CITY OF GLYNDON
REGULAR COUNCIL MEETING
Wednesday – October 14, 2026, at 7:00 a.m.
City Hall Council Chambers

1. **Call to Order**: Mayor Joe Olson called the meeting to order at 7:00 a.m.

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

   Absent: None
   As Per Sign in Sheet: None
   Virtual Attendees: None

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. **9/23/2026 – Parks & Event Committee Meeting Minutes**
   b. **9/23/2026 – Council Meeting Minutes**
   c. **Approve Resolution of Payments**
      - **Accept League of Minnesota Cities Insurance Trust Worker's Compensation Program 2026 Dividend Check for $14,345**
      - **Accept Council Member Bryant DeVries's Letter of Resignation**
      - **Accept Justin Vogel's Resignation Letter from the City Administrator Position**
      - **Accept Jade Lysring's Letter of Resignation from Glyndon Fire**
      - **Accept Jacob Cuchna's Resignation Letter for Fire Chief**
      - **Appoint Bob Cuchna as Interim Fire Chief**
      - **Accept a $1,000 Donation Check from UC Hope to the Glyndon Fire & Rescue**

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 Patrick McCoy. All in favor.
   Motion Carried.

6. **New Business**
   a. **Approve the $9,694 Fire Truck Change Order from Midwest Fire –** Mayor Olson informed Council this change order is one of the end items that needs to be added to the fire truck build. The committee has reviewed this and approves the change. The additional hoses requested will be looked at for purchasing next year. A motion was made by Patrick McCoy, seconded by Shonna Severson to approve the change order for nine thousand six hundred and ninety-four dollars ($9,694). All in favor.
      Motion Carried.
   b. **Declaration of Vacancy – City Council Seat –** Mayor Olson discussed how the process

will happen since Bryant DeVries stepped down from his Council position. The filling of the vacancy will start after the November 3rd Election. Affield explained how first we will advertise for the vacancy, take applications, and have Council interview the candidates. Once Council has picked a candidate, they will be in that position from January to December of 2027. Since the vacancy is over two (2) years the City will need to have a Special Election to fill the position for the last three (3) years of the term.

c. **Approve Proposed Police Chief Employment Contract –** A motion was made by Patrick McCoy, seconded by Shonna Severson to approve the Police Chief Employment Contract. All in favor.
Motion Carried.

d. **Approve Resolution 2026-6 - A Resolution Supporting Pursuit of 2026 Local Road Improvement Program Funding From MnDOT for the Construction of 2nd Street East from Stockwood Avenue to US Highway 10 –** Reber, the City Engineer explained that this is a Resolution stating we would like to submit this improvement for State funding and the County will issue one in support of the project as well. A motion was made by Steven Ring, seconded by Shonna Severson to approve Resolution 2026-6. All in favor.
Motion Carried.

e. **September 2026 Expense and Revenue Budget Sheets for Review –** Informational only, if you have questions, please contact Affield.

f. **Separate City Hall / Finance Committee from HR Committee – City Hall / Finance Committee will consist of Joe Olson and Steven Ring, and the HR Committee will consist of Joe Olson and Shonna Severson –** Mayor Olson explained how the HR Committee has been separated from the City Hall/Finance Committee. HR will consist of Mayor Olson and Shonna Severson, and the City/Hall Finance will consist of Mayor Olson and Steven Ring. A motion was made by Steven Ring, seconded by Patrick McCoy to make the committee changes. All in favor.
Motion Carried.

g. **Approve Quote from Maximum Roofing for $12,949 to Reroof the City Hall –** Affield discussed how the roof was leaking and water was coming in through the light fixture in the copy room. Berg also mentioned the nails that are popping up out of the shingles. A motion was made by Steven Ring, seconded by Shonna Severson to approve the roofing bid for twelve thousand nine hundred forty-nine dollars ($12,949) from Maximum Roofing. All in favor.
Motion Carried.

h. **Approve Quote from Foam Solution, Inc for $6,250 to Insulate the Recycling Center –** Berg explained how the Recycling Center is an addition onto the Maintenance shop and since the Maintenance shop has been fully insulated there is only the north and east wall left to do in the recycling portion. Affield stated the funds will be reimbursed back from the County with the funds we receive yearly. A motion was made by Patrick McCoy, seconded by Steven Ring to approve the insulation bid of six thousand two hundred-fifty dollars ($6,250) from Foam Solutions, Inc. All in favor.
Motion Carried.

i. **The City's Health Insurance Contribution for the 2027 Calendar Year will be for the Medica ECC Health Insurance Plan of $914.26 for all Full-time Employees, if you choose to keep the Medica Passport Plan you will have to pay the difference of $228.56 per month in 2027 –** In the agenda packet Affield put in the sheet that shows the difference

between the two (2) insurance plans, Passport and ECC. Vogel visited with all employees to see if the ECC plan would work for them. The City will save around twenty thousand dollars ($20,000) in the budget with this switch. After visiting with the insurance rep, the City is able to keep both policies but if the employee wants to stay with the Passport plan, they will need to pay the two hundred twenty-eight dollars and fifty-six cent ($228.56) a month difference themselves. Chief Vogel reminded Council this will still need to be negotiated in the Police Union Contract. A motion was made by Steven Ring, seconded by Patrick McCoy to change the Health Insurance Contribution for 2027 to the Medica ECC Plan of nine hundred fourteen dollars and twenty-six cents ($914.26) per month per full-time eligible employee. All in favor.
Motion Carried.

j. **The City's Health Savings Reimbursement for the 2027 Calendar Year will be $3,500 – This amount will be capped for future years and is only available to Full-time Employees –** Affield explained how this amount usually increases by one hundred dollars ($100) a year and after the increase next year it will be three thousand five hundred dollars ($3,500) which is the deductible amount for the insurance plan. This amount will be capped in calendar year 2027. Vogel stated the insurance agent mentioned that the City is generous with this benefit compared to other cities. A motion was made by Shonna Severson, seconded by Patrick McCoy to increase and cap the health savings reimbursement in 2027 to three thousand five hundred dollars ($3,500) per year per full-time eligible employee. All in favor.
Motion Carried.

k. **Approve a Health Insurance Reimbursement Benefit for Employees who are covered under another Health Insurance Plan. Reimbursement shall be capped at $900 per month per eligible employee. Participation in this benefit shall be limited to no more than 50% of the City's eligible employees at any given time** – Mayor Olson asked to explain the fifty percent (50%). Affield explained how the City has to have at least fifty percent (50%) of the eligible employees under the health insurance plan. Affield mentioned how there are some employees that are covered under their spouse's plan and instead of being double covered the City would pay them a capped amount of nine hundred dollars ($900) per month for reimbursement to their health insurance benefit. Mayor Olson asked if this is something that is looked at each year. Affield stated, yes it can be. Ring asked some questions concerning the Passport and ECC plans. Affield and Vogel explained the savings the City will see in the budget next year and the year after. A motion was made by Shonna Severson, seconded by Steven Ring to reimburse the capped amount of nine hundred dollars ($900) per month to those employees that are covered under their spouse's insurance plan but not to exceed fifty percent (50%) of City employees. All in favor.
Motion Carried.

7. **Old Business / Unfinished Business Updates**
   a. **Discussion Concerning the Public Hearing for Street Improvements on October 20, 2026** – Reber from Moore Engineering discussed the progress update, meeting prep, proposed phasing and cost estimates for the street improvement public meeting on the 20th of October. In the agenda you will see a map on the phasing and estimated costs for each project. When looking at the proposed project's summary sheet it shows what funding we will be trying to get to help pay for the projects. Reber stated, no funding is guaranteed but

they will explore every possible program out there to help get the costs down for the residents and the City. Rebar explained the phasing of the improvements by stating everything north of 7th Street is first generation old PVC watermain and was installed in the late seventies, early eighties. The PVC watermain would be eligible for replacement and if so you would want to install new water lines before replacing the roads. The engineers will add all the qualified projects to the state's drinking water project priority list to get scored and rated to see if they qualify for any loans or grant funds. These projects will all depend on funding because of the cost of the improvements. The waterlines south of 7th Street are to new to look for funding at this time. Rebar informed Council they need to look at it as "what can we do now to set us up for next year or years down the road". Glyndon does not qualify for Small Cities Development Funding as a City because of our income, however in other Cities we have had success where we do a local income survey for a specific area in town that may quality for the grant funds. The Planning Committee will meet after the meeting to discuss more in detail how the Public Hearing with residents will go. Rebar explained the public informational meeting will start with an open house, then they will do a presentation, and it will finish with another open house for any questions that may come up after the presentation to where people would rather talk one on one than to a big group. Mayor Olson and Steven Ring will help the engineers with the open house sections. This meeting is mainly to get feedback from residents on their concerns with the roads in town. We need to get the input first prior to giving a total number for the projects, it is better to be able to give a price per lot instead of the price of the whole project. It was discussed about urbanizing the roadway. Affield talked about the ditches in town and how she has had many calls over the years concerning the water standing in the ditches causing mosquitoes to hatch. If they had curb and gutter we would not have the issues we do with the ditches. Reber visited with the City's Financial Advisor, and he will be looking at different options for bonding. Ring asked about the phasing of the projects and when the Stockwood loop would be completed. Rebar stated 2nd Street SE would not be completed until after that road was installed otherwise you would be destroying it with the heavy machinery. Mayor Olson talked about a five (5) year road improvement plan. Rebar stated the Capital Improvement Plan will include all this information.

b. **Monthly Council Meetings – Stay with 2 or move to 1 –** Council agreed to stay at two (2) meetings a month in 2027. Affield will make the adjustment in the budget back to the two (2) meetings a month.

8. **Open Forum – Public Comments/Concerns -** **this is the time for the General Public to address the Council regarding a City Business item that is not on the agenda. Typically, decisions will not be made at this meeting but will be referred to staff for further research. The Open Forum shall not be used to make political statements, political endorsements or for any political campaign purposes.*

9. **Department Reports**
   a. **Justin Vogel, Police Chief –** Nothing at this time.
   b. **Jeff Berg, Maintenance Department –** Hydrant flushing has been completed, branch pickup is this morning, and the Lead & Copper bottles have been given to residents for testing. Plow trucks will be ready for when the snow falls.
   c. **Bob Cuchna, Interim Fire Chief –** Mayor Olson and Council Member Ring will meet with Bob Cuchna in regard to starting the process of choosing a new Fire Chief.
   d. **Wendy Affield, Clerk/Treasurer –** Affield informed Council that Matt Dooley will be

working under Steven Shroeder to become the City of Glyndon's Building Inspector. He has some testing to do and has to have so many points before he can be on his own. Affield had a complaint from a resident concerning electric scooters and e-bikes so we will need to look at this issue stating most towns in the area are dealing with this topic. Chief Vogel mentioned that Minneapolis is trying to get an ordinance in place and he will visit with other cities that are moving forward with something because he would like to redo the golf cart, ATV's and snowmobile ordinance at the same time. Affield will do some budget adjustments with the health insurance updates Council made today.

10. **Committee Reports** – 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 7:44 am, seconded by Patrick McCoy. All in favor.
Motion Carried.

Joe Olson, Mayor

Wendy Affield, Clerk/Treasurer



Committee Meeting Minutes

Committee: City Hall/ Finance **Date:** October 19, 2026

Location: City Hall **Time:** 4:00 PM

Attendees:

- Joe Olson
- Steven Ring
- Wendy Affield

Topic:

- 2027 Budget

Meeting Notes:

The City Hall/Finance Committee discussed the budget, levy percentages, wages for 2028 and 2029, security systems and putting a Procurement Policy into place.

Prepared by Signature:

X Wendy Affield
Wendy Affield, Clerk Treasurer

Council Member Signature:

X
City of Glyndon Council Member