

City of Glyndon

Minnesota



City Council:

Mayor Tracy Tollefson
Justin Schreiber
Bryant DeVries
Patrick McCoy
Steven Ring

**Council Packet for
City of Glyndon's Capital
Improvement Meeting**

March 21st, 2024, at 5:00 p.m.

City Hall Council Chambers

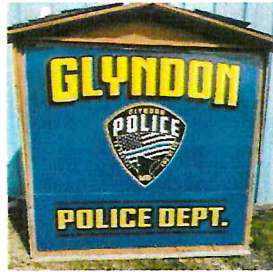


Glyndon City Council 3/21/2024
Agenda for Special Council Meeting at 5:00 p.m.
Capital Improvement
City Hall Council Chambers

1. **Call to Order:** Mayor Tracy Tollefson
2. **Roll Call:**
3. **Capital Improvement Plan**
 - **Police Department – Chief Vogel**
 - **Maintenance Department – Travis Braton**
 - **Fire Department – Bob Cuchna**
 - **City Hall – Wendy Affield**
 - **Capital Projects (\$31,186.37 from 2023)**
4. **Open Forum -** **this is the time for the General Public to address the Council regarding this topic. The Open Forum shall not be used to make political statements, political endorsements or for any political campaign purposes.*
5. **Adjournment:**

Glyndon Police Department

2022 Capital Improvement Proposal



1 year ✓

Police Officer: The Glyndon Police Department consists of a Chief of Police and 3 Full-time Officers. With the staffing crisis in law enforcement it's become very difficult to hire and find qualified candidates. The hiring and training process takes approximately 8-10 months. Taking into consideration job posting, interviews, background, psychological evaluation, medical and the FTO training process. Losing an officer would be difficult with the current staffing, losing two officers would be detrimental to the City. Having 4 Full-time Officers and a Chief of Police would move us into 24-hour coverage. This would also help with vacation and sick time coverage. My proposal would be to advertising in the fall of 2022 with a start date in 2023. To hire another Full-time Officer it would be approximately \$73,000 which includes their pay and benefits.



✓

Police Vehicle: We have 3 marked and 1 unmarked vehicle in our fleet. The unmarked vehicle is a 2015 Ford Explorer with 110K miles. My proposal will be to replace the 2015 unmarked in the spring of 2023. The city can use ARPA funds to put towards the purchase of the vehicle. Recent quote with lights and single cage is approximately \$52,000.

1-3 Years



✓
Body Cameras and Technology: With the recent events in Law Enforcement, body cameras are going to be a must for all officers. Neighboring departments have gone to the body camera with a lot of success. Not only will this protect the officer, Police Department, and the City for future complaints but it can also be used as a training tool. Approximate price for 5 Watchguard body cameras is approximately \$11,000.00 with yearly (Cloud) storage fees.



✓
Squad Cameras: The Watchguard squad cameras will need to be replaced in the 3 marked patrol vehicles. Estimated cost for new cameras would be approximately \$14,000.00

5-10 Years



Police Department Building: The current building is not suitable for a police department. The building is non-secure, safety concerns, old and outdated. The building was used as a Fire Department, Maintenance Shop and City Hall. The current building was never built with the safety, technology and every day needs for a Police Department. My proposal is a building 12,000 to 15,000 square feet. A building with a secure front entrance, training room, offices, kitchen, evidence room, interview room, locker room, storage room and garage for squad parking. An impound lot next to the building would be ideal with all storage fees for tows going to the City of Glyndon. My proposal would be for this building to be built to exceed growth for the next 40-50 years. Estimated cost 4 million.

Chief Justin Vogel

GLYNDON MAINTANENCE CAPITAL IMPROVEMENT PLAN



TRAVIS BRATON- PUBLIC WORKS SUPERINTENDENT-MARCH 21ST, 2024

WHAT MAKES UP GLYNDONS MAINTANENCE DEPT

The maintenance department is comprised of one supervisor and two additional maintenance workers. The maintenance department oversees the 4 city parks, 13 lane miles of city streets, 10 buildings, a class C water plant, and a class D wastewater treatment facility. The water plant has two underground wells, an aerator, a Tonka 3 cell greensand gravity filtration system with a reclamation tank. There is a 100,000-gallon underground Clearwell with two high service pumps and a 200,000-gallon water tower. There are four sanitary lift stations with one main lift comprised of three pumps pumping to a 3-cell lagoon system, two primaries and one secondary. We have four storm water lift stations. Each Lift station has a 2-pump rail system meaning the pumps can be easily pulled and installed with a mobile crane. There is roughly 22.5 acres of mowing and 20 hanging baskets to water 6 days a week. The maintenance team runs a 24hr on call schedule rotating every third weekend.

IMPROVEMENTS

0-6 Months

Will be finishing the Southview storm pond rehab. This has been a maintenance only rehab with mowing cattails and filling in old muskrat runs. Maintenance will finish filling in the muskrat runs this spring and work it up where it can be reseeded with grass before the summer heat. We removed seven muskrat's last fall. The cattails and algae need to be maintained with chemicals or eventually the pond will lose its storage capacity and it will have to be dredged out costing much more than the chemical treatment.



0-2 Years

The need to replace the 6-inch transfer pump is imminent. The current one is a 1982 Model Diesel-powered centrifugal pump. The cost to run this pump is roughly \$4,000-\$6,000 a year. We transfer water from the primary ponds to the secondary pond twice a year, sometimes even 3 times. A permanent transfer station should be looked at with the City Engineer. This would reduce the amount of manpower hours it takes to run this piece of equipment and keep it running for the 8-14 days it needs to run to transfer the 17+ million gallons of water twice a year.



\$75,000+

1-2 Years

The only trailer the City of Glyndon has as of right now is an older dump trailer. The electric over hydraulic motor was replaced this past year. A flatbed trailer with a 4-6 foot working platform in the front would meet the city's needs in a trailer for many years to come. The reason for the flat surface up front would be for equipment attachments or anything that does not need to be unloaded when loading and unloading equipment. Currently we are using the dump trailer and a personal trailer if needed.



\$14,000+

2-3 Years

Having the right equipment to do our job is essential. When having the right equipment, we are able to do our job safely, effectively, and efficiently. Being able to troubleshoot our own issues is time and money savings rather than calling out a technician. The maintenance department has two vehicles, one is a half-ton pick-up, and the other is a $\frac{3}{4}$ ton pick-up. It would be nice to have another $\frac{3}{4}$ ton that would have a service body with a crane to pull our own pumps.



\$60,000+

3-4 Years

The loader that was purchased in 2021-22 is undersized. To replace this piece of equipment would be essential to everyday operations in Glyndon. The city has a burn pile that receives branches from another community. There tends to be large logs that we are not able to move or stir the pile because the loader is under powered. A larger loader would be a dual purpose with the addition of a side wing and a pusher in the front. This would ultimately be a plow truck as well as a loader.



\$300,000+

4-5 Years

If Glyndon continues to grow as it has been, having a mini excavator would be ideal to assist in cleaning ditches in town, and breaking beaver dams at the ponds. This machine gets rented about once to twice a year under current management. I do not believe it would be used in a main break situation but in a curb stop repair it could be.



\$65,000+

10-15

With the growth of Glyndon comes the growth of departments, vehicles, personnel, and equipment. The need for updating or building new buildings is no secret. One centrally located building housing all departments is essential. City Hall, Police, and Maintenance all under one roof.



Glyndon Volunteer Fire Department
2022 Capital Improvement Plan

Priority 1 for 2021-2023		Priority 2 for 2023-2025		Priority 3 for 2025+
Thermal Imager (\$9,000)	✓	Replace Tanker 2 (2018)		New building
Hose Washer (\$14,000)	✓	Replace Engine 2 (2022)		Replace Engine 1 (2026)
Generator (\$20-30,000)		Driveway		Replace Tanker 1 (2032)
Rebuild Rescue 1 service body				Replace Rescue (2028)
Replace wildland 4x4 & trailer	✓			Radios (2032)
				SCBA (2035)
Consider future vehicles. About a 2 yr lead time to build & deliver				

CITY HALL

TEXTMYGOV - COMMUNICATE WITH CITIZENS - THIS IS A BETTER WAY TO REACH THE CITIZENS OF GLYNDON, NOT EVERYONE LOOKS AT THEIR EMAILS BUT MOST PEOPLE WILL READ A TEXT IF SENT TO THEIR PHONE - WE HAVE HAD A FEW COMMUNICATION ISSUES IN THE LAST FEW WEEKS THAT WOULD HAVE POSSIBLY BEEN RESOLVED IF WE WOULD HAVE HAD THIS PROGRAM - 2 YEAR COST WITH SET UP IS \$4,800 - ARPA FUNDS COULD BE USED ✓

CARPET - THE CITY HALL CARPET IS STARTING TO LOOK WORN IN A FEW SPOT - MAY WANT TO BE REPLACED IN THE NEXT 1-3 YEARS - QUOTE FROM LAST YEAR WAS OVER \$14,000

NEW BUILDING - EVENTUALLY THE CITY HALL WILL NEED MORE FILE STORAGE, A LARGER COUNCIL CHAMBER, SECURITY BUILDING AND BE HANDICAP ACCESSIBLE