

**Glyndon City Council**

**08/22/2018**

Budget Meeting – 5:30 p.m.

Water, Sewer, Maintenance

Glyndon City Hall - Council Chambers

1. **Call to Order:** Mayor Cecil Johnson called the meeting to order at 5:30 p.m.

**Absent:** Dave Owings

2. **Roll Call:** Council Members Present: Justin Schreiber, Joe Olson and Kimberly Savageau, City Clerk Wendy Affield, Administrative Assistant Susan Dayley and Maintenance Supervisor Scott Lofgren.

**Absent:** Dave Owings

3. **Budget Discussion – Water, Sewer and Maintenance** –Affield stated she and Lofgren met to discuss the Water, Sewer and Maintenance Budget.

MAINTENANCE - Affield reported Office Supplies and Operating Supplies - No Changes; Mayor Johnson asked Lofgren for more clarification on the Operating Supplies line item. Lofgren gave examples of this line item, which would consist of lawn mower equipment and repairs along with repairing and buying attachments for the Bobcat. Affield informed Council the Maintenance Repair/Maintenance Supplies and Equipment Parts line items have been zeroed out and will eventually be deleted. Lofgren stated, typically he purchases equipment later in the year in the event funds need to be spent elsewhere in an emergency situation. Affield noted Vehicle Repair/Maintenance is currently \$958.93 over budget but on the revenue side an insurance check for \$3,255.00 has been deposited for repairs on the 2015 F-150 City truck – No Changes; Motor Fuels increased from \$2,200 to \$4,500; Chemicals and Chemical Products – No Changes; Mosquito Spraying – No Changes - Discussion among Council and Staff determined a \$1.00 increase to residents for mosquito spraying will be added in 2019, this will allow for an additional aerial spray; Forestry – No Changes – roll balance over into escrow account – used for tree trimming, removal and replacement. Parke Avenue after the construction project in 2019 will need trees planted. Around the walking path in Southview will also need trees planted; Street Maintenance Materials – Reduced from \$15,000 to \$12,000; Landscaping Materials – No Changes; Seal Coating – No Changes – \$16,000 per year/rollover at end of year – possibly use along with the \$35,000 Wheelage Tax in 2020 to seal coat Centennial; Professional Services – line item will be deleted; Bobcat Trade-in Yearly – No Changes; Motor Vehicles – No Changes; Maintenance Dept Escrow – Discussion between Council and Staff regarding options for this account; Park Enhancement -Yearly - \$10,000; Park Equipment/Replacement - \$5,000; Equipment Purchases – Change into an Escrow Account - \$7,500 to replace the 2000 mower in 2020. Savageau suggested adding an ‘R’ on accounts that are roll over accounts.

WATER – Affield reported Salaries – No Changes; Office Supplies – Increased from \$400 to \$650; Uniforms – No Changes; General Training – reduced to \$1,000; Operating Supplies – Increased from \$9,000 to \$15,000 to purchase a GPS Tool for reporting where City infrastructure

is located; Motor Fuels – Increased from \$2,200 to \$2,500; Chemical and Chemical Products – No Changes; Utility Maintenance Supplies – No Changes; Professional Services – No Changes; Engineering Fees (Parke Ave) – No Changes; Cell Phone – No Changes; Postage – No Changes; Travel/Mileage Expense – No Changes; Xcel-Electric/Gas Bill – Increased from \$14,000 to \$16,000; Water & Yard Meters – Decreased from \$25,000 to \$5,000 (\$2,000 is for support); Land Rental – for BNSF Water Lines – Increased from \$400.76 to \$440.83; Motor Vehicles – Increased from \$2,144 to \$3,000 to replace the 2004 Ford Pickup; added line item – Generator Lease - \$6,589.91; Banyon – possible increase – Affield checking on; 2014B Series Bond Payment – should stay the same – Affield checking on.

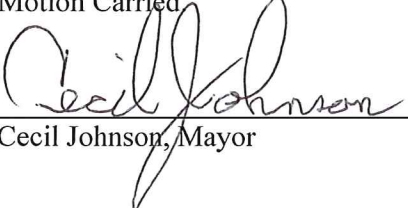
SEWER – Affield reported Salaries – No Changes; Office Supplies – Increased from \$400 to \$650; Uniforms – No Change; Operating Supplies – Increased from \$6,000 to \$9,000 to purchase a GPS Tool for reporting where City infrastructure is located; Motor Fuels – Increased from \$2,200 to \$2,500; Chemical and Chemical Products – No Changes; Professional Services – No Changes; Engineering Fees (Parke Ave) – No Changes; Cell Phone – No Changes; Postage – No Changes; Travel/Mileage Expense – No Changes; Xcel-Electric/Gas Bill – No Changes; Land Rental – BNSF – Increased from \$8,482.99 to \$8,751.51; Motor Vehicles – Increased from \$2,144 to \$3,000 to replace the 2004 Ford Pickup; Banyon – possible increase – Affield checking on.

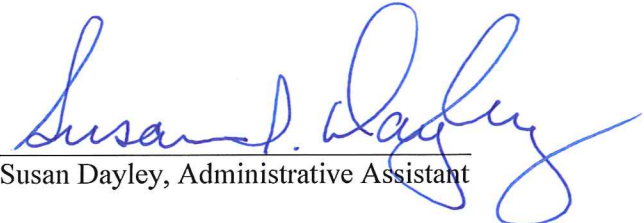
Affield explained the Maintenance Department has \$9,344.00 between their vehicle escrow and restricted savings which can be used towards purchasing a new pickup. Savageau asked Lofgren how many lawn mowers the department has. Lofgren responded there are two mowers but one should have been replaced instead of changing out the motor. Lofgren would like to have funds set aside for a new mower in 2020. Savageau asked how much the motor for the mower cost. Lofgren responded, it was approximately \$600.00. Schreiber suggested lowering the cell phone line item by \$300.00. Schreiber wondered if the Travel/Mileage Expense was used when they go for training and if there are separate trainings for Water and Sewer. Lofgren reported normally sewer and water training is separate but on occasion, there is a combination of both. Schreiber questioned whether there would be a sewer and water revenue and expenditure sheet created like the one they had last year. Affield stated she will have it available at the next meeting.

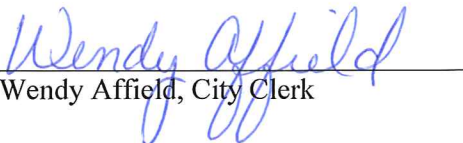
**4. Open Forum**

**5. Adjournment** - A motion was made by Justin Schreiber, seconded by Kimberly Savageau to adjourn at 6:29 p.m. All in favor.

Motion Carried

  
Cecil Johnson, Mayor

  
Susan Dayley, Administrative Assistant

  
Wendy Affield, City Clerk