CITY OF GLYNDON
REGULAR COUNCIL MEETING
Wednesday – October 28, 2026, at 6:00 p.m.
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: Shonna Severson, Patrick McCoy and Steven Ring; Police Chief Justin Vogel; Maintenance Foreman Jeff Berg; Clerk/Treasurer Wendy Affield; Interim Fire Chief Bob Cuchna and City Engineer Brandon Reber.

   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 Shonna Severson, seconded by Steven Ring. All in favor.
   Motion Carried.
   a. **10/14/2026 – Council Meeting Minutes**
   b. **10/19/2026 – City Hall/Finance Committee Meeting Minutes**
   c. **Approve Resolution of Payments**

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

5. **Motion to Approve Agenda** – A motion to approve the agenda was made by Patrick McCoy, seconded by Steven Ring. All in favor.
   Motion Carried.

6. **New Business**
   a. **Schedule Night to Unite & Glyndon Days 2027 for August 3rd & 7th 2027** – A motion was made by Shonna Severson, seconded by Steven Ring to schedule Night to Unite for Tuesday, August 3rd, 2027, and Glyndon Days for Saturday, August 7th, 2027. All in favor.
      Motion Carried.
   b. **Approve a 4% Cost of Living in 2027 for all Employees** – A motion was made by Steven Ring, seconded by Patrick McCoy to set the 2027 Cost of Living increase (COLA) at 4% for all employees. All in favor.
      Motion Carried.
   c. **Increase Vacation Carryover Hours from 225 to 250 for the 2026 Year and Moving Forward** – A motion was made by Shonna Severson, seconded by Steven Ring to change the vacation carryover hours from 225 to 250 for the 2026-year end and moving forward. All in favor.
      Motion Carried.
   d. **Change Maintenance Committee from Shonna Severson to Joe Olson** – A motion was made by Steven Ring, seconded by Patrick McCoy to remove Shonna Severson from the Maintenance Committee and add Joe Olson. All in favor.
      Motion Carried.

      Mayor Olson informed Council he would like to see the 2027 Committees stay how they are now for next year. Affield mentioned once the new Council Member is picked, you may want to adjust the committees, so they are on some.

e. **Procurement Policy Discussion** – Mayor Olson explained how this originated with the Maintenance and Fire Committees, it has not been reviewed by the City Attorney yet, but he wanted Council to view it first. This policy is to help have a clear understanding as to whom is authorized to spend what and how much with or without committee and Council approval. This will help solve a few things moving forward when it comes to hiring out projects and getting estimates when needed. McCoy is pleased with the policy. Some conflict-of-interest language was also added.

7. **Old Business / Unfinished Business Updates**
   a. **Discussion on Council Vacancy Process** – Affield explained how it was suggested by our City Attorney to wait until after the Election on November 3rd to declare a vacancy for Bryant DeVries Council Member position. Ring questioned the name on the ballot. Affield informed Council the ballots were already printed and at the next meeting she will have a resolution for Council to accept and declare a vacancy. Council will need to decide how they would want to advertise for the vacancy and then they will interview the applicants during an open meeting. At the next meeting after the interviews, Council will make their decision and that person will start January 4, 2027, and stay in that position until December 31, 2028. A Special Election will be during the next General Election in 2028 where the residents will vote for a candidate that will finish the last two (2) years of the term.
   b. **Discussion Concerning the Public Informational Meeting on Road Improvements** – Mayor Olson discussed the Planning Committee meeting that was prior to the Council Meeting stating how they visited about how the Public Hearing on future road improvements went and if curb and gutter would be installed. Council needs to decide what route should be taken so the engineers can move forward with estimating the project. Engineer Reber stated the design will not be done until the project takes off. For the funding aspect of it he will need to know which way Council wants to go. McCoy stated that if we go with curb and gutter the residents do not want to see a swale which is almost like a ditch. Rebar will try and make sure they are not needed unless it is a last resort. Rebar was pleased with the survey responses and feels there is no doubt something needs to be done, it is just the cost of the project residents are concerned with. Berg mentioned how the streets will hold up better with curb and gutter because the water is taken away and does not soak under the road. With curb/gutter and storm sewer together, you are getting the water out to a different location. A few of the Council Members live on Parke Avenue and stated how their water issues have gone away since the curb and gutter was installed. Mayor Olson explained how we are going to put together a bonding package to see what we can get for grants and special funding. The City's financial advisor Jason Murray will also be contacted when the proposed project prices are available. It was also discussed about the different phases this project will have and that it will be completed over many years.

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

9. **Department Reports**
   a. **Justin Vogel, Police Chief** – Chief Vogel stated they have been busy with domestics and DUI's. Hawley and Barnesville will be out for training tomorrow night. Halloween Trunk or Treat will be on Saturday, October 31st from 11:00 am to 2:00 pm. They will be switching over to the new IT support in late December and are just finishing up with the contract.
   b. **Jeff Berg, Maintenance Department** – Berg informed Council the insulation will be put in the Recycling Center next week. The City Hall's roof was shingled this past Sunday and Well #2 will be looked at next week.
   c. **Bob Cuchna, Interim Fire Chief** – Cuchna would like to schedule a committee meeting to start moving forward on finding a new Fire Chief. A time will be scheduled for mid-November.
      - **Approve $925 Cost for LP Gas Live Burn Training on 11/2/26** – A motion was made by Steven Ring, seconded by Patrick McCoy to approve the cost for the LP gas live burn

training on November 2, 2026. All in favor.
Motion Carried.

d. **Wendy Affield, Clerk/Treasurer**
   - **Discuss the Process for Doing Minutes for Committee Meetings** – Affield wanted to let Council know we need to have minutes done for committee meetings when there are two (2) Council Members present. We have a template available and if she is sent a little synopsis of what was talked about, who attended and the time/date of the meeting she can have them ready for approval at the following meeting.

10. **Committee Reports**
    - **Maintenance Committee – 10/27/26** – Met and discussed the Southview Pond, maintenance to the pond and are putting together an ordinance for City retention ponds. Ice skating rink relocation, signs for pond areas, curb stop issue and ordering a vehicle for 2027.
    - **Planning Committee – 10/28/26** – Met and discussed the road plan, pond ordinance, new well, well #2 inspection.
    - **Fire Committee** – Met and discussed the process of finding a new Fire Chief, visiting about the Relief Association and fire department standards for the volunteers.
    - **Finance Committee – 10/19/26** – Met and discussed the budget, new security systems for City buildings, escrow funds and the possibility of putting them into one account. Roads were also discussed and will need to be looked at further.
    - **Police Committee – 10/28/26** – Met and discussed the cost of vehicle repairs this year, computers that need to be purchased in the next few years, a flagpole and tasers. McCoy was pleased at how the new sign turned out that was designed and built by both the Police and Maintenance Departments. They are extending the time of purchasing a new squad because a new engine was put into the 2019 vehicle. Chief Vogel informed Council he would like to order a computer this year for $3,250 and would like to increase his 2027 computer technology expense in his budget from $4,400 to $6,500 so he can purchase two (2) computers in 2027 and one (1) in 2028. McCoy would like to make sure the Sergeant position is still something that was available for discussion at a later date. Affield is waiting for some salary numbers to include in the pay grids for 2028 and 2029.

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

12. **Miscellaneous Announcements & Recognitions**
    - **Police Departments Halloween Trunk or Treat is on Saturday, October 31st from 11:00 am to 2:00 pm at the Glyndon Community Center**

13. **Adjournment** – A motion was made by Shonna Severson to adjourn the meeting at 6:35 pm, seconded by Steven Ring. All in favor.
Motion Carried.

Joe Olson, Mayor

Wendy Affield, Clerk/Treasurer



Committee Meeting Minutes

Committee: Maintenance **Date:** October 28, 2026

Location: City Hall **Time:** 8:00 AM

Attendees:

- Jeff Berg
- Joe Olson
- Patrick McCoy

Topic:

- Southview Retention Pond
- Ice Skating Rink Plan
- Curb Stop Repairs
- Well #2
- 2027 Vehicle Replacement
- Procurement Policy & Spending Authority
- Other Maintenance Priorities

Meeting Notes:

Items discussed during the Maintenance Committee Meeting were concerning the Southview & other City retention ponds, proposed ordinance for the retention ponds, plans for the ice-skating rink, repairs to curb stops, and contractor quotes. Also talked about was Well #2, 2027 Vehicle Replacement and the Procurement Policy.

Prepared by Signature:

X_____

Jeff Berg, Maintenance Foreman

Council Member Signature:

X_____

City of Glyndon Council



Committee Meeting Minutes

Committee: Planning **Date:** October 28, 2026

Location: City Hall **Time:** 5:00 PM

Attendees:

- Joe Olson
- Steven Ring
- Jeff Berg
- Wendy Affield
- Brandon Reber

Topic:

- Road Improvement Plan, Retention Pond Ordinance, Well No 2 Issues, Third Well Discussion

Meeting Notes:

The committee did a recap of the Public Hearing on the future road improvement plan. Visited about the benefits and differences of curb and gutter being installed. Will be in contact with Moore Engineering Financial team in the near future. Reviewed and discussed the proposed retention pond ordinance. Berg discussed the situation with well #2 and how old it is and will discuss more once the camera scoping has been done next week.

Prepared by Signature:

X Wendy Affield

Wendy Affield, Clerk/Treasurer

Council Member Signature:

X

City of Glyndon Council