

1. **Call to Order:** Mayor Joe Olson called the meeting to order at 6:00 p.m.
2. **Roll Call:** Council Members Present: Shonna Severson, Patrick McCoy, Steven Ring; Administrator/Police Chief Justin Vogel; Maintenance Forman Jeff Berg; Fire Chief Bob Cuchna; City Clerk/Treasurer Wendy Affield and Administrative Assistant Hanna Dufault.

As Per Sign in Sheet: Dan Farnsworth

Virtual Attendees: None

Absent: Bryant DeVries

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

- a. 7/09/2025 – Council Meeting Minutes

- b. Approve Resolution of Payments

- Approve \$1,000 Gaming Donation to Glyndon Fire Department from the Felton Volunteer Fireman Inc.
- Accept Glyndon Days Donations from:
 - \$500 Donation from Arvig for Advertising
 - Dippin Dots from Bayer Crop Science
 - \$200 Donation & Corn from Green Leaf Nursery
 - \$500 Donation from Kuehl Farms
 - \$250 Donation from Midco for Advertising
 - \$150 Donation from Northwestern Bank
 - \$500 Donation from Positive Community Norms
 - \$500 Donation from Tollefson Car Show
 - \$500 Donation from UC Hope
 - \$300 Donation from Ulteig Engineer
 - \$100 Donation from 3 Bears Honey

4. **Any Additions to the Agenda** – Nothing at this time.
5. **Motion to Approve Agenda** – A motion to approve the agenda was made by Shonna Severson, seconded by Steven Ring. All in Favor.
Motion Carried.

6. **New Business**

- a. **Heartland Trail Study Presentation from Metro Cog** - Dan Farnsworth from Metro Cog gave a presentation regarding the Heartland Trail Study that was conducted and what progress has been made. He explained that the Heartland Trail is a forty-nine (49) mile paved shared-use path traveling from Park Rapids to Cass Lake. He went over different aspects of the trail along with potential direction it may go. In recent years, a five (5) mile section was constructed between Detroit Lakes & Frazee. He states they are still in the funding stage of the project trying to get state funds to move the project forward which may take a long time. They started the environmental studies, public engagement, and meetings with landowners in 2024 and are now presenting their findings with each town. The project may take ten (10) years or more to complete with the cost roughly being a million dollars per mile, this is why state funding is important. Vogel asked if there are any concerns with the trail we already have. Farnsworth believes it is all up to standards. Mayor Olson is wondering if the sections are ever completed out of order. Farnsworth

believes that is possible. The time frame is hard to explain because of the funding process. Mayor Olson was wondering if the City needs to do anything else. Farnsworth stated this is just an informational presentation but, in the future, they might be looking for a resolution of support for their funding request with the state.

b. Budget Discussion:

- **Police – Chief Vogel** - Chief Vogel states the only increases noted were for salaries, steps, cost of living, motor fuels, and the New World dispatching fees.
- **Fire/Recue – Justin Vogel & Chief Cuchna** - Chief Cuchna would like to visit more with Vogel concerning the Fire/Rescue Budget. There are specific areas where he would like to increase and other areas he would like to decrease. Chief Cuchna asked if there is excess funds received for the “Charges for Service” account in the budget, where do they go. Affield explained how the Fire/Rescue and Garbage funds are all included into the General fund when the audit is done. Chief Vogel mentioned when the Police Department receives funds for DUI’s and tickets it goes back into the General fund.
- **Maintenance/Water & Sewer – Jeff Berg** - Berg states his Sewer budget has taken a hit this year due to needing a generator installed at the main lift station. Vogel discussed the different areas that needed to be dug up and repaired around town, explaining these issues have been going on for a while and needed to be resolved. Vogel stated he kept the budget close to last year; the main increase is for the third Maintenance worker. Vogel will address the Council in the near future concerning increasing the water and sewer charges on the utility bill as per our Auditors’ suggestion. Affield reminded Council that the Bayer Crop Science TIF District will be done this year so we need to set the levy higher to grasp those funds, but it will not feel as high for the residents because those funds will be added and spread out over the whole town. Vogel mentioned in 2027 the LGA funds may be decreased so it will be a difficult year for the small cities who count on those to help run their city. Vogel informed Council all departments are fully staffed and now we will be looking at making sure each department has the equipment needed. The Fire/Rescue department is looking at a new fire truck and the Maintenance department is looking at a loader. Mayor Olson asked what is the next step with the budget process. Vogel explained he will be on vacation during the next meeting, but Affield will discuss her portion of the budget and then we will have our Financial Advisor Jason Murray look at it. Affield stated the meeting on August 27th is when we will look at the full budget. The end of September is when the preliminary budget needs to be set. Ring asked how much we are receiving this year for LGA? Affield believes it is around four hundred fifty-four thousand dollars (\$454,000). We will still need to add the new Minnesota Paid Leave to the budget. Mayor Olson asked Council to look through the budget and visit with their committees if they have any concerns.

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

8. Mayor/Department Reports

- a. **Justin Vogel, Police Chief** – Chief Vogel states the department remains to be busy and has had several lockups. He continues to help cover shifts at the department to give officers time off.
- b. **Jeff Berg, Maintenance Department** – Berg informs Council a new pump was replaced in well number two (2). The generator has been set in place and Xcel Energy is working on setting up the gas line for it. They have been trimming trees in town that are hanging over the streets. Brady has been in the loader for the last couple of days putting millings on 110th Street by Dollar General so the road will hold up better.
- c. **Bob Cuchna, Fire Chief** – Chief Cuchna states the department has been busy with well over one hundred and thirty (130) calls for this season. He continues to discuss budget and truck maintenance repairs with Vogel. Mayor Olson would like to have a discussion when it comes to the threshold for approval on purchasing items. He feels now that we have an Administrator it should just run through him. Council Member Ring would still like to see the cost and what the item is during the meetings. Vogel suggested having a price range if it is for something that needs

to be fixed right away. Chief Cuchna would like to visit with the Developers that are looking at building the assisted living facility. Vogel has visited with them concerning the State Fire Marshall.

- d. **Wendy Affield, Clerk/Treasurer** – Affield has been working on the budget and wrapping up Glyndon Days planning, she states it is going well.
- e. **Justin Vogel, Administrator** – Vogel states things continue to remain busy. He met with the Vitality Assisted Living Center and plans are moving forward. They are working on combining the parcels together and then will be coming to Council to change the zoning. They would like to get plumbing in this fall. The facility has thirty-six (36) beds, and they will have room for expansion in the future which would be for a memory care facility. He met with another Developer regarding some potential commercial property. Vogel had a meeting with other Administrators regarding dispatch fees and what we contribute, and other cities contribute.
- f. **Joe Olson, Mayor** – Nothing at this time. Mayor Olson asked for this item to be removed from the agenda since he visits with Administrator Vogel prior to the meetings.

9. Committee Reports

- **Planning & Zoning** - Nothing at this time.
- **Glyndon Days** – Severson stated there was a committee meeting prior to this meeting. She stressed the need for Council Members to step up and volunteer for Glyndon Days events. Vogel stated the City would be looking at dropping Glyndon Days to a two-day event next year due to the lack of community volunteers and the stress it puts on employees.

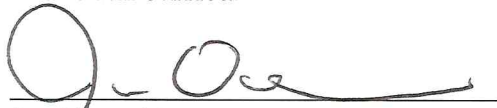
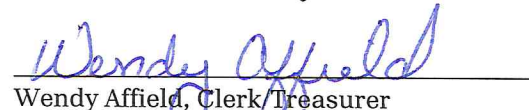
10. Old Business / Unfinished Business Updates

- a. **Approve the Fire Apparatus Funding and Responsibilities Agreement between the Townships for the Purchase of a Fire Pumper/Tanker Truck** – Vogel had Council review the enclosed agreement that is in the agenda packet explaining this agreement with the Townships is to purchase a new Fire Pumper/Tanker for the Fire Department. The price has increased a little, which will be covered by the City. Vogel would like to lock the price in but needs the Council to approve the agreement and have the Townships sign them. Vogel explained how we have a separate agreement with each Township for yearly services. Affield stated this agreement with the Townships is just for what their financial commitment will be for the truck and when it needs to be paid. The City will pay their portion and then take a bond out that will be paid yearly by the Townships, the yearly payment is thirteen thousand, six hundred twenty dollars (\$13,620) for ten (10) years. Vogel explained how the bond will work. Mayor Olson asked if he is looking for approval from Council to send the agreement to the Townships. Vogel stated that is correct. A motion to approve the Fire Apparatus Funding and Responsibilities Agreement between the Townships for the purchase of the Fire Pumper/Tanker Truck was made by Seven Ring, seconded by Shonna Severson. All in Favor.
Motion Carried.
- b. **Approving the Down Payment of \$13,500 to go towards the Ordering of the Pumper/Tanker Truck for the Glyndon Volunteer Fire Department - Estimated Purchase Price of \$538,534.00** – Affield explained how they request ten thousand dollars (\$10,000) to be put down as a deposit but since the escrow funds are thirteen thousand five hundred dollars (\$13,500) she is requesting the payment be that amount. This will help with the transfer of funds at the end of the year. A motion to approve the down payment of thirteen thousand five hundred dollars (\$13,500) for the Fire Departments Pumper/Tanker Truck was made by Shonna Severson, seconded by Patrick McCoy. All in Favor.
Motion Carried.
- c. **Minnesota Rural Water Follow-up:** Vogel states he is waiting for follow-up information from Kris Carlson which may lead to a one-thousand-dollar (\$1,000) agreement in September.

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

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

13. Adjournment – A motion was made by Steven Ring to adjourn the meeting at 6:54 pm, seconded by Shonna Severson. All in Favor.
Motion Carried.


Joe Olson, Mayor
Hanna Dufault, Administrative Assistant
Wendy Affield, Clerk/Treasurer

July 23 , 2025, Council Meeting Minutes