

Glyndon City Council
Wednesday – May 27, 2026 – 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 p.m.
2. **Roll Call:** Council Members Present: Bryant DeVries, Shonna Severson, Patrick McCoy, Steven Ring; Administrator/Police Chief Justin Vogel; Maintenance Forman Jeff Berg, City Clerk/Treasurer Wendy Affield, and City Engineer Kris Carlson.

As Per Sign in Sheet: None
Virtual Attendees: City Auditor John Hagen
Absent: Fire Chief Jacob Cuchna
3. **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. **5/13/2026 – Council Meeting Minutes**
 - b. **5/13/2026 – Parks & Events Committee Meeting Minutes**
 - c. **Approve Resolutions of Payments**
 - **Approve Hunter Leach’s Application to become a Volunteer for the City of Glyndon’s Fire and Rescue Department**
4. **Any Additions to the Agenda** – Drainage on 3rd Street between Egdon & Lund Avenue by Council Member Bryant DeVries.
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. **Glyndon Days Sign-up Sheet for Council & Employees** – Vogel asked Council to please sign up after the meeting. Affield stated that Jacob Cuchna gave her the list for the Fire Department Volunteers.
7. **New Business**
 - a. **2025 Audit Review from Eide Bailly** - John Hagen from Eide Bailly presented the 2025 Audit to Council. He went through the Executive Summary that was included in the agenda packet.
 - **Audit Opinion** – The City received a “clean” audit opinion.
 - **Audit Findings** – The first one is “Segregation of Duties”, and since the City only has a few employees in the office this is a common one to see on the list. The next two bullet items were lumped together - “Material Journal Entries” and “Preparation of Financial Statements”, Hagen stated as Auditors we are requested to take care of these since they can be complex and accounting standards can change each year. Hagen stated it is not cost effective to hire more employees with governmental accounting experience, they just have to make us aware of their findings but are not concerned with them.
 - **Cash and Investments** – The graph gives us a breakdown of the balances of the last ten (10) years for unrestricted water/sewer and governmental activities.
 - **Budget to Actual** – This shows what receipts and disbursements were set for the budget and what was actually received or spent in 2025.

- **A Positive Fund Balance** – By having a positive fund balance it will contribute to a favorable bond rating; produces investment income and provides a source of working capital to meet cash flow needs and offers a cushion for unexpected expenditures or revenue shortfalls.
- **Recommendations Regarding Fund Balances** – The State of Minnesota Office of the State Auditor and the Government Finance Officers Association recommends at year end, local governments maintain an unrestricted fund balance in their general fund of no less than five (5) months of operating expenditures.
- **Unrestricted Fund Balance** – This chart shows the last ten (10) years percentage of unrestricted funds which in 2025 is approximately sixty-nine percent (69%). This percentage will cover around eight (8) months of operation if the City did not have any revenue coming in.
- **Operating Revenues, Expenses, and Income for the Water Fund** – This chart looks at operating revenues, operating expenses, and operating income for the water fund. Hagen stated, most Cities try to operate their business type funds on a relative break-even platform, explaining you are not looking at making money off the citizens but to be sustainable for future capital improvements and to stay stable in general to meet the operations needed to provide those services. In 8 out of the last 10 years, operating revenues have been sufficient to cover the operating expenses of the water system.
- **Operating Revenues, Expenses, and Income for the Sewer Fund** – This chart looks at operating revenues, operating expenses, and operating income for the sewer fund. In 8 out of the last 10 years, operating revenues have been sufficient to cover the operating expenses of the sewer system. Hagen is not concerned about this unless you see it for three (3) or more years, then you may want to look at adjusting your utility rates.
- **Cash vs. Operating Expenses + Debt Service Water and Sewer Funds** – This graph shows the ratio of total cash to the annual operating expenses (*less depreciation*) plus the annual debt service for Water and Sewer funds. A healthy cash balance allows these two funds to continue covering current operations and debt repayments.

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

9. Department Reports

- Justin Vogel, Police Chief** – Chief Vogel informed Council he is getting some quotes for extra cameras at the City Hall and Police Department.
- Jeff Berg, Maintenance Department** – Berg stated his crew is working on mowing, will start filling potholes, finished up another round of lead & copper testing, and today was our second time picking up branches. Mayor Olson mentioned the asphalt millings are working well on Pleasantview Avenue. Berg also mentioned the fountains will be installed in the Southview pond.
- Jacob Cuchna, Fire Chief** – Was called out prior to the meeting.
- Wendy Affield, Clerk/Treasurer** – Affield reminded Council when the Auditor was talking about adjusting utility rates, we had done that already this year so we should see better numbers in the water and sewer funds as long as we do not have any unexpected expenses. A few more items have been added to the pollinator garden. The hanging flower baskets should be picked up next week at Thompson Greenery. Now that the audit is complete Affield will be working on filing things away.
- Justin Vogel, Administrator** – Vogel updated Council on the new Glyndon Living Center that will be starting construction soon.

10. Committee Reports

- Parks & Events Committee update was given by Shonna Severson. Severson informed Council Night to Unite and Glyndon Days is pretty much finalized and now we need everyone to make it a priority to sign up for the different activities. The Committee talked about the Grand Marshal and selling buttons. The park section of the meeting was to add 2 picnic tables at the park in Southview and new bobble riding toys at the City Park. Vogel informed Council the basketball hoops were

chained up in Southview, explaining how the kids are lowering them so they can dunk the ball but while doing so the hoops are being damaged.

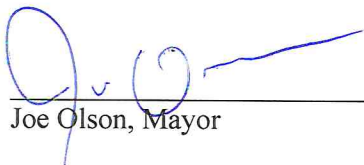
- Vogel will be sending out emails to set up committee meetings to start working on the 2027 Budget.

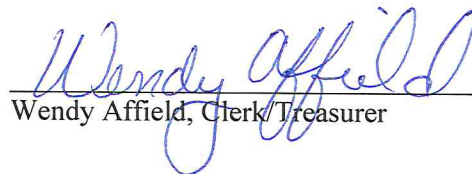
11. Time to Discuss the Additions to the Agenda – Drainage on 3rd Street between Eglon & Lund –

Council Member DeVries explains the concerns he has with an area of culvert that is not doing its job properly. Engineer Kris Carlson suggested an option for repairing and having the water run to the east. Mayor Olson discussed the road improvement portion of the Capital Improvement Plan, stating this has been a topic the Planning and Zoning Committee has been looking at for many years. Realistically the plan will be for road repairs starting in three to four (3-4) years. Mayor Olson mentioned the road plan is to get rid of the ditches and install curb and gutter. This will help with any drainage problems, but he does not see spending the funds to temporarily fix this and then turn around and have to tear it out in a few years. Mayor Olson knows of many areas in town that need to be looked at sooner than later, but funding needs to be addressed first. Affield mentioned the correct process is for the person with the concern to put together a packet with what the issue is, what they would like to see done and pictures. Once they have everything together it needs to be brought to City Hall and first addressed with the Administrator and the Planning and Zoning Committee before it comes to Council. DeVries said the business would like to improve their parking area on the south side of their property but needs the drainage issue resolved. Ring asked where did the water go before the building was added. It ran to the west to the culvert that crosses 3rd Street and onto railroad property. Carlson would like to make sure he is aware of any businesses making changes to the drainage grading before any work is completed. Vogel viewed prior google maps indicating it was grass with a ditch that was filled in when the building was built. Vogel will show DeVries the pictures after the meeting and they will visit about some options to bring to the Planning & Zoning Committee.

12. Miscellaneous Announcements & Recognitions

- 13. Adjournment** – A motion was made by Steven Ring to adjourn the meeting at 6:41 p.m., seconded by Shonna Severson. All in favor.
Motion carried.



Joe Olson, Mayor

Wendy Affield, Clerk/Treasurer

May 27, 2026, Council Meeting Minutes