

**Glyndon City Council**  
**Wednesday, August 13, 2025 – 7:00 a.m.**  
**Regular Council Meeting**  
**City hall Council Chambers**

1. **Call to Order:** Mayor Joe Olson called the meeting to order at 7:00 am.
2. **Roll Call:** Council Members Present: Shonna Severson, Patrick McCoy, Steven Ring, Bryant DeVries; City Clerk/Treasurer Wendy Affield.

**As Per Sign in Sheet:** Colleen Murray from CAPLP

**Virtual Attendees:** None

**Absent:** Administrator/Police Chief Justin Vogel; Maintenance Foreman Jeff Berg; Fire Chief Bob Cuchna

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. 7/23/2025 – Council Meeting Minutes

b. Approve Resolution of Payments

- Accept Glyndon Days Donations from:

- \$500 Donation from Fuchs Sanitation
- \$200 Donation from McLaughlin Auctioneers, LLC
- \$300 Donation from Arrow Advisors
- \$500 Donation from SRD Towing
- \$500 Donation from Randall's Excavating

4. **Any Additions to the Agenda** – Nothing at this time.

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

6. **New Business**


- a. **Lakes & Prairies Community Action Partnership (CAPLP)** - Colleen Murray is the Communications Director at CAPLP, a non-profit organization that serves Clay and Wilkin Counties. Their mission is to Eliminate Poverty, Empower Families, and Engage Communities. They are celebrating their sixtieth (60th) year of serving our communities. Colleen shared information about the work CAPLP is doing locally and included highlights from their 2024 Annual Report. They serve nearly 5,000 individuals in Clay and Wilkin Counties each year with one hundred and thirty-five (135) staff members. The need in our communities has increased by twenty (20) percent over the past year. CAPLP offers more than thirty (30) different programs and services. These programs include Head Start, home-based services for families in rural areas, childcare services, housing programs, childcare financial assistance, budgeting assistance programs, economic empowerment programs that help people save for their first home, and senior care programs. She also discussed a partnership planned for the summer of 2026 with an organization called Group Cares Foundation out of Loveland, Colorado. Group Cares organizes mission trips for youth from across the country to come to Clay County and perform home repairs for individuals who either cannot financially afford it or are physically unable to do the work themselves. They will be serving the Glyndon area and all of Clay County, and they are currently looking for homes in need. Repairs may include accessible ramps, deck repairs, indoor/outdoor painting, yard cleanup, and mobile home skirting. CAPLP will accept applications and assess whether each project falls

within their scope. They will also determine whether they can complete all applications and, if not, will prioritize which projects to take on. They typically do not turn many people away. Applications are being accepted now, and decisions will be made in the spring of 2026. CAPLP handles all fundraising to cover the cost of repairs, while the mission youth provide the labor. Every three (3) years, CAPLP conducts a full assessment of the community's highest needs. The most pressing needs identified are high-quality affordable childcare, living wage employment, affordable housing, and transportation. They continue to see population growth, especially in the metropolitan area, and poverty rates are rising alongside that growth. Colleen also attached a couple of flyers highlighting upcoming events.

- b. **Letter of Support for CAPLP and the Community Services Block Grant (CSBG)** - A motion to approve the Letter of Support for CAPLP and the Community Services Block Grant (CSBG) was made by Bryant DeVries, seconded by Shonna Severson. All in Favor.  
Motion Carried.
  - c. **2026 Certified LGA Amount is \$455,622.00** (increase of \$779.00) (informational only)
  - d. **Township Yearly Fire Contract for 2026-2028** – Mayor Olson informed Council the yearly fee was decreased from seven thousand three hundred fifty-five dollars (\$7,355) to seven thousand dollars (\$7,000) to show we are trying to work with the Townships. This will be a three (3) year agreement with no two percent (2%) increase for the first three (3) years. A motion to approve the Township Yearly Fire Contract for 2026-2028 was made by Steven Ring, seconded by Bryant DeVries. All in Favor.  
Motion Carried.
  - e. **July 2025 Expense and Revenue Budget Sheets for Review** (informational only)
  - f. **General Budget Discussion – Wendy Affield** – Affield explained to Council her portion of the budget has to do with the 101-41000 General, 401-41000 Garbage and Recycling, and 601 Bonds. The bond numbers come from Financial Advisor Jason Murray. Affield states the Finance Committee will discuss the budget on Wednesday, August 20th and then we will visit with Jason Murray about levy percentages and at the Council Meeting on August 27, 2025, we will discuss the full budget. Council Member Ring asked if there would be any conversation concerning the utility bill rates. Affield mentioned it will be discussed at the next meeting when Vogel is here, reminding Council the Auditors mentioned making some adjustments to increase the water and sewer funds. Affield let Council know the new paid leave is not in the budget, they will need to decide if they are going to pay the whole fee or half it with the employees.
7. **Open Forum – Public Comments/Concerns** – Nothing at this time.
8. **Mayor/Department Reports**
- a. **Justin Vogel, Police Chief** – Not Present.
  - b. **Jeff Berg, Maintenance Department** – Not Present.
  - c. **Bob Cuchna – Fire Chief** – Not Present.
  - d. **Wendy Affield, Clerk/Treasurer** – Affield states she is working on scheduling a post Glyndon Days meeting to debrief on how it went this year and decide who they want to book for next year.
  - e. **Justin Vogel, Administrator** – Not Present.
9. **Committee Reports** – Nothing at this time.
10. **Old Business / Unfinished Business Updates** – Nothing at this time.
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 7:17 am, seconded by Shonna Severson. All in Favor.  
Motion Carried.



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Joe Olson, Mayor



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Hanna Dufault, Administrative Assistant



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Wendy Affield, Clerk/Treasurer

August 13, 2025, Council Meeting Minutes