

**Glyndon City Council**  
**3/13/2024 – 7:00 AM**  
**Regular Council Meeting**  
**City Hall Council Chambers**

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

**As Per Sign in Sheet:** None  
**Virtual Attendees:** None  
**Absent:** Council Member Bryant DeVries

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

- a. **2/28/2024 - Council Meeting Minutes**
- b. **Approve Resolution of Payments**
  - **Approve Hunter Fischer’s Application to Become a Glyndon Volunteer Firefighter**
  - **Approve Glyndon’s Rod & Gun Gaming Permit Application for August 14, 2024, at the Glyndon Community Center**

4. **Any Additions to the Agenda**
  - **Public Nuisance Ordinance Discussion** – Patrick McCoy

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

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

7. **Mayor/Department Reports**

a. **Justin Vogel, Police Chief** – Chief Vogel informed Council he will be interviewing for the open Police Officer position next week. The Police Department is going full swing with the remodel of the bathroom, there was a slight snag with the plumbing; the company was not expecting fourteen (14) inches of concrete to tear out. Chief Vogel mentioned he was able to get the price of the new doors cheaper than what he had been previously quoted. He discussed an issue we were having with our IT Company and mentioned he asked a different IT person to come in and do a preaudit on the Police Department and City Hall computers and it was confirmed we were not getting the services the City of Glyndon has been paying for; with these findings the City is looking at going through a different IT company. Mayor Tollefson asked Chief Vogel, candidate wise how many do you think you will be interviewing for the Police Officer position? Chief Vogel replied, “a couple”. He informed Council that he had met with UC Hope last week to discuss planning events for this summer for the kids; UC Hope mentioned there does not seem to be any events/places to go for the elderly in Glyndon. Chief Vogel and UC Hope had an idea to start Coffee & Cards at the Community Center on Tuesday and Thursday mornings starting March 26<sup>th</sup>

at 8:00 am for the elderly to play card games, have free coffee and mingling with other residents in town for a few hours twice a week. Chief Vogel asked the Council if they would spread the word to people in their neighborhood, he will post it on the Glyndon Police Department's Facebook page, and it will be going in the Newsletter. He also informed Council it sounds like we are going to have a few more volunteers this year for Glyndon Days.

**b. Travis Braton, Maintenance Supervisor** – Braton informed Council he attended the 40<sup>th</sup> Annual Minnesota Rural Water Conference last week and tested for his Class C Water Certification but will not be notified with the result for about two (2) weeks. Braton updated Council letting them know a few things the Maintenance Department has been doing like painting at the City Hall and helping a little with the Police Department's remodel. Braton stated they have started working on some road patching but will not be able to do any of the big patches until FM Asphalt gets up and running; Braton advised the cold patch is nice to use but does not last as long as hot mix. He will be planning to repair a couple of bigger areas in town once the weather gets nicer. The Sentence to Serve Crew (STS crew) was in town yesterday assisting the Maintenance Department with cutting down a tree on the boulevard at 411 Eglon Avenue; Braton stated the quote was one-thousand four hundred dollars (\$1,400) to take down the tree, which was saved with the help of the STS Crew. Braton would like to look at renting a stump grinder this spring because it would be easier to do them ourselves instead of hiring it out. Braton has a plan to burn around the lagoons with the Fire Department on April 9<sup>th</sup> or that week tentatively. Braton stated the Southview cleanup is a priority this year, there is going to be some dirt work this spring, he would like to get a small 3.0 disc to dig some areas up, fill in and seed, he believes they are runs from the muskrats. Braton informed Council street sweeping is set for the week of May 20<sup>th</sup>, also hydrant flushing is set for May 6<sup>th</sup>-10<sup>th</sup> and he will have Kayla put the information in the newsletter and they will be identifying hydrants that need to be worked on during the flushing. There is still a hydrant on Lyndon Avenue that Braton is waiting to hear back from Minnesota Rural Water to help repair, it will need to be shut down for about 4 hours, he will inform residents before shutting down the hydrant. Braton explained if the hydrant cannot be fixed it will have to be dug up and replaced, they will wait until the weather gets nicer to start that project. There has been progress on the lean-to off the recycling center; Braton informed Council he touched base with contractor, and he seems very confident the building should be finished by the end of the contract (end of March/beginning of April). Jason informed Braton once rafters are set, he can measure for the steel which will take about a week to get. Braton stated he will need to meet with Affield to figure out the concrete and door opener to find the best bargain. Mayor Tollefson asked Braton regarding the holiday banners that are still up around town; Braton stated we have good spring and summer banners, and he was looking at switching them out in April. He would like to talk about getting new banners in the next few years that would be made of a different material, hopefully they will hold up better with the weather. Braton stated they have taken a few brackets down, so we do not have as many, and he would like to get banners for winter, spring/summer, and fall.

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

**d. Wendy Affield, City Clerk** – Affield stated on June 26-28<sup>th</sup> she will be in Rochester, MN for a League of Minnesota Cities Conference. Also, next Wednesday there will be a meeting for Glyndon Days. Affield stated she has ordered twenty (20) flowers for this year and Braton will be looking for new places to hang them not just on Parke Avenue and Hwy 10. Affield mentioned work detail (STS crew) came and did some painting at City Hall; Affield spoke with the man who is in charge about maybe putting in carpet/vinyl plank in City Hall next year, it would be nice to save the labor costs of installing the material.

**e. Kris Carlson, City Engineer** – Carlson gave a quick update on the grant application for the Water Plant, which is just about done, he would need Affield to sign a letter for the application and then he can



send it off. Carlson stated once he has the packet for the application done, he will bring it for Council's review. Carlson is just waiting for the ground to thaw, road restrictions to come on and then go off so the Charleswood Addition can be completed. Affield asked Council to look at the expense sheet in the agenda packet for the electrical work that will be done in Charleswood stating once paid the poles and lights can be ordered so Red River Coop can install the electrical.

f. **Tracy Tollefson, Mayor** – Nothing at this time

## 8. Committee Reports

a. **Planning & Zoning Meeting - Discuss the possibility of a 47-Unit Apartment Complex** – Tollefson stated Steven Ring, our Financial Advisor Jason Murry, Affield and herself were part of the Planning & Zoning meeting mainly talking about the potential of the 47-Unit Apartment Complex. Tollefson mentioned the Developers who want to build the Apartment asked the City to set up a TIF (Tax Increment Financing) District of about one point one million to one point two million dollars (\$1.1 – \$1.2 million). Tollefson explained the City does not have a lot of apartment complexes, the possibility of the project is appealing, but we are just waiting for more information from the Developers. Affield mentioned the Developers would like to start this year if everything works out. Chief Vogel asked Council to keep in mind the radius of the school and the possible site of the apartment complex because it is in the lock down zone, explaining if there was a significant domestic or weapon call at the apartment it would cause the school to go into lock down. Mayor Tollefson stated that was a good point to keep in mind and the Developers did reach out to the school for letters of support. Carlson informed Council the expected apartment rent will be around twelve hundred dollars (\$1200) average per unit; the complex would fit the land the contractors are wanting to build on.

## 9. New Business

a. **2023 Annual Street Allotment from Clay County** – Affield mentioned the funds will go towards the Highway 10/Parke Avenue turning lane.

b. **LOMC Liability Coverage Waiver Form** – A motion to “not waive” the monetary limits on municipal tort liability established by Minnesota Statute §466.04, yearly renewal process was made by Justin Schreiber, seconded by Patrick McCoy. All in favor.  
Motion Carried.

c. **Set Public Hearing Date for Implementing the Glyndon Police Department's Body Camera System** – Chief Vogel informed Council he will be sending an email out with the policy and procedure manual for the body cameras and if anyone has questions, please contact him individually. After the Public Hearing the manual will be posted on the City of Glyndon's website. A motion was made by Steven Ring to schedule a Public Hearing on Wednesday, March 27, 2024, at 7:00 am, for Implementing the Police Departments Body Camera System, seconded by Patrick McCoy. All in favor.  
Motion Carried.

d. **TIF No. 1-4 Project Schedule of Events & Distribution List – Jason Murray's Documents Enclosed** – Mayor Tollefson mentioned this is for Councils review.

e. **Approve Resolution 2024-2 – A Resolution Calling for a Public Hearing on the Establishment of Tax Increment Financing District No. 1-4 and the Adoption of a Tax Increment Financing Plan Relating Thereto** – Schreiber asked if the Public Hearing has to be after 6:00 pm. Affield stated only certain Public Hearings like the Truth-in-Taxation need to be at 6:00 pm or later. The meeting will be

held at 7:00 am on Wednesday May 8, 2024. A motion to approve Resolution 2024-2 – A Resolution calling for a Public Hearing on the establishment of TIF District No. 1-4 and the adoption of a TIF plan relating thereto was made by Justin Schreiber, seconded by Steven Ring. All in favor.  
Motion Carried.

**f. February 2024 Expense and Revenue Budget Sheets for Review** – Mayor Tollefson stated if there are any questions, please contact Affield.


**10. Time to Discuss Additions to the Agenda – Public Nuisance Ordinance** – McCoy asked if we need to start discussing the nuisance ordinance again since spring and clean-up week are just around the corner. A committee meeting to discuss the ordinance will be held at 4:00 pm on Thursday, March 21, 2024. The Capital Improvement, and Public Relations/Glyndon Days/Parks Meeting will be changed to Thursday also starting at 5:00 pm and 6:00 pm. Chief Vogel suggested having a couple of committee meetings for the nuisance ordinance and hopefully we can have the first reading by April 10, 2024.

**11. Old Business/ Unfinished Business Updates** – Nothing at this time.

**12. Miscellaneous Announcements & Recognitions**

- a. Clean-up Week – Northside of the Tracks is Wednesday, May 1<sup>st</sup>
- b. Clean-up Week - Southside of the Tracks is Wednesday, May 15<sup>th</sup>

**13. Adjournment** – A motion was made by Steven Ring to adjourn the meeting at 7:25 am, seconded by Patrick McCoy. All in favor.  
Motion Carried.

  
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Tracy Tollefson, Mayor

  
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Kayla Nosal, Administrative Assistant

  
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Wendy Affield, City Clerk/Treasurer

March 13, 2024, Council Meeting Minutes