

Glyndon City Council
12/9/2015

7:00 p.m. Regular Council Meeting
City Hall Council Chambers

1. **Call to Order:** Mayor Cecil Johnson called the meeting to order at 7:00 p.m.
2. **Roll Call:** Council Members Present: Chris Jensen, Joe Olson and Kimberly Savageau, City Staff Present: Clerk/Treasurer Denise Anderson, Deputy City Clerk Wendy Affield, Police Chief Michael Cline and Fire Chief Bob Cuchna.

As Per Sign in Sheet: Samantha Blattenbauer, Harrison Owings, Chet Frink, Gabrielle Shockey, McKenzie Trude, Emily Opatril and Karen Kringler.

3. Motion to Approve Consent Agenda

Affield requested Council to add the Expense Report from Brock Franke for \$154.37 to the Resolution of Payments for shipping charges to mail the old radios the Fire Department sold. Anderson asked Council to add the Minutes from the Public Hearing to the Consent Agenda for approval.

- a. Minutes – 11/23/2015
- b. Motion to Approve Resolution of Payments – Chris Jensen made a motion to approve the Consent Agenda, Olson has a question at this time concerning Miller, Norman & Associates bill for November. Olson asked if the Council is working together with Monsanto and Sullivan on a project because the billing total refers to communications with Monsanto and Sullivan. Olson would like clarification as to how much time is spent on each individual project because Monsanto is billed separate for their legal fees. Anderson will discuss this with Mr. Norman and request a separation for Monsanto's billing. Anderson informed Council that she is waiting to receive the bill from Ulteig before she sends a statement to Monsanto for reimbursement charges. Olson asked what "rev'd League materials and LMC research" is on Normans bill. Anderson informed Council that she believes this has to do with the Resolution research Mr. Norman was working on concerning the issues at 418 2nd Street SE. Once Olson's questions were addressed Mayor Johnson asked for a second on the motion that Chris Jensen made, Olson stated that as long as he receives clarification to his questions, he will leave Miller, Norman and Associates invoice on the Resolution of Payments, the motion was seconded by Kimberly Savageau.
Motion Carried.

4. Additions to Agenda

- HR Lakes Country Co-op – Denise Anderson

5. Motion to Approve Agenda

A motion to approve the 12/9/15 Agenda was made by Joe Olson, seconded by Kimberly Savageau.
Motion Carried.

6. New Business

a. Tax Levy Discussion – Savageau asked Anderson if she is looking for the Council to instruct her on what percentage they decided on for the Tax Levy. Anderson informed Council that she will need the figure for the Resolution that the Council will need to pass at the December 21st meeting and also for her to incorporate the amount into the 2016 Budget. Joe Olson made a motion to direct Anderson to insert a 3% increase for the Tax Levy. Jensen asked for clarification from Anderson that this is not the final amount that is being agreed on. Jensen stated he would feel more comfortable giving Anderson direction to incorporate the amount into the budget instead of making it into a motion. Anderson informed Council that she will create a Resolution but leave the spot open until an amount is figured at the next meeting.

b. Smoking Ordinances 178-180 First Reading – Kimberly Savageau made a motion to waive the complete reading of Ordinances #178, #179 and #180, seconded by Chris Jensen. Motion Carried.

c. Glyndon Firefighter Relief Association Meeting Summary - Anderson informed Council that she attended the Firefighter Relief Association meeting with Councilman Olson and explained how informative it was. Jensen stated that the fire department representatives will address Council at a later date concerning the Firefighters Relief Association. Jensen informed Olson and Anderson that they will be welcomed back for further discussions.

d. Glyndon Firefighter Personnel Stipend Fee – Chief Cuchna – Cuchna addressed the Council requesting to increase the stipend fee that is being charge for services. At this time the charge is \$300.00 an hour and Cuchna would like to increase it to \$350.00 an hour and have it added to our Fee Schedule. Council discussed the difficulty that the Fire Department has been having this year receiving payments for the services they have provided. Cuchna explained that the fees for service go towards paying for the firefighters salaries at the end of the year and if the funds are not received it is up to the City to cover the cost of salaries. Olson asked if this increase will affect the Townships. Cuchna explained that if a homeowner does not pay the Township will have it added to their taxes. Anderson will add this amount to the Fee Schedule that will be accepted in early 2016. Olson questioned if this will also include an increase with the Rescue Departments fees. Cuchna informed Council that the Rescue does not charge for their EMS services. Savageau asked Affield how many hours she has spent this year working on Fire Department billing. Affield stated around 1-2 hours a month. Savageau just wanted to make sure that the cost for labor to send out the bills does not over exceed the amount that will come in. Cuchna stated that this is the first year they have had to send anyone to collections.

7. Old Business/Unfinished Business

a. Stockwood Update – Cecil Johnson and Joe Olson – Mayor Johnson informed Council that he received a call from Steve Iverson concerning the Stockwood property stating that Mr. Iverson may have a developer that would be interested in purchasing all or portions of the development. Olson informed Council that the idea that Iverson discussed was the possibility of retirement homes being built in that location. Iverson would like to pitch the idea to David Drown, Denise Anderson and a few Council Members to see if it would be something that the City would allow. Olson talked about the concern of who will pay Drown for his advice and services. Jensen asked when was the City going to officially own Stockwood. Anderson stated that the City will purchase it in December, she is waiting to hear from Eide Bailly as to what account the funding to purchase Stockwood needs to come out of. Anderson wants to make sure everything is correct since the funds will be paid out in 2015 and received back in 2016.

December 15th is the day Anderson is planning on going to the County to purchase Stockwood. Jensen asked Anderson if she has talked with Ken Parks concerning this development. Anderson stated that Mr. Parks was concerned with the verbiage, but since it was stated to the County Commission that the City of Glyndon is purchasing Stockwood to finish the development, and then sell it for the Special Assessments that are assessed on it. Anderson informed Council that Jim Stewart (City's Bonding Council) has given the City his blessings also on this purchase. Ken Parks will attend the Council Meeting at the end of January with ideas and possible Developers that may also be interested in purchasing Stockwood. Olson would like to make sure everything is fair and out in the open when it comes to dealings concerning Stockwood. Jensen feels the City needs to move as quickly as they can to sell the development but feels the City should be very careful that nothing can appear to be negotiated before any deal has been made. Everything needs to be brought out into the open so all Council Members know what is happening with the development and decisions can be made together. Anderson asked Council Members to review the packet she left on their desk concerning the purchasing of the Stockwood Development. Olson requested Anderson to visit with David Drown and find out when the best time to have a Skype meeting would be concerning Steve Iverson and his Developers.

b. 418 2nd Street SE – Progress Discussion – Anderson informed Council that Building Inspector Steven Schroeder has not seen any progress at this location. Olson asked if it is necessary to have Mr. Sjothun come to all the Council Meetings or is there a different way to inform him of the amount of day left on his time line. Mayor Johnson stated that Sjothun has always been forthcoming if asked information concerning the property. Anderson informed Council that she will address this topic when 90 days are left so the Council is aware of how much time is left.

8. Additions to the Agenda

➤ HR – Lakes Country Co-op – Denise Anderson – Anderson informed Council that at the grant writing meeting she went to with Karen Kringler in Fergus Falls she received this handout from Lakes Country Service Cooperative and wanted to share it with the Council.

*Lakes Country Service Cooperative
Human Resources Support Program*

We have partnered with HR360 to provide our members with a new, award-winning online library that delivers comprehensive, easy-to-navigate human resources and benefits news, content, tools and forms to companies nationwide.

Online HR Library Features:

- *Health Care Reform guidelines*
- *Interactive compliance guides that provide step-by-step direction on how to properly conduct performance reviews, interview, hire and terminate employees*
- *A Benefits Compliance Calendar*
- *Step-by-Step interactive guide for implementing COBRA and FMLA*
- *Fast, efficient online HR tools for developing job descriptions and salary benchmarking*
- *Over 700 downloadable forms, posters and model notices*
- *Federal and state employment law information*
- *Monthly HR and benefits newsletter*

Free Two Week Trial to HR360 is offered and if the City would like to subscribe it would cost \$99 for the HR Support Program.

Your HR Library is your online source for must-have HR tools, forms and guidance:

- *Health Care Reform Tools & Guidelines*
- *COBRA Steps to Success*
- *FMLA Guidelines*
- *How to Hire, Discipline and Terminate*
- *State Employment Laws*
- *Job Description Builder*
- *Salary Benchmarking Tool*
- *HR Self-Assessment Tool*
- *Employee Cost Calculator*
- *Interview Question Builder*
- *Performance Review Builder*
- *Customizable Employee Handbook*
- *Hundreds of Downloadable Forms & Policies*
- *Federal and State Labor Law Posters*
- *Safety & Wellness*
- *HR News Alerts*
- *Frequently Asked Questions*

Anderson would like Councils approval to sign-up for the two week free trial starting next year. Olson stated that he will visit with Owings and requested Anderson to add HR Update to the next Agenda.

9. Department Reports / Committee Reports

a. Mike Cline, Police Chief – Chief Cline informed Council that the SFST training has been ongoing in Hawley for the last two days. The class is mandatory and officers from all around the area have been there participating. Cline would like to set up the swearing in of the officers for the December 21st Council Meeting. Chief Cline discussed a concern he has with the part-time officer's pay being \$11.00 an hour and would like Council to increase that amount to \$13.00 an hour. Anderson suggested the increase be moved to \$15.00 an hour. Jensen stated that the City needs to have the recruiting tools to be able to hire the best possible employees available and feels the increase is needed. Savageau asked what the full-time officers start at. Cline informed Council that they start at \$17.06 and with the 5% increase that will put them at \$17.92 in 2016. Council discussed the pay increase for the part-time officers along with increasing the amount of hours. Savageau stated that Eide Bailly wants the Council to be as accurate on the budget so if the part-time officers' salaries have come close or gone over budget the last two years she feels it should be increased. Chief Cline calculated what he feels would be an adequate amount in the budget to cover the cost of his part-time officers for 2016. Jensen believes that the residents of Glyndon appreciate having an officer working as many hours as possible to keep the community safe. Council instructed Anderson to change the part-time employee wages in the budget from \$5000 to \$8625. Karen Kringler addressed the Council in regards to the next Council Meeting, stating it is on Monday the 21st not Wednesday the 23rd.

b. Bob Cuchna, Fire Chief – Cuchna explained a few things concerning his budget and how he looks at it from year to year. Santa Claus is coming to town on Sunday December 20th from 2:00 to 4:00 at the Fire Hall. Anderson has the route that Santa will take through town while riding in the fire truck on the Glyndon Website. The Glyndon Firefighters Relief Association will be working with Dilworth donating funds, wrapping gifts and delivering them to needy families around the area. Mayor Johnson and Karen Kringler talked about what the Lions/Lionesses discussed at their last meeting concerning donating funds to a child for Christmas. Chief Cline explained the program that Walmart had years ago stating the school system would inform Chief Cline of two children that they felt would greatly benefit going to Walmart and purchasing presents for either family members or themselves. Karen Kringler will drop off a check for \$100 from the Glyndon Lions/Lionesses to Cuchna to donate to the program he will be helping with in Dilworth for the DGF area. Savageau asked Chief Cuchna if a pay increase was needed for the volunteer firefighters. Cuchna stated that the volunteers just started being paid a few years ago and are happy with what they receive for their help. Olson discussed the topic of Council Members being paid for Special Meetings. Jensen stated that in the past Council was paid for each Special Meeting until the City did not receive the LGA funds. At this point in the

budget Anderson has five Special Meetings per Council Member at \$50 a meeting figured into the 2016 Budget. Olson would like to discuss this further at the next meeting when Owings will be present.

c. **Scott Lofgren, Maintenance/Public Works Supervisor** – Not Present

d. **Denise Anderson, City Clerk** – Anderson informed Council that her and Karen Kringler went to Fergus Falls for a Grant Writing Seminar with Lakes Country Service Cooperative. Anderson has been working to finish up the Budget and compiling everything together for the purchasing of Stockwood. Eide Bailly contacted her to set up a time for the 2015 Audit which will be February 29th through March 4th. Savageau asked if Anderson would like to attend more grant writing conferences. Anderson indicated that she would like to learn more stating there are Otto Bremer Grants that the City may be able to receive that would help for playground equipment or other improvements in the community. Anderson discussed ideas to fix the floor and the roof at the Community Center. Mayor Johnson questioned what percent are the grants that Anderson and Kringler are talking about. Kringler stated they are both matching and full funding but the class they listened to was concerning full funding. Olson suggested Anderson to look into OSHA Safety Grants, he explained that they are matching grants and are pretty easy to receive if applied for. Jensen would like Anderson to review the contract for Nutrition Services that prepare food at the Community Center Monday-Friday.

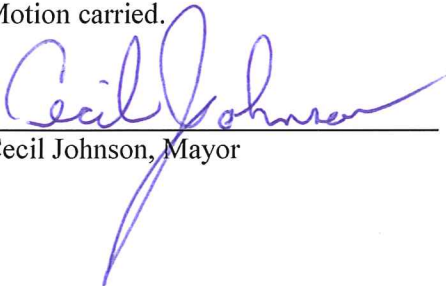
e. **Councilman Joe Olson & Kimberly Savageau, Glyndon Improvement Committee** – Nothing to report at this time.


10. **Open Forum** –

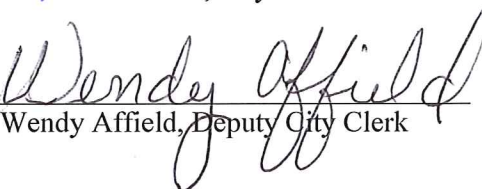
11. **Miscellaneous Announcements** –

12. **Adjournment**

A motion was made by Chris Jensen, seconded by Kimberly Savageau to adjourn at 8:12 p.m. Motion carried.


Cecil Johnson, Mayor


Denise Anderson, City Clerk/Treasurer


Wendy Affield, Deputy City Clerk

December 9th, 2015 Glyndon City Council Minutes