

Glyndon City Council Minutes
WEDNESDAY - 10/22/2025 – 6:00 p.m.
Regular Council Meeting
City Hall Council Chambers

1. **Call to Order:** Mayor Joe Olson called the meeting to order at 6:00 pm.

2. **Roll Call:** Council Members Present: Shonna Severson, Steven Ring, Patrick McCoy, Byant DeVries; Administrator/Police Chief Justin Vogel; Maintenance Forman Jeff Berg, and City Clerk/Treasurer Wendy Affield.

As Per Sign in Sheet: None

Virtual Attendees: None

Absent: Fire Chief Bob Cuchna; Administrative Assistant Hanna Dufault

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. **10/8/2025 – Council Meeting Minutes**

b. **Approve Resolution of Payments**

- **Approve Gaming Application for Glyndon Rod & Gun - Saturday, December 6, 2025, at the Glyndon Community Center**
- **Approve 1-Day Liquor License Application for Glyndon Rod & Gun - Saturday, December 6, 2025, at the Glyndon Community Center**

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

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

6. **Old Business / Unfinished Business Updates**

a. **West Central Regional Water District Memorandum of Understanding** – Vogel stated he is still gathering information and determining the best course of action. He noted the MOU will not take long to sign, but more information is being collected before moving forward with any decisions. There was some discussion back and forth among Council Members, but it was decided that no motion would be made tonight until additional information is gathered. Mayor Olson tabled the motion for a later time.

7. **New Business**

a. **Community Center Rental Fee Discussion** - Vogel began a discussion with Council regarding the Glyndon Community Center. The building is outdated, and while efforts are being made to maintain it for as long as possible, the long-term goal is to construct a new Community Center. The Council was presented with proposed price increases for renting the Community Center for 2026. It was also suggested that, moving forward, a credit card should be kept on file for the cleaning deposit instead of collecting the deposit upfront. A thirty-five-dollar (\$35.00) maintenance fee would be included in the rental cost to help fund repairs and upgrades. Currently, UC HOPE Kid's Club and Clay County Extension are the only groups being charged twenty-five dollars (\$25.00) per meeting. This rate would be increased to thirty-five dollars (\$35.00) and would extend to all the clubs who use the building. Vogel asked Council how they would like to proceed, whether to charge certain groups or categories differently, or if all clubs and meetings should be charged the same rate. Council agreed that all clubs and meetings would be charged a flat fee of thirty-five dollars (\$35.00) per meeting. It was also determined that any

event outside of a regular meeting would be subject to the standard event rental fee. Mayor Olson stated these charges are necessary to support improvements and ongoing upgrades to the Community Center. Upgrades have not been made in recent years due to limited revenue, as rental rates have been low and clubs have not been charged. The goal is for the Community Center to try and be self-sustaining. Planned projects in the near future include replacing the flooring and repairing the parking lot. Vogel informed Council this will not start until January 2026, but we are now receiving rental applications for next year and want to have it in place. After further discussion Council decided if the Community Center doors were being opened for a meeting there will be a charge of thirty-five dollars (\$35). Severson believes this is a reasonable expectation. Affield went through some of the changes stating residents will pay one hundred dollars (\$100) for four hours of rent instead of thirty dollars (\$30) and three hundred dollars (\$300) instead of fifty dollars (\$50) for a full day's rental. Non-resident amounts also went up. Vogel informed Council we have all new matching chairs, and he is looking into changing out some of the tables. Ring had questions concerning the refundable cleaning deposit. Affield read the section that was added to the Community Center Agreement, *"As part of the rental process, the City of Glyndon will retain a copy of the renter's credit card on file. By signing this agreement, the renter authorizes the City to charge a minimum of \$200 to the card if any Community Center rules and regulations are violated, including but not limited to failure to complete required cleanup, damage to property, or other noncompliant behavior. Additional charges may apply based on the extent of the violation. Information will be shredded upon inspection of the Community Center."*

A motion to approve the thirty-five dollars (\$35.00) Maintenance Fee and to update the Community Center rental fees were made by Shonna Severson, seconded by Bryant DeVries. All in Favor. Motion Carried.

- b. **Discussion Concerning Construction Elevation Changes to Zoning Ordinance #181** – Information only at this time. Discussion of changing the building requirements elevation height from twenty-four inches (24") to thirty inches (30") based on recommendations from the City Engineer and Building Inspector. DeVries stated this height is standard procedure. Vogel mentioned that commercial property will be twenty-four inches (24").

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

9. Mayor/Department Reports

- a. **Justin Vogel, Police Chief** – Vogel informed Council the door locks and keypad have been changed out at the Police Department. Tomorrow UC HOPE Kids Club will head to Jeff Berg's to pick pumpkins for the Halloween Trunk or Treat Party. He was notified that FM Animal Hospital will no longer be taking in animal impounds as of December 31, 2025, due to staffing issues and costs. He is working with other Chiefs to find another solution for impounded animals. He also stated the department has a squad that is out of commission and in the repair shop. It is currently unknown what is wrong with it. Mayor Olson asked about the BCA audit. He did not have an update regarding the BCA audit but suspects that it will be happening in the spring.
- b. **Jeff Berg, Maintenance Department** – Berg updated the Council that Ty is working on obtaining his CDL license. The Maintenance Department has been winterizing Johnson Park and getting a quote for trading in the loader. Berg is installing a new water meter at the water plant for the wells. He is conducting another round of testing for lead and copper. He has been discussing with Justin where to place a Christmas tree in town for future holiday events. Jaden Argall and the Maintenance Department have been working on the community gardens located at Bud Anstadt Park, this is his Eagle Scout Project. They will also be working on placing a flagpole and a bench in that location.
- c. **Bob Cuchna, Fire Chief** – Not present.
- d. **Wendy Affield, Clerk/Treasurer** – Nothing at this time.

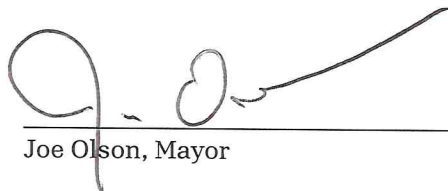
- e. **Justin Vogel, Administrator** – Vogel has been working with Kris Carlson on the grant to complete the road in the Stockwood area and along 110th Street. He is working on obtaining letters of recommendation from the businesses in that area. He had a meeting with other administrators to discuss an exit strategy for moving away from cities covering dispatch services. The City is in contract until 2026. He stated a planning and zoning meeting will be needed in the coming weeks regarding the assisted living center project. Vogel noted progress has been going well, the land needs to be combined, rezoned and the Developers Agreement needs to be finalized.

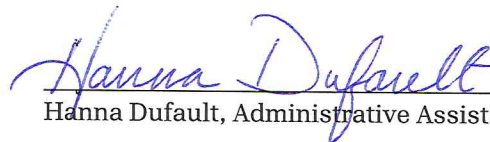
10. Committee Reports – None at this time.

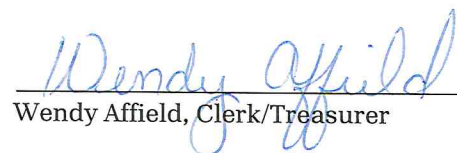
11. Time to Discuss the Additions to the Agenda – Nothing at this time.

12. Miscellaneous Announcements & Recognitions – Halloween Trunk or Treat is next Friday, October 31, 2025, from 6:00pm-8:00pm at the Glyndon Community Center.

13. Adjournment - A motion was made by Steven Ring to adjourn the meeting at 6:52 pm, seconded by Shonna Severson. All in Favor.
Motion Carried



Joe Olson, Mayor

Hanna Dufault, Administrative Assistant

Wendy Affield, Clerk/Treasurer

October 22, 2025, Council Meeting Minutes