

**Glyndon City Council**  
**12/13/2023 – Following the Truth-n-Taxation Hearing**  
**Regular Council Meeting**  
**City Hall Council Chambers**

**1. Call to Order:** Mayor Tracy Tollefson

**2. Roll Call:** Council Members Present: Bryant DeVries, Justin Schreiber, Patrick McCoy, and Steven Ring; Police Chief Justin Vogel; Public Works Superintendent Travis Braton and City Clerk/Treasurer Wendy Affield.

**As Per Sign in Sheet:** None

**Virtual Attendees:** None

**Absent:** None

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

**a. 11/21/2023 – Council Meeting Minutes**

**b. Approve Resolution of Payments**

- **Approve 4<sup>th</sup> Amendment License Agreement with F-M Ambulance Service Inc. – Extending Agreement to December 31, 2024**

**4. Any Additions to the Agenda** – Ivan’s Drywall Bid for Repairs at the Community Center – Travis Braton

**5. Motion to Approve the Agenda** – A motion to approve the agenda was made by Steven Ring, seconded by Bryant DeVries. All in Favor.  
Motion Carried.

**6. Mayor/Department Reports** –

**a. Justin Vogel, Police Chief** – Chief Vogel discussed the regional “Shop with a Cop” they will be participating in at Target on December 19<sup>th</sup> and the one with UC HOPE in Glyndon on December 21<sup>st</sup> at the Community Center with around twenty (20) kids participating. Chief Vogel mentioned below you will find the amount requested for body and squad cameras for the Police Department. He would like to go with Axon Enterprises bid for this which will be forty-four thousand eight hundred forty dollars and fifty cents (\$44,840.50). He would be using some seizure funds and would also like to use some of the safety funds received from the state. Schreiber asked if that was the fifty-seven thousand (\$57,000). Chief Vogel stated, yes. A motion was made by Steven Ring, seconded by Patrick McCoy to purchase new squad cameras and body cameras from Axon Enterprises. All in Favor.  
Motion Carried.

**b. Travis Braton, Public Works/Maintenance** – Braton let Council know Ty Wegenast will be taking his water test January 9<sup>th</sup> through the 11<sup>th</sup> in St. Cloud. He put in ticket requests for the streetlights that are burnt out and will check late next week to see if any have been replaced. Red River Coop was in town to fix some, but the others need to be replaced by Xcel. The rink light was replaced so now it is LED instead of halogen. The inside of the warming house was sheeted, and a bench was built but now we

need to wait until the weather gets colder before we can open it for the season. The contract was signed today for the lien-to on the maintenance building and the materials have been paid for. Brennen is hoping to be here next week to install the poles and will come back after the holidays to finish the framing. Once spring comes the maintenance crew will finish the concrete inside the building. Braton explained to Council how he would like to purchase a Miller electric welder from Linde for four thousand two hundred ninety dollars (\$4,290) so they are able to repair equipment on their own instead of hiring it out. If purchased the funds to pay for it will be split three ways coming out of the operating supplies budget for water, sewer, and maintenance. Snow removal has been minimal this year, so they are cleaning up different areas in the shop. Bryant asked if the welder can be transported. Braton said yes. Affield asked if the cart was included in this price. Braton said yes. A motion was made by Steven Ring, seconded by Bryant DeVries to purchase the electric welder from Linde. All in Favor.  
Motion Carried.

Braton let Council know he will be interviewing one candidate tomorrow for the Maintenance Worker Position and will let the committee know what happens. Bryant will review the application once Braton receives it.

**c. Bob Cuchna, Fire Chief** – Mayor Tollefson noted that the Glyndon Fire Department was grateful for the Tool Kit that was Donated by Stanley Black & Decker, the Fire Department was Nominated by Structural Materials.

**d. Wendy Affield, City Clerk** – Mayor Tollefson announced City Hall will be Closed Monday, December 25<sup>th</sup> for Christmas. Affield let Council know she will be attending a Region 1 Meeting in Ottertail on Friday, December 15<sup>th</sup>. Affield informed Council Kayla Nosal started on Monday and is working with the utility bill payments right now and seems to be catching on quickly. Next week we will be doing the billing process and then we will start working on coding invoices as they come in. Nosal is also working on the newsletter and seems to be enjoying the designing process.

**e. Tracy Tollefson, Mayor** – Mayor Tollefson will talk later under New Business.

**7. Committee Reports** – Nothing at this time

**8. New Business** –

**a. Approve Resolution 2023-10- A Resolution Designating the Polling Place for Precinct One in the City of Glyndon** – A motion was made by Justin Schreiber, seconded by Bryant DeVries to approve Resolution 2023-10. All in favor.  
Motion Carried.

**b. Approve Resolution 2023-11 – Resolution Approving 2023 Tax Levy, Collected in 2024** – A motion was made by Bryant DeVries, seconded by Steven Ring to set the tax levy at eight percent (8%) and approve Resolution 2023-11. All in Favor  
Motion Carried.

**c. Discuss Adding Christmas Eve as a Holiday (1/2 or Full Day) for Employees** – Mayor Tollefson would like to know what other members think about offering Christmas Eve, either a half day or full day off for the employees. Schreiber explained how if Christmas Eve falls on a Saturday you would get the previous Friday off and if it falls on a Sunday you would get Monday off but since things are a little different this year and it is on Sunday, and we already get Monday off for Christmas we would receive half a day on Friday. Bryant wanted to know more about how this would work. Affield



mentioned last year Council allowed City Hall to be closed but we had to take vacation or comp time for that day. Council discussed the different options available and decided to go with a half day off for Christmas Eve. A motion was made by Steven Ring, seconded by Bryant DeVries to add half a day for Christmas Eve to the observed holidays for the employees starting this year, 2023. All in Favor. Motion Carried.

**d. Approve 2024 Regular Council Meeting Schedule** – Council needs to decide which day they would like to have the second meeting in December since it falls on Christmas Day. A motion was made by Steven Ring, seconded by Justin Schreiber to approve the 2024 Regular Council Meeting schedule, and have the last meeting on December 18<sup>th</sup> at 7:00 am. All in Favor. Motion Carried.

**e. 2024 Payroll Schedule** – Informational Only for Council.

**f. November’s Expense/Revenue Budget Sheets** – Mayor Tollefson asked Affield if there was anything she wanted to highlight on the budget sheets. Affield informed Council the health insurance and health savings was transferred to the other accounts.

## **9. Old Business/Unfinished Business Update**

**a. 2024 Utility Rates per Month Sheet** – Affield mentioned she added this again just to make sure residents are aware of the changes if they read the minutes.

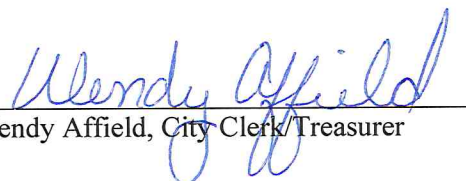
**10. Time to Discuss Additions to the Agenda** – Braton explained that Ivan’s Drywall gave a bid on replacing a section of the ceiling in the Community Center’s kitchen where there was a cold spot and now the ceiling needs to be fixed and painted. Braton is not sure if it is from boiling water on the stove over the years, but they will take down the lights, fix the drywall and paint the ceiling. The bid came in at one thousand nine hundred eighty-seven dollars (\$1,987) and will come out of the escrow account for Community Center Building Repairs. Affield stated there is thirty-six thousand one hundred fifteen dollars (\$36,115) in that account. A motion was made by Steven Ring, seconded by Justin Schreiber to use the escrow funds to repair the ceiling in the Community Center. All in Favor. Motion Carried.

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

**12. Miscellaneous Announcements & Recognitions** – Nothing at this time.

**13. Adjournment** – A motion was made by Steven Ring, seconded by Justin Schreiber to adjourn the meeting at 6:34 pm. All in Favor. Motion Carried.

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

  
\_\_\_\_\_  
Wendy Affield, City Clerk/Treasurer