

**11. Open Forum – Public Comments/Concerns** – Nothing.

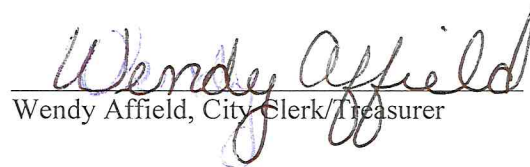
**12. Miscellaneous Announcements & Recognitions** – Mayor Tollefson reminded Council to stop by and help out the Police Department at the Halloween Party on the 31<sup>st</sup> of October.

**13. Adjournment** – A motion was made by Bryant DeVries to adjourn at 7:12 a.m., seconded by Patrick McCoy. All in favor.  
Motion Carried.



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Tracy Tollefson, Mayor



Wendy Affield, City Clerk/Treasurer

October 11, 2023, Council Meeting Minutes