

**Glyndon City Council**

**08/14/2019**

7:00 a.m. Regular Council Meeting

7:00 a.m. Maintenance Department 2020 Budget Review

City Hall Council Chambers

1. **Call to Order:** Mayor Cecil Johnson called the meeting to order at 7:00 a.m.
2. **Roll Call:** Council Members Present: Dave Owings, Justin Schreiber, Joe Olson and Kimberly Savageau; City Clerk Wendy Affield; Administrative Assistant Heather Johnson; City Maintenance Supervisor Scott Lofgren; Police Chief Michael Cline.

**As Per Sign in Sheet:** None

3. **Motion to Approve Consent Agenda** – A motion to approve the Consent Agenda was made by Dave Owings, seconded by Justin Schreiber. All in Favor.

Motion Carried.

a. **Minutes – 7/24/19 Water & Sewer Budget Minutes**

b. **Minutes – 7/24/19 Council Meeting**

c. **Approve Resolution of Payments**

d. **Miscellaneous Items:**

- **Glyndon Lions Club Gaming Permit for December 17<sup>th</sup>, 2019 at Glyndon Congregational UCC Church**
- **Accept Volunteer Firefighter Application from Tyler Holmstrom**

4. **Additions to Agenda**

5. **Motion to Approve Agenda** – A motion to approve the agenda was made by Joe Olson, seconded by Justin Schreiber. All in Favor.

Motion Carried.

6. **New Business**

a. **Maintenance Department 2020 Budget Review** – Affield began the discussion by detailing the budget line items as follows: *Office Supplies:* Stayed the same. *Operating Supplies:* Stayed the same. *Vehicle Maintenance:* Increased by one thousand dollars (\$1,000). She explained the overage this year does not account for the insurance check which covers two thousand six hundred seventy-eight dollars and eighty-five cents (\$2,678.85). *Motor Fuels:* Increased by one thousand five hundred dollars (\$1,500). Mayor Johnson asked since gas prices are going down if the City should leave the amount the same as last year's? Affield responded, this last year required a lot of snow removal, which affected how much gasoline was purchased. Lofgren also noted how much winter weather will dictate the amount used or spent. Both Affield and Lofgren pointed out how additional mowing will need to be factored in as the City grows and additional ponds are added. *Chemicals & Chemical Products:* Increased by one thousand dollars (\$1,000). *Mosquito Spraying:* Stayed the same. Funds for this come from utility billing. Affield stated the City should be able to have three (3) spray applications from this amount. Lofgren stated he purchased enough product for ground spraying to do it in between the aerial sprays. He also purchased some larvicide and Permanone. Spraying was done prior to Glyndon Days, and will also be done tonight, weather permitting. Council Member Schreiber asked with the addition of the ponds, if anything is

applied to those? Lofgren responded yes; he applies larvicide pouches which last a little bit longer. Mayor Johnson asked if the same is done to the pond behind the Anderson residence, off of Parke Avenue? Lofgren responded yes. Council Member Savageau inquired if the budget had enough funds to cover for all of next year's applications? Lofgren responded if the utility billing amount for mosquito spraying is increased, then he feels there will be enough as long as the dollar amount goes up to match City growth. He feels an increase of fifty cents (\$0.50) per utility bill would help. He also noted a new fogger will be needed, and will come from this account as well. Lofgren stated a new fogger could be around seven to eight thousand dollars (\$7,000-\$8,000). He went on to say a surplus should be created for this account, in order to have enough for a new fogger. Mayor Johnson asked if the fogger is currently operational? Lofgren responded yes, but cautions the machine may not always function properly. Savageau and Owings both stated the utility fee was raised last year in anticipation of adding extra aerial spraying. She inquired if the fogger could go around the City weekly? Lofgren estimated the chemical cost per ground spray is roughly eight hundred dollars (\$800). Between product, fuel for the truck, and the labor involved it would equate to roughly one thousand dollars (\$1,000) per week. He stated weekly ground spraying is the ultimate goal, weather permitting. Owings inquired as to the cost of an aerial spray? Affield responded the amount is around two thousand eight hundred eleven dollars (\$2,811) for one application. Lofgren stated the aerial spraying covers approximately eleven hundred (1,100) acres, breaking down to about two dollars and eighty cents (\$2.80) per acre. Owings asked to clarify with three (3) aerial sprayings at eighty-four hundred dollars (\$8,400), and if the City does every other week doing ground spraying, the actual number for mosquito control is closer to sixteen thousand five hundred dollars (\$16,500) per year? Council Member Olson noted the figure would change depending upon the weather. Lofgren agreed, and stated if the City experiences a dry summer, the ground fogger may not even be used. But he feels a buffer might be necessary for this type of account. Owings asked if the goal is to see a what-comes-in-goes-out type of situation? Affield responded yes. Savageau also wanted to clarify if Lofgren is inferring the City needs to make this particular account a "rollover" from year to year? Affield confirmed this fund already does rollover, starting as of last year. Owings asked if the rollover is tracked? Affield responded any extra goes into the Escrow bank account fund. Lofgren also noted typically there will be no balance left at the end of the year. Savageau asked about the current pickup used to do ground spraying, and whether Lofgren was planning on replacing the entire vehicle? Lofgren responded no, only the specific sprayer from London Fog would need to be replaced because it can slide in and out of any truck. *Forestry:* Stayed the same. Affield stated the funds for this also come from utility bills. An invoice from Fischer's will be coming for the removal of four (4) trees from the City Park. Mayor Johnson asked about the yearly cost for forestry, and if trees will need to be planted in the Southview Addition? Lofgren responded yes, once the plans for the park in Southview start to take shape, the City will then need to look at tree placement. Affield also noted benches around the walking path should also be factored in. Mayor Johnson asked if the amount for this account should stay the same? Lofgren responded yes. *Repair/Maintenance Supplies:* Affield stated this account will be deleted. *Equipment Parts:* This account will also be deleted. *Street Maintenance Materials:* Stayed the same. Mayor Johnson asked what this account consists of? Lofgren stated these funds are allocated for any pothole patches, sand/salt for snow removal, and gravel for maintaining the City's alleyways. Mayor Johnson then asked if this account would cover hot-mix repairs to the cracks on City roads? Lofgren responded yes, but certain repair materials used can also depend on the size of the crack. Mayor Johnson clarified he was specifically thinking of the cracks on 9<sup>th</sup> Street South. Lofgren noted the seal coating project normally covers crack damage, but yes, this account would also be for repairing those. *Landscaping Materials:* Stayed the same. *Street Seal Coating:* Stayed the same, and is a rollover account. Savageau asked if the City is planning on doing street coating in 2020, then could City Engineer Carlson check into what the next street location would be? Schreiber asked if Carlson was still checking with area cities about their seal coating? Affield stated the City received a great price from the current company. Lofgren added it costs approximately sixteen thousand dollars (\$16,000) in mobilization fees for the work to be brought to the City. He added this cost is why the City previously decided not to do seal coating on an annual basis. Olson asked if this type of project is bid out? Lofgren responded yes, and noted

Dilworth had their entire city done at once. Owings asked if Lofgren was referring to the company out of Detroit Lakes? Lofgren stated yes, and noted Hawley used the same company as well. He added the Centennial Addition will need to be seal coated next, as Southcreek has already been completed. Savageau asked if the section of 9<sup>th</sup> Street Mayor Johnson was referring to could be added in with the Centennial seal coating work? She added if so, then all the City roads from 7<sup>th</sup> Street south would be completely sealed. Lofgren agreed. Olson asked if there was a different road project planned ahead? Lofgren responded the City recently discussed repairing 2<sup>nd</sup> Street and Pleasantview Avenue, and Carlson was going to put some numbers together for it. He added those particular streets would need more work than just seal coating, but some of the cost would be covered by BNSF as it is technically on their property. Owings asked Affield if she had an estimate from David Drown for when TIF is done? She responded she was not sure of the amount, but that it was intended to go towards paying for the Parke Avenue project instead. Savageau asked if the County needs any information in order to decertify the TIF now that the final payment has been made? Affield responded Jason Murray will be working with her on decertification closer to December. *Professional Services:* Increased to five thousand dollars (\$5,000) from the current three thousand three hundred ten dollars (\$3,310) due to the amount of snow removal done this last winter by Randall's Excavating. Savageau asked if Affield felt the increased amount was enough? Affield responded it depends on whether the Council decides to purchase a used payloader, which is the last account on the budget sheet. Lofgren stated he was to have provided final estimates for a new payloader, but the dealership had not yet responded to his request. Affield stated the City paid Randall's seven thousand three hundred forty dollars (\$7,340) for snow removal. Lofgren stated he feels it is imperative for the City to find other means to remove snow on its own, rather than hiring it out. Mayor Johnson interjected by asking about the current status of the upgrades to the City signs? Lofgren responded he is not sure, but stated when the City gave approval for the upgrades, he let Butch from Super Frog know he could begin right away. Lofgren will try contacting him today. Affield also noted with the signs if the City wanted to include something about available residential lots? Mayor Johnson asked if the current City sign regarding lots could be moved instead? Savageau responded the City would possibly be violating its own ordinance with the size of that particular sign. Lofgren feels if the City puts its sign up on property it does not own, then others could possibly come forward wanting a sign as well. Schreiber wanted to interject with a question regarding the snow removal, and asked how often the pay loader is used to move snow? Lofgren responded a payloader would also be used in the summer, hauling clay and gravel, but during an average winter it would get used a lot. He also added payloaders are preferred over smaller vehicles when doing work such as gravel maintenance in alleyways. Affield added a pay loader is handy for the City when hauling heavy tree branches to the brush pile. Mayor Johnson asked if it would be wise for the City to continue to add brush to the pile? Lofgren responded he is going to wait until mid-January to start burning the pile, and expects it to burn for at least three (3) months. He continued a large portion of the pile is from the Park Avenue Project, so normally it would not be this large. Savageau asked if Lofgren could give a rough estimate of the cost for a new payloader? Lofgren responded on average they run about fifty thousand dollars (\$50,000). Some payloaders can be found at a cheaper price, but generally are well-used and can have repair issues. Mayor Johnson asked if Lofgren is referring to a large size payloader? Lofgren responded no, he is looking at an L50 which is smaller, with a 2-yard bucket. He is limited on the size as it needs to be able to fit through the shop door. Olson asked if it would be better to use the amount set aside for a new payloader to be used for hiring out the work instead? He continued by saying if a new payloader were to cost fifty thousand dollars (\$50,000), those funds spread out over a seven (7) year time span might equate to more work out of someone like Randall's. The only problem is then the City would not have a payloader on hand to use when needed. Lofgren agreed, and added hiring out sometimes is a waiting process. For example, hiring Randall's to do a project with their payloader can take weeks to get started, whereas the City could do the work themselves without having to wait. Owings asked if Randall's was hired to only remove snow piles? Lofgren responded yes. Owings continued by saying some companies do not use their payloaders during the winter months, and can be hired to do snow removal. Olson asked if Lofgren liked the process of using Randall's for this past winter? Lofgren responded he was fine with their process, but if snow is

piled up in the cul-de-sacs it is the residents who normally have issues with delays in removing snow. Affield noted using Randall's does not provide any gain to the City, whereas owning its own payloader would provide some equity down the road. Lofgren agreed, stating contract payments for the year of roughly seven thousand dollars (\$7,000) are not benefiting the City much. He suggested the City might want to look into leasing a payloader instead. Savageau asked if Lofgren has room in the maintenance shop for a payloader? Lofgren responded he has had room in the past, but for the most part it sat outside and the City pickups were parked inside. Owings then clarified going forward Lofgren will need to check on the price of a new used payloader compared to leasing one. Savageau also inquired if he could have those figures by the next Council meeting? Lofgren responded yes. *Engineering Fees*: Will be deleted. *Bobcat Trade-In Yearly*: Stayed the same. *Motor Vehicles*: Stayed the same. *Maintenance Escrow*: Nothing for this year. *Parks – Yearly Repairs*: Stayed the same. *Park Equipment*: Stayed the same. It is also a rollover account. *Equipment Purchases*: Payloader (will be discussed at next meeting). Savageau asked what the purchase was in 2018 which was just under nine thousand dollars (\$9,000)? Affield and Lofgren both responded it was a new lawnmower. Affield noted funds to pay for the difference came from the Escrow account. Owings asked Olson a question concerning contracts he does for the County regarding snow removal. He asked if contracts are based upon a certain number of loads? Olson responded he bids contracts out per hour, based on using either a payloader or a pickup truck. Mayor Johnson asked if crews are usually on time? Olson responded being on time is part of the stipulations within the contract. Regarding snow removal, Lofgren inquired with Council what the City's plan will be for the upcoming two (2) miles of new sidewalk on Parke Avenue? Mayor Johnson and Olson both responded the ten (10) foot bike path side will need to be swept by the City, along with Hwy 10. Lofgren stated sweeping will be fine if there are only a couple inches of snow, but any large snowfall will require a different strategy. He continued by saying his crew will not be able to blow snow onto residents' yards, or onto the street because it is a County road. The only option will be to blow the snow straight forward until you get to an intersection, then it will be loaded up and hauled away. Olson said the City can look at options to help Lofgren when the snow starts to pile too high, to contract out the removal. He said contracts also ensure the City would not be over-billed for the work. Savageau asked Lofgren roughly how many years a new payloader will last? Lofgren responded the previous payloader lasted ten (10) years, while a brand-new one can last twenty (20) years if maintained properly. If purchasing a used payloader, he said it will be important to consider how many work hours it was used for, and what type of work it performed.

**b. Employee Policy Handbook Discussion – Pages 1-6 – Savageau & Schreiber** - Savageau stated she and Schreiber started reviewing the handbook from the beginning, and Affield provided a red-line copy for the Council to look at. The first topic revised was on Page 3, *Police Department Hiring Procedures*, and Chief Cline updated some of the procedures. Mayor Johnson noted the change from ten (10) final applicants to five (5), and asked if there have been less applications for Police Officers? Cline responded he goes through as many applications as he can, and now narrows down the number to five potential applicants. He agreed there has been a decline in overall applications, and the County is also experiencing a decline. Much of it has to do with starting salaries, and he noted the City of Fargo is paying their new hires fifty-four thousand dollars (\$54,000) per year. Owings stated he liked the changes to the hiring procedure as it seems the process can now be moved ahead more quickly. Cline agreed, as it can take a significant amount of time to not only do interviews, but also conduct background checks, psychological evaluations, and training. Cline feels these new changes to the hiring procedures will be beneficial to the City and allow for moving a new Officer into their position quicker. The next handbook topic revised was on Page 5, *Smoking*. Affield noted there is a section of the smoking policy which discusses employees over the age of 18 only being allowed to smoke on their breaks and at lunch, and only in designated areas. She inquired with the Council if this section should be amended or removed? Savageau asked if the City has a designated Smoking Area? Mayor Johnson said no, and that he thought it was generally supposed to be so many feet away from a building. Lofgren stated the law is twenty-five (25) feet from any door or window. Affield stated she thought smoking was banned from any City

property? Lofgren asked to clarify what 'city property' actually entails, and if it means an employee would be required to smoke in the street or an alleyway, since those are not technically property? He feels the wording is very vague. Affield responded she feels 'city property' would entail the City Hall driveway area, grass area, the Maintenance building apron, any Parks, Community Center, etc. Owings asked if the handbook then needs to clearly define those areas? He stated it would be better to have clearly defined smoking areas than to leave it up to an employee to try and interpret. Olson noted when the Clay County campus went smoke-free, it was decided smokers would not be able to smoke anywhere on the campus but would be allowed to do so either on a side-street or in their vehicles. He feels allowing an employee to smoke in their car is a far better option than requiring them to stand in the street. Lofgren also noted how residents might view an employee standing on a street smoking and think all the employee does is smoke and not work. He agrees with Olson on allowing employees to smoke in their vehicle. Olson stated enforcing smoking policies can be difficult, but Savageau noted it can be up to an employee's Supervisor to discuss any problems during a performance review. Affield asked Council whether to remove this portion of the policy, or if it needs to be re-worded? Owings stated he is also concerned about handling the 'defined area'. Savageau wondered if the wording could say 'all City buildings and surrounding property'? She feels 'property' in this case means any property the City owns. She clarified the wording could be changed to 'City-owned property.' Council was in agreement to update the wording. *Health Savings and Time Reporting*. The payment amount and frequency for a health savings account was updated to reflect monthly deposits of two hundred fifty dollars (\$250) each instead of two deposits yearly totaling the final amount. The wording for Time Reporting was updated to reflect payroll submissions are 'semi-monthly', not 'bi-weekly'. Affield noted once the final changes are made, they will be submitted to the City's Human Resource Attorney. A motion to approve the changes to pages 1 through 6 of the Employee Handbook was made by Dave Owings, seconded by Joe Olson. All in favor.

Motion Carried.

**7. Discuss Additions to the Agenda - Nothing**

**8. Old Business/Unfinished Business**

**a. Glyndon Days Update** – Affield stated this year's Glyndon Days was a success, but going forward it might be suggested not to continue with the Vendor Show. She also noted the change of location was favored by many, and asked if next year we should follow Mr. Owings suggestion of having the parade on Tuesday night and keeping the picnic on Thursday? Owings interjected he was initially skeptical of having music at the picnic, but now feels the music went over very well with attendees and a positive addition to the event. He also noted he discussed a two-day event for next year with Savageau, and with many residents heading to the lakes on the last weekends of the summer, it might be to the City's advantage to plan weekday events. Owings continued by saying a grand celebration should be planned for next year in order to commemorate the Parke Avenue Project completion. The only potential problem could be the Tuesday parade falling on the same day as the National Night Out, which Chief Cline noted always falls on the first Tuesday in August. Schreiber noted having a parade on a weekday night might not be favorable to parade participants because they would have already worked all day. Mayor Johnson agreed, but Affield said several surrounding cities have parades during the week with no issues. Owings suggested a parade could fall on a Friday night. Olson felt having the picnic and kids' activities in the Glyndon City Park was a great location, and came in handy for everyone, including having to move tables, use of the kitchen, access to the bathrooms, etc. Mayor Johnson asked about having the Car Show back for next year, and where it would be? Olson stated at this point it will be more important to look at updating and repairing the Community Center parking lot if the City will continue hosting Glyndon Days there. He stated the repair should be factored into the budget for next year. Savageau agreed, but stated if we do not have a master plan of what our Community Center will look like in the future, then perhaps the parking lot should just be gravel for the time being? Olson also agreed and continued by saying a ten-year plan should be prepared by the City for the Community Center anyway.

Cline asked if the Car Show could possibly be held on the BNSF property across from the Park? Mayor Johnson responded yes, and noted it has been held there before. Affield stated the Car Show should be left up to the people who run and operate it, not the City. Owings agreed, and also noted it could be held in the Church parking lot and still be closer to the picnic than if it were held at Johnson Park. Affield noted Johnson will book the same music group for next year if Council is in agreement. Savageau also wanted to make note to change one of the bounce house/games to something where kids will not have to put clothing over their heads for hygiene purposes. Owings stated he would also like to see the frozen t-shirt contest brought back for next year. Savageau stated she spoke to the Cub Scouts and noted they had a great time and would like to volunteer again for next year's picnic. Johnson asked Council if anyone was opposed to canceling the Vendor Show portion for next year? Council agreed.

## **9. Department Reports / Committee Reports**

**a. Mike Cline, Police Chief** – Cline stated the department has recently received three (3) different complaints about the parking problems on 5<sup>th</sup> Street. Currently parking is allowed on both sides of the street, but it narrows down the traffic to only one lane and can cause some visibility issues. He inquired if Council would agree to installing temporary 'No Parking' signs on one side of the street for the duration of the Park Avenue project? Council agreed to place signs on the north side of 5<sup>th</sup> Street from Partridge Avenue to Eglon Avenue. Cline also stated to Council on the morning of Monday, August 5<sup>th</sup>, 2019 he and City Building Inspector Steve Schroeder served a Public Nuisance No Occupancy Notice to the property owner at 418 2<sup>nd</sup> Street SE. Cline informed Council two (2) signs were also posted on the exterior doors of the residence, informing them they have ten (10) business days to remove any belongings from the home they need. On Monday, August 19<sup>th</sup> the home will be secured with locks by Chief Cline and Clay County Deputies. At this time, the residents have not retained any legal representation. A City-approved building permit with specific specifications will need to be applied for by a licensed contractor. Cline suggested one of the stipulations would be a bond would need to be required by the licensed contractor along with a completion date. Cline's intent is to move forward with the process as Council has requested in past meetings. Chief Cline informed Council the homeowner can make arrangements with his department if they need to get items out of the home. Owings expressed his concern regarding the contents of the home, and how the City will be protected during the eviction process? Video documentation will be taken to ensure there are no future discrepancies. Cline noted the property currently contains thirteen (13) vehicles, two (2) campers, and four (4) trailers. Both residents attempted to move into the camper, however Cline spoke with City Attorney Ken Norman and afterwards served them notice of violation of City policy stating residents are not allowed to live in a camper or tent on the property.

**b. Bob Cuchna, Fire Chief** – Not present. Olson wanted to note he received Cuchna's budget for the Fire Department. A special meeting will be scheduled in the coming weeks. Cuchna is looking for discussion on a capital improvement list, and Owings also noted the Fire Department is running out of storage space in their current building. Masseth Construction did some repair work to the current building and discovered other structural issues needing to be fixed. Lofgren noted the building is in rough shape, and certainly in need of the repairs Masseth pointed out.

**c. Scott Lofgren, Maintenance/Public Works Supervisor** – Lofgren asked Council if the 'No Overnight Parking' signs will need to go back up in Stockwood? He stated the other option would be to completely pull the posts. Council agreed to have the signs put back up.

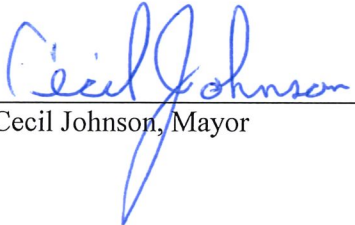
**d. Wendy Affield, City Clerk** – Affield stated rocks are going to be placed by Lofgren in the two entrances to Southview Addition in order to help control the weeds. Lofgren agreed rocks would be better than planting shrubs. Owings stated he would like to see decorative planters placed on the medians full of plants, so that in the winter months they would be easy to move out of the way for snow removal. Affield continued with the employee phone stipend issue with Council. She checked online with the Oxford Economics Survey, which said employees are paid thirty-six dollars and thirteen cents (\$36.13) per month on average, roughly totaling four hundred thirty dollars (\$430) per year. She stated these figures will give the Council an idea on what to consider for the upcoming budget. Affield then stated

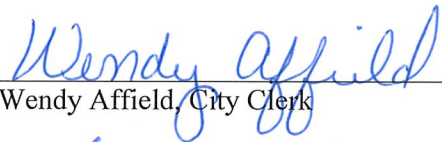
MnDOT sent out a letter regarding upcoming street closures along the eastbound lanes of Hwy 10 beginning on September 9<sup>th</sup> due to pavement repairs. The project will take approximately one (1) month to complete. Affected side streets will be Partridge Avenue, Eglon Avenue and Andrews Avenue. Owings asked if Parke Avenue will be paved by then? Affield responded yes, the portion of road from the school to Hwy 10 will be paved for people to drive on. Schreiber asked if lights for Stockwood have been ordered? She responded the installation and material for the project has been paid for. Travis Lill from Xcel estimated the installation process will be early September.

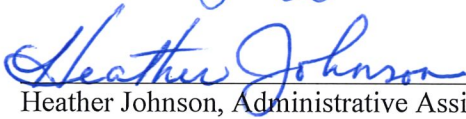
**10. Open Forum –**

**11. Miscellaneous Announcements** – Olson wanted to make note of an item he would like added to the next meeting agenda, and that is to check with David Drown what a Comp Study would cost the City. He feels a study would be beneficial to the City in order to know where the current pay employees receive falls on the average, to have a professional opinion on the matter.

**12. Adjournment** – A motion was made by Dave Owings to adjourn at 8:35 a.m., seconded by Justin Schreiber. All in favor.  
Motion Carried.

  
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Cecil Johnson, Mayor

  
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Wendy Affield, City Clerk

  
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Heather Johnson, Administrative Assist.

August 14<sup>th</sup>, 2019 Glyndon City Council Minutes