

Glyndon City Council
TUESDAY - November 25, 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: Patrick McCoy, Steven Ring, Shonna Severson; Administrator/Police Chief Justin Vogel; Maintenance Forman Jeff Berg, and City Clerk/Treasurer Wendy Affield.

As Per Sign in Sheet: Shaun Erickson

Virtual Attendees: City Engineer Kris Carlson

Absent: Council Member Bryant DeVries; Fire Chief Bob Cuchna

3. **Any Additions to the Agenda** – Nothing at this time.
4. **Motion to Approve Consent Agenda** – A motion to approve the consent agenda was made by Steven Ring, seconded by Shonna Severson. All in Favor.
Motion Carried.
 - a. **11/12/2025 – Council Meeting Minutes**
 - b. **Approve Resolution of Payments**
 - **Accept \$1,000 Donation Check from Glyndon Rod & Gun for Community Center Tables**
5. **Motion to Approve Agenda** - A motion to approve the agenda was made by Steven Ring, seconded by Shonna Severson. All in Favor.
Motion Carried.
6. **Old Business / Unfinished Business Updates**
 - a. **2026 Budget Review** – Vogel stated some minor adjustments were made to the budget, but it remains within the approved limits. Affield and Vogel reviewed other cities' preliminary levy percentages and confirmed we are within their ranges. Affield discussed the Truth-n-Taxation Hearing will be prior to the next Council Meeting.
 - b. **Approve Purchase of a 2026 John Deere 544G Loader and Attachments for \$217,846.44.**
Vogel stated he has been working with the Maintenance Committee to secure the best price for the equipment. Berg added, this option provides the best price and overall value. The new equipment would be larger than the current loader used by the maintenance department. The existing loader would be sold, and the proceeds placed into escrow to help fund a future plow truck purchase. Vogel explained the difference between leasing or taking out a bond for the purchase. Ring asked questions about the warranty for the loader. Berg stated there will not be an extra charge for the warranty. Mayor Olson informed Council the yearly payment is already in the budget for 2026. The loader will be used for clean-up week, plowing snow, pushing up the burn pile and many other tasks. Vogel will work with Jason Murray concerning the bond paperwork. A motion to approve the purchase of a 2026 John Deere 544G Loader and attachments for two hundred seventeen thousand, eight hundred forty-six dollars and forty-four cents (\$217,846.44) was made by Steven Ring, seconded by Shonna Severson. All in favor.
Motion carried.
7. **New Business**
 - a. **Approve Resolution 2025-2 – Pursuit of 2025 Local Road Improvement Program Funding from MnDOT for the Construction of Approximately 1,500 Lineal Feet of 2nd Street SE and**

110th Street S. Vogel stated this resolution is to submit the grant to the State. Ring asked what the grant pays for. Engineer Kris Carlson stated it all depend on how much the State would allocate to the project; it would help with assessment costs for businesses in the area. Carlson informed Council it is only for the road, water and sewer would be special assessed. The County will need to be the LGU for the project because the City has under five (5) thousand people. We would find out in February or March of next year if we will receive any funds. Sidewalks would also be included under the street construction portion. A motion to approve Resolution 2025-2 was made by Patrick McCoy, seconded by Steven Ring. All in Favor.
Motion Carried.

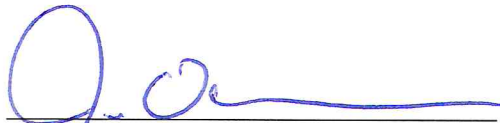
- b. **Employees Time Off Usage Extended to December 31,2025.** Vogel stated that, due to staff shortages across all departments, staff has had difficulty taking time off to reduce their balances before the last pay period of the year (cut off December 21st). He requested Council extend the timeframe, allowing employees to use their time off through December 31st instead of ending on the last pay period of the month as in previous years. Affield explained that she needs Council to approve this for the Auditors. Chief Vogel would like this extended out each year since the Police Officers have a union contract and part of the holidays that are included are Christmas Eve and Christmas Day. A motion to approve Employees time off usage extended to December 31, 2025, was made by Shonna Severson, seconded by Patrick McCoy. All in Favor.
Motion Carried.
- c. **Employees Buy Back of Twenty (20) Hours at Regular Pay Rate from their Leave Bank.** Vogel explained that this would primarily benefit employees with a high comp-time balance. The Police Union contract allows Officers to buy back twenty (20) hours per year, so they do not lose time they have accrued when they are unable to take vacation. Currently, Supervisors are not permitted to carry any comp time into the next year. Affield informed Council the two (2) Maintenance Workers and her Assistant are allowed to carry forty (40) hours over to the next year. After discussion, the Council agreed to approve a comp time buy-back for Supervisors at this time, as they are the employees with excess hours. Ring is fine with the buy-back but would like to see some regulations attached to it. Vogel discussed the issues that may arise from the new Paid Leave Program coming next year. Additional meetings will be held with the HR Committee and the Council to further discuss the possibility of allowing all employees to buy back hours and to establish guidelines for such a program. A motion to approve employees buy back of twenty (20) hours at regular pay rate from their leave bank for supervisory staff only was made by Steven Ring, seconded by Shonna Severson. All in Favor.
Motion Carried.

8. Open Forum – Public Comments/Concerns – None at this time.

9. Mayor/Department Reports

- a. **Justin Vogel, Police Chief** – Chief Vogel states the department has remained busy. There has been an increase of accidents due to the winter storm. The department is getting a lot of house check requests while residents go out of town for the winter. Officers are enforcing nuisance ordinances to keep alley ways clear for snow removal and emergency vehicles.
- b. **Jeff Berg, Maintenance Department** – Maintenance Foreman Berg states the plows and sanders will be getting started around 5:00 am tomorrow morning for the snow fall. He is finishing up the lead and copper tests around town for the year. He has been working with Xcel Energy to get streetlights fixed around town.
- c. **Bob Cuchna, Fire Chief** – Chief Cuchna was absent. There is no update at this time.
- d. **Wendy Affield, Clerk/Treasurer** – Affield states she has been working on the Minnesota Paid Leave Act and making sure it is ready to go for the beginning of the year. She has also been working on time sheets for the upcoming year.
- e. **Justin Vogel, Administrator** – Administrator Vogel updated Council stating the other cities in the area have approved the Dispatch Resolution. He had a meeting with Metro-cog regarding the Heartland Trail; the project is moving forward but still has a long way to go.

- 10. Committee Reports** – Council Member McCoy stated the update on the Heartland Trail and bike path will not have an impact for five (5) to ten (10) years. The path would be starting in Moorhead and work its way east. Mayor Olson states he has a meeting with Vogel about every other week to stay up to date on the departments.
- 11. Time to Discuss the Additions to the Agenda** – Nothing at this time.
- 12. Miscellaneous Announcements & Recognitions** – City Hall will be closed on Thursday, November 27th and Friday, November 28th for Thanksgiving. Mayor Olson wanted to acknowledge the Police Department and thank them for the time they put into helping at UC Hope BINGO Night on Sunday, November 23rd and acknowledged the amount of work that goes into it.
- 13. Adjournment** – A motion was made by Steven Ring to adjourn the meeting at 7:30 pm, seconded by Patrick McCoy. All in Favor.
Motion Carried.



Joe Olson, Mayor



Hanna Dufault, Administrative Assistant



Wendy Affield, Clerk/Treasurer