

**Glyndon City Council**  
**Wednesday, April 10, 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, Bryan DeVries, and Patrick McCoy; Police Chief Justin Vogel; Fire Chief Bob Cuchna; Public Works Superintendent Travis Braton; City Clerk/Treasurer Wendy Affield and Administrative Assistant Kayla Nosal.

**As Per Sign in Sheet:** None

**Virtual Attendees:** None

**Absent:** Bob Cuchna

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

a. **3/21/2024 – Capital Improvement Meeting Minutes**

b. **3/21/2021 - Glyndon Days/Parks/Public Relations Meeting Minutes**

c. **3/27/2024 - Council Meeting Minutes**

d. **Approve Resolution of Payments**

- **Approve Hiring Carter DuBord as a new Glyndon Police Officer**
- **Accept Donation Check of \$200 from Green Leaf Nursery for the Community Outreach Program**
- **Accept Donation Check of \$500 from Randall’s Excavating for the Community Outreach Program**
- **Accept Donation Check of \$500 from UC Hope for the Community Outreach Program**
- **Accept \$1,500 Check from Liberty Business Systems for Printer Issues**
- **Approve Wiring Estimate for the Generator at the Glyndon Fire Department for \$3,870 from JDP Electric**
- **Approve Plumbing Proposal for a 50-gallon Low Boy Water Heater for the Police Department for \$2,541 from Legacy Plumbing**
- **Approve Change Order #2 from RL Larson Excavating, Inc. for the 2023 Street & Utility Improvements for Charleswood Addition**
- **Approve additional charge of \$325.14 to Jason Brennan’s Recycling Center Labor final Bill for Ez-Pour Fibre Foam**

4. **Any Additions to the Agenda** – None at this time.

5. **Motion to Approve the Agenda** – Motion to approve the agenda was made by Patrick McCoy, seconded by Justin Schreiber. 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 stated it has been a busy couple of weeks with construction at full swing. He informed Council after turning the water on and off a few times the ten (10) year old water

heater quit working, explaining the water heater was installed years ago behind the furnace that is located in the closet, he talked to Mayor Tollefson concerning replacing the water heater, so the plumber will drain and cap the old one and leave it where it is. Chief Vogel stated the new water heater will be installed above the bathroom area which will make it easily accessible. He let Council know Axon came to install the squad and body cameras, there were some issues that were resolved; now the camera system is up and running. Chief Vogel stated he has been visiting with the school concerning the SRO (School Resource Officer) contract that is up next year 2025; he would like to make a proposal with the DGF School to see what the Glyndon Police Department can offer. Chief Vogel mentioned Coffee & Cards at the Glyndon Community Center seems to be having a good turn out; first it started out with just two (2) people attending and now there are about ten to eleven (10-11) coming regularly. Affield asked if Coffee & Cards would run through the summer? Chief Vogel responded yes, as long as the Community Center is available, Coffee & Cards will continue.

**b. Travis Braton, Maintenance Supervisor** – Braton stated the lean-to is almost finished, he is waiting for the Garage Door to be installed and the Maintenance Department is starting to prepare for the concrete. Braton informed Council the work detail crew will be here three days next week, they will help take out the flower bed in front of the Police Department and move it to the Fire Department; Maintenance Department will replace the flower bed with black dirt/grass for now and then next year they will figure a more permanent idea of what to do with the area in front of the Police Department. Braton explained the work crew will also be doing some spring cleaning around town, getting the Depot ready to be moved and cleaning out the building. Braton stated the tree at 606 Eglon was taken down without issue and he will get a quote for a stump grinder this week and hopefully the work crew can help remove them next week. Braton stated the spring discharge of water has been completed, and they will be transferring water over the next couple of weeks. RMB Laboratories have been scheduled to sonar the ponds in Glyndon which will inform us how much sludge is in the ponds; the service for RMB was approved in 2023 but never was completed. Braton informed Council all equipment used for snow removal has been put away for the season and the Maintenance Department will be pumping down some of the storm ponds; the ice-skating rink pond is not completely full but full enough to be pumped down and just a little bit in the Southview Pond will be done to get it where it needs to be in the spring. Braton is hoping to change out the banners this week. Mayor Tollefson asked about the Developer putting trees in Southview; Braton explained he did speak with the Developer and it looks like they will be planting forty-two (42) Evergreens on the North side of Southview and South of County Road 12; guessing the trees will already be four to six (4-6) feet when they will be planted.

**c. Bob Cuchna, Fire Chief** – Absent

**d. Wendy Affield, City Clerk** – Affield stated the Auditors are still working on the audit but are no longer requesting additional documents from the City Hall; last week was a constant of scanning items over to them and normally they come a for one day, but they received everything they needed remotely. Affield stated the audit will be presented during the meeting on May 22<sup>nd</sup>, 2024.

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

## **8. Committee Reports**

**a. Ordinance Committee Meeting** – Mayor Tollefson let everyone know about the Ordinance Committee Meeting that was held with Schreiber, herself, Braton, Chief Vogel, and Affield. We went over ordinances #194 and #166; overall we took a lot of feedback and implemented it into the ordinances, like the number of vehicles in the driveway, which was excluded. Mayor Tollefson stated we really wanted to listen to the public to see what they wanted but still have something that also allows the City to have some backing when we get a call or concern. Mayor Tollefson explained if Chief Vogel takes a call or a concern, he will then check it out, do his valuation/view, if the concern is something that will warrant a letter from the City, then he will reach out to City staff and have them send a letter and pictures to the resident. Mayor Tollefson expressed the ordinances reads very well and we can discuss it further down below on the agenda. Chief Vogel stated around June 3, 2024, is when it will be published and go into effect. A question was asked if there was a



committee in mind for the new ordinances? Tollefson replied no, but maybe further down on the agenda we will decide, we will have two (2) Council Members and someone from the Community who would be interested in serving on the committee.

## 9. New Business

**a. March 2024 Expense and Revenue Budget Sheets for Review** – Mayor Tollefson stated if anyone has any questions, they can contact Affield at a later date.

**b. Discuss Community Center Rental Rates for Non-Residents** - Affield mentioned the Dilworth Community Center is now closed and we are expecting to have more people wanting to rent the Glyndon center that are not residents of Glyndon. Affield stated our rental fees are on the lower side and she was wondering if we should increase them for non-residents. Mayor Tollefson asked Affield if she had a recommendation for an amount? Affield replied maybe double the original amount, from sixty dollars (\$60.00) for under four (4) hours to one-hundred and twenty dollars (\$120.00). Chief Vogel asked Affield if this was increased last year? Affield replied the City increased the refundable cleaning deposit to two hundred dollars (\$200) instead of one-hundred dollars (\$100). Mayor Tollefson asked Affield, are you suggesting only increasing the Category 2 on the rental sheet? Affield confirmed with yes, only the Category 2. Affield suggested maybe even going to one-hundred dollars (\$100) for up to four (4) hours and one-hundred fifty dollars (\$150) for over four (4) hours. A motion to approve the rental rates mentioned above for non-residents was made by Steven Ring and seconded by Justin Schreiber. All in favor. Motion Carried.

**c. Checking to see if City Hall can be closed Friday, July 5<sup>th</sup> for the 4<sup>th</sup> of July Holiday** – Affield explained the 4<sup>th</sup> of July falls on a Thursday so Kayla and I were wondering if it would be possible for City Hall to be closed Friday July 5<sup>th</sup> and we would use a vacation day? Affield stated you do not need to decide today, we can talk about it at a later date. Ring expressed not seeing an issue unless there is something going on during that day where City Hall would need to be open. Mayor Tollefson stated if there was enough advanced notice, she does not see an issue. A motion to allow the City Hall to be closed Friday July 5<sup>th</sup> was made by Patrick McCoy and seconded by Bryant DeVries. All in Favor. Motion Carried.

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

## 11. Old Business / Unfinished Business Updates

**a. Rejection Letter for Grant Funding from the Competitive 2023 Local Road Improvement Program from the State of Minnesota Concerning Constructing 7<sup>th</sup> Street Southwest to County 17** – Mayor Tollefson informed Council we did not receive any grant funding and there was a lot of applicants who were not approved as well, we will just keep trying.

**b. Review Draft Copy of Ordinance #194 – A Nuisance Ordinance Regulating Health, Peace and Safety, Resident Off-Street parking and Storage of Junk, Trash, and Rubbish within the City of Glyndon, Minnesota** – Mayor Tollefson informed Council the first reading will be Wednesday, April 24<sup>th</sup>. Since everyone has had a chance to review this, we will not be reading page by page but there have been some descriptors added with definitions. Mayor Tollefson explained the different changes to Ordinance #194, emphasized the importance of the right of way sections, mentioned how we took out the number of vehicles a resident can have in their driveway, and stated this is to help clean up the problem areas of town. McCoy asked regarding the first reading April 24<sup>th</sup>, is the Council going to try and stay on topic, so the conversation does not just go in a circle and is nonproductive? Mayor Tollefson stated when you get to this point you can listen to the feedback that was provided and take it under advisement but at the end of the day the City must stand by an ordinance as a City Council and continue with business. Affield will add the draft copy of the ordinance to the City's website.

**c. Review Draft Copy of Ordinance #166 – 2024 Fee Schedule – Adding Nuisance Fees and Penalties**


– Mayor Tollefson explained the ordinance focuses on our fees for first, second and third offenses and when you get that first notice you would want to start cleaning up or you should be contacting the City to visit about your situation. Affield informed Council the numbers she added where the ones discussed last year at the meeting. Affield asked if nothing is done after the thirty (30) day notice is there going to be an additional fee every thirty (30) days? Mayor Tollefson stated the goal is to get things cleaned up, not to make money. Ring thinks fifteen hundred dollars (\$1,500) each additional month is excessive, stating you would hope after a two-hundred and fifty dollar (\$250) fine, a seven-hundred and fifty dollar (\$750) fine and a fifteen-hundred dollar (\$1,500) fine you would want to take care of the problem. Chief Vogel explained how it helps because at that point we may be looking at abating the property or adding attorney fees to help clean it up. Mayor Tollefson feels it would be nice to have some idea of what to charge after the thirty (30) days before the next meeting on Wednesday, April 24<sup>th</sup>. Schreiber stated he would be ok with every thirty (30) days after the third offense a five-hundred-dollar (\$500) fine. Council mentioned this is only for residential, not businesses. A question was asked regarding the time frame between the 1<sup>st</sup> offense and the 3<sup>rd</sup> offense? Affield replied to the 1<sup>st</sup> offense would be seven (7) days, 2<sup>nd</sup> offense is fourteen (14) days, and the 3<sup>rd</sup> offense would be thirty (30) days and if they still have not followed the ordinance, they will be fined five-hundred-dollars (\$500) every thirty (30) days until followed. Affield discussed the few other changes to Ordinance #166. Braton asked if compost has ever been charged on the utility bill. Affield has not seen it on there since she came but we do now pay the City of Moorhead for handling the compost once Fuchs drops it off there. A motion to adjust the fees on Ordinance #166 was made by Steven Ring and seconded by Justin Schreiber. All in favor  
Motion Carried.

**12. Miscellaneous Announcements & Recognitions –**

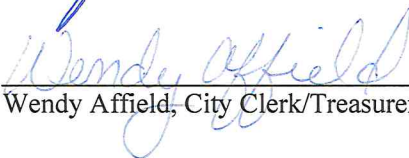
**a. Clean-up Week - Northside of the Tracks is Wednesday, May 1<sup>st</sup>.**

**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 6:35 am, seconded by Bryant DeVries. 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

April 10, 2024, Council Meeting Minutes